

# **CITY COUNCIL**

## **AGENDA**

Monday, September 19, 2011 – Council Chambers, City Hall

Call to Order:	1:00 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 Wednesday, August 31, 2011 Special Council Meeting  
(Agenda Pages 1 – 5)
- 1.2. Confirmation of the Minutes of the Tuesday, September 6, 2011 Regular Council Meeting  
(Agenda Pages 6 – 17)

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

### **3. UNFINISHED BUSINESS**

- 3.1. Crime Prevention and Policing Study/Strategy and Policing Model Review - Final Report (Please refer to the July 11, 2011 Council Agenda for a Copy of the Final Report of the Crime Prevention and Policing Study/Strategy and Policing Model Review) Directorate: Community Services  
(Agenda Pages 18 – 37)
- 3.2. Fee for Service - Council Policy 6215-C Department: Land & Economic Development

(Agenda Pages 38 – 60)

- 3.3. Policy Framework for Capital Grants Motion to Re-Table Department:  
Legislative & Governance Services

(Agenda Pages 61 – 62)

- 3.4. Response to Notice of Motion from Councillor Veer Regarding 20th Avenue  
Intersection Options Department: Engineering Services

(Agenda Pages 63 – 69)

- 3.5. Council Request for Information Riverside Light Industrial Area Redevelopment  
Plan Department: Planning Services

(Agenda Pages 70 – 73)

#### **4. REPORTS**

- 4.1. Alto Reste Cemetery Expansion - Land Acquisition Department: Recreation,  
Parks & Culture

(Agenda Pages 74 – 77)

- 4.2. Funding Request for Permanent Historical Exhibit at the Red Deer Museum and  
Art Gallery Department: Recreation Parks & Culture

(Agenda Pages 78 – 86)

- 4.3. Red Deer Centennial Steering Committee - Funding Request for \$250,000  
Department: City Manager

(Agenda Pages 87 – 95)

- 4.4. Federal Homelessness Partnering Strategy Grant Allocation Changes to  
Community Plan Priorities and "Re-Profiling" Risks Department: Social Planning

(Agenda Pages 96 – 100)

- 4.4.a. Federal Homelessness Partnering Strategy Grant Allocation - 2011 -  
2014 Department: Social Planning

(Agenda Pages 101 – 105)



- 4.5. Water Treatment Plant Upgrades Phase 3 Conceptual Design Plan Department: Environmental Services

(Agenda Pages 106 – 114)

- 4.6. Intermunicipal Development Plan (IDP): Fourth Annual Review Department: Planning Services

(Agenda Pages 115 – 120)

- 4.7. Appointment of Citizen Representatives to the Intermunicipal Subdivision and Development Appeal Board Department: Legislative & Governance Services

(Agenda Pages 121 – 123)

## **5. BYLAWS**

- 5.1. Bylaw 3473/2011 Descriptive Plan 102 3930 RCMP Site & Water Detention Pond Consideration of Three Readings of the Bylaw Department: Land & Economic Development

(Agenda Pages 124 – 127)

- 5.2. Traffic Bylaw Amendment 3186/C-2011 Delegation of Authority to City Manager to Approve Exceptions Related to Oversize Loads and Vehicles Consideration of Three Readings of the Bylaw Department: Inspections & Licensing, Engineering Services and Planning Services

(Agenda Pages 128 – 133)

## **6. PUBLIC HEARINGS**

- 6.1. Elements at River's Edge Development - Housekeeping Items: Part A: Land Use Bylaw Amendment 3357/R-2011 Rezoning to Facilitate Additional Parking Consideration of Second and Third Reading of the Bylaw Part B: Advertising Disposal of Public Park Land Department: Planning Services

(Agenda Pages 134 – 153)

## **7. CORRESPONDENCE**

## **8. PETITIONS AND DELEGATIONS**

## **9. NOTICES OF MOTION**

## **10. ADMINISTRATIVE INQUIRIES**

**11. IN CAMERA MEETING**

11.1. Citizen Appointments to Committee Department: Legislative & Governance Services

11.2. Governance Matter Department: Legislative & Governance Services

**12. ADJOURNMENT**



**UNAPPROVED - M I N U T E S**  
**of the SPECIAL MEETING of RED DEER CITY COUNCIL**  
**held on Wednesday, August 31, 2011**  
**in the Council Chambers of City Hall,**  
**commenced at 4:00 p.m.**

**Present:**

Mayor Morris Flewwelling  
Councillor Buck Buchanan  
Councillor Paul Harris  
Councillor Lynne Mulder  
Councillor Chris Stephan  
Councillor Tara Veer  
Councillor Frank Wong  
Councillor Dianne Wyntjes

City Manager, Craig Curtis  
Director of Corporate Services, John Knoch  
Director of Development Services, Paul Goranson  
Director of Planning Services, Paul Meyette  
Deputy City Clerk, Frieda McDougall  
Inspections & Licensing Manager, Joyce Boon  
Permits & Licensing Supervisor, Erin Stuart

**Absent:**

Councillor Cindy Jefferies



## **BYLAWS**

### **Traffic Bylaw Amendment 3186/B-2011**

#### **To Reverse Changes Made on June 13, 2011 in Response to Government of Alberta Motor Vehicle Fee Schedule Changes**

#### **Consideration of Three Readings**

Department: Inspections & Licensing

Moved by Councillor Dianne Wyntjes, seconded by Councillor Frank Wong

That Bylaw 3186/B-2011 (The Traffic Bylaw Amendment – changes to Schedule “L”) be read a first time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

**MOTION CARRIED**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Frank Wong

That Bylaw 3186/B-2011 be read a second time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

**MOTION CARRIED**

Moved by Councillor Frank Wong, seconded by Councillor Buck Buchanan

**“Resolved** that with the unanimous consent of the Council members present, Traffic Bylaw Amendment 3186/B-2011 be presented for third reading.”



IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Dianne Wyntjes, seconded by Councillor Frank Wong

That Bylaw 3186/B-2011 be read a third time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

**General Penalties Bylaw Amendment 3036/B-2011**  
**To Reverse Changes Made on June 13, 2011 in Response to Government of**  
**Alberta Motor Vehicle Fee Schedule Changes**  
**Consideration of Three Readings**  
Department: Inspections & Licensing

Moved by Councillor Paul Harris, seconded by Councillor Dianne Wyntjes

That Bylaw 3036/B-2011 (General Penalties Bylaw Amendment) be read a first time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED



Moved by Councillor Paul Harris, seconded by Councillor Dianne Wyntjes

That Bylaw 3036/B-2011 be read a second time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Lynne Mulder, seconded by Councillor Paul Harris

**“Resolved** that with the unanimous consent of the Council members present, General Penalties Bylaw Amendment 3036/B-2011 be presented for third reading.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Paul Harris, seconded by Councillor Dianne Wyntjes

That Bylaw 3036/B-2011 be read a third time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED



## ADJOURNMENT

Moved by Councillor Paul Harris, seconded by Councillor Buck Buchanan

**“Resolved** that the Wednesday, August 31, 2011, Special meeting of The City of Red Deer Council be adjourned at 4:07 p.m.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

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MAYOR

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DEPUTY CITY CLERK



**UNAPPROVED - M I N U T E S**  
**of the REGULAR MEETING of RED DEER CITY COUNCIL**  
**held on Tuesday, September 6, 2011**  
**in the Council Chambers of City Hall**  
**commenced at 1:05 p.m.**

**Present:**

Mayor Morris Flewwelling  
Councillor Buck Buchanan  
Councillor Paul Harris  
Councillor Cindy Jefferies  
Councillor Lynne Mulder  
Councillor Chris Stephan  
Councillor Tara Veer  
Councillor Frank Wong  
Councillor Dianne Wyntjes

City Manager, Craig Curtis  
Acting Director of Community Services, Greg Scott  
Director of Corporate Services, John Knoch  
Director of Development Services, Paul Goranson  
Director of Planning Services, Paul Meyette  
Legislative & Governance Services Manager (City Clerk), Elaine Vincent  
Deputy City Clerk, Frieda McDougall  
City Solicitor, Don Simpson  
Engineering Services Manager, Frank Colosimo  
Inspections & Licensing Manager, Joyce Boon  
Land & Economic Development Manager, Howard Thompson  
Land Coordinator, Joe D'Onofrio  
Planning Manager, Tara Lodewyk  
Water Superintendent, Randy Reaman  
Culture Superintendent, Kristina Oberg  
Planner, Quincy Brown  
Greater Downtown Coordinator, Charity Dyke  
Parks Superintendent, Trevor Poth  
Planning & Technical Services Supervisor, David Matthews





## IN CAMERA MEETING

Moved by Councillor Dianne Wyntjes, seconded by Councillor Paul Harris

**“Resolved** that Council of The City of Red Deer agrees to enter into an In-Camera meeting of Council on Tuesday, September 6, 2011 at 1:05 p.m. and hereby agrees to exclude the following:

- All members of the media; and
- All members of the public.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Cindy Jefferies, seconded by Councillor Frank Wong

**“Resolved** that Council of The City of Red Deer hereby agrees to revert to an open meeting of Council on Tuesday, September 6, 2011 at 1:15 p.m.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

## MINUTES

Moved by Councillor Dianne Wyntjes, seconded by Councillor Lynne Mulder

**“Resolved** that the Monday, August 22, 2011, Council Meeting Minutes be approved



with the following amendment:

Page 2            Reflect Councillor Veer's arrival prior to the motion to revert to an open meeting of Council."

IN FAVOUR:            Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

## POINTS OF INTEREST

On a Point of Interest Councillor Cindy Jefferies recognized the work of administration in the upgrades to the Council Chambers. Councillor Jefferies expressed her pleasure at being able to bring greetings on behalf of the Mayor to the Alliance Jeunesse-Famille de L'Alberta. Councillor Jefferies then spoke to the Bergen Rocks exhibit indicating that this is a great opportunity to embrace artists in our community. Finally, Councillor Jefferies expressed sincere thanks to the City Manager and other City administration that assisted in hosting the Alberta Urban Municipality Association in Red Deer last week.

Councillor Tara Veer on a Point of Interest shared that she had the pleasure of attending the Fusion Canada event which was an event designed to bring together the communities north of 67<sup>th</sup> Street.

On a Point of Interest Councillor Dianne Wyntjes indicated that she, along with the Mayor and Councillors Wong and Jefferies, attended the North Red Deer Centennial and the wonderful opportunity this was to celebrate our history.

Councillor Frank Wong on a Point of Interest shared that he was in attendance to cheer on Councillors Buchanan and Wyntjes in the Step Up for Somalia - Red Deer Walk and Roll event held on August 28<sup>th</sup>.

On a Point of Interest Councillor Paul Harris talked about Council's recent attendance at the Farmer's Market and how they had opportunity to speak to many citizens. Councillor Harris



also indicated that he has had conversations with downtown business owners who are excited about the improvements being made to the downtown.

On a Point of Interest Councillor Buck Buchanan shared that he was able to attend the 25<sup>th</sup> Cattleman's Roundup on behalf of the Red Deer Regional Hospital. Councillor Buchanan noted that Council will be at the Farmer's Market this coming Saturday, September 10<sup>th</sup>.

On a Point of Interest Mayor Morris Flewwelling spoke to the kick off to the Portraits of Honour which will display the many service personnel who lost their lives in Afghanistan. This display will be in Red Deer on September 16<sup>th</sup> and 17<sup>th</sup>.

## **BYLAWS**

### **Bylaw 3472/2011 Riverlands Area Redevelopment Plan**

### **Repeal of Bylaw 3335/2004 – Riverlands Area Redevelopment Plan**

### **Consideration of First Reading of the Bylaw**

Department: Planning Services

Mr. John Hull of John Hull Architect was in attendance to provide an overview of the Riverlands Area Redevelopment Plan.

Moved by Councillor Cindy Jefferies, seconded by Councillor Tara Veer

That Bylaw 3472/2011 (Riverlands Area Redevelopment Plan) be read a first time.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Chris Stephan

**MOTION CARRIED**

Council agreed to consider the related report at this time.

**Riverlands Implementation Plan and Development Design Criteria – A Planning Tool**

Department: Planning Services

Moved by Councillor Lynne Mulder, seconded by Councillor Buck Buchanan

**“Resolved** that Council of The City of Red Deer having considered the report from the Greater Downtown Coordinator dated August 22, 2011, re: Riverlands Area Redevelopment Plan, agrees to table adoption of the Riverlands Implementation Plan and Development Design Criteria as a planning tool until such time that Bylaw 3472/2011 - 2011 Riverlands Area Redevelopment Plan receives final reading.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

**REPORTS****Taylor Drive Concept Plan – 43 Street to Ross Street**

Department: Engineering Services

Moved by Councillor Paul Harris, seconded by Councillor Dianne Wyntjes

**“Resolved** that Council of The City of Red Deer having considered the report from the Engineering Services Manager, dated August 22, 2011, re: Taylor Drive Concept Plan – 43 Street to Ross Street, hereby agrees to adopt the Taylor Drive Concept Plan – 43 Street to Ross Street Final Report as a planning document and the basis for moving forward with future improvements to Riverlands’ access and Taylor Drive improvements.”

Prior to voting on the resolution, the following tabling resolution was introduced and passed.



Moved by Councillor Tara Veer, seconded by Councillor Frank Wong

**“Resolved** that Council of The City of Red Deer having considered the report from the Engineering Services Manager, dated August 22, 2011, re: Taylor Drive Concept Plan – 43 Street to Ross Street, hereby agrees to table the Taylor Drive Concept Plan – 43 Street to Ross Street Final Report until October 3, 2011 pending the adoption of the Riverlands Area Redevelopment Plan.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Paul Harris, Councillor Cindy Jefferies

MOTION TO TABLE CARRIED

## ADDITION TO THE AGENDA

Council agreed to consider the following motion to Add to the Agenda.

Moved by Councillor Cindy Jefferies, seconded by Councillor Buck Buchanan

**“Resolved** that Council of The City of Red Deer hereby agrees to Add to the Agenda consideration of the In Camera item as presented by the Human Resources Manager.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION TO ADD TO THE AGENDA CARRIED

The following item was then on the floor.



### **Human Resources Matter**

Department: Human Resources

Moved by Councillor Dianne Wyntjes, seconded by Councillor Buck Buchanan

**“Resolved** that Council of The City of Red Deer hereby approves the recommendations of the Human Resources Manager as presented to the In Camera Meeting of Council on Tuesday, September 6, 2011.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Council Recessed at 3:37 p.m. and reconvened at 3:46 p.m.

### **UNFINISHED BUSINESS**

#### **Information on Place of Worship and Social Care Site Shadow Plan in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP)**

Department: Planning Services

Mayor Morris Flewwelling left the meeting at 4:11 p.m. and Councillor Paul Harris, as Deputy Mayor, assumed the position of Chair.

Moved by Councillor Tara Veer, seconded by Councillor Buck Buchanan

**“Resolved** that Council of The City of Red Deer having considered the report from the Planner, dated August 17, 2011, re: Council Request for Information – May 16, 2011, Information on Place of Worship and Social Care Site Shadow Plan in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby agrees that the social care sites as identified in the Lancaster/Vanier East NASP revert immediately to RIG Residential (Small Lot) District.”



IN FAVOUR: Councillor Buck Buchanan, Councillor Tara Veer, Councillor Dianne Wyntjes

OPPOSED: Councillor Paul Harris, Councillor City Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Frank Wong

ABSENT: Mayor Morris Flewwelling

MOTION DEFEATED

The motion as set out hereunder was then introduced.

Mayor Morris Flewwelling returned to the meeting at 4:34 p.m.

Moved by Councillor Lynne Mulder, seconded by Councillor Cindy Jefferies

**“Resolved** that Council of The City of Red Deer having considered the report from the Planner, dated August 17, 2011, re: Council Request for Information – May 16, 2011, Information on Place of Worship and Social Care Site Shadow Plan in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby agrees to leave the place of worship and social care sites as identified in the Lancaster/Vanier East NASP. If the sites are not developed for their intended uses they would revert to the alternative residential uses as identified in the NASP:

1. Place of Worship: would remain an R2 Residential (Medium Density) District
2. Social Care Site(s) – PS (Public Services) District would revert to R1G Residential (Small Lot) District.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor City Jefferies, Councillor Lynne Mulder

OPPOSED: Councillor Buck Buchanan, Councillor Paul Harris, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION DEFEATED



A subsequent resolution was then introduced.

Moved by Councillor Tara Veer, seconded by Councillor Paul Harris

**“Resolved** that Council of The City of Red Deer having considered the report from the Planner, dated August 17, 2011, re: Council Request for Information – May 16, 2011, Information on Place of Worship and Social Care Site Shadow Plan in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby agrees to leave the social care sites as identified in the Lancaster/Vanier East NASP. If the sites are not developed for their intended uses they would revert to the alternative residential uses as identified in the NASP:

- I. Social Care Site(s) – PS (Public Services) District would revert to R1G Residential (Small Lot) District.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Tara Veer, Councillor Dianne Wyntjes

OPPOSED: Councillor Chris Stephan, Councillor Frank Wong

MOTION CARRIED

The further motion was then introduced and passed.

Moved by Councillor Dianne Wyntjes, seconded by Councillor Lynne Mulder

**“Resolved** that Council of The City of Red Deer having considered the report from the Planner, dated August 17, 2011, re: Council Request for Information – May 16, 2011, Information on Place of Worship and Social Care Site Shadow Plan in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby directs administration to explore options for residential development in the place of worship sites.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder,





Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Chris Stephan

MOTION CARRIED

## REPORTS

### **Water Treatment Plant Roof Repairs**

Department: Environmental Services

Moved by Councillor Buck Buchanan, seconded by Councillor Lynne Mulder

**“Resolved** that Council of The City of Red Deer having considered the report from the Water Utility Superintendent and Environmental Services Manager, dated August 24, 2011, re: Water Treatment Plant Roof Repairs, hereby approves a capital project funding transfer in the amount of \$113,000 from project 2011 WTP Equipment to fund the additional costs to repair a portion of the water treatment plant roof.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

### **Council Representation on the Alberta Poverty Reduction Steering Committee**

Department: Legislative & Governance Services

Moved by Councillor Cindy Jefferies, seconded by Councillor Dianne Wyntjes

**“Resolved** that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Manager, dated August 26, 2011, re: Council Representation on the Alberta Poverty Reduction Steering Committee, hereby:



1. Endorses Councillor Tara Veer's appointment to the Alberta Poverty Reduction Steering Committee
2. Agrees to assume all costs associated with Councillor Tara Veer's participation as a member of the Alberta Poverty Reduction Steering Committee meetings, resulting in a 2011 operating budget change in the amount of \$512 to be funded from the Tax Stabilization Reserve."

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

### **Council Representation on the Lieutenant Governor of Alberta Arts Awards Gala Committee**

Department: Recreation, Parks & Culture

Moved by Councillor Buck Buchanan, seconded by Councillor Paul Harris

**"Resolved** that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture Manager and Culture Superintendent, dated August 29, 2011, re: Lieutenant Governor of Alberta Arts Awards Gala Committee, hereby appoints Councillor Dianne Wyntjes to the Gala Committee who will attend the Gala Organizing Committee meetings, Lieutenant Governor of Alberta Arts Awards Foundation Board Meetings and act as a liaison between the two with a term to expire at the conclusion of the Gala event."

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

**CORRESPONDENCE****Alderman Peter Demong, City of Calgary – Request for Support of Alberta Municipality Funding Initiative – Municipal Share of Oil Sands Revenue**

Department: City Manager

Moved by Councillor Cindy Jefferies, seconded by Councillor Paul Harris

**“Resolved** that Council of The City of Red Deer having considered the correspondence from Alderman Peter Demong, City of Calgary, dated July 28, 2011, re: Alberta Municipality Funding Initiative – Notice of Motion, hereby agrees not to support this initiative pending a more comprehensive review of Provincial and Municipal finances.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

**ADJOURNMENT**

Moved by Councillor Buck Buchanan, seconded by Councillor Paul Harris

**“Resolved** that the Tuesday, September 6, 2011, regular meeting of The City of Red Deer Council be adjourned at 5:49 p.m.”

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

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MAYOR

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CITY CLERK

**Legislative & Governance Services**

**DATE:** September 7, 2011

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Crime Prevention and Policing Study/Strategy and Policing Model Review – Final Report

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**History:**

At the Monday, July 11, 2011 Council Meeting, the following motion was passed:

**“Resolved** that Council of The City of Red Deer having considered the report from the Community Services Director, dated June 29, 2011, re: Crime Prevention and Policing Study/Strategy and Policing Model Review – Final Report, hereby agrees to:

1. Receive the Final Draft of the Crime Prevention and Policing Study/Strategy and Policing Model and table it to the September 19, 2011 Council Meeting.
2. Refer the Crime Prevention and Policing Study/Strategy and Policing Model to the Crime Prevention Advisory Committee for comment to be brought back to the September 19, 2011 Council Meeting.”

**Discussion:**

Letters from the Crime Prevention Advisory Committee are attached along with a report from Administration.

**Recommendation:**

- I) That Council lift from the table consideration of the Final Draft of the Crime Prevention and Policing Study/Strategy and Policing Model.

Elaine Vincent  
Manager



**DATE:** September 7, 2011 **Document #**1146254

**TO:** Craig Curtis  
City Manager

**FROM:** Greg Scott  
Acting Community Services Director

**SUBJECT:** **Crime Prevention and Policing Strategic Update and Policing Model Review – Final Report and Recommendations**

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### **SUMMARY**

The Crime Prevention and Policing Study Strategic Update and Policing Service Model Review has been completed, reviewed by the Crime Prevention Advisory Committee (CPAC) and is again before Council for its consideration.

### **BACKGROUND**

Over the last year the Crime Prevention and Policing Review Steering Committee has been working with perivale + taylor Consulting in the development of the Review. The Terms of Reference identified three parts to the study:

- Part 1: Research and Statistical Analysis
- Part 2: Community Perception and Strategy Development
- Part 3: Policing Service Model Review

On July 11, 2011, perivale and taylor Consulting presented the final report to Council. The following motion was passed by Council:

***“Resolved** that Council of The City of Red Deer having considered the report from the Community Services Director, dated June 29, 2011, re: Crime Prevention and Policing Study/Strategy and Policing Model Review – Final Report, hereby agrees to:*

- 1. Receive the Final Draft of the Crime Prevention and Policing Study/Strategy and Policing Model and table it to the September 19, 2011 Council Meeting.*
- 2. Refer the Crime Prevention and Policing Study/Strategy and Policing Model to the Crime Prevention Advisory Committee for comment to be brought back to the September 19, 2011 Council Meeting.”*

### **DISCUSSION**

The purpose the Crime Prevention and Policing Study Strategic Update Policing Service Model Review is to provide a planning tool for further development of crime prevention and policing initiatives subsequent to the Crime Prevention and Policing report in 2005. The Review also provides an analysis of the various policing service models. Recommendations in the Review will help provide future direction and action regarding crime prevention and policing in Red Deer.

As per Council's resolution the Crime Prevention Advisory Committee (CPAC) met on August 9, 2011 to review the report at which time perivale + taylor Consulting were in attendance to clarify the data

provided in the report and address the committee members' questions. CPAC has provided recommendations from the meeting and are attached.

The Strategic Framework (see Review Summary, Recommendations, and Strategic Framework: pages 28 – 33 and Recommendation 1.1 on page 20) has been developed through consultation with council (two council workshops held March 3 and June 14) and with various stakeholders. The framework outlines the purpose, guiding principles and roles and responsibilities of the various partners. This section of the Review provides the foundation to move forward with the implementation of the plan. By Council's approval of the Strategic Framework it provides clear direction through the establishment of underlying principles as the basis for implementation.

The Review contains 43 recommendations, some broad and others fairly specific. In order to strategically address the recommendations an implementation plan will need to be developed to determine priorities, resources required (financial and human), timelines, and roles and responsibilities and further research required. The plan will be developed by the Community Services Directorate staff and it is anticipated to be completed by the end of the second quarter in 2012. CPAC will be involved in the development of the implementation plan as the committee will be a valuable resource throughout the implementation stage.

In terms of the Policing Service Model, the report indicates that either the RCMP contracted model or a municipal police service can provide the service delivery desired by Council and the Red Deer community. From a business case the Consultants have recommended maintaining the RCMP contracted model with enhancements to the service as identified in the recommendations.

### **FINANCIAL IMPLICATIONS**

In the development of the Implementation Plan priorities and resources will be identified for short and long term initiatives. At this time, and until further work is done on the Implementation Plan, it is unknown what the costs will be.

### **RECOMMENDATION**

That Council

- 1) Decide on the Policing Service Model for the City of Red Deer, and
- 2) Approve the Strategic Framework (Review Recommendation 1.1) as it provides the foundation for continuing and future crime prevention and policing work in the community, and
- 3) Adopt the Crime Prevention and Policing Study Strategic Update and Policing Service Model Review, as a planning tool as presented to Council on July 11<sup>th</sup>, and
- 4) Direct administration to make recommendations regarding the appropriate organizational design/structure and committee structures to support the chosen policing service model and have those recommendations back to Council by November 14<sup>th</sup>, 2011.
- 5) Develop a detailed Crime Prevention and Policing Implementation Plan after the decisions regarding organizational design/structure and committee structure are completed to ensure the correct stakeholders are involved in the process.

Respectfully submitted

Greg Scott  
Acting Community Services Director

## Strategic Framework

### 1 Introduction

A deliverable for Part 1 of the *Review* was the conduct of

*'a workshop with City Council members to provide a foundation for the development of guiding principles for crime prevention and policing in Red Deer for now and into the future, in keeping with The City of Red Deer Strategic Plan, Vision and Direction.'*

The workshop was held at the outset of the *Review*, and through an active, highly participative process, the members of Council provided input to the vision for crime prevention and policing strategies.<sup>14</sup> As mentioned previously in Part 1 of the report, the sources for information in this *Review* have been broad. Following the workshop, additional information was received which added value to the foundation ideas of Council.<sup>15</sup> Throughout the Part 1 data collection process, the Guiding Principles evolved. The consultants suggested in Part 1 that, given the cumulative nature of the data used in the *Review* and the forthcoming public telephone survey and additional data collection activities, it was likely that the Guiding Principles would further evolve.

Following the release of Part 1 of the report to the project Steering Committee and to Council, a workshop was conducted with members of Council and the senior City managers. The draft Guiding Principles were discussed at length and further input was obtained. Since that time, the public telephone survey and the website public input survey have been conducted. Given the breadth and the framework that this document provides to shape crime prevention and policing in Red Deer, it was proposed that the title should be changed to 'Strategic Framework'.

The 'Strategic Framework' developed to date is synthesized from these various perspectives and constructed against a backdrop in Red Deer which exhibits important elements that influence the nature and feasibility of such principles, namely:

- Council in Red Deer is progressive and adopts a broad perspective on oversight and the operation of City functions.
- Members of the senior administration mirror this perspective in thinking strategically.
- A strong foundation has been established in Council and City administration which values the inclusion of all stakeholders in identifying issues which are problematic, in developing prospective resolutions to such problems, and in following through on actions designed to improve the quality of life in the city.
- The police, the social support agencies, local businesses, and members of the community are informed and active supporters of the principles of crime prevention and willing to participate in processes which enhance the quality of life in Red Deer.

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<sup>14</sup> Following the October 2010 Civic election, the three new council members were also individually interviewed and their input sought with respect to the general questions posed to [then] sitting Council in August, 2011.

<sup>15</sup> Interviews, and focus groups were conducted to add to the body of knowledge

- The Government of Alberta is progressive and supportive of local initiatives which encourage crime prevention and improved policing.

## **2 City of Red Deer Strategic Plan**

The City of Red Deer Vision and Mission statements, as outlined in the Strategic Plan, provide the foundation that supports the strategic Framework for crime prevention and policing in the community.

### **2.1 Vision**

- Innovative thinking
- Inspired results
- Vibrant community<sup>16</sup>

### **2.2 Mission**

The City of Red Deer works together to provide leadership and sustainable municipal services for our community.

### **2.3 Goals**

Increase the safety and security of citizens, businesses, and visitors.

### **2.4 Strategies**

- Monitor and evaluate the impacts of federal and provincial changes and take appropriate action for the provision of safety and wellness services;
- Ensure the City is prepared for its role and obligation with respect to crime prevention, policing, and emergency management;
- Engage citizens, organizations, and stakeholders in crime prevention;
- Encourage crime prevention through environmental design (CPTED) principles in the design of our city.

## **3 Crime Prevention and Policing in Red Deer - Strategic Framework**

### **3.1 Purpose**

Through an innovative, coordinated, and strategic approach, ensure a safe and vibrant community, and awareness, for all residents, businesses and visitors to Red Deer, of quality of life initiatives within the City,

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<sup>16</sup> City of Red Deer website, Strategic Plan



### 3.2 Guiding Principles

Red Deer is a safe and caring community where:

- Citizens are personally safe and property is secure and their general perception is one of prevailing safety and security.
- Citizens and business are engaged in activities in their neighborhoods and throughout the city which leads to a strong sense of community ownership.
- A sense of pride is demonstrated through well maintained properties.
- Citizens can interact and enjoy opportunities, spaces and places in the city.
- Citizens' safety concerns do matter and are addressed in an effective and timely manner.
- The community is involved in the development of crime prevention and policing strategies.
- Community agencies and services are in place to address crime and social disorder issues.
- Crime prevention is part of a broad continuum beginning with prevention and moving through to enforcement, where prevention, intervention and law enforcement are available options.
- Individual, city department, organization/agency, and business/private enterprise partnerships are developed and fostered as a proactive part of crime prevention.
- Land use and civic planning of neighborhoods and the community as a whole, considers safety, security, and community involvement as essential elements.

### 3.3 Red Deer's Universal Approach

#### 3.3.1 Governance

The governing authority<sup>17</sup>, within the parameters defined by relevant legislation and policy, provides oversight which ensures clearly defined priorities and outcomes, transparent, and accountable crime prevention, and public safety by:

- Operating within *Municipal Government Act*, *Alberta Police Act* and *Peace Officer Act*.
- Supporting the strategies established by Alberta Solicitor General and Public Security and Justice and the Attorney General.
- Complementing the City of Red Deer Strategic Plan & Council Priorities.
- Managing the *Municipal Police Service Agreement* effectively.
- Providing independent and objective accountability to the community through a governance structure that is understood.
- Ensuring appropriate community and agency reporting processes.
- Being responsible for governance of City services within the community crime prevention continuum.
- Ensuring citizens understand to whom the police are accountable.

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<sup>17</sup> The term 'governing authority' is used to describe the principal organization or position which has primary responsibility to establish and oversee the crime prevention and policing priorities, outcomes and accountability framework. In the current system, Council is the governing authority.

### 3.3.2 Crime Prevention Strategy

The governing authority will establish priorities, outcomes, service levels and the accountability framework on a range of initiatives which support the identification and protection of the broader community and the prevention of crime and disorder in our demographically diverse community. The community partners will respond to the stated priorities, outcomes, service levels and accountability framework by:

- Developing and delivering initiatives in response to identified needs and based upon leading practice principles.
- Incorporating inclusive, timely, cost-effective and community based approaches.
- Being willing to amend objectives or program content to address changing security and safety conditions within the city, subject to annual/periodic assessment of effectiveness and costs.
- Complementing and integrating the community crime prevention continuum.
- Being guided by clearly defined mandates in support of the community crime prevention continuum.
- Developing and implementing mutually-agreed protocols/Memoranda of Understanding (MOUs) to ensure effective coordination.
- Developing strategies to address needs of the diverse and changing demographics and vulnerable sites and persons.

### 3.3.3 Community Crime Prevention Continuum

Community partners act within the parameters defined by relevant legislation, contracts, mandates, and policy. They are accountable to provide well organized, effective, and transparent crime prevention and public safety programs.

Citizen	Community Agencies & Organizations	Business/ Private Enterprise	City Departments <ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Coordination</li> <li>▪ Bylaws</li> </ul>	Bylaw Officers/ Community Peace Officers	Public Police <ul style="list-style-type: none"> <li>▪ Municipal</li> <li>▪ Provincial</li> <li>▪ Federal</li> </ul>
Awareness Support Reporting	Neighbourhood associations Social agencies Community organizations Schools Library	Local businesses Industry Security companies Media	Social Planning Recreation Parks and Culture Inspections and Licensing Transit	Bylaw enforcement Traffic Enforcement	Local police Sheriffs RCMP

The roles/activities of the various partners are described below:

**Citizens**

- Maintain an awareness of crime prevention, community safety programs and approaches to equip each citizen with a level of knowledge that affords self- protection and support for the safety of others.
- Are active agents in crime prevention and community safety.

**Community agencies and organizations**

- Play an active and consultative role in the provision of community safety and security initiatives.
- Are guided by clearly defined mandates as an integral part of the community crime prevention continuum.
- Ensure effective coordination and best use of available community resources where such an arrangement can be established, subject to mutually-agreed protocols/MOUs with the City of Red Deer and other stakeholders.

**Business/Private enterprise**

- Develops and implements strategic approaches and tactical initiatives which are supportive of employee and customer safety and security (and proprietary revenue generation).
- Coordinates such efforts with City and other resources to facilitate a seamless fabric of community safety and security.

**City Departments**

- Plan and operate within the strategic approach of the governing authority, assume responsibility for the prevention of crime for that portion of the City plan which falls within the mandate of the department.
- Develop and implement timely and cost effective strategies and assign responsibility for department crime prevention initiatives which support the overall City approach.
- Periodically assess those crime prevention programs against objectives dovetailing with the City approach to program evaluation.
- Adjust objectives and program content and deliverables (or abandon) to meet changing security and safety conditions within the city.
- Liaise with other civic departments and, where necessary, establish MOU's to facilitate the overall implementation, management and operation of programs.

**Peace Officer & By-law Enforcement**

- Deployed in response to an identified need.
- Deployed based upon clear goals and objectives and measurable outcomes.
- Subject to annual assessment – effectiveness and costs.
- Engaged complementary to, and integrated with, the public police service and the community crime prevention continuum.

**Public Police Service**

- Provides service through a well-defined and understood governance structure, management and assignments that is complementary and responsive to the City's goals, priorities, and objectives
- Is accountable to the community through Council/Police Commission.
- Deploys resources based upon decision making which is evidence-based, intelligence-led, problem-oriented, timely, cost-effective and considers emerging issues.
- Employs dynamic strategic deployment of resources based on a balanced service across the community.
- Is integrated within the community crime prevention continuum.
- Undertakes activities that are founded upon mutually-agreed protocols/Memoranda of Understanding (MOUs), and that define role responsibilities to ensure effective coordination, collaboration, and community partnerships within the community crime prevention continuum.



CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011

To: City Council

From: Crime Prevention Advisory Committee

Subject: Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review dated June 30, 2011. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having reviewed the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review dated June 30, 2011, hereby forwards the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review to Council for approval as a planning tool.”

The above is submitted for Council’s approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist



CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011  
To: City Council  
From: Crime Prevention Advisory Committee  
Subject: Red Deer Crime Prevention and Policing Review – Strategic Framework

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Red Deer Crime Prevention and Policing Review - Strategic Framework. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having accepted as presented the Red Deer Crime Prevention and Policing Review – Strategic Framework hereby forwards the Red Deer Crime Prevention and Policing Review – Strategic Framework as presented to Council for approval.”

The above is submitted for Council’s approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist



CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011

To: City Council

From: Crime Prevention Advisory Committee

Subject: Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review – Implementation Plan

At the August 9, 2011 meeting of the Crime Prevention Advisory Committee meeting, the Committee discussed implementation of the Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having discussed the Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review, recommends the development of an implementation plan and that the Crime Prevention Advisory Committee take an active role in the development of the plan, and forwards this recommendation to Council for approval.”

The above is submitted for Council's approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'. The signature is fluid and cursive.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist



## CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011

To: City Council

From: Crime Prevention Advisory Committee

Subject: Crime Prevention and Policing Study Strategy Update and Policing Services Model Review dated June 30, 2011

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Crime Prevention and Policing Study Strategy Update and Policing Services Model Review dated June 30, 2011. After discussion the motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having reviewed and discussed the Crime Prevention and Policy Study Strategy Update and Policing Services Model Review dated June 30, 2011, hereby recommends support of the consultant’s recommendations to continue with the RCMP as the policing service model in Red Deer.”

The above is submitted for Council’s consideration.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist





Report Originally Submitted to  
the July 11, 2011 Council  
Meeting

**DATE:** June 29, 2011

Document #116033

**TO:** Craig Curtis  
City Manager

**FROM:** Colleen Jensen  
Community Services Director

**SUBJECT:** **Crime Prevention and Policing Study/Strategy and Policing  
Model Review – Final Report**

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## **PURPOSE**

The Crime Prevention and Policing Study/Strategy and Policing Model Review has been prepared as a planning tool for further development of crime prevention and policing initiatives subsequent to the Crime Prevention and Policing report in 2005. The report also provides an analysis of the various policing service models. Recommendations are made for future direction and action regarding crime prevention and policing in Red Deer.

## **INTRODUCTION**

During the 2010 budget discussions Council approved funding to undertake the update of the Crime Prevention and Policing Strategy as well as a review of various policing models. In March 2010 the project Terms of the Reference were approved and appointments made to the Steering Committee by Council.

The Crime Prevention and Policing Study/Strategy Update and Policing Model Review is divided into three Parts:

- Part 1: Research and Statistical Analysis
- Part 2: Community Perception and Strategy Development
- Part 3: Policing Service Model Review

## **DISCUSSION**

The purpose of the Review is:

### **Part 1: Research and Statistical Analysis**

- I. To undertake detailed research that will provide an accurate picture and clearly articulate the reality of issues related to crime in Red Deer, with a comparison to what is happening in other communities of similar size and a comparison with the benchmark data identified in the first strategy document from 2003 - 2004. The report will further identify and articulate how crime is being responded to in the community by stakeholders including the police, Alberta and Federal Justice, crime prevention agencies and other community agencies.

2. To provide a literature review of leading crime prevention and policing practices from other communities.
3. The 2005 Crime Prevention and Policing in Red Deer report will be used as benchmark data for comparison purposes.

Part 2: Community Perception and Strategy Development

1. To identify clearly, how the community and other stakeholders view the issues as identified in the research from Part 1 and seek ideas on solutions to addressing those issues and crimes, including consideration of how citizens, the community agencies, The City, provincial and federal justice and police should respond.
2. To draw conclusions from Part 1 and the stakeholder feedback in Part 2 and subsequently recommend how the issues should be addressed and by whom, based on the research and leading practices.

Part 3: Policing Service Model Review

1. To provide a comparative costing of policing services currently by the RCMP with other policing models.
2. To identify the pros and cons and effectiveness of various policing models in municipal environments (e.g. RCMP, or other models)
3. Recommend service levels and performance measures.

A Steering Committee was established in March 2010 to guide the process and assist the consultants in the development of the reports and recommendations. In August 2010 *perivale + taylor Consulting Ltd.* was selected and contracted to began the process of gathering data for all three parts of the review. On August 19, 2010, March 3 and June 14, 2011 the consultants met with Council to review the findings to date and facilitated the development of a Strategic Framework as a foundational document for community crime prevention and policing in Red Deer.

The data upon which the Review is based comes from a multiple of sources including, a literature review, crime statistics and policing data analysis, and comparison data with comparator sites along with significant community input.

The community was engaged through a number of different methods including:

- interviews (community organizations, agencies, individuals)
- focus groups
- website survey
- print survey
- telephone survey
- public forum

At the March 7<sup>th</sup> Council meeting *perivale + taylor Consulting Ltd* presented the findings related to Part I: Research and Statistical Analysis.

The consultants, *perivale + taylor Consulting Ltd* will be in attendance at the July 11<sup>th</sup> Council meeting to present the final draft of the report which expands on the findings in Part I and

provides the findings in Part 2 and 3, the Crime Prevention and Policing Strategic Framework as well as the recommendations flowing from the three parts of the *Review*. The Executive Summary/Recommendations and full report are included in the agenda package.

Administration is suggesting that Crime Prevention Advisory Committee (CPAC) have an opportunity for comment once the report has been present to Council.

### **RECOMMENDATION**

That Council

- 1) Receive the Final Draft of the Crime Prevention and Policing Study/Strategy and Policing Model and table it to the September 19<sup>th</sup> Council meeting; and
- 2) Refer the Crime Prevention and Policing Study/Strategy and Policing Model to the Crime Prevention Advisory Committee for comment to be brought back to the September 19<sup>th</sup> Council meeting.

Respectfully submitted

Colleen Jensen  
Community Services Director




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## Q&A BACKGROUNDER

June 29, 2011

### **Review sets out strategies for a community based approach to crime prevention and policing**

#### **1. Why is Red Deer conducting a Crime Prevention and Policing Review?**

Crime is one of those subjects people are naturally concerned about. Everyone wants a safe community and crime prevention is everyone's business. As Red Deer continues to grow, social issues such as crime and the perception of crime are important for our community. The review is a follow up to the Crime Prevention and Policing Strategy completed in 2005 and will help Red Deer determine existing issues and trends as they exist in 2011 and then define what can and should be done to continue to best prevent and address crime in our community.

#### **2. What were the major findings of the crime prevention review?**

Each section of the review produced a detailed report that analyzed our current situation related to crime and crime prevention in Red Deer. Some of the highlights include:

- Red Deer's overall crime rate has decreased almost 20 per cent from 2004.
- Property crime rates decreased 18.7 per cent between 2004 and 2009.
- The violent crime rate decreased 4.71 per cent, although the actual number of violent crimes reported has been trending upwards and is almost 19 per cent higher than in 2004. Red Deer's population has increased 18 per cent in the same time period.
- The five most frequent types of calls from January 2009 to June 2010 were traffic collisions, disturbing the peace, false alarms, theft under \$5,000 and violations of municipal bylaws.
- Red Deerians ranked using and selling illegal drugs, alcohol abuse and poverty as the top 'root causes' of crime.
- Red Deerians feel the city is safe and neighbourhoods are safe; however, there is some anxiety about the downtown area at night.
- Red Deerians are engaged in, and supportive of, crime prevention initiatives in Red Deer.
- A comprehensive community-based model approach to crime prevention is necessary with intervention strategies aimed at each level: primary (reducing opportunities for crime or social disorder), secondary (focus on at-risk individuals, groups, or communities), and tertiary (prevent offenders from re-offending). Red Deer has already undertaken a number of initiatives to work toward an integrated model.
- Crime concerns and the 'root cause of crime' focus primarily on factors such as homelessness, mental health, residential structure and schools, family structure, employment, education, marital status, age proportions and median age contributing to crime which is manifested in crime and social disorder issues such as illegal drug use and alcohol abuse.
- Similar issues and challenges with respect to community safety and security are faced by other similar sized municipalities across the country.
- The need for protocols and Memoranda of Understanding (MOUs) between community organizations and the public police were one of the most common issues brought forward during the review's focus group meetings. The use of such protocols will define roles, responsibilities and expectations and consider resources available.
- We need to continue to ensure an ongoing and functional relationship between community/social agencies and The City division responsible for policing services.

-more-

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## Q&A BACKGROUNDER

- The average response time for police in Red Deer compared very favourably to other communities.
- The City has eight primary zones for policing. Incidents of crime are distributed across the whole community and the type of crime varies by zone. The downtown has a much higher number of calls; however, most are administrative due to the fact the police station is located in the downtown.
- Criminal code cases per officer are 23% above the Alberta average. This is just one factor in determining the resources required for policing in the community.

### 3. Why did The City undertake a policing model review?

While The City has a good relationship with the RCMP and community survey feedback has been positive, it was felt an assessment of how we conduct business and how we compare to best practices would be helpful in identifying potential improvements for policing in the community. The policing model review looked at the benefits and challenges of different policing models. This was to ensure the needs of the organization and the community are being met.

### 4. What are the major findings for the policing model review?

The review analyzed five different policing models of which only two were deemed feasible in our community – the RCMP contracted services and a municipal police department.

Based on a business case, along with the evidence that no one model stands alone as better than the other in addressing crime, the consultants recommend the continuation of the RCMP contract with some enhancements.

### 5. What are the enhancements?

Some of the enhancements recommended in the report include:

- Explore options for the public to report non-emergency crime and other events.
- Explore enhanced in-vehicle reporting processes and technology.
- Increase the use of community peace officers for designated functions.
- Improved governance reporting structure within The City structure

### 6. What factors were considered when recommending a policing model for Red Deer?

The consultants looked at a number of factors when comparing a municipal police force and RCMP contracted services. Some of the areas compared were:

- Dispatch
- Equipment and uniforms
- Vehicles
- Specialized services
- Human resources
- Recruitment and training
- Union relations
- Support staff
- Insurance
- Legal
- Governance
- Start-up and on-going costs
- Transition time
- Financial administration
- Contractual obligations
- Service response
- Best practices

- more-



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## **Q&A BACKGROUNDER**

### **7. What are the next steps?**

Council will consider the recommendation for the Crime Prevention and Policing Review at the City Council meeting on July 11.

- end -

For more information, please contact:

Colleen Jensen  
Director of Community Services  
The City of Red Deer  
403-342-8115

DM# 1117026

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**Comments:**

I support the recommendations from the consultant that we maintain the Service Delivery Model through the RCMP as recommended.

The balance of the report is to be used as a planning tool for organizational and committee structure and working with Council and Administration to develop an Implementation Plan.

“Craig Curtis”  
City Manager

## 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:	Christina Lust on behalf of Greg Scott
Department & Telephone Number:	Community Services Division 309-8500
REPORT INFORMATION	
Preferred Date of Agenda:	September 19, 2011
Subject of the Report (provide a brief description)	Crime Prevention and Policing Study/Strategy Update and Policing Service Model Review
Is this Time Sensitive? Why?	Yes. The resolution of Council from the July 11 <sup>th</sup> meeting indicated that the item be addressed at the September 19 <sup>th</sup> Council meeting.
What is the Decision/Action required from Council?	<ul style="list-style-type: none"> <li>- receive the report as a planning document</li> <li>- approved the Strategic Framework</li> <li>- direct administration to develop an implementation plan with the involvement of the Crime Prevention Advisory Committee (CPAC)</li> <li>- council to make a decision on the policing service model</li> </ul>
Please describe Internal/ External Consultation, if any.	<p>CPAC reviewed the report with the consultants at its August 9<sup>th</sup> meeting. The content of the report has been formulated with the input and consultation of a number of stakeholders through various methods including:</p> <ul style="list-style-type: none"> <li>• interviews (community organizations, agencies, individuals)</li> <li>• focus groups</li> <li>• website survey</li> <li>• print survey</li> <li>• telephone survey</li> <li>• public forum</li> </ul>
Is this an In-Camera item?	No
<p>How does the Report link to the Strategic Plan and other existing Plans &amp; Policies?</p> <p>DC 2.2 Ensure The City is prepared for our role and obligation with respect to crime prevention, policing and emergency management and Safety Strategic Theme identified in the new plan.</p>	
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. N/A	
<p>Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe.</p> <p>Development of the implementation plan and implementation of the <i>Review</i> strategies and recommendations will impact</p>	



the 2012 budget and beyond. The implementation plan will more clearly determine the costs associated with the implementation and timing of various strategies. Other organizational impacts include the assignment of staff (i.e. the Crime Prevention Coordinator as lead and the Divisional Strategist) to the development of the Plan. CPAC will also be involved in assisting with the development of the implementation plan. The completion of the organizational review has been deferred until the outcome of the Policing Service Model Review (Part 3 of the study) has been completed.

Presentation:  
(10 Min Max.)

☐ YES

☒ NO

#### 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)

☐ YES

☒ 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)

##### CLT

When/describe: \_\_\_\_\_

##### City Manager Briefings

When/Describe: \_\_\_\_\_

##### Board(s) / Committee(s)

When/Describe: \_\_\_\_\_

Do we need Communications Support?

☐ YES

☐ NO

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

**DATE:** September 22, 2011  
**TO:** Greg Scott, Acting Community Services Director  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Crime Prevention and Policing Strategic Updates and Policing Model Review – Final Report and Recommendation

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**Reference Report:**

Acting Community Services Director, dated September 7, 2011.

**Resolution:**


The following resolution was passed during the Regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer hereby agrees to table consideration of the Final Draft of the Crime Prevention and Policing Study/Strategy and Policy Model report to the October 3, 2011 meeting of Red Deer City Council.

**Report back to Council:** Yes

**Comments/Further Action:**

This item will be brought back to the Monday, October 3, 2011 Regular Council Meeting for discussion and recommendations.



Elaine Vincent  
Legislative & Governance Services Manager

- c RCMP Superintendent  
Divisional Strategist, Community Services  
Crime Prevention Advisory Committee, Chair  
Corporate Meeting Coordinator



## CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011  
To: City Council  
From: Crime Prevention Advisory Committee  
Subject: Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review dated June 30, 2011. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having reviewed the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review dated June 30, 2011, hereby forwards the Crime Prevention and Policing Study Strategic Update and Policing Services Model Review to Council for approval as a planning tool.”

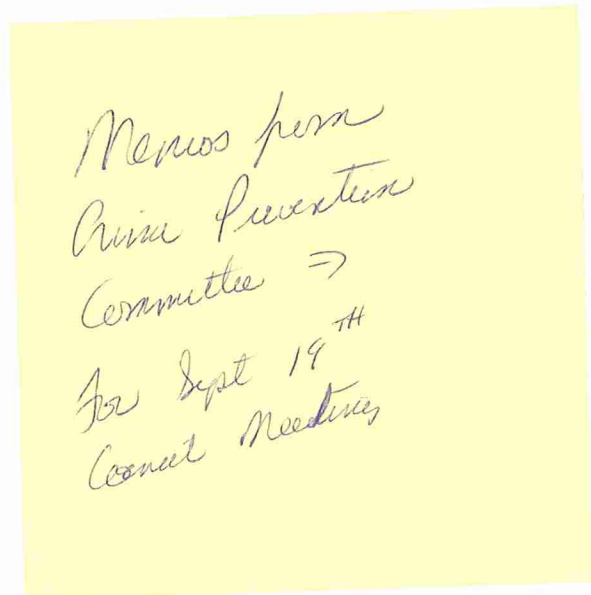
The above is submitted for Council’s approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist





CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011  
To: City Council  
From: Crime Prevention Advisory Committee  
Subject: Red Deer Crime Prevention and Policing Review – Strategic Framework

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Red Deer Crime Prevention and Policing Review - Strategic Framework. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having accepted as presented the Red Deer Crime Prevention and Policing Review – Strategic Framework hereby forwards the Red Deer Crime Prevention and Policing Review – Strategic Framework as presented to Council for approval.”

The above is submitted for Council’s approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist



## CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011  
To: City Council  
From: Crime Prevention Advisory Committee  
Subject: Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review – Implementation Plan

At the August 9, 2011 meeting of the Crime Prevention Advisory Committee meeting, the Committee discussed implementation of the Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review. The motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having discussed the Crime Prevention and Policing Study/Strategy Update and Policing Services Model Review. recommends the development of an implementation plan and that the Crime Prevention Advisory Committee take an active role in the development of the plan, and forwards this recommendation to Council for approval.”

The above is submitted for Council’s approval.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist





## CRIME PREVENTION ADVISORY COMMITTEE

Date: August 9, 2011  
To: City Council  
From: Crime Prevention Advisory Committee  
Subject: Crime Prevention and Policing Study Strategy Update and Policing Services Model Review dated June 30, 2011

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At the August 9, 2011 meeting of the Crime Prevention Advisory Committee, the Committee discussed the Crime Prevention and Policing Study Strategy Update and Policing Services Model Review dated June 30, 2011. After discussion the motion as set out below was introduced and passed:

**“Resolved** that the Crime Prevention Advisory Committee having reviewed and discussed the Crime Prevention and Policy Study Strategy Update and Policing Services Model Review dated June 30, 2011, hereby recommends support of the consultant’s recommendations to continue with the RCMP as the policing service model in Red Deer.”

The above is submitted for Council’s consideration.

Respectfully submitted,

A handwritten signature in blue ink that reads 'TerryLee Ropchan'.

TerryLee Ropchan  
Chair, Crime Prevention Advisory Committee

c. C. Lust, Divisional Strategist

**LAND AND ECONOMIC DEVELOPMENT**

Date: September 7, 2011

To: Craig Curtis, City Manager

From: Joe D'Onofrio, Land Coordinator,  
Howard Thompson, Land & Economic Development Manager

Re: **Fee for Service – Council Policy 6215 - C  
Land & Economic Development**

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**Background:**

At the August 22, 2011 regular Council meeting the following resolution was passed based on the reports from the Land and Economic Development Manager and Land Coordinator, dated August 8, 2011, and comments received from the Recreation, Parks and Culture department as noted in the memo from the Legislative & Governance Services Manager, dated August 16, 2011:

**“Resolved** that Council of The City of Red Deer having considered the report from the Land Coordinator and Land & Economic Development Manager, dated August 8, 2011, re: Fee for Service – Council Policy 6215-C – Land & Economic Development, hereby approves the fee increases for municipal reserve, road closure requests and encroachment agreements as outlined in the draft Fee for Service Council Policy 6215 – C and that the fees for the Public Utility Lot Leases remain at \$30.00. A revised Fee for Service Council Policy 6215 – C is to be brought back for Council's consideration in four weeks time.”

**Discussion:**

The policy has been revised as directed with the fees for residential PUL leases remaining at \$30 per annum; and added policy statement #1 to indicate Council's intent that the rate remains nominal in acknowledgement of the benefit to maintain City lands.

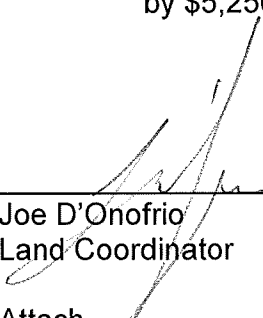
**Financial Implications:**

As previously indicated in the August 8<sup>th</sup> report, the approved Revenue Service Plan Funding Requirement included anticipated revenue from the residential PUL lease rate increase and an offsetting reduction of the base budget for Land & Economic Development (Business Unit 291) that will not be realized now. The adjustment to the base budget required to reverse a portion of the SPFR is approximately \$5,250 in 2011 and \$6,000 each for 2012 and 2013 for a total of \$17,250.

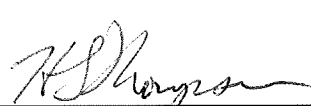
**Recommendation:**

That City Council approves:

- i) Council Policy 6215 – C Fee for Service; and
- ii) Directs Financial Services to increase the Land & Economic Development base budget by \$5,250 in 2011 and \$6,000 each for 2012 and 2013.

  
\_\_\_\_\_  
Joe D'Onofrio  
Land Coordinator

Attach.

  
\_\_\_\_\_  
Howard Thompson  
Land & Economic Development Manager

cc Paul Meyette, Dir. of Planning Services  
Dean Krejci, Financial Service Manager





**Revised Policy**

**Purpose:**

To establish land service fees and charges relative to processing applications, preparing agreements and rates for the lease and encroachment of Municipal Land.

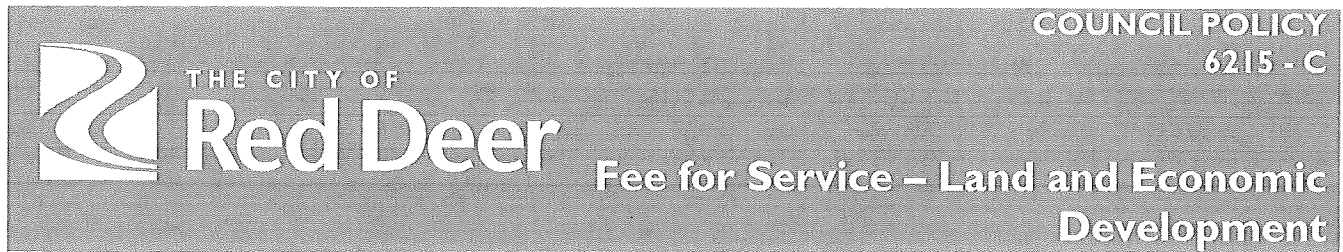
**Policy Statement(s):**

1. Lease rates on residential public utility lots shall be of nominal value to reflect maintenance of City Lands by the Lessee.
2. The City Manager shall have the authority to approve market values, commercial lease rates and to waive any fee.
3. The following schedule of fees and charges shall apply:

Service	Fee	Description
Municipal Reserve or other Public Land Purchase	\$250.00	Application Fee
	\$250.00	Agreement Fee
Road Closure Request/Disposal	\$250.00	Application Fee
	\$250.00	Agreement Fee
Public Utility Lot Lease (Commercial) or lease of Municipal Real Property	\$250.00	Application Fee
	\$250.00	Agreement Fee
	**annual lease charge based on market value	Annual lease rate
Public Utility Lot Lease (Residential)	\$30.00	Annual lease rate
Encroachment Agreement	\$250.00	Application & Agreement Fee

**Policy Monitoring and Evaluation:**

The Fee for Service charges shall increase by the cumulative consumer price index (rounded to the nearest dollar) every 3 years from January 1, 2011.

**Authority/Responsibility to Implement:**

The City Manager will ensure the policy requirements are met and updated as required.

**References/Links:**

1. The City of Red Deer Organizational Bylaw
2. 2011 Operating Budget
3. Council Policy: Licenses to Occupy (Rights of Way/Lease of Utility Lots)
4. Council Policy: Lease of City Owned Farm Lands
5. Council Policy: Encroachments into City Property/Utility Right of Way

**Inquiries/Contact Person:**

Land Coordinator, Land and Economic Development

**Document History:**

Council Resolution Date:
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**LAND AND ECONOMIC DEVELOPMENT**

Report Originally Submitted  
to the August 22, 2011  
Council Meeting

**Date:** August 8, 2011

**To:** Craig Curtis, City Manager

**From:** Joe D'Onofrio, Land Coordinator,  
Howard Thompson, Land & Economic Development Manager

**Re:** **Fee for Service – Council Policy 6215 - C**  
**Land & Economic Development**

---

**Background:**

The Land & Economic Development Department conducted a fee and market rate review of other municipalities in 2010 to compare and determine the types and levels of fees for service that should be charged for certain land related requests as a cost recovery measure. The review indicated that most communities charge an application fee for services where we have not; and that our lease rates were very low in some categories as compared to the other municipalities. As a result, a Revenue Service Plan Funding Requirement was submitted and approved by Council for (\$15,250) in the 2011 Operating Budget, with additional (\$6,000) revenue increments in 2012 and 2013 for a total of (\$27,500).

**Discussion:**

Based on the Council approval of the Revenue Service Plan Funding Requirement, Administration started to implement the new fee for service charges.

While we were in the process of implementing the fee changes, a review by the Legislative Service Manager determined that Council had not delegated the authority for the establishment of fees and charges of this type. Council Policy 6215 – C has been drafted to provide that authority and is now being presented for Council's consideration (see attached).

Part of the new fee structure contemplates a revised annual lease rate in residential neighborhoods for Public Utility lots (PULs). For reference, Council Policy 6206 – C Licenses to Occupy (see attached outlines the procedures associated with the granting of licenses to occupy rights-of-way and, where appropriate, leases of utility lots.

As part of the process of implementing the Revenue Service Plan Funding Requirement, residential lease holders of PULs were notified in early July of the cancellation of their existing lease and provided with a new lease agreement at a new rate of \$250 per annum. We have received some inquiries and concerns about this rate change only, and require Council's direction on the intent and applicable fees for these residential leases. We have not had any concerns raised on any of the other proposed fees.

**Comparison of Fees in Other Municipalities and Recommended Increases:****Sale of Municipal Reserve and Road Closures:**

The results of the 2010 fee and market rate review indicated a range for application fees from \$250 to \$5,000 with an average of \$1,530 and the median being \$500 for the sale of Municipal Reserve and road closures. Administration felt that keeping the fee at the low end of the range would acknowledge that applicants will likely also incur other relevant costs such as subdivision and advertising if rezoning is required. However, even at the low end of the range, the fee would help offset administration costs associated with the handling, circulation and review of each application; and then any legal review that may be required, preparing agreements, invoicing, and registration of caveat at Land Titles which recently incurred an increase to \$50 per registration/discharge. It is therefore recommended that \$500 be set as an appropriate fee in two steps, \$250 for the application and then another \$250 if approved to complete the documentation related to the sale.

**Encroachment Agreements:**

The results of the 2010 fee and market rate review indicated that the fee for encroachment agreements applies as a one-time charge for the life of the agreement with fees ranging was from \$100 to \$384 with an average of \$286 and the median being \$375. Our current rate set approximately 10 years ago is \$100 and it is recommended that adjusting to \$250 is appropriate.

**Annual Lease rate for PULs:**

A Public Utility Lot is a utility corridor which runs through a subdivision, and typically contains underground water, sanitary sewer or storm sewer lines. Most utilities are in the roads, lanes or easements within private land, and when contained in a PUL are grassed as open green space. Not all PUL's are available for lease if used for formal or informal trails or for overland storm drainage.

Annual lease rates for PULs or other municipal real property represents payment or rent from the Lessee for the possession and sole use of the leased property. Legal review has determined that a lease agreement versus a License to Occupy is appropriate as we have granted an interest in land.

**Authority to lease:**

Section 61(2) of the Municipal Government Act states that "A municipality may charge fees, tolls and charges for the use of its property, including property under the direction, control and management of the municipality' giving the City the authority to set the fee rates".

Section 70 of the Municipal Government Act may also apply to the leasing of PUL lots. Section 70 requires advertising where a municipality proposes to transfer or grant an estate or interest in land for less than its market value. However, it may be argued that the limitations placed on the Lessees to only use the PUL lots for (lawn, garden and boundary fence) and recognizing some benefit to the City that the annual lease rate being proposed could represent market value for lease purposes – in which case there would be no need to advertise. The market value to sell this land and to consolidate the City lands into a residential lot would be significantly higher and would represent the current value for encumbered residential land.

For PULs in residential areas, the rate of \$30.00 per annum rate has been unchanged for decades and is not indicative of current market rates. The results of the 2010 fee and market rate review indicated a range from \$1 to \$1,500 with an average of \$683 and the median being \$615 per annum. Most municipalities indicated they do not lease PULs, with one in the process of phasing out leases, in order to maintain access to the utilities and continuity of public lands.

An application fee of \$250 is being proposed to help offset administration costs associated with an application to lease a PUL; ongoing annual administration is proposed to be covered from the lease revenue. For non-residential property, leases are and will continue to be calculated as a percentage of market value and applicable return, typically in the 8 to 10 percent per annum range.

In determining the rate for leasing residential PULs, it was felt that the average and median rates used by other municipalities are too high. Originally a flat rate of \$250 per year regardless of the size of PUL was proposed to our customers. After listening to our customer feedback annual lease rates ranging from \$100.00 to \$250.00 + GST per annum based on the size of the parcel being leased are now being proposed and provide a more fair treatment for each of our lease holders as it will reflect the size of the PUL they are leasing.

### **Proposed Service Fees:**

The fees and charges are proposed as follows:

Service	Fee	Description
Municipal Reserve or other Public Land Purchase	\$250.00	Application Fee
	\$250.00	Agreement Fee
Road Closure Request/Disposal	\$250.00	Application Fee
	\$250.00	Agreement Fee
Public Utility Lot Lease (Commercial) or lease of Municipal real property	\$250.00	Application Fee
	Annual lease charge based on market value	Annual lease rate
Public Utility Lot Lease (Residential)	\$250.00	Application Fee
		Annual Lease Rate
	\$250.00	greater than 1,500 ft <sup>2</sup>
	\$150.00	between 1,000 and 1,499 ft <sup>2</sup>
	\$100.00	less than 999 ft <sup>2</sup>
Encroachment Agreement	\$250.00	Application Fee

### **PUL Lessee Feedback:**

The only feedback received by the Land and Economic Development Department relates to the lease of PUL lots. This feedback came in response to the approximately 90 letters to Lessees

sent out on July 8.; to date the department has had contact from approximately 15 Lessees, by phone or at our counter, with about half asking questions for clarification only; a citizen's email was forwarded to Council by Administration on August 4<sup>th</sup>; and we understand the Mayor's office and Councilors have been contacted directly, possibly by the same citizens. Two Lessees have already entered into the new lease agreements. The following is a summary of the concerns

<b>Lessee Feedback</b>	<b>Administration comment</b>
Large percentage increase at one time	Acknowledged. Unfortunately the increases are large from a percentage perspective because the lease rates have not been reviewed for a long period of time. On the positive side the existing leaseholders have benefited from no increase in the lease rates for up to thirty years. In determining the increase Administration has tried to keep the fees below both the median and average in other municipalities.
Cost of leasing an area smaller than a full PUL lot	Proposing three tiers based on size of land leased
Limitations placed on landowner's use	City requires unobstructed access to utilities. Fences are allowed, however planting of trees or parking vehicles is not allowed.
\$2 million in liability insurance from \$1 million	City practice for all leases
Expressed they are providing a significant maintenance service/cost savings to the City	Parks cost savings is approximately \$45 per year for an average 2,400 sq. ft. PUL however public use of the PUL is lost
City does not maintain the PUL's to the same standard	Established service levels for mowing
A few indicated they would not renew lease	Lessee to return land to its original condition

Research by Administration of historical Council resolutions related to PUL leases resulted in limited information from the mid 1990's related to the development of Council Policy 6206 – C Licenses to Occupy. No pertinent information was found as the intended principles, reference to how lease rates were determined, or offsetting maintenance considerations.

#### **Alternatives regarding the PUL lease rate:**

In examining the alternatives related to increasing the rates for PUL lots, Administration considered the following principles:

- The market value of the land being leased
- Administrative costs related to the lease
- Fees charged by other municipalities

The options for residential PUL lease rates, to be effective January 1, 2011, are:

1. \$30 + GST per annum; and advertise as per Section 70 of the Municipal Government Act (to address the below market value lease rate). This is not recommended as annual administration costs are not being recovered, it does not reflect market value of the land and is substantially below either the median or average fees of other municipalities.
2. \$100.00 to \$250.00 + GST per annum based on parcel size as presented. This option is recommended as it better reflects the market value for land, addresses administrative costs but it is still below the median and average fees charged by other municipalities
3. Phase Option 2 over a three year period: 60% of lease rate for 2011, 80% of lease rate for 2012, and 100% of lease rate for 2013 to recognize the percentage increase. This option is the phasing in of option two so the same comments as detailed in #2 would apply

### Financial Implications:

Depending on Council's decision regarding residential PUL lease rates, the base budget for Land & Economic Development (Business Unit 291) will need to be adjusted from the approved Revenue Service Plan Funding Requirement. The incremental ongoing annual tax levy that would be reversed from the total Revenue Service Plan Funding Requirement of (\$27,500) for: Option 1 is approximately \$5,500 in 2011 and \$6,000 each for 2012 and 2013 for a total of \$17,500; Option 2 is \$6,000 in 2013; and Option 3 is the same as Option 2 ongoing with one-time phasing allowance or variance of \$5500 in 2011 and \$2,750 in 2012.

In the future, the fees within Council Policy 6215 – C Fee for Service will be adjusted by the cumulative consumer price index every three years from January 1, 2011 to avoid large increases in the future.

### Recommendation:

That Council approves:

- i) Council Policy 6215 – C Fee for Service. (Option 2); or
- ii) Council Policy 6215 – C Fee for Service and phase the lease rate as follows: 60% of lease rate for 2011, 80% of lease rate for 2012 and 100% of lease rate for 2013. (Option 3)

  
Joe D'Onofrio  
Land Coordinator

Attach.

cc

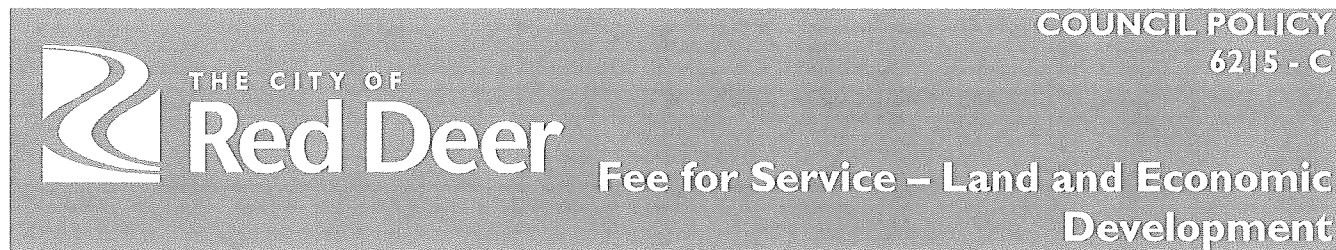
Paul Meyette, Dir. of Planning Services  
Dean Krejci, Financial Service Manager



Howard Thompson  
Land & Economic Development Manager

Greg Scott, Rec, Parks & Culture Manager  
Tom Warder, Environmental Services Manager





Originally Submitted to the  
August 22, 2011 Council  
Meeting

### Purpose:

To establish land service fees and charges relative to processing applications, preparing agreements and rates for the lease & encroachment of Municipal Land.

### Policy Statement(s):

1. Lease rates on public utility lots shall be applied dependent on the square footage of the parcel of land.
2. The City Manager shall have the authority to approve market values, commercial lease rates and to waive any fee or delegate his authority.
3. The following schedule of fees and charges shall apply:

Service	Fee	Description
Municipal Reserve or other	\$250.00	Application Fee
Public Land Purchase	\$250.00	Agreement Fee
Road Closure	\$250.00	Application Fee
Request/Disposal	\$250.00	Agreement Fee
Public Utility Lot Lease (Commercial) or lease of Municipal Real Property	\$250.00	Application Fee
	**annual lease charge based on market value	Annual lease rate
Public Utility Lot Lease (Residential)	\$250.00	Application Fee
	\$250.00 1500 sq ft or greater= 100% of fee 1499 to 1000 sq ft = 60% of fee Less than 999 sq ft =40% of fee	Annual lease rate
Encroachment Agreement	\$250.00	Application Fee





THE CITY OF

Red Deer

COUNCIL POLICY

6215 - C

**Fee for Service – Land and Economic  
Development****Policy Monitoring and Evaluation:**

The Fee for Service charges will increase by the cumulative consumer price index every 3 years from January 1, 2011.

**Authority/Responsibility to Implement:**

The City Manager will ensure the policy requirements are met and updated as required.

**References/Links:**

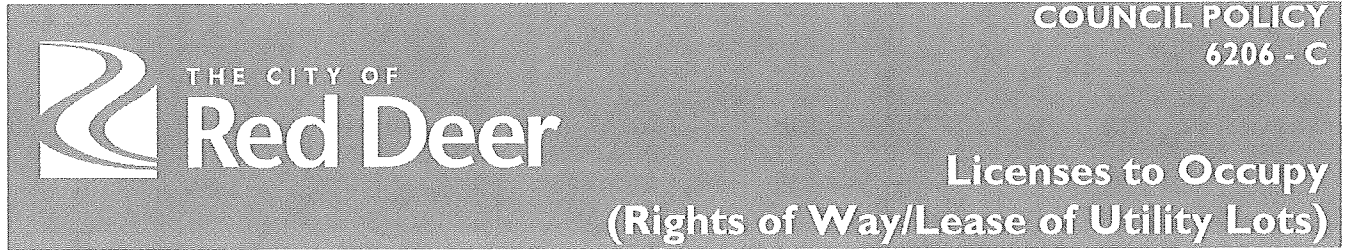
1. The City of Red Deer Organizational Bylaw
2. 2011 Operating Budget
3. Council Policy: Licenses to Occupy (Rights of Way/Lease of Utility Lots)
4. Council Policy: Lease of City Owned Farm Lands
5. Council Policy: Encroachments into City Property/Utility Right of Way

**Inquiries/Contact Person:**

Land Coordinator, Land and Economic Development

**Document History:**

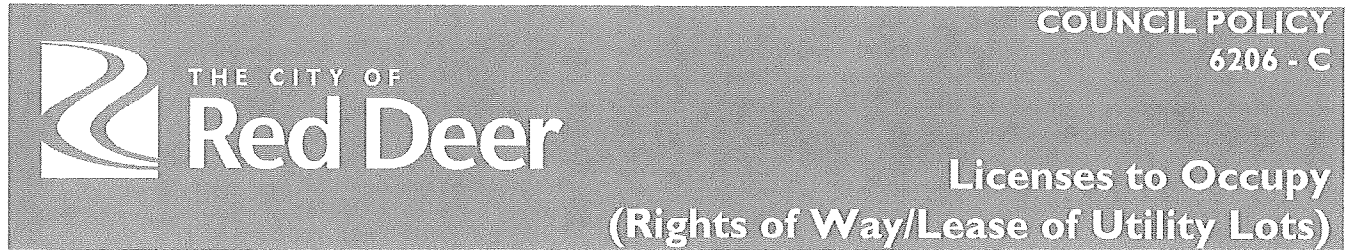
Council Resolution Date:
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**Purpose:**

The purpose of this policy is to simplify procedures associated with the granting of licenses to occupy rights-of-way and, where appropriate, leases of utility lots.

**Policy Statement(s):**

1. The Land and Economic Development Manager shall approve applications for licenses to occupy rights of way in the City.
2. This authority shall also include the lease of public utility lots under standard terms approved by City Council.
3. Upon receipt of a first time application to lease a utility lot, and in cases where the utility lot is bordered on both sides by separate property owners, each shall be given equal opportunity to lease all or a portion of the lot. In cases where agreement cannot be reached, an appeal may be made to City Council.
4. Should the City offer for sale the public utility lot currently under lease, the present lease holder will be granted first right of refusal.
5. Effective on approval of this policy, all new licenses to occupy and new leases of utility lots shall include clauses which provide:
  - a. that the City Land and Economic Development Manager has the authority to terminate the agreement upon 30 days written notice, without cause; and
  - b. if the lessee sells his or her property, the lease may not be transferred to the new property owner without the prior approval in writing of the Land and Economic Development Manager; and



- c. if, at the time of a sale by the lessee or licensee, a second property owner also owning the land adjacent to the utility lot or right of way desires to lease a portion of such lot or right-of-way from the City, then, upon request of such adjacent owner, the license or lease of public utility lot in question shall be divided between the two adjacent properties, provided that:
  - i. all costs associated with the termination of the prior license or lease, including the placement and discharges of caveats, title searches, relocation of fencing, and all incidental costs, shall be paid by the property owner requesting the change. Such property owner shall make payment to the City of the full amount of such estimated costs before entering into any lease or license agreement.
- 6. An applicant may appeal the decision of the Land and Economic Development Manager to City Council.

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

City Manager

### **Document History:**

Approved: September 9, 1996
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### **Administrative Revisions:**

Date:	Revision:
March 12, 2010	New template
May 13, 2010	Policy number changed from 4506 to 6206

**Legislative & Governance Services**

**DATE:** August 16, 2011

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Public Utility Lots – Lease Out Returns

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**Background**

In addition to the report prepared by the Land & Economic Development Department regarding Fee for Service, Council Policy 6215-C, The City of Red Deer Recreation, Parks and Culture Department have provided their comments regarding Public Utility Lots – Lease Out Returns as indicated below:

“If land owners chose to return leased out Public Utility Lots (PUL's) to The City of Red Deer, there would likely be both one time costs and ongoing maintenance associated with the return.

I would caution to throw a number at the one time costs as The City would likely need to remove infrastructure such as fencing/ walkways/ and some formal landscaping. Sites would basically need to be restored to a basic turf PUL. In addition, there are questions on whether The City would then be responsible for installing vehicle barriers (bollards and post & cable) to the sites (which would be quite a cost). Not included is any projection on costs to complete this type of work as each situation would need to be assessed on an individual basis.

As for ongoing maintenance, if the PUL sites are turf with no maintenance obstructions and are transferred back to The City, it would cost approximately \$850 per acre year to maintain. To put an acre into perspective, an average front and back yard (1500 sq ft house on a 53' X 115' lot) is approximately 0.08 acres. Meaning that The City maintains the equivalent of 12.5 'lots' for a cost of \$850 per year (or \$68 per lot per year). This cost is broken down as follows:

Site Mowing \$625/acre (\$28.40 per mow/ acre) or (\$2.27 per mow per lot). This is based on approximately 22 maintenance cycles per year.

Site Fertilizing \$80 per year per acre (site specific - once per year)

Site Aerating \$50 per year per acre (site specific - once every two years)

Litter Control \$40 per year per acre (twice per year)

Spraying and Dandelion Control \$55 per year per acre (site specific - once per year)

Depending on the number of areas that may be returned and the travel time between existing maintenance areas, there is a strong likelihood that Parks would need to overhaul the staff routes and potentially add new equipment and new summer seasonal staff.”

...2/

Public Utility Lots – Lease Out Returns  
Page 2

**Recommendation**

This is provided for Council's information.

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

Elaine Vincent  
Manager

c      Recreation, Parks & Culture Manager

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**From:** Gary Hackett [mailto:GaryHackettsJanitorial@Shaw.ca]

**Sent:** Wednesday, August 17, 2011 4:36 PM

**To:** Elaine Vincent

**Subject:** Re: Gary I'll try again Page 2

I have a few questions and comments:

The fee that was charged to Pul 98 was set about 13 years ago and we were informed that it would not change as long as we were the owners.

-A 700% increase??? Where did someone get that number from.

-What would it cost the city to maintain the Pul? For the past 13 years it has cost the tax payer nothing.

-If the Pul was returned to the city as you have said in your letter ( restore the Pul to its condition prior to our possession) that condition was a dirty hole with garbage, dry wall, wood and whatever. How long would it take and how much would the city spend on the Puls

-I do not think it makes good business sense for the city to increase Pul like this, I also do not think the city will make money from this or break even.

-Snow removable, grass and weed control and basic upkeep I feel will run this in the red. Who gets to explain that the Pul use to be looked after at a no cost to the city now we have to increase taxes to cover the cost.

- There could be more added to this comment and a lot more questions, With that in mind I would very much like to meet the person or people involved and talk this over with him, her, or them. Thank you for your time. Gary.

S. Franklin & Shirley A. Davidson  
55 Ashton Close  
Red Deer, Alberta T4R 3L4

August 18, 2011

Dear Councilor:

This is in reference to Mr. Joe D'Onofrio's letter (copy attached) re Public Utility Lot Lease.

We have been renting a Public Utility Lot from the City for the past six years. This PUL lies to the front side of our property and borders onto the alley. With the City's permission we built a vinyl fence along the alley. We get no benefit from this land other than it keeps the cul de sac looking good for the benefit of the neighborhood.

Pictures #1 and #2 show how we maintain the lawn and picture #3 shows the alley behind the fence . Pictures #4 and #5 show a city park directly behind our house, which is not what we want next to our property.

For the past six years we have been paying a yearly rent of \$30.00. Now the City wants to increase this to \$250.00 per year, plus property taxes, plus \$2,000,000.00 liability insurance, plus GST.

As a concerned renter, I think you should take a long hard look at the ten fold rental increase.

Yours truly



S. Frank Davidson



## LAND AND ECONOMIC DEVELOPMENT

July 6, 2011

S Franklin and Shirley A Davidson  
55 Ashton Close  
Red Deer, AB T4R 3L4

RE: Public Utility Lot ("PUL") Lease – Termination Notice, New Agreement, Fee Increase

The Land & Economic Development Department recently conducted a review of its PUL lease and license agreements and its fee structure. Consequently, the department is changing its agreements to **one new form of lease, at an increased rent** (lease fee). Effective January 1, 2011, the lease fee for a residential PUL is \$250.00 + GST per year.

**This letter is your official NOTICE OF TERMINATION of your existing PUL lease or license agreement. Effective OCTOBER 6, 2011, you will have no right to possess the PUL unless you have entered the new form of lease agreement, (and provided the new lease fee and required insurance).**

Should you wish to enter the new lease agreement, you must provide the Land & Economic Development Department with the following **before October 6, 2011**:

- **Three duly signed and witnessed copies of the enclosed lease agreement.** When signing, ensure that the witness to your signature completes the **Affidavit of Execution**, attached to the agreement, in the company of a Commissioner for Oaths. We have Commissioner for Oaths on staff, should you wish to use them. We are located at 4815-48<sup>th</sup> Street, and our hours of operation are 8:00 am to 4:30 pm, Monday to Friday.
- **An up-to-date copy of property insurance, complying with the new lease form, and providing a minimum of two million dollar liability coverage, naming The City of Red Deer as additional insured.** [You may include a copy with your signed agreements, or have your insurance company fax or email within the time stated.]
- **Payment of the \$250.00 + GST lease fee, (personal cheque is acceptable)**

2/...



July 6, 2011

Page 2

The within offer to lease, under the new lease form, shall be open until October 4, 2011. If by that date we have not received your duly signed new lease agreement, insurance policy, and lease fee:

- we will deem you as having refused our offer to enter a new lease;
- you will be without right to possess the PUL; and
- you must have, by that date, removed all improvements (eg. fencing) from the PUL and restored the PUL to its condition prior to your possession, failure to do so all improvements on the PUL will belong to the City and you will be liable to the City for all costs arising there from.

Should you have any questions or concerns, please do not hesitate to contact our department at 403-342-8106. If the new lease agreement is entered, you will be provided a copy of the same upon execution by the City of Red Deer.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe D'Onofrio', with a stylized flourish at the end.

Joe D'Onofrio  
Land Coordinator  
Land & Economic Development Department

Attached: three copies of the new form of PUL lease.











**Comments:**

I support the recommendation of Administration that Council approve the revised Fee for Service Council Policy 6215-C. This recommendation is based on Council input that was provided at the August 22, 2011 Council meeting.

“Craig Curtis”  
City Manager



## Submission Request For Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by 4:30pm two Wednesdays prior to the scheduled Council meeting.

**PLEASE NOTE:** If reports are not received by two Wednesdays prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:	Joe D'Onofrio		
Department & Telephone Number:	LED 403.342.8389		
REPORT INFORMATION			
Preferred Date of Agenda:	September 19, 2011		
Subject of the Report (provide a brief description)	Fee for Service, Council Policy 6215 - C		
Is this Time Sensitive? Why?	Yes,		
What is the Decision/Action required from Council?			
Please describe Internal/ External Consultation, if any.			
Is this an In-Camera item?	No		
Is Advertising Required?	No		
How does the Report link to the Strategic Plan and other existing Plans & Policies?			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe.			
No			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe.			
No			
Presentation: (10 Min Max.)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Presenter Name and Contact Information: Joe D'Onofrio, LED, 8389
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

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

**DATE:** September 22, 2011

**TO:** Joe D'Onofrio, Land Coordinator  
Howard Thompson, Land & Economic Development Manager

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

**SUBJECT:** Fee for Service – Council Policy 6215-C  
Land and Economic Development

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**Reference Report:**

Land Coordinator and Land & Economic Development Manager, dated September 7, 2011.

**Resolution:**

The following resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

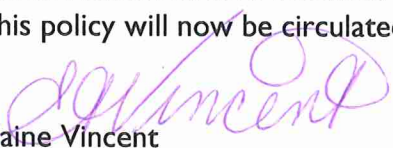
Resolved that Council of The City of Red Deer having considered the report from the Land Coordinator and Land & Economic Development Manager, dated September 7, 2011, re: Fee for Service – Council Policy 6215-C, hereby:

1. Approves Council Policy 6215-C Fee for Service as presented to Council on Monday, September 19, 2011.
2. Directs Financial Services to increase the Land & Economic Development base budget by \$5,250 in 2011 and \$6,000 each for 2012 and 2013.

**Report back to Council:** No

**Comments/Further Action:**

This policy will now be circulated for information.

  
Elaine Vincent  
Legislative & Governance Services Manager

- c Director of Planning Services  
Corporate Services Director  
Financial Services Manager  
Acting Recreation, Parks & Culture Manager  
Environmental Services Manager  
Policy Coordinator  
Corporate Meeting Coordinator



## Christine Kenzie

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**From:** Elaine Vincent

**Sent:** September 13, 2011 11:49 AM

**To:** Christine Kenzie

**Subject:** FW: Amended report for September 19th Council re Policy 6215

Christine, Joe and I spoke. He feels there is no further impact to the budget so that part of report can remain the same. Can you delete that one line of the council policy referenced below....

This item should then be closed.

Elaine

*Elaine Vincent*

Manager, Legislative and Governance Services

The City of Red Deer

Phone: 403-342-8134

Fax: 403-346-6195

elaine.vincent@reddeer.ca

---

**From:** Elaine Vincent

**Sent:** Tuesday, September 13, 2011 11:22 AM

**To:** Joe D'Onofrio

**Cc:** Dean Krejci; Paul Meyette; Christine Kenzie; Howard Thompson

**Subject:** RE: Amended report for September 19th Council re Policy 6215

Hi Joe...

I tried to reach you but got your voice mail... We've just come out of agenda prep... and a concern was raised regarding the proposed council policy.

The Mayor and Deputy Mayor thought that the agreement was that there would also be no application for residential PUL leases... I know we discussed the inadequacy of the resolution as it was passed as it was silent on the issue but they believe the council policy should have the application fee removed... they believe that was councils intent in the resolution. The city Manager supported this and asked that the changes be made.

I can prepare the amended council policy but I am not sure of the potential budgetary impact that will have on your department and if it potentially impacts the resolution related to your base budget...

Can you please review and advise so we can get this right before it goes to print... I should be at my office for the balance of the day if you want to discuss further.

Thanks,

Elaine

*Elaine Vincent*

2011/09/13



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

---

**From:** Howard Thompson  
**Sent:** Monday, September 12, 2011 2:57 PM  
**To:** Christine Kenzie  
**Cc:** Dean Krejci; Paul Meyette; Joe D'Onofrio; Elaine Vincent  
**Subject:** Amended report for September 19th Council re Policy 6215

Christine,  
As per my discussion with Elaine on Friday, here is the revised policy and memo. If any further changes, please see Joe as I'll be away the 13<sup>th</sup> to 21<sup>st</sup>.  
Thanks,  
Howard

## Fee for Service – Land and Economic Development

### Purpose:

To establish land service fees and charges relative to processing applications, preparing agreements and rates for the lease and encroachment of Municipal Land.

### Policy Statement(s):

1. Lease rates on residential public utility lots shall be of nominal value to reflect maintenance of City Lands by the Lessee.
2. The City Manager shall have the authority to approve market values, commercial lease rates and to waive any fee.
3. The following schedule of fees and charges shall apply:

Service	Fee	Description
Municipal Reserve or other Public Land Purchase	\$250.00	Application Fee
	\$250.00	Agreement Fee
Road Closure Request/Disposal	\$250.00	Application Fee
	\$250.00	Agreement Fee
Public Utility Lot Lease (Commercial) or lease of Municipal Real Property	\$250.00	Application Fee
	\$250.00	Agreement Fee
	**annual lease charge based on market value	Annual lease rate
Public Utility Lot Lease (Residential)	\$30.00	Annual lease rate
Encroachment Agreement	\$250.00	Application & Agreement Fee

### Policy Monitoring and Evaluation:

The Fee for Service charges shall increase by the cumulative consumer price index (rounded to the nearest dollar) every 3 years from January 1, 2011.



THE CITY OF

Red Deer

COUNCIL POLICY

6215 - C

## Fee for Service – Land and Economic Development

### Authority/Responsibility to Implement:

The City Manager will ensure the policy requirements are met and updated as required.

### References/Links:

1. The City of Red Deer Organizational Bylaw
2. 2011 Operating Budget
3. Council Policy: Licenses to Occupy (Rights of Way/Lease of Utility Lots)
4. Council Policy: Lease of City Owned Farm Lands
5. Council Policy: Encroachments into City Property/Utility Right of Way

### Inquiries/Contact Person:

Land Coordinator, Land and Economic Development

### Document History:

Council Resolution Date:



## LAND AND ECONOMIC DEVELOPMENT

*Revised  
Signed Report*

Date: September 7, 2011

To: Craig Curtis, City Manager

From: Joe D'Onofrio, Land Coordinator,  
Howard Thompson, Land & Economic Development

Re: **Fee for Service – Council Policy 6215 - C  
Land & Economic Development**

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### Background:

At the August 22, 2011 regular Council meeting the following resolution was passed based on the reports from the Land and Economic Development Manager and Land Coordinator, dated August 8, 2011, and comments received from the Recreation, Parks and Culture department as noted in the memo from the Legislative & Governance Services Manager, dated August 16, 2011:

**“Resolved** that Council of The City of Red Deer having considered the report from the Land Coordinator and Land & Economic Development Manager, dated August 8, 2011, re: Fee for Service – Council Policy 6215-C – Land & Economic Development, hereby approves the fee increases for municipal reserve, road closure requests and encroachment agreements as outlined in the draft Fee for Service Council Policy 6215 – C and that the fees for the Public Utility Lot Leases remain at \$30.00. A revised Fee for Service Council Policy 6215 – C is to be brought back for Council’s consideration in four weeks time.”

### Discussion:

The policy has been revised as directed with the fees for residential PUL leases remaining at \$30 per annum; and added policy statement #1 to indicate Council’s intent that the rate remains nominal in acknowledgement of the benefit to maintain City lands.


### Financial Implications:

As previously indicated in the August 8<sup>th</sup> report, the approved Revenue Service Plan Funding Requirement included anticipated revenue from the residential PUL lease rate increase and an offsetting reduction of the base budget for Land & Economic Development (Business Unit 291) that will not be realized now. The adjustment to the base budget required to reverse a portion of the SPFR is approximately \$5,250 in 2011 and \$6,000 each for 2012 and 2013 for a total of \$17,250.

**Recommendation:**

That City Council approves:

- i) Council Policy 6215 – C Fee for Service; and
- ii) Directs Financial Services to increase the Land & Economic Development base budget by \$5,250 in 2011 and \$6,000 each for 2012 and 2013.

  
\_\_\_\_\_  
Joe D'Onofrio  
Land Coordinator

Attach.

  
\_\_\_\_\_  
Howard Thompson  
Land & Economic Development Manager

cc Paul Meyette, Dir. of Planning Services  
Dean Krejci, Financial Service Manager



Aug 23/2014

Re: Public Utility Lots

→ Solicitor says need  
to advertise →  
land for less than  
market value

→ or can we use  
section 2(a) - if land  
is used for supplying a  
public utility?

Need to do ad showing  
all lots - need  
list from Joe O.

## MUNICIPAL GOVERNMENT ACT

RSA 2000  
Chapter M-26

- (a) to be a copy of a bylaw consolidated under this section, and
- (b) to be printed under the authority of a designated officer,

is proof, in the absence of evidence to the contrary, of the original bylaw, of all bylaws amending it, and of the fact of the passage of the original and all amending bylaws.

1994 cM-26.1 s69

### Division 8 Limits on Municipal Powers

#### Disposal of land

**70(1)** If a municipality proposes to transfer or grant an estate or interest in

- (a) land for less than its market value, or
- (b) a public park or recreation or exhibition grounds,

the proposal must be advertised.

**(2)** The proposal does not have to be advertised if the estate or interest is

- (a) to be used for the purposes of supplying a public utility,
- (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or
- (c) to be used by a non-profit organization as defined in section 241(f).

1994 cM-26.1 s70; 1995 c24 s9

#### Mines and minerals

**71** No municipality may acquire an estate or interest in mines or minerals without the approval of the Lieutenant Governor in Council.

1994 cM-26.1 s71; 1996 c30 s3

#### Acquisition of land outside municipal boundaries

**72(1)** A municipality may acquire an estate or interest in land outside its boundaries only if

- (a) the council of the municipal authority in whose boundaries the land is located consents in writing to the acquisition or, in the case of a municipal authority that is

## Public Utility Lot Leases

In accordance with Section 70 of the *Municipal Government Act*, take notice that Council of the City of Red Deer will be entering into lease agreements for the following properties at \$30 per year, which may be less than market value:

Plan 002-3732	Block 2	Lot 64PUL	(Portion)
Plan 002-3732	Block 2	Lot 64PUL	(Portion)
Plan 012-3772	Block 1	Lot 21PUL	(Portion)
Plan 022-6874	Block 3	Lot 243PUL	
Plan 022-7002	Block 8	Lot 24PUL	
Plan 022-7186	Block 4	Lot 20PUL	
Plan 022-7186	Block 4	Lot 9PUL	
Plan 032-4378	Block 12	Lot 59PUL	(Portion)
Plan 032-4670	Block 2	Lot 182PUL	
Plan 052-3418	Block 7	Lot 81PUL	(Portion)
Plan 052-3418	Block 7	Lot 81PUL	(Portion)
Plan 062-6510	Block 8	Lot 50 PUL	
Plan 2342NY	Block 7	Lot U-5	
Plan 2886TR	Block 42	Lot U-1	
Plan 5325MC	Block 10	Lot 9	
Plan 6084HW	Block 13	Lot 4	
Plan 752-0506	Block 10	Lot U-2	(P
Plan 752-0506	Block 7	Lot U-2	(P
Plan 762-0630	Block 3	Lot U-20	(P
Plan 762-0630	Block 6	Lot U-1	
Plan 762-0938	Block 10	Lot U-1	
Plan 762-1979	Block 13	Lot U-5	
Plan 772-0982	Block 2	Lot U-51	
Plan 772-0982	Block 3	Lot U-18	
Plan 772-0982	Block 3	Lot U-1	
Plan 772-0983	Block 13	Lot U-23	
Plan 772-0983	Block 7	Lot U-20	
Plan 772-0983	Block 7	Lot U-45	
Plan 772-0983	Block 13	Lot U-26	
Plan 772-2448	Block 5	Lot 1U	(Portion)
Plan 772-2448	Block 5	Lot 1U	(Portion)
Plan 782-1624	Block 1	Lot U-5	
Plan 782-1624	Block 3	Lot U-1	
Plan 792-0300	Block 11	Lot U-31	
Plan 792-2027	Block 14	Lot 1PUL	(Portion)

*See Land + Eern.  
Ow. For Copy  
of Lease  
Agreement.  
- Will see Sat. Sept 3  
+ Judge Sept 9.*

Plan 792-2027	Block 14	Lot 1PUL	(Portion)
Plan 792-2099	Block 11	Lot U-30	
Plan 812-0986	Block 1	Lot 19PUL	
Plan 812-1606	Block 2	Lot 22PUL	
Plan 812-1606	Block 2	Lot 30PUL	
Plan 812-1606	Block 2	Lot 47PUL	
Plan 812-1608	Block 11	Lot 3PUL	
Plan 812-1608	Block 11	Lot 27PUL	(Portion)
Plan 812-1608	Block 11	Lot 34PUL	
Plan 812-1608	Block 14	Lot 43PUL	
Plan 812-1608	Block 17	Lot 11PUL	
Plan 812-1608	Block 17	Lot 21PUL	
Plan 812-1608	Block 17	Lot 3PUL	(Portion)
Plan 812-1608	Block 17	Lot 3PUL	(Portion)
Plan 812-1608	Block 19	Lot 3PUL	
Plan 812-1608	Block 19	Lot 38PUL	
Plan 812-1608	Block 9	Lot 32PUL	(Portion)
Plan 812-1608	Block 9	Lot 32PUL	(Portion)
Plan 812-3140	Block 5	Lot 32PUL	
Plan 812-3140	Block 5	Lot 45PUL	
Plan 812-3140	Block 7	Lot 13PUL	
Plan 872-1665	Block 2	Lot 19PUL	
Plan 872-2180	Block 10	Lot 4PUL	
Plan 872-2414	Block 1	Lot 4PUL	
Plan 872-2414	Block 1	Lot 20PUL	
Plan 872-2840	Block 5	Lot 71PUL	(Portion)
Plan 872-2840	Block 5	Lot 71PUL	(Portion)
Plan 912-2089	Block 1	Lot 29PUL	
Plan 912-3084	Block 10	Lot 22PUL	(Portion)
Plan 912-3084	Block 10	Lot 22PUL	(Portion)
Plan 912-3084	Block 10	Lot 22PUL	(Portion)
Plan 922-3112	Block 8	Lot 26PUL	
Plan 962-0839	Block 1	Lot 1PUL	(Portion)
Plan 962-0839	Block 1	Lot 1PUL	(Portion)
Plan 971RS	Block 14	Lot U-6	
Plan 971RS	Block 15	Lot U-3	(Portion)
Plan 971RS	Block 15	Lot U-3	(Portion)
Plan 972-1442	Block 7	Lot 93PUL	(Portion)
Plan 972-1442	Block 7	Lot 93PUL	(Portion)
Plan 972-4128	Block 5	Lot 98PUL	(Portion)
Plan 972-4128	Block 5	Lot 98PUL	(Portion)



Plan 982-3362	Block 12	Lot 11 PUL	
Plan 982-3721	Block 2	Lot 26PUL	
Plan 982-6345	Block 1	Lot 49PUL	
Plan 982-6345	Block 3	Lot 14PUL	
Plan 982-6345	Block 4	Lot 7PUL	(Portion)
Plan 982-6345	Block 4	Lot 7PUL	(Portion)
Plan 992-0378	Block 9	Lot 53PUL	
Plan 992-5606	Block 2	Lot 1PUL	
Plan 992-6405	Block 12	Lot 62PUL	

The Lease Agreement may be inspected at Legislative & Governance Services, 2<sup>nd</sup> Floor of City Hall, 4914 – 48 Avenue, during regular office hours.

Dated this 31<sup>st</sup> day of August, 2011

Elaine Vincent  
City Clerk

(Publication Dates: Friday, September 2, 2011 and Friday, September 9, 2011)

## Christine Kenzie

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**From:** Michelle Baer [MBaer@chapmanriebeek.com]  
**Sent:** August 31, 2011 3:12 PM  
**To:** Christine Kenzie  
**Cc:** Jennifer Carver; Brooke Gripich  
**Subject:** RE: August 31, 2011 - Ad re Public Utility Lot Leases  
**Attachments:** 1146190 - August 31 2011 - Ad re Public Utility Lot Leases - 1(2).doc

Hi Christine,

I suggest minor amendments, as attached.

The ad must run at least once a week for 2 consecutive weeks in at least one newspaper. (see MGA s 606)

Trust this helps.

Michelle

---

**From:** Christine Kenzie [mailto:Christine.Kenzie@reddeer.ca]  
**Sent:** Wednesday, August 31, 2011 2:12 PM  
**To:** Jennifer Carver; Michelle Baer  
**Subject:** August 31, 2011 - Ad re Public Utility Lot Leases  
**Importance:** High

I have attached a draft of an ad re the Public Utility Lot Leases. I just got the list of PUL's from Joe D. Let me know if you have any suggestions/changes. It's going to be a costly ad.

Do we only need to run the ad once --- or for 2 weeks?

We might be able to get the ad in this Friday's paper --- if not will try for next week.

**Christine Kenzie | Corporate Meeting 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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This e-mail is intended for the original recipient(s) only. If you have received it in error, please advise the sender and delete this message.

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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.]

### Public Utility Lot Leases

In accordance with Section 70 of the *Municipal Government Act*, take notice that Council of the City of Red Deer proposes to enter into lease agreements for the following properties at \$30/per year, which may be less than market value:

Deleted: will be entering

Plan 002-3732	Block 2	Lot 64PUL	(Portion)
Plan 002-3732	Block 2	Lot 64PUL	(Portion)
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Plan 032-4378	Block 12	Lot 59PUL	(Portion)
Plan 032-4670	Block 2	Lot 182PUL	
Plan 052-3418	Block 7	Lot 81PUL	(Portion)
Plan 052-3418	Block 7	Lot 81PUL	(Portion)
Plan 062-6510	Block 8	Lot 50 PUL	
Plan 2342NY	Block 7	Lot U-5	
Plan 2886TR	Block 42	Lot U-1	
Plan 5325MC	Block 10	Lot 9	
Plan 6084HW	Block 13	Lot 4	
Plan 752-0506	Block 10	Lot U-2	(Portion)
Plan 752-0506	Block 7	Lot U-2	
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Plan 772-0983	Block 7	Lot U-45	
Plan 772-0983	Block 13	Lot U-26	
Plan 772-2448	Block 5	Lot 1U	(Portion)
Plan 772-2448	Block 5	Lot 1U	(Portion)
Plan 782-1624	Block 1	Lot U-5	
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Plan 792-0300	Block 11	Lot U-31	
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Plan 812-0986	Block 1	Lot 19PUL	
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Plan 812-1606	Block 2	Lot 47PUL	
Plan 812-1608	Block 11	Lot 3PUL	
Plan 812-1608	Block 11	Lot 26PUL	
Plan 812-1608	Block 11	Lot 27PUL	(Portion)
Plan 812-1608	Block 11	Lot 34PUL	
Plan 812-1608	Block 14	Lot 43PUL	
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Plan 982-6345	Block 4	Lot 7PUL	(Portion)
Plan 992-0378	Block 9	Lot 53PUL	
Plan 992-5606	Block 2	Lot 1PUL	
Plan 992-6405	Block 12	Lot 62PUL	
Plan 792-2027	Block 14	Lot 1PUL	(Portion)

The Lease Agreement may be inspected at City Hall, (*insert address*) during regular business hours.

Formatted: Font: Italic

Dated this 1<sup>st</sup> day of September, 2011

Elaine Vincent  
City Clerk

## Christine Kenzie

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**From:** Christine Kenzie  
**Sent:** August 25, 2011 2:42 PM  
**To:** Joe D'Onofrio  
**Cc:** Howard Thompson  
**Subject:** Public Utility Lot Leases --- Advertisement

We will need to do up an ad for the Public Utility Lot leases, as per Section 70 of the MGA. Would you be able to send me the legal descriptions of the lands involved in the PUL leases so that I can put that information in the ad? I would need this information by next week if possible.

Thanks.

**Christine Kenzie | Corporate Meeting 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)

*Aug 25*

*for understood just do a blanket ad  
- regular new land at less than  
for market value  
- not listing each lot → would have to do a  
new ad for each <sup>new</sup> lease that comes up. ✓  
→ for to talk to Jennifer Carver + advise  
what to be done with ad.*

**Legislative & Governance Services**

**DATE:** September 7, 2011

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Policy Framework for Capital Grants

---

**History:**

At the Monday, October 27, 2010 Council Meeting, Council passed the following resolution:

**“Resolved** that Council of The City of Red Deer, having considered the report from the Downtown Coordinator, dated October 27, 2010, re: Funding Request – Central Alberta Theatre, hereby directs that administration develop a policy framework to outline how and when capital grants and /or loans to community organizations will be considered with such a policy framework to be brought back to Council for approval by June 30, 2011.”

At the Monday, June 13, 2011 Council Meeting, the following motion was introduced:

**“Resolved** that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Manager dated May 31, 2011 re: Policy Framework for Capital Grants hereby agrees to re-table this report to the Monday, September 19, 2011 Council Meeting.”

**Discussion:**

The Council and Governance Policy Committee will not be able to review the Policy Framework for Capital Grants until late fall of 2011. Administration is requesting that this item be re-tabled to the February 6, 2012 Council Meeting.

**Recommendation:**

- 1) That Council lifts from the table consideration of the Policy Framework for Capital Grants report.
- 2) That Council re-table consideration of the Policy Framework for Capital Grants to the February 6, 2012 Council meeting.

Elaine Vincent  
Manager

**Comments:**

I support the recommendation of Administration that Council re-table consideration of this item to the February 6, 2012 Council meeting.

“Craig Curtis”  
City Manager



**DATE:** September 22, 2011  
**TO:** Frieda McDougall, Deputy City Clerk  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Policy Framework for Capital Grants

---

**Reference Report:**

Legislative & Governance Services Manager, dated September 7, 2011.

**Resolution:**

The following tabling resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the report from the Legislative & Governance Services Manager, dated September 7, 2011, re: Policy Framework for Capital Grants, hereby agrees to re-table consideration of this report to the Monday, February 6, 2012 Council meeting.

**Report back to Council:** Yes

**Comments/Further Action:**

This item will come back to Council for further consideration at the February 6, 2012 Council meeting.



Elaine Vincent  
Legislative & Governance Services Manager

- c Director of Corporate Services
- Financial Services Manager
- Policy Coordinator
- Corporate Meeting Coordinator



Legislative & Governance Services

**DATE:** September 7, 2011  
**TO:** Craig Curtis, City Manager  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Policy Framework for Capital Grants

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**History:**

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**Recommendation:**

- 1) That Council lifts from the table consideration of the Policy Framework for Capital Grants report.
- 2) That Council re-table consideration of the Policy Framework for Capital Grants to the February 6, 2012 Council meeting.

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

Elaine Vincent  
Manager

**From:** Michelle Andrew  
**Sent:** August 29, 2011 2:47 PM  
**To:** Lisa Francis; Lorianne Marshall; Elaine Vincent  
**Cc:** Christine Kenzie; Kim Woods  
**Subject:** RE: June 13 2011 Council Decision re Policy Framework for Capital Grants - Due Back to Council September 19th

Hi Lisa and Lorianne,  
I checked with Kim Woods on this; it did go to the Governance and Policy Committee. While it was identified as a priority item, there's not a lot for us (administration) to write policy around at this point. Kim did chat with Elaine as well. I'm hoping it gets tabled on September 19<sup>th</sup>.

Thanks  
Michelle  
403.309.8584

---

**From:** Lisa Francis  
**Sent:** August 29, 2011 2:17 PM  
**To:** Michelle Andrew  
**Subject:** FW: June 13 2011 Council Decision re Policy Framework for Capital Grants - Due Back to Council September 19th

Hi Michelle,

Is this something you were working on and if so will it be ready for September 19<sup>th</sup> Council Agenda?

Thanks,

*Lisa*  
403-309-8552

---

**From:** Christine Kenzie  
**Sent:** August 29, 2011 8:32 AM  
**To:** Lisa Francis; Lorianne Marshall  
**Subject:** FW: June 13 2011 Council Decision re Policy Framework for Capital Grants - Due Back to Council September 19th

I had forwarded the attached to Dean last week --- I see he is now on holidays. Would you be able to advise if a report regarding this item will be ready for the September 19th Council Agenda?

Thanks.

**Christine Kenzie | Corporate Meeting 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:** Christine Kenzie  
**Sent:** August 25, 2011 8:28 AM  
**To:** Dean Krejci  
**Subject:** June 13 2011 Council Decision re Policy Framework for Capital Grants - Due Back to Council September 19th

<< File: June 13 2011 Council Decision Letter.pdf >>

I have attached a copy of the June 13, 2011 Council Decision letter regarding "Policy Framework for Capital Grants". The direction from Coouncil was that a report was to come back to the September 19th Council Meeting.

Can you advise if this item will be ready for the September 19th Council Meeting??

Thanks.

**Christine Kenzie | Corporate Meeting 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:** September 7, 2011**TO:** Craig Curtis, City Manager**FROM:** Elaine Vincent, Legislative & Governance Services Manager**SUBJECT:** Councillor Tara Veer – Notice of Motion – 20<sup>th</sup> Avenue Intersection Options**History:**

At the Monday May 30, 2011, 2011 Council Meeting, the following Notice of Motion was passed:

**“Whereas** The City is basing planning and other decisions on the identified 20 Avenue alignment and intersection options; and

**Whereas** ring roads have the potential to move traffic in an efficient manner; and

**Whereas** many of our citizens express concern about traffic lights and the impact they have on the flow of traffic; and

**Whereas** it is preferable from a safety perspective to plan transportation corridors that reduce driver aggression; and

**Whereas** it is desirable for the city to reduce idling by ensuring efficient transportation flow;

**Therefore be it resolved that** Red Deer City Council requests a report from City administration outlining possible options to minimize the number of proposed traffic lights for the future 20 Avenue expressway with such a report to be presented by September 30, 2011.”

**Discussion:**

A report from Administration is attached.

**Recommendation:**

That Council consider the attached report for information.

Elaine Vincent  
Manager





**Date:** September 9, 2011

**To:** City Manager

**From:** Engineering Services Manager

**Re:** **Notice of Motion Submitted by Councillor Tara Veer**  
**20<sup>th</sup> Avenue Intersection Options**

---

Reviewing the Notice of Motion – 20 Avenue Intersection Options, it appears that the Northland Drive / 20 Avenue Functional Planning Study approved by Council in 2009 was based on similar principles.

As a summary, Northland Drive / 20 Avenue is being built to an expressway standard of roadway. Intersection treatments of an expressway are of main concern to ensure a high level of functionality for the motorists. The prime focus of the expressway standard is the efficient movement of vehicles (passengers and goods) with no interaction between the roadway and adjacent property, and a restricted interaction with interconnecting arterials and major collectors. Consideration of roadway crossing types, impact of traffic lights, and potential motorist delays are of utmost importance. As an example, a few comparisons between typical expressway and arterial design standards are as follows:

**Expressway vs. Arterial Design Standards**

- Ultimate 6 lane divided roadway vs. 4 lane divided roadway.
- 40,000 vehicles per day vs. 25,000 vehicles per day capacity.
- Design Speed 90 km/hr vs. 70 km/hr.
- Posted Speed 80 km/hr vs. 60 km/hr.
- Desirable minimum intersection spacing 1,600m vs. 400m.
- Intersection design includes combination of interchanges and traffic signals vs. traffic signals only.

As you can see from the above, by designing Northland Drive / 20 Av to an expressway standard, the number of traffic signals required have been minimized which in turn helps optimize traffic flow.

City Manager  
September 9, 2011  
Page 2

Figure 1 (attached) – Major Thoroughfare with Ultimate 6 Lane – Northland Dr / 20 Av displays the ultimate build out of the express way. As seen, between QE II highway and 19 Street, there is a significant reduction in the need of at-grade traffic controls, with the introduction of seven above-grade crossings and controlled entry (right in/right out). There are however four locations where signals cannot be avoided.

Since the ultimate plan is projected for the 188,000 population, Northland Drive / 20 Av will be constructed in phases; firstly as a two lane cross section, widening to four lanes, then, finally, ultimate. Typically there is a phasing-in of the above-grade crossings due to the high capital costs (\$15M+ each) which is generally driven by the need for development and access on the east side of 20 Avenue. Figure 2 (attached) – Major Thoroughfare with Interim Northland Drive / 20 Av displays the proposed two lane cross section. As seen, between QE II highway and 19 Street, there will be ten signalized intersections of which two already exist and there will be one grade separated crossing. The location of future interchanges are shown with signal controlled intersections. Typically these signals are not installed until they meet National Signal Warrant Guidelines.

Intersection treatment will be further evaluated at the time of more detailed design in order to determine the most appropriate intersection treatment needed. This could result in the advancement of interchanges at key intersections; say Highway 11 or 19 Street, or the delayed development of some intersections to a signalized standard, or development of the intersection to a non-convention solution such as roundabouts.

Upon reviewing the Off -Site Levy By Law 3467/2011 Schedule D, there was an error found in the plan whereby there are six additional intersections shown along 20 Avenue as being proposed to be signalized in the future. This error, which was presented by Engineering to Council, is the source of possible confusion. The Schedule D plan will be corrected in the 2012 Off- Site Levy Bylaw as shown in Figure 2. Schedule D is attached.

This document is submitted as information and is provided in response to the Notice of Motion.

Frank Colosimo, P.Eng.  
Engineering Services Manager

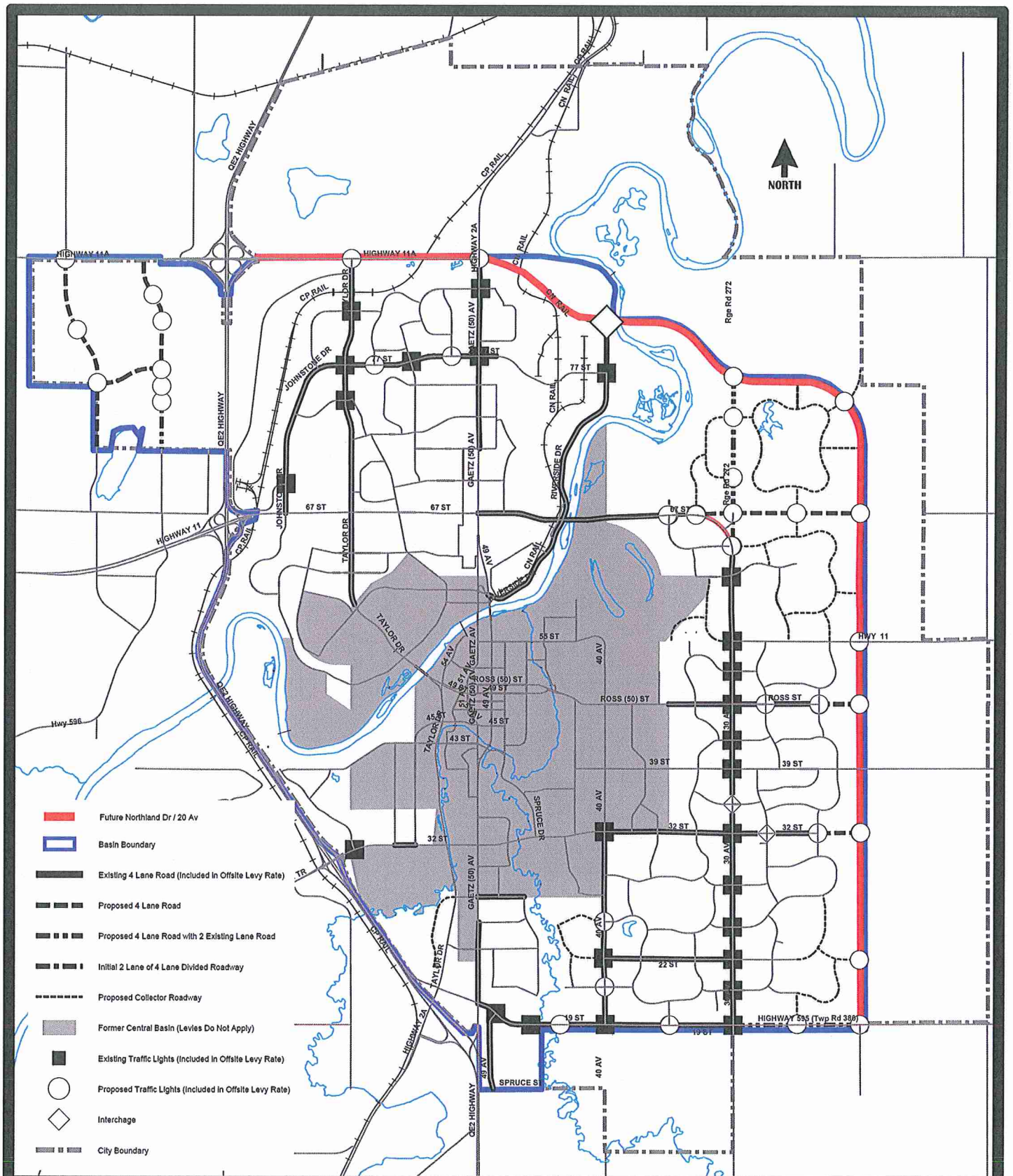
FC/ldr  
Attach.

c. Director of Development Services

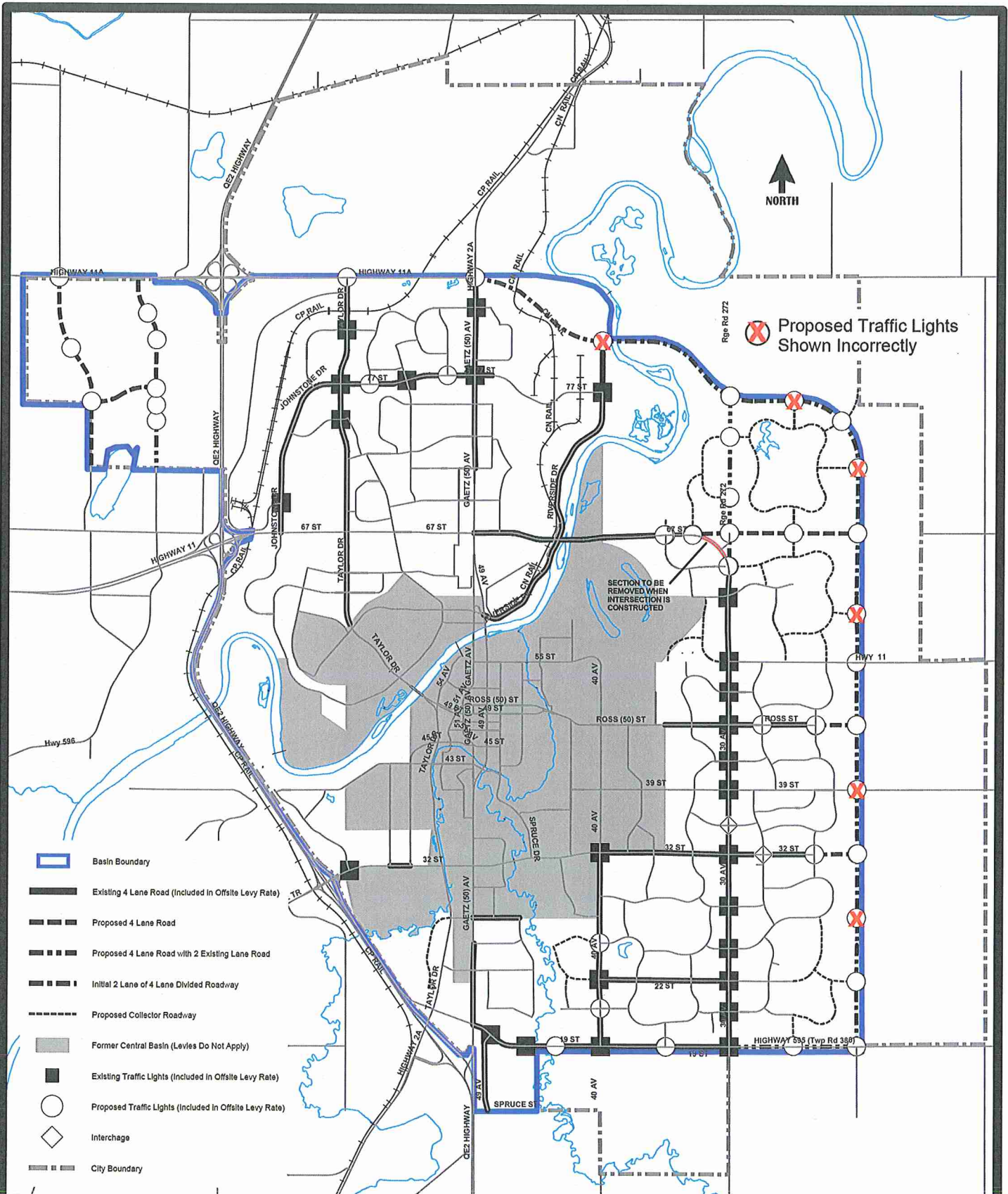












**Comments:**

The 20<sup>th</sup> Avenue intersection options are part of a long-term future plan and this report is being provided for Council's information only.

"Craig Curtis"  
City Manager

**DATE:** September 22, 2011

**TO:** Frank Colosimo, Engineering Services Manager

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

**SUBJECT:** Notice of Motion submitted by Councillor Tara Veer  
20<sup>th</sup> Avenue Intersection Options

---

**Reference Reports:**

Engineering Services Manager dated September 9, 2011

**Report Back to Council:** No

**Comments/Further Action:**

The above report was submitted for Council's information. No further action is required at this time.



Elaine Vincent  
Legislative & Governance Services Manager

c: Director of Development Services  
Councillor Tara Veer



Legislative & Governance Services

**DATE:** September 7, 2011

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Councillor Tara Veer – Notice of Motion – 20<sup>th</sup> Avenue Intersection Options

---

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***Discussion:***

A report from Administration is attached.

***Recommendation:***

That Council consider the attached report for information.

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

Elaine Vincent  
Manager



**Date:** September 9, 2011

**To:** City Manager

**From:** Engineering Services Manager

**Re:** **Notice of Motion Submitted by Councillor Tara Veer**  
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**Expressway vs. Arterial Design Standards**

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Figure 1 (attached) – Major Thoroughfare with Ultimate 6 Lane – Northland Dr / 20 Av displays the ultimate build out of the express way. As seen, between QE II highway and 19 Street, there is a significant reduction in the need of at-grade traffic controls, with the introduction of seven above-grade crossings and controlled entry (right in/right out). There are however four locations where signals cannot be avoided.

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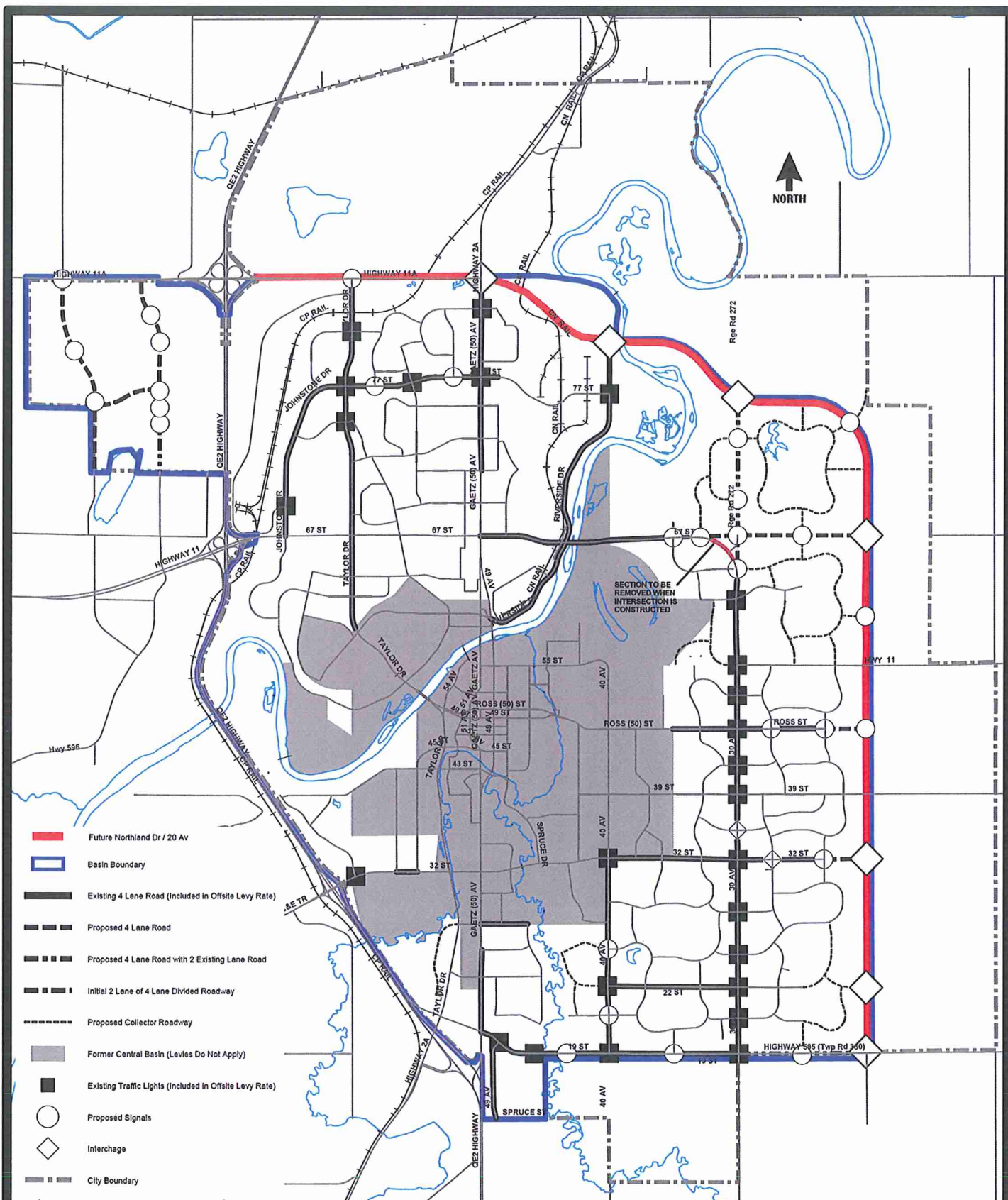
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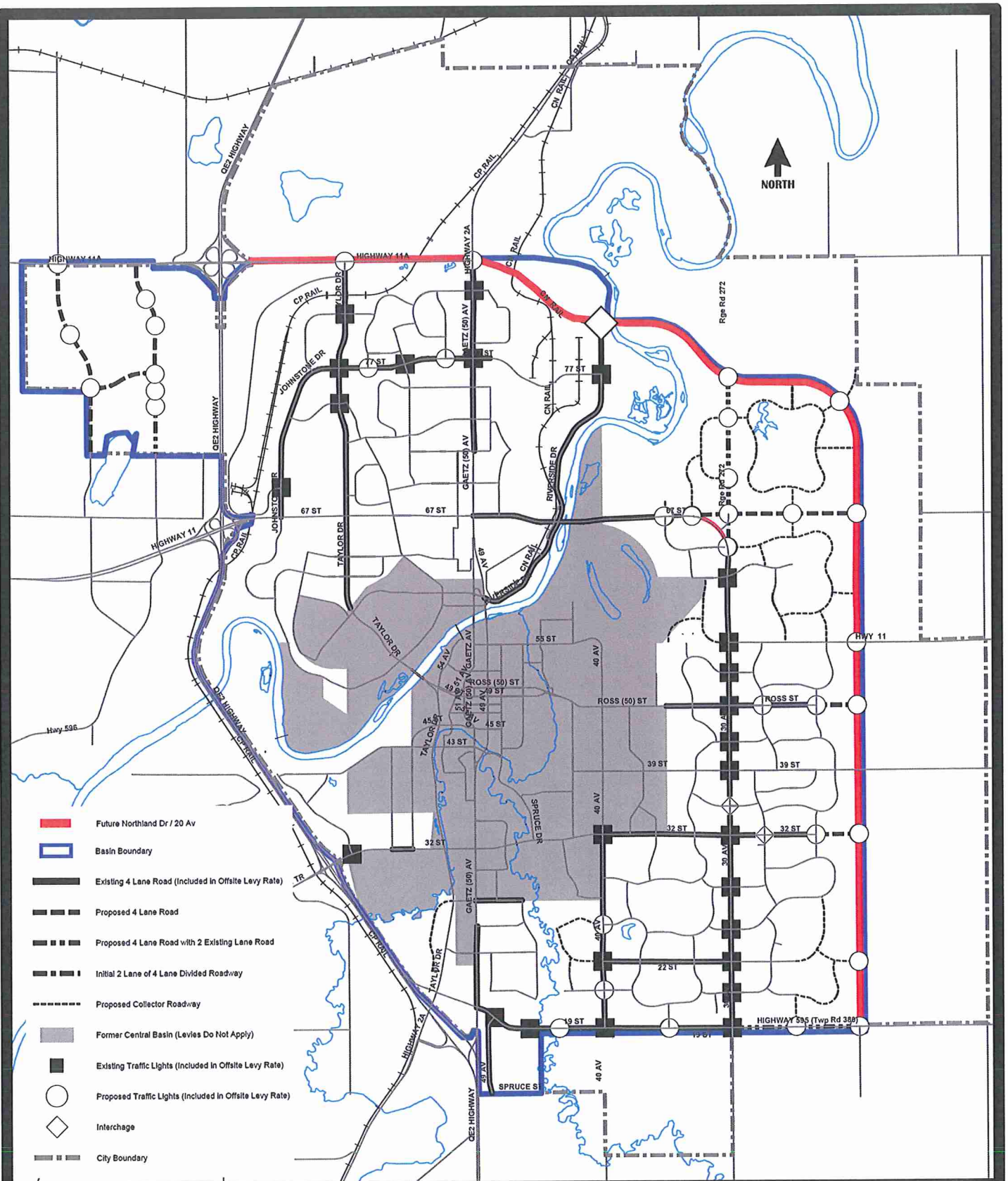
Frank Colosimo, P.Eng.  
Engineering Services Manager

FC/ldr  
Attach.

c. Director of Development Services













September 07, 2011

## Council Request for Information

### Riverside Light Industrial Area Redevelopment Plan

Planning Department

#### **Report Summary & Recommendation:**

---

This is in response to a Council request for information as to when the Planning Department can undertake an area redevelopment plan for the Riverside Light Industrial area.

The Planning Department will begin an area redevelopment plan or study for the Riverside Light Industrial Area in late 2013 or early 2014. This is subject to work load and Council planning priorities.

#### **City Manager Comments:**

---

The full work plan for this item and various other plans will be reviewed as part of the 2012 budget and service planning presentations.

Craig Curtis  
City Manager

#### **Proposed Resolution**

---



## Report Details

### Background:

---

At the June 13, 2011 Council meeting, Council approved an amendment to add and clarify definitions of Commercial School and Industrial Trade School in the Land Use Bylaw. The amendment also removed commercial schools as a use in the II-Light Industrial District and added Industrial Trade Schools as a use.

At the same meeting, Council passed the following resolution:

*“Resolved that Council of The City of Red Deer, having considered a report from the Bylaw Research Coordinator dated April 5, 2011 re: Trade School definition - Land Use Bylaw Amendment 3357/L-2011 hereby directs administration to review the work plan related to the Riverside Light Industrial area to determine when an area redevelopment plan can be undertaken for this area with a report to be brought back to Council within three months.”*

### Discussion:

---

According to the *Municipal Government Act*, area redevelopment plans are completed for one or more of the following reasons:

- preserve or improve land or buildings in the area
- rehabilitate buildings in the area
- remove buildings from the area
- constructing or replacing buildings in the area
- establishing, improving or relocating roads, public utilities or other services in the area
- facilitating any other development in the area

The reason for undertaking an area redevelopment plan or study in the Riverside Light Industrial Area would be to re-examine the vision, policies framework and land uses for this area and make recommendations for changes, if required. The extent of the changes would determine if it was deemed an area redevelopment plan or study.

The proposed work plan for 2012 does not include this project as there are other new projects deemed to be of a higher priority as well as carry-over projects such as area redevelopment plans for West Park and Riverlands neighbourhoods. In addition, the Department is starting an area redevelopment plan for the Waskasoo neighbourhood as well as two major area structure plans for the recently annexed areas.

Subject to work load and Council planning priorities, the Planning Department will begin an area redevelopment plan or study for the Riverside Light Industrial Area in late 2013 or early 2014.

**DATE:** September 22, 2011  
**TO:** Tara Lodewyk, Planning Services Manager  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Council Request for Information  
Riverside Light Industrial Area Redevelopment Plan

---

**Reference Report:**

Planning Services Manager, dated September 7, 2011.

**Report back to Council:** No

**Comments/Further Action:**

The above report was presented to Council for their information. No further action is required at this time.



Elaine Vincent  
Legislative & Governance Services Manager

c: Director of Development Services  
Director of Planning Services

## SUPPORTING ADMINISTRATION DETAILS FOR COUNCIL REPORTS

---

September 07, 2011

### Council Request for Information

### Riverside Light Industrial Area Redevelopment Plan

**Submitted By:** Tara Lodewyk  
**Submitter Contact Info:** tara.lodewyk@reddeer.ca  
403-406-8708  
**Council Meeting Date:** <MEETING\_DATE>  
**Reporting Department:** Planning Department  
**From:** Tara Lodewyk, Planning Manager  
**Bylaw Number:**  
**Proposed Bylaw Reading:**

---

#### Related Reports (Attachments):

#### Previous Committee Meetings and Committee Resolutions

Council Decision June 13, 2011

"Resolved that Council of The City of Red Deer, having considered a report from the Bylaw Research Coordinator dated April 5, 2011 re: Trade School definition - Land Use Bylaw Amendment 3357/L-2011 hereby directs administration to review the work plan related to the Riverside Light Industrial area to determine when an area redevelopment plan can be undertaken for this area with a report to be brought back to Council within three months."

#### Are there any financial/budget implications?

No

Financial Impact Explanation:

#### Has Legal Counsel been consulted?

No

Are there any outstanding legal issues?

Outstanding legal issues description:



## SUPPORTING ADMINISTRATION DETAILS FOR COUNCIL REPORTS

---

**Is Advertising Required?**

No

**Please describe any consultation both internal and external (eg. Public Open House, Internal Departments Review, etc.):**

None

**Should External Stakeholders be advised of the Agenda Item?**

No

External Stakeholder Contact Information (name, mailing address, telephone number, and email address):

**Will there be a presentation to Council included?**

No

Presenter Name and Contact Information:

September 07, 2011

## Council Request for Information

### Riverside Light Industrial Area Redevelopment Plan

Planning Department

#### **Report Summary & Recommendation:**

---

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The Planning Department will begin an area redevelopment plan or study for the Riverside Light Industrial Area in late 2013 or early 2014. This is subject to work load and Council planning priorities.

#### **City Manager Comments:**

---

LGS Only - City Manager Comments

#### **Proposed Resolution**

---

LGS Only - Proposed Resolutions

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Subject to work load and Council planning priorities, the Planning Department will begin an area redevelopment plan or study for the Riverside Light Industrial Area in late 2013 or early 2014.



## RECREATION, PARKS &amp; CULTURE

**DATE:** September 12, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Greg Scott, Recreation, Parks & Culture Manager  
Trevor Poth, Parks Superintendent

**SUBJECT: Alto Reste Cemetery Expansion– Land Acquisition**

**BACKGROUND**

In May of this year City Council approved the Alto Reste Cemetery Multicultural Inclusion and Expansion Plan. One of the primary recommendations in the plan was for The City to purchase the County land to the east (in the short term) and to the south (in the longer term) in order to provide for the necessary expansion. The land to the east has been identified as a high priority because it is needed to address drainage issues and to accommodate the relocation of dirt storage and required working areas (please see attachment). Prior to a new entranceway and storm water pond being constructed, both of which are required in order to accommodate expansion, this work needs to be completed.

**CURRENT SITUATION**

Due to the importance of acquiring the adjacent land to the east, the Recreation, Parks & Culture Department had planned to adjust its Ten Year Capital Plan to move funding for cemetery land acquisition up to 2012. However, it has come to our attention that the owner of this property currently has it listed for sale, which makes acquisition of the land considerably more urgent for the following reasons:

1. The land could be sold to a third party who may not be interested in selling it to The City, resulting in the Cemetery being land locked to the east, causing significant and perpetual maintenance challenges;
2. The land could be sold to a land investor whose purpose may be to sell it to The City at a much higher price.

Due to the above circumstances and the current listed price of the property, the Land & Economic Development Department was instructed to make a conditional offer on the land, with the conditions being that City Council approve funding from the Capital Projects Reserve for this purchase and that Red Deer County also supports the sale. This conditional offer has been accepted. In addition to the land sale, funding will be used for related land acquisition costs, such as survey work and legal fees, and any surplus would be transferred back into the Capital Projects Reserve.

Current forecasts for the CPR show an ending balance of \$8.1m for 2011. The 10 year forecast shows a minimum balance of \$2.3m in 2014. This forecast is independent of other funding requests that are or may come before Council in 2011. The Alto Reste Cemetery Expansion Land was included in 2020 of the 2011 Ten year Capital Plan. This could limit the ability of

Council to consider future requests for funding or alternate sources of funding would have to be considered which impact future plans for those funding sources.

**RECOMMENDATION**

That Red Deer City Council approve funding from the Capital Projects Reserve for the purpose of acquiring the five acre parcel (approximately) immediately adjacent to and east of the Alto Reste Cemetery, which has been identified in the Alto Reste Cemetery Multicultural Inclusion and Expansion Plan as necessary for future Cemetery expansion, and that Council direct The City to request consent from Red Deer County Council to purchase this land, as per Section 72(1) of the Municipal Government Act.

Greg Scott  
Recreation, Parks & Culture Manager

Trevor Poth  
Parks Superintendent

Attachment

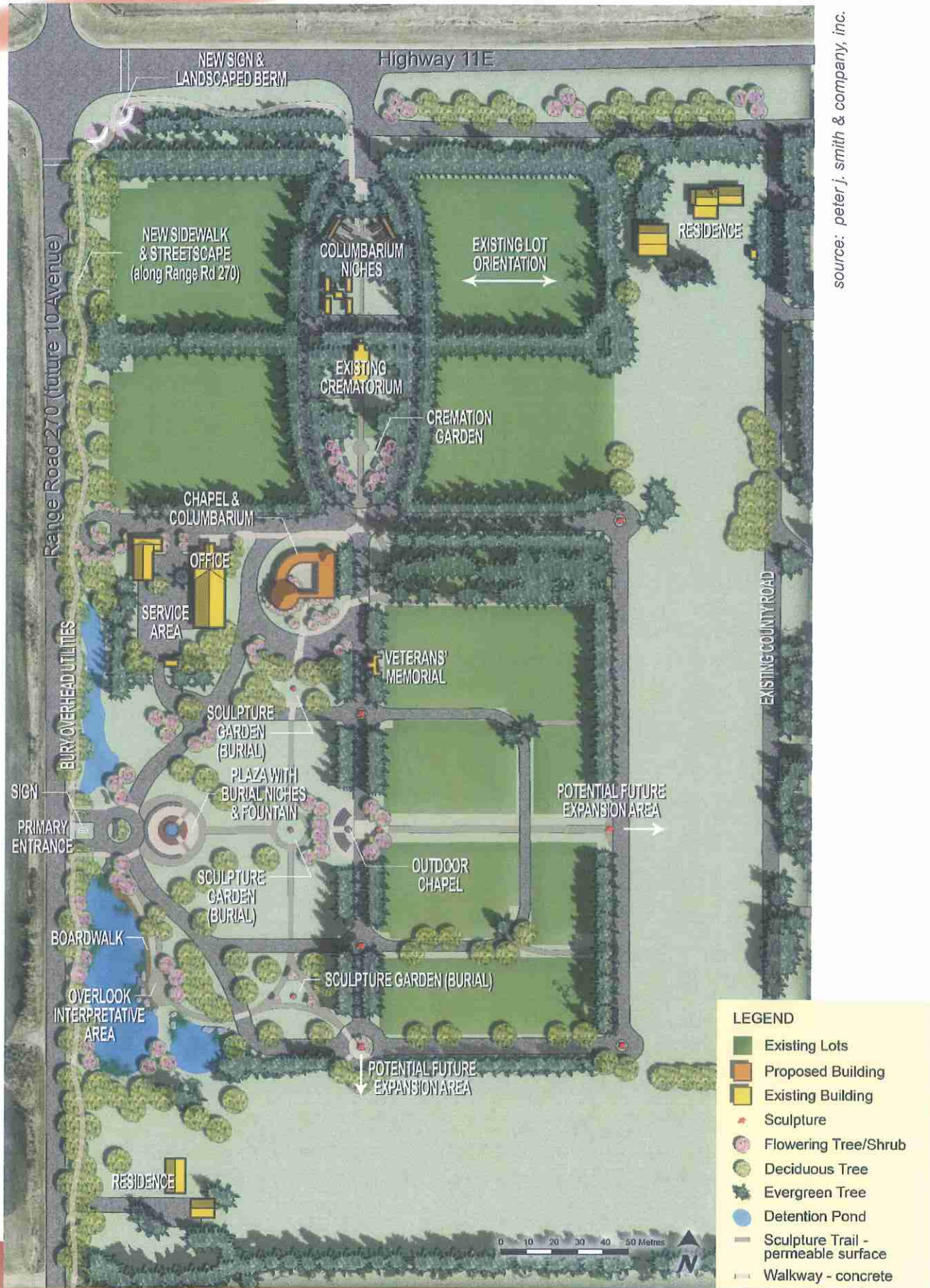
DM

cc: Colleen Jensen, Director of Community Services  
Howard Thompson, Land & Economic Development Manager  
Joe D'Onofrio, Land Coordinator  
Dave Matthews, Parks Planning & Technical Services Supervisor

DM#1147851



Figure 2-2 Master Plan



source: peter j. smith &amp; company, inc.

**Comments:**

I support the recommendations of Administration that Council approve the funding for this land acquisition.

“Craig Curtis”  
City Manager



**DATE:** September 22, 2011

**TO:** Greg Scott, Acting Community Services Director  
Trevor Poth, Parks Superintendent

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

**SUBJECT:** Alto Reste Cemetery Expansion – Land Acquisition

---

**Reference Report:**

Recreation, Parks & Culture Manager and Parks Superintendent, dated September 12, 2011.

**Resolution:**

The following tabling resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture Manager and Parks Superintendent, dated September 12, 2011, re: Alto Reste Cemetery Expansion – Land Acquisition, hereby agrees to table the report to the October 3, 2011 regular meeting of Red Deer City Council.

**Report back to Council:** Yes

**Comments/Further Action:**

This item will come back to Council for further consideration at the October 3, 2011 meeting.



Elaine Vincent  
Legislative & Governance Services Manager

- c Land & Economic Development Manager
- Land Coordinator
- Acting Recreation, Parks & Culture Manager
- Parks Planning & Technical Services Supervisor
- Corporate Meeting Coordinator



RECREATION, PARKS & CULTURE

**DATE:** September 12, 2011  
**TO:** Craig Curtis, City Manager  
**FROM:** Greg Scott, Recreation, Parks & Culture Manager  
Trevor Poth, Parks Superintendent  
**SUBJECT: Alto Reste Cemetery Expansion– Land Acquisition**

*Revised Report  
- should include  
a recommendation?*

### BACKGROUND

In May of this year City Council approved the Alto Reste Cemetery Multicultural Inclusion and Expansion Plan. One of the primary recommendations in the plan was for The City to purchase the County land to the east (in the short term) and to the south (in the longer term) in order to provide for the necessary expansion. The land to the east has been identified as a high priority because it is needed to address drainage issues and to accommodate the relocation of dirt storage and required working areas (please see attachment). Prior to a new entranceway and storm water pond being constructed, both of which are required in order to accommodate expansion, this work needs to be completed.

### CURRENT SITUATION

Due to the importance of acquiring the adjacent land to the east, the Recreation, Parks & Culture Department had planned to adjust its Ten Year Capital Plan to move funding for cemetery land acquisition up to 2012. However, it has come to our attention that the owner of this property currently has it listed for sale, which makes acquisition of the land considerably more urgent for the following reasons:

1. The land could be sold to a third party who may not be interested in selling it to The City, resulting in the Cemetery being land locked to the east, causing significant and perpetual maintenance challenges;
2. The land could be sold to a land investor whose purpose may be to sell it to The City at a much higher price.

Due to the above circumstances and the current listed price of the property, the Land & Economic Development Department was instructed to make a conditional offer on the land, with the conditions being that City Council approve funding from the Capital Projects Reserve for this purchase and that Red Deer County also supports the sale. This conditional offer has been accepted. In addition to the land sale, funding will be used for related land acquisition costs, such as survey work and legal fees, and any surplus would be transferred back into the Capital Projects Reserve.

Current forecasts for the CPR show an ending balance of \$8.1m for 2011. The 10 year forecast shows a minimum balance of \$2.3m in 2014. This forecast is independent of other funding requests that are or may come before Council in 2011. The Alto Reste Cemetery Expansion Land was included in 2020 of the 2011 Ten year Capital Plan. This could limit the ability of

Council to consider future requests for funding or alternate sources of funding would have to be considered which impact future plans for those funding sources.

**RECOMMENDATION**

That Red Deer City Council approve funding from the Capital Projects Reserve for the purpose of acquiring the five acre parcel (approximately) immediately adjacent to and east of the Alto Reste Cemetery, which has been identified in the Alto Reste Cemetery Multicultural Inclusion and Expansion Plan as necessary for future Cemetery expansion, and that Council direct The City to request consent from Red Deer County Council to purchase this land, as per Section 72(1) of the Municipal Government Act.

Greg Scott  
Recreation, Parks & Culture Manager

Trevor Poth  
Parks Superintendent

Attachment

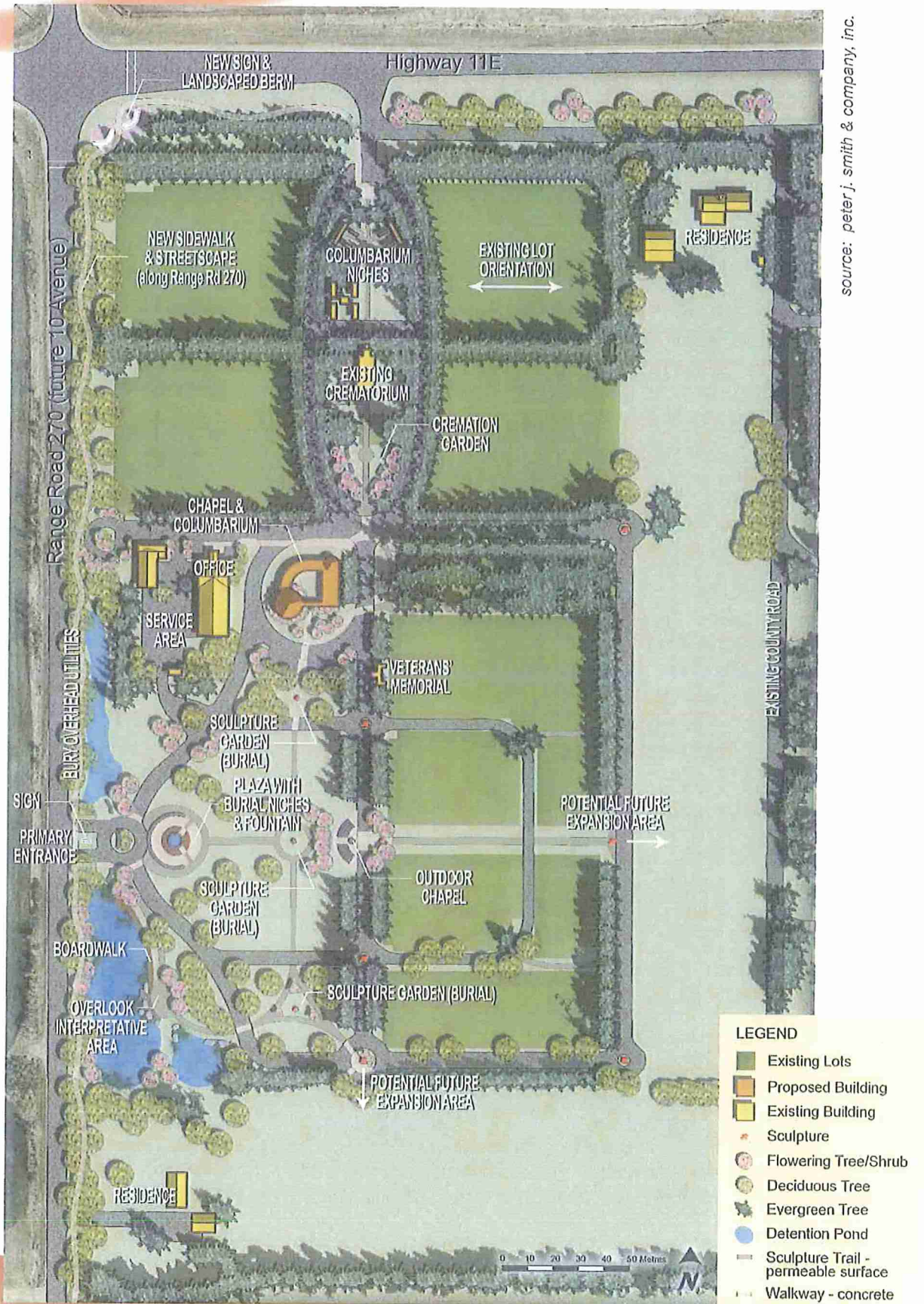
DM

cc: Colleen Jensen, Director of Community Services  
Howard Thompson, Land & Economic Development Manager  
Joe D'Onofrio, Land Coordinator  
Dave Matthews, Parks Planning & Technical Services Supervisor

DM#1147851



Figure 2-2 Master Plan



source: peter j. smith & company, inc.



**DATE:** September 1, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Kristina Öberg, Acting Recreation, Parks and Culture Manager  
Dean Krejci, Financial Services Manager

**SUBJECT:** Funding Request for Permanent Historical Exhibit at the Red Deer Museum and Art Gallery

---

Please find attached a report from the Red Deer Museum and Art Gallery (The MAG) requesting financial support to mount a new, permanent history exhibit for the City of Red Deer's Centennial in 2013.

## **BACKGROUND**

The Red Deer Museum and Art Gallery (The MAG) is planning a new permanent exhibition about the history of Red Deer. This exhibition will position The MAG as the leading source for information about the history of Red Deer and the surrounding area. The exhibition will be rich in artefacts from the MAG's collections and it will draw heavily on the documents and photographs that are in the Red Deer & District Archives.

The exhibition is planned to open in March of 2013 to coincide with the celebrations of Red Deer's centennial. The exhibition will occupy approximately 40% of the exhibition space at The MAG and will connect the citizens of Red Deer and visitors to the unique history of our community from pre-contact to the first explorers, the aboriginal inhabitants to early settlers. It will address industry in Red Deer from the community's beginnings as an agricultural hub to the impact of the petroleum industry.

In December 2010/ January 2011 a request was made to Council as a part of the 2011 budget process for \$74 000.00 operating and \$1 299 000.00 in capital (for a total of \$1 373 000.00) in support of this project. It was not approved at that time.

## **DISCUSSION**

This exhibit is envisioned to be a centerpiece for Red Deer and our Centennial Celebrations. This display will provide residents, current and former, newcomers, visitors, schools etc. with opportunities to connect with our community in a way they never have before. Through this exhibition The MAG will permanently exhibit artefacts from their extensive collection which will concretely demonstrate aspects of our history. It will be interactive, creative, fun and educational.

It will connect residents to our community's identity, creating civic pride but also be an attraction for tourists.

The MAG is requesting \$1 227 000 .00 (see attached report and budget) from The City of Red Deer to support the creation of a permanent exhibition. The 3,000 square-foot exhibition will become the focal point for future exhibitions and programs that will engage visitors in exploring the unique history of this region. The costs estimated by the MAG for the design and fabrication of a permanent exhibition of this nature (\$600 per square foot) are in line with administration's research into what could be reasonably expected. As a Capital Project, management will be done jointly between The MAG and The City of Red Deer with all accounting being done by City financial staff.

## **ANALYSIS**

This request is fundamental to the Red Deer Museum and Art Gallery's Centennial plan. Supporting this request will be of great benefit to the citizens of Red Deer in terms of connecting with our community's heritage and leaving a Centennial legacy that will be enjoyed for years to come.

The MAG plans to try to maximize the amount of funding they will be contributing through grants from the Government of Alberta and the Waskasoo Museums Foundation. Unfortunately there are limited funding programs available for exhibit design and fabrication work.

The funding is being requested at this time due to timelines the MAG will need to meet in order to allow for installation in time for Red Deer's Centennial in 2013.

## **FINANCIAL IMPLICATIONS**

There are three options to consider for addressing this request:

1. Support the Request

Capital project requests approved outside of the budget process are normally funded from the Capital Projects Reserve (CPR). Current forecasts for the CPR show an ending balance of \$8.1m for 2011. The 10 year forecast shows a minimum balance of \$2.3m in 2015. Funding this request would result in an estimated ending balance of \$6.9m for 2011 with a minimum of balance of \$1.1m in 2015. This forecast is independent of other funding requests that may come forward before Council. This could limit the ability of Council to consider future requests for funding or alternate sources of funding would have to be considered.

2. Defer Request to Capital Budget debate

The funding requested for this project could be deferred to be included with discussion of the 2012 Capital budget at the end of November 2012. This would pose a challenge to the Museum and Art Gallery as they will need to proceed with planning as soon as possible to meet timelines in having this project completed for the 2013 Centennial.



3. Deny the Request

The financial commitment could be denied based on available funding. This would result in there being no Centennial history exhibit at the MAG.

**RECOMMENDATION**

That Red Deer City Council approve the overall project in the amount of \$1,527,000 as part of the 2011 Capital Budget with funding of \$1,227 000 from the Capital Projects Reserve, \$200,000 from Grants and \$100,000 from donations.

---

Kristina Oberg  
Acting Recreation, Parks & Culture Manager

---

Dean Krejci  
Financial Services Manager

/Attachments

**C.C.** Wendy Meeres, Acting Culture Superintendent  
Janet Pennington, Heritage Community Development Coordinator



**DATE:** August 12, 2011

**TO:** City Council

**FROM:** Lorna Johnson, Executive Director, Red Deer Museum + Art Gallery

**SUBJECT:** ***The Place Between: Stories from the Heart of the Parkland***  
Funding for a Permanent Exhibition about the History of Red Deer

---

## INTRODUCTION

The MAG plans to produce a new permanent exhibition about the history of Red Deer. The exhibition, based on original research by Curator of History, Michael Dawe, will help to re-position the MAG as the leading source for information about the history of Red Deer and the surrounding area. The exhibition will be rich in artefacts from the MAG's collections and it will draw heavily on the documents and photographs that are in the Red Deer & District Archives. It will make extensive use of audio visual elements and it will be highly interactive for visitors of all ages.

The exhibition is planned to open in March of 2013 to coincide with the celebrations of Red Deer's centennial.

## DISCUSSION

We envision that the exhibition will become the 'centrepiece' of Red Deer. It will be an attraction for tourists. It will help residents, newcomers and visitors to understand the unique history of Red Deer and to engage with some of the stories from our history. The exhibition will allow the MAG to permanently exhibit a selection of artefacts that will demonstrate aspects of our history. Wherever possible we will work with local artists and artisans to create the props and displays. The displays will be highly interactive – inviting visitors to use all of their senses to explore and experience aspects of each component. Each component will have interactive elements that will engage children in exploring aspects of history.

We envision a highly interactive, artefact-rich exhibition that will engage visitors of all ages in learning about the history of Red Deer and the Parkland region. The exhibition will help to define our identity as 'Red Deerians'. It will tell the stories of Red Deer that make us proud, and those that stimulate controversy. It will present the stories and history that will build an

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f (403) 342.6644



emotional attachment to this place and its history. It will be entertaining and will help each visitor experience his or her 'place' in our history. The exhibition will showcase the research and collections of the MAG and the Red Deer & District Archives, as well as the results of ongoing community engagement. We will make intensive use of multi-media. For example, we plan to use tapes of Cree elder Albert Lighting telling his community's stories about the origins of the Parkland region for the component about the land. We plan to present audio tapes of women's activist Irene Parlby speaking about her life and farm issues in Central Alberta. We have early film footage of entertainments and events for the component on the development of culture. We plan to use the work of local artists and craftspeople wherever possible so that the exhibition will also be a representation of the excellence that is present in our community.

The presentation of the exhibition will be thematic, rather than chronological. The themes that we have identified are:

- **The Land and the Changing Landscape**
- **The Crossing: Change and Conflict** – First Nations, Métis and Traders
- **For God and Profit** – not the typical homestead story – Leonard Gaetz and the land speculators
- **The Unique North** – the story of North Red Deer. The role of the Daughters of Wisdom and the development of a francophone community
- **Boom! 1909 - 1913**
- **Serving Canada in two World Wars** – at home and abroad. The story of the flu epidemic; the impact of the A:20 army camp and the air training base at Penhold in WWII; prisoner of war stories
- **Good Times in the Hard Times** – how culture of all kinds has flourished. Stories of some of the theatrical, musical and visual arts activities and the artists who have won recognition for their work
- **A Leader in Education** – the stories of the Alberta Ladies College, the Composite High School, Michener Centre the Nazarene College, and Red Deer College and how they have changed our community
- **Entrepreneurs and Innovators** – stories of some of the inventors, innovators and business people
- **This is My Red Deer!** Welcoming newcomers from Around the World

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For example, we plan to treat the **Good Times in the Hard Times** theme of the cultural development of Red Deer as follows:

The visitor approaches a photo mural of the façade of the old Capitol theatre. The marquee invites visitors to enter the theatre and they see posters, handbills, scripts and costumes of some of the early theatrical and musical groups. They see posters advertising Boris Karloff, and learn of his marriage to a woman from Red Deer. They see examples of art work created by members of the Red Deer Art Club in the 1930's.

Visitors are invited to sit down in the original seats from the Capitol Theatre and they can select from a menu of 'movie' items: clips from old films that were shown at the Capitol; or presentations about early theatre and music in the community. Children will be invited to dress up and perform part of a children's play from the early days. The performance will be recorded and played back on the movie screen. Links to a web site for this component invite the visitor to explore more information about the history of the artists and arts groups of Red Deer.

Throughout the exhibition, children and families are invited to engage – with costumes to try on, games to explore and learn, sounds and stories to listen to, and web-based activities that they can use to pursue their curiosity after their museum visit.

### **Impact on Future Programming**

The entire exhibition will occupy over 40% of the exhibition space at the MAG. It will provide the anchor for future programs of exhibitions and events about the history of our communities. A consequence of the permanent exhibition will be that the number of temporary exhibitions that are produced each year will be reduced from 16 to 8. The remaining space will be large enough to accommodate travelling exhibitions from institutions like the Canadian Museum of Civilization and the National Gallery, as well as community-based exhibits about local history and community concerns.

### **Timeline**

Concept planning for the exhibition is well underway. We have developed the concept storyline and are now working up detailed information and artefact lists for each component. We plan to have the design specifications complete by October of 2011. We would like to tender the exhibit design and fabrication contract in October so that we could begin the exhibition design process by January, 2012 at the latest. Artefact selection will be complete by January, and artefact conservation and preparation will begin immediately thereafter. We plan

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for completion by February of 2013, so that the exhibit will be ready to open to the public in March of 2013, to coincide with the beginning of Red Deer's centennial celebrations.

**Budget**

Estimated costs for the design and fabrication of a permanent exhibition of this nature are \$600 per square foot (based on information from the Galt Museum in Lethbridge and the Esplanade in Medicine Hat, both of which completed major permanent exhibitions in 2009). Total estimated cost for the project will be \$1.5 M. The MAG is confident that it can obtain grants for \$200,000 and donations of \$100,000, for a total of \$300,000. We are asking the City of Red Deer for \$1 227 000.00 to fund the project.

**A New Book About Red Deer's History**

As a complement to the exhibition project, Michael Dawe is writing a major large-format book about Red Deer's history. The book will take a thematic approach to telling the stories of our past and it will present archival material and photographs that are not well-known. We currently have expressions of interest from two publishers and we are confident that we will be able to find funding to produce the book.

**SUMMARY**

The MAG is requesting \$1 227 000.00 M from the City of Red Deer to support the creation of a permanent exhibition about the history for Red Deer and the surrounding communities. The 3,500 square-foot exhibition will become the focal point for future exhibitions and programs that will engage visitors in exploring the unique history of this region.

**THE PLACE BETWEEN: STORIES FROM THE HEART OF THE PARKLAND  
A PERMANENT EXHIBITION ABOUT THE HISTORY OF RED DEER AND THE SURROUNDING COMMUNITIES**

<b>EXPENSES</b>		<b>PROJECT BUDGET 2011/08/19</b>	
<b>2011 EXPENSES</b>			
<b>ITEM</b>	<b>ESTIMATED COST</b>		
Community Input Events	\$ 2,000.00	unbudgeted	
Promotion / Fundraising Packages	\$ 20,000.00	unbudgeted	
Tendering Costs	\$ 5,000.00	unbudgeted	
<b>2011 TOTAL EXPENSES</b>	<b>\$ 27,000.00</b>		
<b>2012 EXPENSES</b>			
Design Contract	\$ 350,000.00		
Fabrication	\$ 1,100,000.00		
Artefact Conservation	\$ 30,000.00		
Community Engagement Events	\$ 10,000.00		
Promotion	\$ 10,000.00		
<b>2012 TOTAL EXPENSES</b>	<b>\$ 1,500,000.00</b>		
<b>TOTAL PROJECT EXPENSES (2011 and 2012)</b>		<b>\$ 1,527,000.00</b>	
<b>2012 REVENUE</b>			
Waskasoo Museum Foundation	\$ 10,000.00	unconfirmed	
CFEP Grant	\$ 190,000.00	unconfirmed	
Sponsorship	\$ 100,000.00	unconfirmed	
<b>TOTAL REVENUE</b>	<b>\$ 300,000.00</b>		
<b>TOTAL REQUEST FROM THE CITY OF RED DEER</b>		<b>\$ 1,227,000.00</b>	
<b>TOTAL PROJECT BUDGET</b>		<b>\$ 1,527,000.00</b>	



**Comments:**

I recommend Council approve funding as part of the 2011 Capital Budget for \$1,000,000 with the Museum to provide a plan to raise the balance of the funds.

“Craig Curtis”  
City Manager

**DATE:** September 22, 2011

**TO:** Kristina Oberg, Acting Recreation, Parks & Culture Manager  
Dean Krejci, Financial Services Manager

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

**SUBJECT:** Funding Request for Permanent Historical Exhibit at the Red Deer  
Museum and Art Gallery

---

**Reference Report:**

Acting Recreation, Parks & Culture Manager and Financial Services Manager, dated September 1, 2011.

**Resolution:**

The following resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Acting Recreation, Parks and Culture Manager and Financial Services Manager, dated September 1, 2011, re: Funding Request for Permanent Historical Exhibit at the Red Deer Museum and Art Gallery, hereby approves the project in the amount of \$1,000,000 as part of the 2011 Capital Budget with funding of \$1,000,000 to come from the Capital Projects Reserve.

**Report back to Council:** No

**Comments/Further Action:**

Administration is to proceed with the requested funding being transferred from the Capital Projects Reserve.



Elaine Vincent  
Legislative & Governance Services Manager

- c     Director of Corporate Services  
      Acting Director of Community Services  
      Acting Culture Superintendent  
      Heritage Community Development Coordinator  
      Red Deer Museum + Art Gallery, Executive Director

BACKUP

## Christine Kenzie

---

**From:** Greg Scott  
**Sent:** September 13, 2011 3:23 PM  
**To:** Elaine Vincent; Kristina Oberg  
**Cc:** Christine Kenzie  
**Subject:** RE: Museum

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Thanks Elaine, we will ensure Lorna is prepared .

Sent from my Windows Phone

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**From:** Elaine Vincent  
**Sent:** Tuesday, September 13, 2011 1:17 PM  
**To:** Kristina Oberg; Greg Scott  
**Cc:** Christine Kenzie  
**Subject:** Museum

We will proceed with the report as written....The city Manager's comments will be that he is only recommending 1 million in funding.

We will need Lorna to be able to speak to the potential impacts in the request for funding if it is reduced to the recommended amount... I did pull the capital request and I now understand further where Craig is coming from... The capital request form from 2011 capital budget is only requesting 1.114 million from the city but the new request for city dollars is 1.227 which is more than what they had originally requested. He will want Lorna to be able to speak to that as well....

He will be explaining to Lorna in person tomorrow night the rationale for his recommendations....

If you have any unanswered questions let me know.

Thanks,

Elaine

## Christine Kenzie

---

**From:** Frieda McDougall

**Sent:** August 30, 2011 10:58 AM

**To:** Lorna Johnson

**Cc:** Kristina Oberg; Greg Scott; Elaine Vincent; Christine Kenzie

**Subject:** FW: Presentation of History Exhibition Project to Council - Postponed to September 19th

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Hi Lorna. I just wanted to let you know that the item regarding the History Exhibition project is being deferred to Council's meeting of September 19<sup>th</sup>. The reason for this is that we needed a bit more information in the cover report from administration, e.g. background on the funding request from last year, discussion about alternative funding sources, etc. Thanks.

Frieda McDougall  
Deputy City Clerk  
Legislative & Governance Services  
Phone: 403-342-8136 Fax: 403-346-6195  
Email: [frieda.mcdougall@reddeer.ca](mailto:frieda.mcdougall@reddeer.ca)

---

**From:** Lorna Johnson [<mailto:Lorna.Johnson@reddeer.ca>]

**Sent:** Friday, August 26, 2011 10:14 AM

**To:** 'Jean Graham'

**Cc:** Jan Sirrs; Marguerite Watson; Torben Andersen; 'Ron Crossley'; 'A C'; 'Sheila Bannerman'; Tara Veer; [djmoor1@shaw.ca](mailto:djmoor1@shaw.ca)

**Subject:** Presentation of History Exhibition Project to Council

Hello Everyone,

I have just received confirmation that the MAG's presentation to Council about the History Exhibition Project will be on September 6. I have been asked to make a PowerPoint presentation about the project. (I have been given a maximum of 10 minutes – so it will be very 'snappy!'). I do not know what time the presentation will be, but will get that information to you as soon as I have it.

It would be great if as many Board members and staff as possible could be present for that presentation and discussion. City Council currently meets in the Council Chambers at the County Office because the Council Chambers are under renovation.

I will keep you posted as more information arrives!

Thanks!

*Lorna Johnson*

Executive Director  
Red Deer Museum + Art Gallery  
4525 - 47A Avenue  
Red Deer, AB T4N 6Z6  
Tel: (403) 309-8439

## Christine Kenzie

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Greg Scott  
**Sent:** August 19, 2011 4:10 PM  
**To:** Christine Kenzie  
**Cc:** Elaine Vincent; Kristina Oberg; Janet Pennington; Colleen Jensen; Dean Krejci  
**Subject:** FW: MAG Centennial Exhibit Request - For September 6, 2011 Council Meeting'

**Attachments:** 2013 PROJECT BUDGET .xls; Council - Proposal (7).doc; 1140627 - Centennial Exhibit Memo to Council - 1.doc

Hi Christine... I do not want you to fall out of your chair but I think we are actually early with this report. It relates to MAGS request of the City for Centennial Exhibit funding. Any changes please work with Krista next week as I am going to be away. WE have worked with Finance.

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:** Heather McLaren  
**Sent:** August 19, 2011 4:06 PM  
**To:** Greg Scott  
**Subject:** MAG Centennial Exhibit Request



2013 PROJECT BUDGET .xls (22 K...)  
Council - Proposal (7).doc (13...)  
1140627 - Centennial Exhibit M.

**Heather McLaren**  
The City of Red Deer  
Community Services Senior Admin Assistant  
Recreation Parks & Culture Department

Phone: 1-403-342-8159  
Fax: 1-403-342-8222  
Email: [heather.mclaren@reddeer.ca](mailto:heather.mclaren@reddeer.ca)

## Christine Kenzie

**From:** Frieda McDougall  
**Sent:** August 30, 2011 8:13 AM  
**To:** Christine Kenzie  
**Subject:** FW: Presentation of History Exhibition Project to Council  
fyi

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Frieda McDougall  
Deputy City Clerk  
Legislative & Governance Services  
Phone: 403-342-8136 Fax: 403-346-6195  
Email: [frieda.mcdougall@reddeer.ca](mailto:frieda.mcdougall@reddeer.ca)

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**From:** Elaine Vincent  
**Sent:** August 29, 2011 9:05 PM  
**To:** Frieda McDougall  
**Subject:** FW: Presentation of History Exhibition Project to Council

Sent from my Windows® phone.

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**From:** Tara Veer <[tara.veer@reddeer.ca](mailto:tara.veer@reddeer.ca)>  
**Sent:** August 29, 2011 6:39 PM  
**To:** Elaine Vincent <[Elaine.Vincent@reddeer.ca](mailto:Elaine.Vincent@reddeer.ca)>  
**Subject:** FW: Presentation of History Exhibition Project to Council

Hi Elaine,

Will be in City Chambers by next meeting? She makes reference to the County...

Tara

**Councillor Tara Veer | Red Deer City Council**  
[Legislative & Governance Services](#) | [The City of Red Deer](#)  
D 403.342.8111 | F 403.346.6195  
[Councillor Tara Veer](#)

---

**From:** Lorna Johnson [<mailto:Lorna.Johnson@reddeer.ca>]  
**Sent:** Friday, August 26, 2011 10:14 AM  
**To:** 'Jean Graham'  
**Cc:** Jan Sirrs; Marguerite Watson; Torben Andersen; 'Ron Crossley'; 'A C'; 'Sheila Bannerman'; Tara Veer; [djmoor1@shaw.ca](mailto:djmoor1@shaw.ca)  
**Subject:** Presentation of History Exhibition Project to Council

2011/08/30



Hello Everyone,

I have just received confirmation that the MAG's presentation to Council about the History Exhibition Project will be on September 6. I have been asked to make a PowerPoint presentation about the project. (I have been given a maximum of 10 minutes – so it will be very 'snappy!'). I do not know what time the presentation will be, but will get that information to you as soon as I have it.

It would be great if as many Board members and staff as possible could be present for that presentation and discussion. City Council currently meets in the Council Chambers at the County Office because the Council Chambers are under renovation.

I will keep you posted as more information arrives!

Thanks!

*Lorna Johnson*

Executive Director  
Red Deer Museum + Art Gallery  
4525 - 47A Avenue  
Red Deer, AB T4N 6Z6  
Tel: (403) 309-8439

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**Christine Kenzie**

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

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**From:** Elaine Vincent  
**Sent:** August 16, 2011 11:13 AM  
**To:** Christine Kenzie  
**Subject:** FW: DMPROD-#1140627-v1-Centennial\_Exhibit\_Memo\_to\_Council.DOC

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

**Attachments:** 1140627 - Centennial Exhibit Memo to Council - 1.DOC; Council - Proposal (7).doc; 2013 PROJECT BUDGET .xls

This will likely hit for next agenda...

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

---

**From:** Greg Scott  
**Sent:** Tuesday, August 16, 2011 10:54 AM  
**To:** Dean Krejci  
**Cc:** Elaine Vincent; Janet Pennington; Colleen Jensen; Kristina Oberg  
**Subject:** FW: DMPROD-#1140627-v1-Centennial\_Exhibit\_Memo\_to\_Council.DOC

Hi Dean, please find the adm. report relating to the MAG's request for funding for the 2013 Centennial exhibit. As you recall this was one of the projects that council prioritized through our capital workshop. This project is coming forward now because they need approval asap to get things started.  
Please review the financial implication section providing the appropriate wording and send back to me and Janet Pennington. Leg Services would like to get the report and back-up info. by the 24th.

Thanks Dean.

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:** Kristina Oberg  
**Sent:** August 16, 2011 10:32 AM  
**To:** Greg Scott; Colleen Jensen  
**Cc:** Janet Pennington; Kim Champigny; Tracey McKinnon  
**Subject:** RE: DMPROD-#1140627-v1-Centennial\_Exhibit\_Memo\_to\_Council.DOC

Hi Greg,

Please find the attached covering report modified as per your request... as well as the fixed MAG report

**Kristina Öberg | Culture Superintendent**



Recreation, Parks and Culture | The City of

1140627 -  
Centennial Exhibit M.

Red Deer

Council - Proposal  
(7).doc (13...



2013 PROJECT

BUDGET.xls (22 K...

Box 5008, Red Deer, AB T4N 3T4

Ph. 403.309.2637 Fax 403.346.4970

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**From:** Greg Scott  
**Sent:** August 16, 2011 10:02 AM  
**To:** Kristina Öberg; Janet Pennington  
**Cc:** Colleen Jensen  
**Subject:** RE: DMPROD-#1140627-v1-Centennial\_Exhibit\_Memo\_to\_Council.DOC

Thanks Kristina. I still want to take the report forward immediately requesting council's support outside of the budget process. This is what we committed to council. It is my understanding that approval needs to happen soon and it makes sense that approval includes funding for the entire project. I think we are targeting the first meeting in September. Will need to do the following:

1. Modify the report from MAG to indicate a total project cost of \$1.527 not \$1.5.
2. The adm. report will be from the RPC manager and the Financial services manager (I think Dean will be away so we will need to find out who is acting). FS needs to review the funding implications portion of the report.
3. Modify the report to include the request for overall funding over the next two years but identify the funding source for 2011 (\$27K) being the exhibit renewal fund.

Janet you are probably the one working on this we should get things finalized fairly quickly so I can share with Dean from Finance for his review. Any questions feel free to give me a call.

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:** Kristina Öberg  
**Sent:** August 16, 2011 9:00 AM  
**To:** Greg Scott; Colleen Jensen  
**Cc:** Janet Pennington; Greg Scott  
**Subject:** DMPROD-#1140627-v1-Centennial\_Exhibit\_Memo\_to\_Council.DOC

<< File: 2013 PROJECT BUDGET.xls >> << File: Council - Proposal (7).doc >> << File: 1140627 - Centennial Exhibit Memo to Council - 1.DOC >>

Please find attached the request from the museum, their proposed budget, and my covering report. As you will see from my report I would like to recommend deferring the decision to the 2012 capital budget deliberations in November.

When we asked the Museum to submit this request early I think we were all under the impression that they were needing a large amount of \$ in 2011 to get started on the project (this was based on their request from last years budget). What they are asking for now is only \$27 000.00 in 2011. Because what this project is about is exhibit renewal I recommend that we instead take this out of the exhibit renewal money that has been waiting to be used. There is currently \$87 091.00 in the exhibit renewal account # 2.4312.478. I have confirmed with Kim that we currently have \$ 29 000.00 (1/3) for the museum.

The remainder of their request would be then addressed as a part of the capital budget deliberations. I am concerned about taking this forward earlier than the rest of the requests as this seems to place other requests on an uneven playing ground. I am specifically referring to the WEES request for the funding for the Waskasoo Park Interpretive Master Plan implementation. These two requests are for similar amounts of money to do almost the type of identical work –and the WPIMP has been deferred for at least 5 years now. I wouldn't want one of these requests to be considered without a view to the other to ensure Council has the full picture.

As such I have modified my report based on this for your consideration.

K☺

P.S We still need to go to Council to request the exhibit renewal money...so the report would still go forward

K☺





## **The Place Between**

Stories from the Heart of the Parkland

mag



## **A permanent exhibition about the unique history of Alberta's third-largest city**

mag

- A starting point for discovering the city
- Build community by sharing the stories of this place
- Maintain the memory of our earlier state of being to inform our new identity
- Encourage everyone to look at our city with fresh, more informed eyes
- Promote greater understanding

mag



## **Our community has asked us to tell the story of Red Deer**

mag

## **The Place Between**

Stories from the Heart of the Parkland

mag

## **Based on**

- Original research by Michael Dawe
- The Collections of the Red Deer & District Museum Society
- The Collections of the Red Deer & District Archives
- Material from other sources – the Public Archives of Canada and private individuals

mag



**The exhibition will be  
a destination for discovery**

mag



**Contemporary**

mag



**Artefact-rich**

mag



**Interactive**

mag



**Appealing for families  
and children**

mag

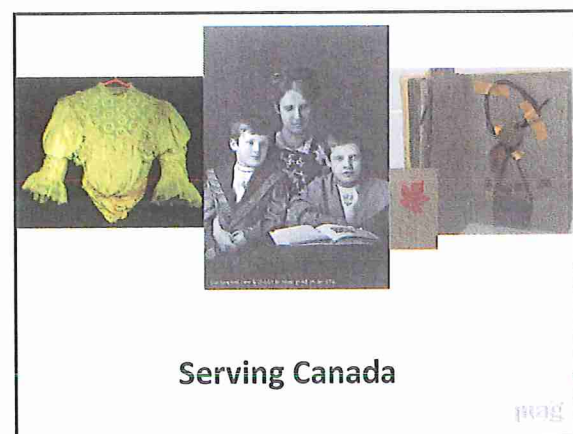
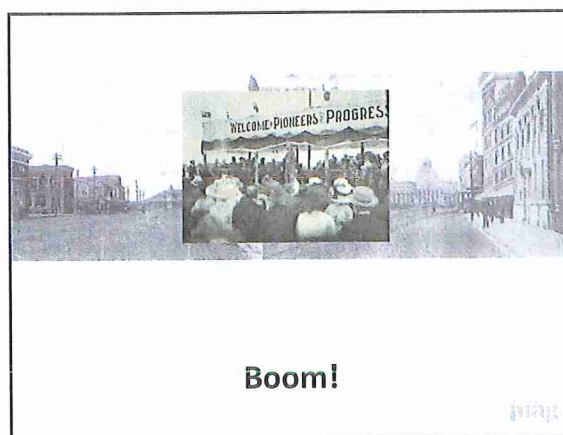
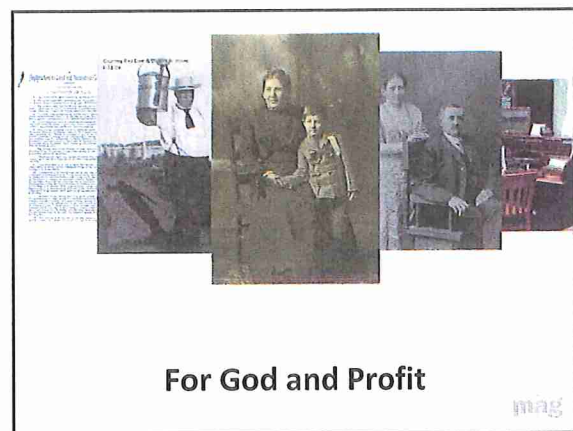
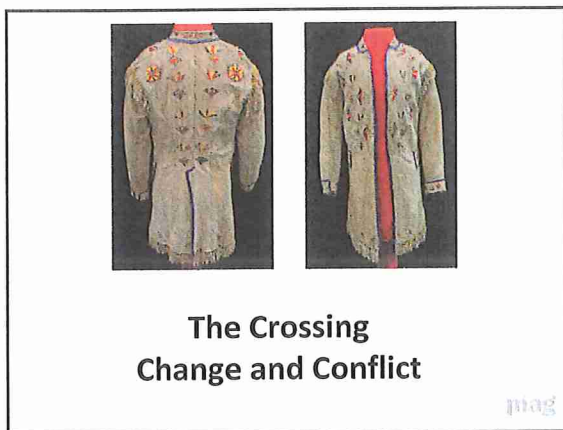
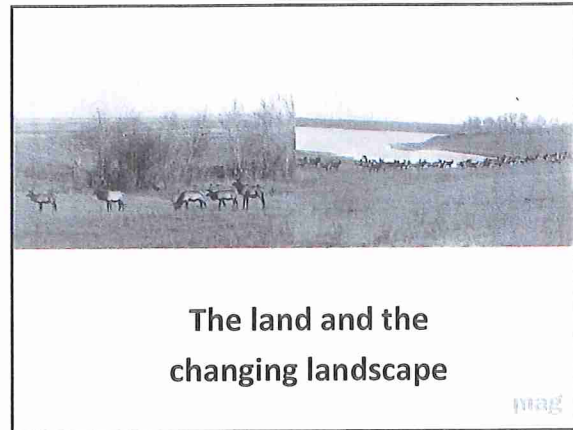
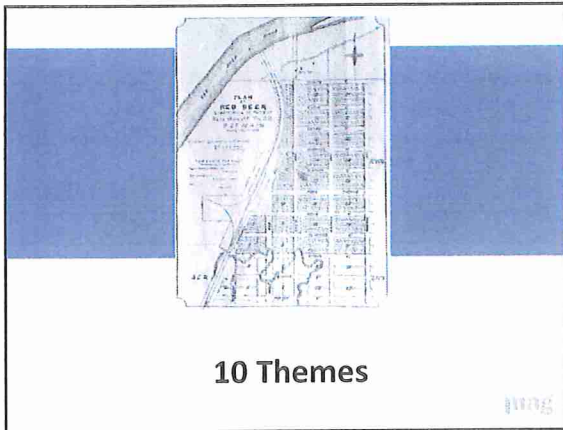


**Design and Production**

- Highest quality production values

mag







### Good Times in the Hard Times

mag



### The Unique North

mag



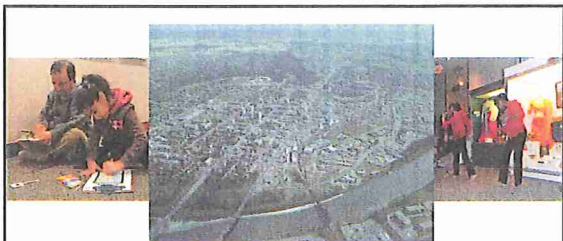
### A leader in Education

mag



### Entrepreneurs and Innovators

mag



### Starting Anew

mag

### Timeline

Design RFP issued - October 2011

Design begins December 2011

Artefact conservation - January to May 2012

Fabrication - August - December 2012

Installation - January - February 2013

Opens to the public - March 2013

mag

### Expenses

- 2011- \$27,000  
(community engagement and design RFP)
- 2012 - \$1,500,000  
(design, fabrication & install)

Total project budget - \$1,527,000

### Revenue

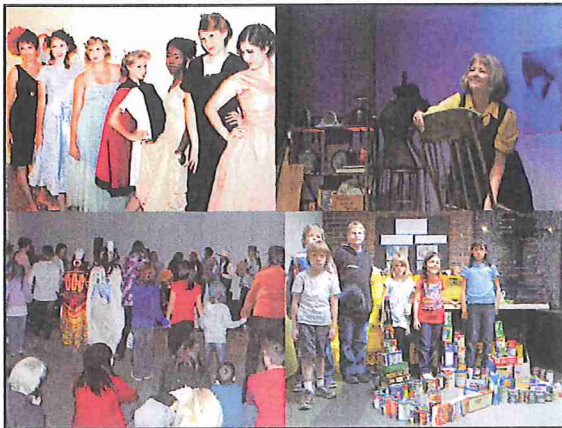
- Museum fundraising and grants \$300,000
- City of Red Deer \$1.227M

img

### **The Place Between**

- A showpiece for Red Deer
- Telling the stories of our community
- Building an understanding of our city
- The core of future exhibitions and programs
- Memorable centennial events

img





Office of The Mayor and City Manager

**Date:** September 6, 2011

**To:** Craig Curtis, City Manager

**From:** Lisa Marie Perkins: Corporate Strategist

**Subject:** **Red Deer Centennial Steering Committee: Funding request for \$250,000**

---

**Background:**

The Centennial Committee was established to provide leadership and coordination to the upcoming 2013 Red Deer Centennial. It is led by the Red Deer Historical Society and the members are made up of community members who were chosen through an application process. The Red Deer Centennial Steering Committee has completed its work on a vision based on input from the community and is now prepared to start work on the planning of this important community milestone.

The City has two representatives on this committee: Councillors Veer and Stephan. We also provide a staff liaison which is myself Lisa Perkins. It is important to note that this is not a committee of Council or Administration.

The amount being requested is \$250,000 over two years. The City has previously provided the Centennial Committee with \$10,000.

**Discussion:**

The Red Deer Centennial Steering Committee has worked diligently at defining a vision for the Centennial and the best role the Committee can play in realizing this vision. As stated in the report this is: "to oversee the development of projects and events that will establish a sense of civic pride in Red Deer through commemorating our past, celebrating our present and that will be instrumental in creating a vision for our future. Activities, projects, and events will engage the entire population of the City of Red Deer at various times and events throughout the 2013 Centennial year."

As reflected in the business plan and funding request, the role of the Centennial Committee and its various working committees will be to both organize a key centennial event namely the homecoming and to provide support and coordination to community groups as they organize and brand their events for the Centennial year.

The application to the City of Red Deer for funding supports their work in holding the homecoming signature event and to act as a community facilitator for other events sponsored by community groups. Acting as a facilitator they will provide

**Office of The Mayor and City Manager**

communications, a calendar of events, branding and help other groups in connecting their events and projects to the 2013 centennial.

The amount requested is for \$250,000 over two years. Financial Services has provided a report which outlines where this funding would come from if approved by Council. This would be given to the Red Deer Centennial Steering Committee as operating funds for them to expend based on their business plan. The amount requested from The City is similar to the level of support provided to similar committees in other Alberta municipalities.

The Centennial is an event to capitalize on as it promotes the city, engages citizens and has a positive impact on citizen pride. To date we have considered requests for funding on an ad-hoc basis and reviewed each for its own merits however it will be important to take into consideration the total spending on the centennial – both directly and indirectly. The City has agreed to fund two key items that will help us mark our centennial year – The Enmax Centrium expansion and the related Memorial Cup bid. The MAG has also submitted a request to fund a permanent historical exhibit which also links to the centennials vision of commemorating the past. It is likely that there will be additional requests for funding based on the centennial and The City must also decide if it wishes to host an event itself such as honouring the March 25<sup>th</sup> date as well as the in-kind support it may offer to community groups through staff time and reduced cost of services such as facility rentals. As a corporation we have not determined the full direction for the centennial year, our own role, and the envelope of financial support we can provide.

**Recommendation:**

That Council considers the request from the Red Deer Centennial Steering Committee. Their work in providing leadership to the Centennial celebrations is the foundation and will help to ensure all citizens have an opportunity to commemorate, create and celebrate our community.



**DATE:** August 30, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Lisa Francis, Acting Financial Services Manager

**SUBJECT:** Red Deer 2013 Centennial Committee Request

---

### ***Background***

The attached proposed business plan was submitted to the City by Sheila Bannerman, Chair of Red Deer 2013 Centennial Committee on August 18, 2011 requesting a donation of \$250,000 from the City of Red Deer towards committee related costs such as rent, marketing and coordinator costs as well as event related costs. The Red Deer 2013 Centennial Committee has requested receiving the \$250,000 donation split over two years (\$110k in January 2012 and the remaining \$140k in January 2013). Other funding of \$250,000 is expected from other grants/donations and sponsorship funding.

The Red Deer 2013 Centennial Committee was established in the fall of 2010 with a mandate to coordinate community celebrations for the 2013 centennial year. The Committee conducted three public consultations in order to develop a vision for the centennial year and to establish what type of organization structure is needed.

### ***Analysis***

The Committee feels that based on the public consultations Red Deerians want a wide variety of events, celebrations and drop in activities.

### ***Financial Implications***

There are 3 options available to deal with this request.

- 1.) Provide an operating grant of \$250,000 split over two years (\$110k in January 2012 and the remaining \$140k in January 2013).

The policy framework regarding how and when loans to community organizations are made is not complete therefore there is uncertainty in how to deal with this request. Operating expenses approved outside of the budget process are normally funded from the Tax Stabilization Reserve (TSR). Current forecasts of the TSR show the TSR overdrawn at the end of 2011. In the June Variance Report, the annual surplus forecasted was lower than anticipated. The \$2.7m annual surplus is included in the 10 year TSR cashflow projection as an average surplus amount we have realized in past years. An alternate source of funding would be to approve a \$250,000 transfer from the Capital Project Reserve (CPR) to the





TSR. Current forecasts for the CPR show an ending balance of \$8.1m for 2011. The 10 year forecast shows a minimum balance of \$2.3m in 2014. . This forecast is independent of other funding requests that are or may come before Council in 2011. This could limit the ability of Council to consider future requests for funding or alternate sources of funding would have to be considered which impact future plans for those funding sources.

2.) Defer Request to Operating Budget debate

The funding requested for this project could be deferred to be included with discussion of the 2012 Operating budget at the beginning of January 2012. This would pose a challenge to the Red Deer 2013 Centennial Committee to proceed with planning as soon as possible for the 2013 Centennial.

3.) Deny the request

The financial commitment could be denied based on available funding. This would result in planning a Centennial Celebrations based only on funding from sponsorships and other donations/grants.

**Recommendation**

That Council provide direction to administration regarding how to proceed with this request.

Lisa Francis, CMA  
Acting Financial Services Manager

Cc: John Knoch  
Director of Corporate Services



## Red Deer 2013 Centennial Committee Proposed Business Plan August 18, 2011

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**Vision:** The goal of the Red Deer Centennial Committee is to oversee the development of projects and events that will establish a sense of civic pride in Red Deer through commemorating our past, celebrating our present and that will be instrumental in creating a vision for our future.

Activities, projects, and events will engage the entire population of the City of Red Deer at various times and events throughout the 2013 Centennial year.

**Background:** The Centennial Steering Committee (CSC) was established in the fall of 2010 as a committee of the Central Alberta Historical Society (CAHS), with the mandate to coordinate community celebrations for the 2013 centennial year. There are nine members, representing the CAHS, the general public, and the City.

The CSC has conducted three public consultations in order to develop a vision for the centennial year, and to establish what type of organizational structure will be needed. Two informal consultations engaged members of the general public, and the third was a formal, facilitated discussion for organizations.

From these consultations, we have established that the Centennial should comprise a homecoming week or weekend, with structured events and celebrations as well as drop in activities that will interest a broad spectrum of Red Deerians, as well as various community centred events throughout the year, such as block parties, skating parties, street hockey games, picnics, games, and dances. People want flags, fireworks, locally staged events, and cake. Lots of cake.

The third, invited consultation allowed the CSC to establish what types of events/programs are already in the planning stages, and which groups are interested in developing specific programming for the 2013 year, or centennial themes for regular annual events. The organizing committees of the CSC will work with these groups, providing venues and promotional materials that will connect a disparate set of festivals and celebrations, providing the public with a sense of a continuous, year- long celebration.

The public consultations also involved gathering input into what was important about Red Deer, thoughts that were incorporated into the building of the centennial logo. This logo is in the form of a tree, which represents the overwhelming popularity of the public parks and trails as the primary signifier of quality of life in our city. The tree also represents growth and life in a framework of stability and permanence. The colours in the tree are a celebratory representation of our diversity and the forms represent our life and joy, as well as referencing fireworks as a symbol of the upcoming celebration.

The CSC also established that organizing committees will need to be formed shortly in order to get the concrete business of planning underway as soon as possible.



**Planning:** Seven organizational committees will be established by mid September. These are:

- Fundraising/Sponsorship
- Community Events
- Signature Centennial events
- Marketing and Promotions
- Volunteer Coordination and Hospitality
- Legacy Projects

These committees will function under a chair, and will include members of the CSC. The organizing committees will be overseen by the coordinator, who also acts as liaison with the CSC, who will provide oversight as planning progresses.

The coordinator has been working very part time to date, applying for funding and functioning as secretary and organizer for CSC meetings. This position will evolve into ¾ position as necessary.

Challenges in the upcoming year will include:

- Community: gaining a handle on the huge number of community organizations covering all aspects of Red Deer life and public interest, so that all can feel included in planning and will have a chance to have events on the centennial calendar, or to participate in planning for major events. This will include larger organizations with well established public programs, such as the Cultural Heritage Foundation, sports organizations, the Public Library and the School Board, as well as small cultural organizations that may have only one signature event during the year.
- City: maintaining close contact to minimize confusion and overlap as well as maximize chances to provide citizens with the best possible centennial experience.
- Committees: establishing working structures for the organizational committees as quickly and efficiently as possible
- Funding: Finding and applying for funding for events and programming not covered by core funding.
- Work, work, work. And cake.

**Link to City of Red Deer Strategic Plan and City Plans/Programs:**

The Centennial fits into the Identity theme of City Council's recently approved Strategic Direction. It provides The City with an opportunity to identify and promote our identity, our connection to our past, and celebrate our connection to each other.

The City has already approved funding for projects that will be completed in the Centennial year that can be styled Centennial projects. There are also events such as the Lieutenant Governor's Arts Awards



and possibly the Memorial Cup that can be combined with centennial events. It is possible that the centennial Homecoming Week(end) could tie in with one of these major events.

Other links to City budgets will be for events that are held annually, such as the Mayor's garden party, which the CSC hopes can become Centennial events, supported by the centennial committee volunteers and promotions campaign. It is our understanding that The City of Red Deer will be establishing its own centennial committee that will help to identify opportunities for collaboration.

**The Budget:** The CSC has been working through this year with \$10,000 that had been set aside by the City of Red Deer for this purpose, with the addition of a further \$2,000 grant from the Historical Society of Alberta. We have also received numerous in-kind donations, including meeting space from RDC, vastly reduced rent from the Downtown Business Association for an office in a prime location, office furniture from Board members of the Central Alberta Historical Society, and printing and other costs from the DBA.

For the 2012 – 2013 span of two years, the CSC is requesting a donation from The City in the amount of \$250,000, roughly half in January of each of the years. This donation request respects the current economic climate as research done before the establishment of the CSC shows that cities typically contribute per capita funding in the range of \$5 per person (Airdrie, 2009 and Edmonton, 2004). The CSC is requesting slightly more than half that, with plans to apply for other funding to complement this amount.

The CSC will also be pursuing sponsorship funding, although until committees are in place the scope and amount is difficult to anticipate.

The following is a draft budget, with considerable optimism for external funding as this is currently unknown. The availability of external funding will dictate the extent of activity planned outside of that provided for in core funding from The City. For example, proposals might be solicited from community groups for a historical retrospective project and/or a community sports event to be completed within a set budget if funding were to be forthcoming.



<b>Costs</b>	<b>2012</b>	<b>2013</b>	<b>Source</b>	<b>Total</b>
Rent	10,200	10,200	City of Red Deer	20,400
Office supplies and admin costs	3,000	3,000	City of Red Deer	6,000
Marketing and promotions	15,000	10,000	City of Red Deer	15,000
Coordinator	10,000	20,000	City of Red Deer	30,000
Homecoming Events	20,000	55,000	City of Red Deer	75,000
Signature events and/or projects	Materials and planning: 30,000	Staging: 20,000	City/sponsors fundraising	50,000
Volunteer appreciation	1,000	3,000	City/Sponsors	4,000
Community events	Materials & up front costs: 20,000	Staging: 55,000	City, Sponsors and Fundraising	75,000
Sponsored art, culture and sporting events	Materials, planning and execution: 50,000	Staging: 30,000	Sponsors and Fundraising	74,600
Legacy projects (large community or commissioned projects eg. mural, signature historic depiction in textiles, sculpture etc.)		150,000	Sponsors and fundraising	150,000
<b>TOTAL BUDGET</b>				<b>\$500,000</b>

<b>Request from City over two years</b>	<b>2012 110,000</b>	<b>2013 140,000</b>		<b>TOTAL 250,000</b>
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By the end of 2013, we expect that Red Deerians will have had a thoroughly enjoyable year. We hope that community engagement will be strengthened in neighbourhoods, and in the broader community that is our City. We also hope that everyone will have had enough cake.

Respectfully submitted,

Sheila Bannerman, Chair Red Deer 2013 Centennial Committee  
August 18, 2011

**Comments:**

I support the recommendation that Council approves the funding, in the amount of \$250,000 split over two years, to come from the Tax Stabilization Reserve, and also approve a transfer of \$250,000 from the Capital Project Reserve (CPR) to the Tax Stabilization Reserve for this funding.

“Craig Curtis”  
City Manager



## Submission Request For Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by **4:30pm** two Wednesdays prior to the scheduled Council meeting.

**PLEASE NOTE:** If reports are not received by two Wednesdays prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:	Lisa Marie Perkins, Corporate Strategist		
Department & Telephone Number:	Office of The Mayor and City Manager		
REPORT INFORMATION			
Preferred Date of Agenda:			
Subject of the Report (provide a brief description)	Request for Funding: Centennial Committee		
Is this Time Sensitive? Why?	September 19 <sup>th</sup> agenda preferred as the committee chair is able to present.		
What is the Decision/Action required from Council?	Decision on the request is required		
Please describe Internal/ External Consultation, if any.	FS report also attached for information as Council considers this request.		
Is this an In-Camera item?	No		
Is Advertising Required?	No		
How does the Report link to the Strategic Plan and other existing Plans & Policies? No link -			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. No – no issues anticipated.			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe. Please see the report attached from Financial Services.			
One thing to be considered is what the overall commitment (in kind and financial) that the City will be making to the Centennial regardless of the group?			
Presentation: (10 Min Max.)	X YES	NO	Presenter Name and Contact Information: A few opening remarks from Tara Veer or Chris Stephan (maybe) as the Council members on the committee and a presentation by the chair Sheila Bannerman. This presentation is not required but will allow them to update Council on the plans underway.
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)	X YES	X NO	
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address)			
<p>The Centennial Steering Committee should be made aware through Sheila Bannerman at <a href="mailto:sibannerma@gmail.com">sibannerma@gmail.com</a> and <a href="mailto:suebornn@gmail.com">suebornn@gmail.com</a> who is the support to the committee.</p> <p style="text-align: right; color: blue;">347-7873</p>			

**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

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

**DATE:** September 22, 2011  
**TO:** Lisa Marie Perkins, Corporate Strategist  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Red Deer Centennial Steering Committee: Funding Request for \$250,000

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**Reference Report:**

Corporate Strategist, dated September 6, 2011.

**Resolution:**

The following resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Corporate Strategist, dated September 6, 2011 and Acting Financial Services Manager, dated August 30, 2011, re: Red Deer Centennial Steering Committee Funding Request for \$250,000, hereby:

1. Agrees to provide an operating grant of \$250,000 to the Central Alberta Historical Society, split over two years (\$110,000 in January 2012 and the remaining \$140,000 in January 2013). The 2012 operating budget will increase by \$110,000 funded by the Tax Stabilization Reserve. The 2013 operating budget will increase by \$140,000 funded by the Tax Stabilization Reserve.
2. Agrees to transfer \$250,000 from the Capital Project Reserve to the Tax Stabilization Reserve to fund the project.

**Comments/Further Action:**

Administration will effect the financial transactions as noted above. Council will look forward to the Centennial Steering Committee's recommendations for 2013.



Elaine Vincent  
Legislative & Governance Services Manager

c: Director of Corporate Services  
Financial Services Manager  
S. Bannerman, Red Deer Centennial Steering Committee



Office of The Mayor and City Manager

**Date:** September 6, 2011

**To:** Craig Curtis, City Manager

**From:** Lisa Marie Perkins: Corporate Strategist

**Subject:** Red Deer Centennial Steering Committee: Funding request for \$250,000

**Background:**

The Centennial Committee was established to provide leadership and coordination to the upcoming 2013 Red Deer Centennial. It is led by the Red Deer Historical Society and the members are made up of community members who were chosen through an application process. The Red Deer Centennial Steering Committee has completed its work on a vision based on input from the community and is now prepared to start work on the planning of this important community milestone.

The City has two representatives on this committee: Councillors Veer and Stephan. We also provide a staff liaison which is myself Lisa Perkins. It is important to note that this is not a committee of Council or Administration.

The amount being requested is \$250,000 over two years. The City has previously provided the Centennial Committee with \$10,000.

**Discussion:**

The Red Deer Centennial Steering Committee has worked diligently at defining a vision for the Centennial and the best role the Committee can play in realizing this vision. As stated in the report this is: "to oversee the development of projects and events that will establish a sense of civic pride in Red Deer through commemorating our past, celebrating our present and that will be instrumental in creating a vision for our future. Activities, projects, and events will engage the entire population of the City of Red Deer at various times and events throughout the 2013 Centennial year."

As reflected in the business plan and funding request, the role of the Centennial Committee and its various working committees will be to both organize a key centennial event namely the homecoming and to provide support and coordination to community groups as they organize and brand their events for the Centennial year.

The application to the City of Red Deer for funding supports their work in holding the homecoming signature event and to act as a community facilitator for other events sponsored by community groups. Acting as a facilitator they will provide

**Office of The Mayor and City Manager**

communications, a calendar of events, branding and help other groups in connecting their events and projects to the 2013 centennial.

The amount requested is for \$250,000 over two years. Financial Services has provided a report which outlines where this funding would come from if approved by Council. This would be given to the Red Deer Centennial Steering Committee as operating funds for them to expend based on their business plan. The amount requested from The City is similar to the level of support provided to similar committees in other Alberta municipalities.

The Centennial is an event to capitalize on as it promotes the city, engages citizens and has a positive impact on citizen pride. To date we have considered requests for funding on an ad-hoc basis and reviewed each for its own merits however it will be important to take into consideration the total spending on the centennial – both directly and indirectly. The City has agreed to fund two key items that will help us mark our centennial year – The Enmax Centrium expansion and the related Memorial Cup bid. The MAG has also submitted a request to fund a permanent historical exhibit which also links to the centennials vision of commemorating the past. It is likely that there will be additional requests for funding based on the centennial and The City must also decide if it wishes to host an event itself such as honouring the March 25<sup>th</sup> date as well as the in-kind support it may offer to community groups through staff time and reduced cost of services such as facility rentals. As a corporation we have not determined the full direction for the centennial year, our own role, and the envelope of financial support we can provide.

**Recommendation:**

That Council considers the request from the Red Deer Centennial Steering Committee. Their work in providing leadership to the Centennial celebrations is the foundational and will help to ensure all citizens have an opportunity to commemorate, create and celebrate our community.

**DATE:** August 30, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Lisa Francis, Acting Financial Services Manager

**SUBJECT:** Red Deer 2013 Centennial Committee Request

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### ***Background***

The attached proposed business plan was submitted to the City by Sheila Bannerman, Chair of Red Deer 2013 Centennial Committee on August 18, 2011 requesting a donation of \$250,000 from the City of Red Deer towards committee related costs such as rent, marketing and coordinator costs as well as event related costs. The Red Deer 2013 Centennial Committee has requested receiving the \$250,000 donation split over two years (\$110k in January 2012 and the remaining \$140k in January 2013). Other funding of \$250,000 is expected from other grants/donations and sponsorship funding.

The Red Deer 2013 Centennial Committee was established in the fall of 2010 with a mandate to coordinate community celebrations for the 2013 centennial year. The Committee conducted three public consultations in order to develop a vision for the centennial year and to establish what type of organization structure is needed.

### ***Analysis***

The Committee feels that based on the public consultations Red Deerians want a wide variety of events, celebrations and drop in activities.

### ***Financial Implications***

There are 3 options available to deal with this request.

- 1.) Provide an operating grant of \$250,000 split over two years (\$110k in January 2012 and the remaining \$140k in January 2013).

The policy framework regarding how and when loans to community organizations are made is not complete therefore there is uncertainty in how to deal with this request. Operating expenses approved outside of the budget process are normally funded from the Tax Stabilization Reserve (TSR). Current forecasts of the TSR show the TSR overdrawn at the end of 2011. In the June Variance Report, the annual surplus forecasted was lower than anticipated. The \$2.7m annual surplus is included in the 10 year TSR cashflow projection as an average surplus amount we have realized in past years. An alternate source of funding would be to approve a \$250,000 transfer from the Capital Project Reserve (CPR) to the



TSR. Current forecasts for the CPR show an ending balance of \$8.1m for 2011. The 10 year forecast shows a minimum balance of \$2.3m in 2014. . This forecast is independent of other funding requests that are or may come before Council in 2011. This could limit the ability of Council to consider future requests for funding or alternate sources of funding would have to be considered which impact future plans for those funding sources.

2.) Defer Request to Operating Budget debate

The funding requested for this project could be deferred to be included with discussion of the 2012 Operating budget at the beginning of January 2012. This would pose a challenge to the Red Deer 2013 Centennial Committee to proceed with planning as soon as possible for the 2013 Centennial.

3.) Deny the request

The financial commitment could be denied based on available funding. This would result in planning a Centennial Celebrations based only on funding from sponsorships and other donations/grants.

**Recommendation**

That Council provide direction to administration regarding how to proceed with this request.

Lisa Francis, CMA  
Acting Financial Services Manager

Cc: John Knoch  
Director of Corporate Services



## Red Deer 2013 Centennial Committee Proposed Business Plan

### August 18, 2011

---

**Vision:** The goal of the Red Deer Centennial Committee is to oversee the development of projects and events that will establish a sense of civic pride in Red Deer through commemorating our past, celebrating our present and that will be instrumental in creating a vision for our future.

Activities, projects, and events will engage the entire population of the City of Red Deer at various times and events throughout the 2013 Centennial year.

**Background:** The Centennial Steering Committee (CSC) was established in the fall of 2010 as a committee of the Central Alberta Historical Society (CAHS), with the mandate to coordinate community celebrations for the 2013 centennial year. There are nine members, representing the CAHS, the general public, and the City.

The CSC has conducted three public consultations in order to develop a vision for the centennial year, and to establish what type of organizational structure will be needed. Two informal consultations engaged members of the general public, and the third was a formal, facilitated discussion for organizations.

From these consultations, we have established that the Centennial should comprise a homecoming week or weekend, with structured events and celebrations as well as drop in activities that will interest a broad spectrum of Red Deerians, as well as various community centred events throughout the year, such as block parties, skating parties, street hockey games, picnics, games, and dances. People want flags, fireworks, locally staged events, and cake. Lots of cake.

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The public consultations also involved gathering input into what was important about Red Deer, thoughts that were incorporated into the building of the centennial logo. This logo is in the form of a tree, which represents the overwhelming popularity of the public parks and trails as the primary signifier of quality of life in our city. The tree also represents growth and life in a framework of stability and permanence. The colours in the tree are a celebratory representation of our diversity and the forms represent our life and joy, as well as referencing fireworks as a symbol of the upcoming celebration.

The CSC also established that organizing committees will need to be formed shortly in order to get the concrete business of planning underway as soon as possible.



**Planning:** Seven organizational committees will be established by mid September. These are:

- Fundraising/Sponsorship
- Community Events
- Signature Centennial events
- Marketing and Promotions
- Volunteer Coordination and Hospitality
- Legacy Projects

These committees will function under a chair, and will include members of the CSC. The organizing committees will be overseen by the coordinator, who also acts as liaison with the CSC, who will provide oversight as planning progresses.

The coordinator has been working very part time to date, applying for funding and functioning as secretary and organizer for CSC meetings. This position will evolve into  $\frac{3}{4}$  position as necessary.

Challenges in the upcoming year will include:

- Community: gaining a handle on the huge number of community organizations covering all aspects of Red Deer life and public interest, so that all can feel included in planning and will have a chance to have events on the centennial calendar, or to participate in planning for major events. This will include larger organizations with well established public programs, such as the Cultural Heritage Foundation, sports organizations, the Public Library and the School Board, as well as small cultural organizations that may have only one signature event during the year.
- City: maintaining close contact to minimize confusion and overlap as well as maximize chances to provide citizens with the best possible centennial experience.
- Committees: establishing working structures for the organizational committees as quickly and efficiently as possible
- Funding: Finding and applying for funding for events and programming not covered by core funding.
- Work, work, work. And cake.

**Link to City of Red Deer Strategic Plan and City Plans/Programs:**

The Centennial fits into the Identity theme of City Council's recently approved Strategic Direction. It provides The City with an opportunity to identify and promote our identity, our connection to our past, and celebrate our connection to each other.

The City has already approved funding for projects that will be completed in the Centennial year that can be styled Centennial projects. There are also events such as the Lieutenant Governor's Arts Awards





and possibly the Memorial Cup that can be combined with centennial events. It is possible that the centennial Homecoming Week(end) could tie in with one of these major events.

Other links to City budgets will be for events that are held annually, such as the Mayor's garden party, which the CSC hopes can become Centennial events, supported by the centennial committee volunteers and promotions campaign. It is our understanding that The City of Red Deer will be establishing its own centennial committee that will help to identify opportunities for collaboration.

**The Budget:** The CSC has been working through this year with \$10,000 that had been set aside by the City of Red Deer for this purpose, with the addition of a further \$2,000 grant from the Historical Society of Alberta. We have also received numerous in-kind donations, including meeting space from RDC, vastly reduced rent from the Downtown Business Association for an office in a prime location, office furniture from Board members of the Central Alberta Historical Society, and printing and other costs from the DBA.

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The following is a draft budget, with considerable optimism for external funding as this is currently unknown. The availability of external funding will dictate the extent of activity planned outside of that provided for in core funding from The City. For example, proposals might be solicited from community groups for a historical retrospective project and/or a community sports event to be completed within a set budget if funding were to be forthcoming.

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Coordinator	10,000	20,000	City of Red Deer	30,000
Homecoming Events	20,000	55,000	City of Red Deer	75,000
Signature events and/or projects	Materials and planning: 30,000	Staging: 20,000	City/sponsors fundraising	50,000
Volunteer appreciation	1,000	3,000	City/Sponsors	4,000
Community events	Materials & up front costs: 20,000	Staging: 55,000	City, Sponsors and Fundraising	75,000
Sponsored art, culture and sporting events	Materials, planning and execution: 50,000	Staging: 30,000	Sponsors and Fundraising	74,600
Legacy projects (large community or commissioned projects eg. mural, signature historic depiction in textiles, sculpture etc.)		150,000	Sponsors and fundraising	150,000
<b>TOTAL BUDGET</b>				<b>\$500,000</b>

Request from City over two years	2012 110,000	2013 140,000		TOTAL 250,000
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By the end of 2013, we expect that Red Deerians will have had a thoroughly enjoyable year. We hope that community engagement will be strengthened in neighbourhoods, and in the broader community that is our City. We also hope that everyone will have had enough cake.

Respectfully submitted,

Sheila Bannerman, Chair Red Deer 2013 Centennial Committee  
August 18, 2011

Aug 19, 2011

Backup

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Christine Kenzie**

**To:** Lisa Perkins  
**Subject:** FW: business plan, invoice, and rent - Request from Centennial Committee -- For September 19th Council Agenda

**Attachments:** 2013 proposed business plan.doc; CAHS August Invoice.pdf

I'll put this in for the September 19th Council meeting --- Are you writing the report to Craig on behalf of the Centennial Committee? You might want to send a copy of the report to Dean K. so that he can advise where the money will be coming from.

Deadline for submission of items for the September 19th Council Agenda is Wednesday, September 7th - 4:30 p.m.

**Christine Kenzie | Corporate Meeting 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:** Elaine Vincent  
**Sent:** August 19, 2011 2:29 PM  
**To:** Christine Kenzie  
**Subject:** FW: business plan, invoice, and rent - Request from Centennial Committee -- For September 19th Council Agenda

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

---

**From:** Lisa Perkins  
**Sent:** Friday, August 19, 2011 2:29 PM  
**To:** Elaine Vincent  
**Subject:** FW: business plan, invoice, and rent

Hi Elaine

Here is the official submission of the business plan for Centennial. I talked with Sheila and Sept 19th agenda (if it is accepted and there is room?) looks like a good target. I already sent the invoice to

2011/08/19



Vanessa.

Lisa

---

**From:** Sheila Bannerman [mailto:sjbannerman@gmail.com]

**Sent:** August 19, 2011 10:20 AM

**To:** Lisa Perkins

**Subject:** business plan, invoice, and rent

Hi Lisa,

Here's the corrected Business Plan - thanks so much for your help and direction with this.

I've also attached an invoice for August rent. It needs clarification that this is a Centennial Committee expense, as this isn't on the invoice.

Thanks for that, and thanks again so much for your help on the business plan.

Sheila

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## Christine Kenzie

BACKUP INFORMATION

NOT SUBMITTED TO COUNCIL

**From:** Elaine Vincent  
**Sent:** September 07, 2011 3:57 PM  
**To:** Christine Kenzie  
**Subject:** FW: : Council report for next agenda: Red Deer Centennial Steering Committee: Your guidance is required.

**Attachments:** 1147021 - August 18, 2011 - business plan submitted by the Centennial committee for council consideration of funding - 1.DOC; 1147020 - September 6, 2011 - report regarding request from Centennial committee - 1.DOC; 1146895 - September 6, 2011 - report cover for a council agenda item regarding the centennial - 1.DOC; August 30 2011 - Memo to Craig re Centennial Funding FINAL.doc

fyi

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

---

**From:** Lisa Perkins  
**Sent:** Wednesday, September 07, 2011 3:34 PM  
**To:** Craig Curtis; Elaine Vincent  
**Subject:** : Council report for next agenda: Red Deer Centennial Steering Committee:

Hi Craig

Elaine and I had a chat about this one - and she raised a few points that I had thought about but have not included in the report. They have to do with the funding mechanism which then gets into accountability/governance for the money.

Currently we hold the \$10,000 that the committee has been using - they submit receipts and we pay them. That is not an appropriate relationship as it puts us into an accountability place for the money as we must review, sign, etc...

The Committee is not a legal entity - so we can not grant money to it as I am not sure who we would be giving the money to. We could grant it to the Historical Society but then is the Historical Society really the owners of the Centennial? I thought this committee was designed to create an arms length from both The City and this society.

Add to this my concern around the scope of the Centennial and the defining of The City's role and expectation (or our own inability to define it to date), request from MAG and I think we may find ourselves in a bit of a swamp. It may be that we need to have this discussion at a CM briefing before it hits open ... not sure. (and just so you know I am not here on the 19th) I also think a delay may allow us to take a look at both these request in light of the budget reviews currently underway - provide some context.

Let us know - perhaps we can chat at the retreat?

Lisa

---

**From:** Lisa Perkins  
**Sent:** September 06, 2011 2:32 PM  
**To:** Craig Curtis  
**Cc:** Christine Kenzie  
**Subject:** Council report for next agenda: Red Deer Centennial Steering Committee

Craig

Here is the information you will need to consider this item: the LGS cover sheet, my memo, analysis from

*Centennial +  
request from Museums  
for funding!*

Financial Services and the business plan as submitted by the Centennial.

Let me know what changes you would like if any and/or we can discuss.

Lisa

*Lisa M. Perkins, M.A.*

Corporate Strategist

Office of the Mayor and City Manager

The City of Red Deer

Phone: 403.342.8738 Fax: 403.346.6195

[Lisa.perkins@reddeer.ca](mailto:Lisa.perkins@reddeer.ca)



1147021 - August  
18, 2011 - bu...



1147020 -



1146895 -



August 30 2011 -  
Memo to Craig...

## Christine Kenzie

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**From:** Lisa Perkins  
**Sent:** September 06, 2011 2:32 PM  
**To:** Craig Curtis  
**Cc:** Christine Kenzie  
**Subject:** Council report for next agenda: Red Deer Centennial Steering Committee

**Attachments:** 1147021 - August 18, 2011 - business plan submitted by the Centennial committee for council consideration of funding - 1.DOC; 1147020 - September 6, 2011 - report regarding request from Centennial committee - 1.DOC; 1146895 - September 6, 2011 - report cover for a council agenda item regarding the centennial - 1.DOC; August 30 2011 - Memo to Craig re Centennial Funding FINAL.doc

Craig

Here is the information you will need to consider this item: the LGS cover sheet, my memo, analysis from Financial Services and the business plan as submitted by the Centennial.

Let me know what changes you would like if any and/or we can discuss.

Lisa

*Lisa M. Perkins, M.A.*

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1147021 - August  
18, 2011 - bu...



1147020 -



1146895 -



August 30 2011 -  
Memo to Craig...

## Christine Kenzie

---

**From:** Elaine Vincent  
**Sent:** August 19, 2011 9:50 AM  
**To:** Christine Kenzie  
**Subject:** FW: Centennial Steering Committee: request for funding heads up

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

---

**From:** Lisa Perkins  
**Sent:** Friday, August 19, 2011 9:49 AM  
**To:** Elaine Vincent  
**Subject:** Centennial Steering Committee: request for funding heads up

Hi Elaine

At the Centennial Steering Committee yesterday they approved a business plan which includes a funding request from The City. There were a few minor edits recommended and I expect to receive it today. Next steps are (as I understand them)

A) I will send the request to you for the proper LGS treatment and processing. I will write a report to Craig and the other paperwork required for the item to be considered during agenda review. I assume LGS will route it for department comment - I am thinking Finance would respond as to where will we get this money.

B) Sheila wants to present the request to Council. I assume she will send me the days she is available so this item can be properly scheduled. I would introduce the topic I assume and invite Ms. Bannerman to speak.

C) Then we get Council decision.

All of this is based on my understanding of other public groups asking for money or support from Council. Centennial will need money sooner rather than later so I don't think this can wait till budget.

Tara Veer was at the meeting, Chris was not - just so you know.

Lisa

*Lisa M. Perkins, M.A.*  
Corporate Strategist  
Office of the Mayor and City Manager  
The City of Red Deer  
Phone: 403.342.8738 Fax: 403.346.6195  
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**Christine Kenzie**

**From:** Elaine Vincent  
**Sent:** August 19, 2011 2:29 PM  
**To:** Christine Kenzie  
**Subject:** FW: business plan, invoice, and rent  
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*Elaine Vincent*  
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2011/08/19





## Red Deer 2013 Centennial Committee Proposed Business Plan

### August 18, 2011

---

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<b>TOTAL BUDGET</b>				<b>\$500,000</b>

<b>Request from City over two years</b>	<b>2012 110,000</b>	<b>2013 140,000</b>		<b>TOTAL 250,000</b>
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Respectfully submitted,

Sheila Bannerman, Chair Red Deer 2013 Centennial Committee  
August 18, 2011

Backup

**Christine Kenzie**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Elaine Vincent  
**Sent:** September 16, 2011 12:03 PM  
**To:** Christine Kenzie  
**Subject:** FW: Report and request to council

Based on this Christine can you amend the resolution to indicate the request will be given to the Central Alberta Historical Society.

Thanks,

Elaine

*Elaine Vincent*

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

---

**From:** Sheila Bannerman [mailto:sjbannerman@gmail.com]  
**Sent:** Friday, September 16, 2011 9:57 AM  
**To:** Elaine Vincent  
**Subject:** Re: Report and request to council

Thanks so much, Elaine.

The submission for Monday doesn't make the relationship CAHS/Centennial Committee clear, so I will address that briefly in my opening statements.

Sheila

On 16 September 2011 09:52, Elaine Vincent <[Elaine.Vincent@reddeer.ca](mailto:Elaine.Vincent@reddeer.ca)> wrote:

Thanks Sheila...

I think this provides the clarity needed. We would then in fact issue the money to the Central Alberta Historical Society...and you could manage the funds which is the ideal situation from both of our perspectives. I agree the current situation is less than ideal and if CAHS can receive the grant, it resolves all of our concerns.

Look forward to seeing you on Monday.

2011/09/16

Elaine

---

**From:** Sheila Bannerman [mailto:[sjbannerman@gmail.com](mailto:sjbannerman@gmail.com)]  
**Sent:** Friday, September 16, 2011 9:46 AM  
**To:** Lisa Perkins  
**Cc:** Tara Veer; Chris Stephan; Elaine Vincent  
**Subject:** Re: Report and request to council

Hi Lisa,

I'm not sure what you mean by 'handled administratively at our end'. Do you mean the decision about where the money is to be held will be handled...? Or that the money itself will be handled administratively etc., as has been done so far?

If the latter, I have serious concerns, as this is currently working very poorly.

In addition, in response to your comment that the Centennial committee is not a legal entity - it is, in fact, a committee of the Central Alberta Historical Society, which is a legal entity and has been so since 1996.

Any applications going forward from the Centennial Committee, are, in fact, applications from the CAHS, and should be recognized as such. The CAHS is a registered Society and a registered Charity, and produces an annual audited financial statement. It is fully competent, and does so in all other cases, to manage money for any committees.

As stated earlier, the current system is not working well at all for the Committee, and if the City must retain the funds for dispersal, a completely different method from what is now being applied, must be worked out in consultation with the CAHS.

The current system for funds disbursement through the City is inefficient from my end, does not allow us access to a financial statement, or ongoing activity in the account, and requires a ridiculous amount of time for reimbursement, or payment of bills.

2011/09/16



An example of this inefficiency is that I pay the rent for the Centennial office from my personal account. If the 1st of the month falls on the Wednesday, my claim for re-imbursement cannot be processed for 8 days. After that, it takes another 8-10 days for the cheque to arrive in my mailbox.

It could be suggested that the CAHS write the cheques, but accountability standards set by our auditors do not allow Society cheques to be written against funds not held by us.

The standard I am used for disbursement of funds or payment of invoices related to CAHS accounts, is that cheques to cover expenses can be in hand within two days, and our accountant handles invoices immediately. I have access to our account balances and financial disbursements at any time through online banking.

Thank you. I have every hope that this can be resolved to the satisfaction of all.

Sheila

On 16 September 2011 06:34, Lisa Perkins <[Lisa.Perkins@reddeer.ca](mailto:Lisa.Perkins@reddeer.ca)> wrote:

Hi Tara and Chris

Tara I had time to chat with you briefly about this item at our workshop on Wednesday but wanted to make sure you are all in the loop as to how I understand this item is to be handled administratively on our end.

Lisa

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**From:** Lisa Perkins  
**Sent:** September 16, 2011 6:20 AM  
**To:** Lisa Perkins; Sheila Bannerman  
**Subject:** RE: Report and request to council

Hi Sheila

2011/09/16

I hope it all went well last night at the meeting and I hope LGS did contact you to confirm the item going ahead on Monday.

One thing I would like to advise you about is that at this time is that the resolution - which I have not yet seen - will indicate that the money be approved but will not specify where it will go. Right now The City holds the funds (\$10K) for you and distributes it when you submit receipts etc.. We need to discuss what would work best for everyone in terms of the distribution of this larger amount. Ideally we would grant this money to the Committee but as it is not a legal entity we are not able to do that. Next week I would like to talk with you about how we would talk about some approaches to this that enables the committee to move ahead in a good way.

I am away today in Ottawa as you know but in the office Monday morning if you would like to talk before hand.

Lisa

---

**From:** Lisa Perkins  
**Sent:** September 14, 2011 12:12 PM  
**To:** Sheila Bannerman  
**Subject:** Report and request to council

Hi Sheila

I am away at our nxt meeting so if you require anything let me know.

updates:

Looks like the business plan and funding request will go Monday and I asked for a time for you to present. LGS will contact you with details.

Your presentation should be no more than 10 minutes and PowerPoint is available if you like. I can help if you like and I will introduce the item briefly.

. I will confirm later today that this is going ahead and then we can chat.

Happy to see this going forward • now onto the fun stuff!

LMP

Sent from my Windows Phone

2011/09/16

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**DATE:** September 6, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Scott Cameron, Social Planning Manager

**CC:** Dustin Quirk, Community Housing Advisory Board (CHAB) Chair  
Roxana Nielsen Stewart, Program Coordinator – Housing  
Linda Healing, Supervisor, Social Planning Department

**SUBJECT:** Federal Homelessness Partnering Strategy Grant Allocation  
Changes to Community Plan Priorities and “Re-profiling” Risks

---

### **Purpose**

The City of Red Deer has entered into a three-year agreement with the Government of Canada for the delivery of the Homelessness Partnering Strategy to expire March 31, 2014. To ensure that community programs and services receive maximum benefit from the total amount of grant funds available through this agreement, the CHAB has made funding recommendations that would require minor adjustments to the annual allocation amounts. The Government of Canada has policies and procedures associated with the “re-profiling” of funds between funding years. While administration has determined that the financial risks associated with “re-profiling” are minimal, it is imperative that Council be made aware of these risks and processes before proceeding with approval of any funding decisions.

### **Background**

The City of Red Deer has been identified as the Community Entity for housing and homelessness funds received through the Government of Canada since 2000. Since 2007, these operational funds have been received through the Homelessness Partnering Strategy (HPS) grant. As part of the process to enter into a new agreement with the Government of Canada, both the Community Housing Advisory Board (CHAB) and City Council were required to approve the Community Plan 2011-2014 Homelessness Partnering Strategy Annex B: Community Plan and Annex C: Priorities (2011-2014) documents. Council approved these documents on February 22, 2011. The documents were then sent to the Minister of Human Resources and Skills Development Canada (HRSDC) for approval.

The Government of Canada allowed “Client Services” projects that were currently receiving funding to continue to be funded until the new agreement and Community Plan Template was in place. Council had approved interim funding of projects from April 1, 2011 to September 30, 2011. The following resolution was passed during the regular Council meeting held on Monday, February 7, 2011:

**“Resolved** that Council of The City of Red Deer having considered the report from the Program Coordinator - Housing, dated January 24, 2011, re: Interim Funding of Projects – Homelessness Partnering Strategy (HPS), hereby approves interim funding for the following projects in the amount of \$149,718 subject to the following:

1. The funds to come from the Tax Stabilization Reserve (for the anticipated period of April 1, 2011 to September 30, 2011) until the Homeless Partnering Strategy agreement is in place with the Government of Canada at which time the funds will be returned to the Tax Stabilization Reserve.
2. Approval of a change of \$149,718 to the 2011 Operating Budget for the transfer from the Tax Stabilization Reserve. The City of Red Deer would be responsible for these funds if for some reason an agreement was not signed with the Government of Canada.

As the new agreement was signed with The Government of Canada on March 30, 2011, no funds were transferred from the Tax Stabilization Reserve.

The Council decision of February 7, 2011, approved funding in the amount of \$76,668 to Central Alberta Safe Harbour Society for Health and Housing for their Housing Supports Project. This project has evolved and was the successful recipient of funds through the Provincial Outreach and Support Services Grant that was approved by Council on April 4, 2011. A letter dated June 10, 2011 confirms a conversation with Central Alberta Safe Harbour Society for Health and Housing that they would no longer be receiving funds from the Federal grant after June 30, 2011. The difference (\$38,334) remaining would be reallocated through the RFP process that was already in place for federal HPS funding.

<b>Project</b>	<b>Original approved funding for the time period of April 1, 2011 to September 30, 2011</b>	<b>Actual amount funded for time period of April 1, 2011 to June 30, 2011</b>
Central Alberta Safe Harbour Society for Health and Housing Project: Housing Supports	\$76,668	\$38,334

Administration, on behalf of the Community Housing Advisory Board (CHAB), had issued a Request for Letters of Intent for the Homelessness Partnering Strategy Grant on March 24, 2011. The Community Housing Advisory Board reviewed all the submitted proposals on April 27, 2011. However, due to the federal election, the Minister of HRSDC had not yet signed off on the Community Plan paperwork. That meant that the Community Housing Advisory Board was unable to proceed further in the RFP process. In late July, administration received a notice that the Minister had approved the Community Plan 2011-2014 Homelessness Partnering Strategy Annex B: Community Plan and Annex C: Priorities (2011-2014) documents. These documents outline two priorities:

**Priority #1:** To prevent homelessness by providing support services and housing options for those individuals who are at risk of homelessness or have recently lost their housing and are at risk of remaining homeless (80% of the available federal HPS funding).

**Priority #2:** To form a network of key stakeholders to maximize connections and enhance the community's response in ending homelessness (20% of the available federal HPS funding).

Administration, on behalf of the Community Housing Advisory Board, was then able to invite four proponents under Priority #1 and one proponent under Priority #2 to proceed to the next stage of the Request for Proposals process. The Community Housing Advisory Board reviewed these proposals on August 31, 2011.

At the August 31, 2011 meeting, Scott Cameron, Social Planning Manager, presented a memo asking that the Community Housing Advisory Board cancel the RFP process for Priority #2 and issue a new RFP with clearer criteria as some changes had occurred within the community since the process had been initiated in March. The Community Housing Advisory Board (CHAB) incorporated parts of the administrative recommendation into the following resolution:

**“Resolved** that the Community Housing Advisory Board (CHAB) having reviewed the proposals received through the recent Request for Proposal (RFP) for funding from the Government of Canada's Homelessness Partnering Strategy (HPS) Grant hereby agrees to:

1. Suspend the funding of Priority #2 for the Homelessness Partnering Strategy (HPS) Grant until March 31, 2012;
2. Re-allocate the funding from priority #2 to Priority #1 for the fiscal year of 2011 - 2012;
3. Direct Administration to provide an amendment to Service Canada regarding re-allocating the funding from Priority #2 to Priority #1 for the fiscal year of 2011 - 2012.”

## **Discussion**

As described earlier, interim funding had been allocated to projects that had been funded while the approval process for the new community plan templates took place. This created an unbalanced yearly spreadsheet for the Community Housing Advisory Board to work with.

The Community Housing Advisory Board, with the intent to provide quality consistent service in the community, purposely left some funding on the table for 2011 – 2012 and is recommending that HPS funds be moved forward within the fiscal years. The Government of Canada representative at the August 31<sup>st</sup> meeting indicated that he thought this could be done through a “re-profiling” process. Attached is an e-mail from William Clark that describes the process. The process is not without its risks though and there is always the possibility that the Government of Canada will not approve the re-profiling, thereby disallowing the planned carry-forward.

Please note, the revised budget below includes both the Designated Communities and Aboriginal Homelessness streams of funding. The breakdown between the two is as follows: \$299,576 and \$121,955 respectively. From this total funding, CHAB is recommending that the City of Red Deer retain \$28,596 (\$22,498 Designated funding and \$6,098 Aboriginal) for administrative purposes.



**Revised Budget (as recommended by CHAB at the August 31, 2011 meeting):**

	<b>Oct 1, 2011 - March 31, 2012</b>	<b>April 1, 2012 - March 31, 2013</b>	<b>April 1, 2013 - March 31, 2014</b>	<b>Total HPS Funding</b>
<b>Total HPS Funding:</b>	\$ 292,798	\$ 392,932	\$ 392,932	\$ 1,078,662
<b>Priority 1 - 100% / 80% / 80% (Assigned August 31, 2011)</b>	\$ 292,798	\$ 314,346	\$ 314,346	\$ 921,489
<b>Priority 2 - 20% (Still to be assigned)</b>	\$ -	\$ 78,586	\$ 78,586	\$ 157,173
<b>Priority #1</b>	<b>Oct 1, 2011 - March 31, 2012</b>	<b>April 1, 2012 - March 31, 2013</b>	<b>April 1, 2013 - March 31, 2014</b>	<b>Total HPS Funding</b>
<b>As per Community Plan 100% (1st yr), 80% (2nd &amp; 3rd yr) of HPS Available Funds to be used for housing prevention and assistance program:</b>	\$ 292,798	\$ 314,346	\$ 314,346	\$ 921,489
<b>Amount being Re-profiled from Earlier Year:</b>	\$ -	\$ 78,614	\$ 39,307	
<b>Total Amount Available for Priority #1 by Year:</b>	\$ 292,798	\$ 392,959	\$ 353,653	\$ 921,489
<b>Name of Agency - Project (Recommended for Funding by CHAB - August 31, 2011)</b>				
Central Alberta Women's Outreach - The Red Deer Housing Team	\$ 130,260	\$ 242,519	\$ 242,519	\$ 615,298
Red Deer Youth and Volunteer Centre -Youth Connections	\$ 83,924	\$ 111,133	\$ 111,133	\$ 306,191
<b>Total Funding Requests:</b>	\$ 214,184	\$ 353,652	\$ 353,652	\$ 921,489
<b>Total Remaining to be "re- Profiled" into next fiscal year:</b>	\$ 78,614	\$ 39,307	\$ 0	\$ 0
<b>Priority #2</b>	<b>October 1, 2011 - March 31, 2012</b>	<b>April 1, 2012 - March 31, 2013</b>	<b>April 1, 2013 - March 31, 2014</b>	<b>Total HPS Funding</b>
<b>As per Community Plan 20% of HPS Available Funds to be used for networking:</b>	\$ -	\$ 78,586	\$ 78,586	\$ 157,173

**Recommendation**

1. That City Council proceed with the revised budget, knowing that requests will need to be made to the federal government to reprofile: a) \$78,614 from the fiscal year of 2011-2012 to 2012-2013, and b) \$39,307 from the fiscal year of 2012 -2013 to 2013-2014.
2. That City Council authorizes the preparation of a letter to the Government of Canada outlining the above request.
3. That City Council authorizes a letter to the local Member of Parliament outlining the above request.

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 Scott Cameron, Social Planning Manager

**Comments:**

I understand the risks articulated by Administration and would recommend that this re-profiling request be submitted to the federal government for approval.

“Craig Curtis”  
City Manager



**DATE:** September 6, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Scott Cameron, Social Planning Manager

**CC:** Dustin Quirk, Community Housing Advisory Board (CHAB) Chair  
Roxana Nielsen Stewart, Program Coordinator – Housing  
Linda Healing, Supervisor, Social Planning Department

**SUBJECT:** Federal Homelessness Partnering Strategy Grant Allocation  
2011 - 2014

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The Community Housing Advisory Board is making a recommendation to Council on the allocation of funds that are available through the Federal Homelessness Partnering Strategy (HPS) Grant until April 2014.

### **Background**

The City of Red Deer has been identified as the Community Entity for housing and homelessness funds received through the Governments of Canada since 2000. Since 2007 these operational funds have been received through the *Homelessness Partnering Strategy* (HPS) Grant. The current grant is based upon the goals and direction outlined within the document that was approved by the Minister of Human Resources and Skills Development Canada (HRSDC) titled *Homelessness Partnering Strategy Community Plan*. The grant has two streams of funding: 1) Designated Communities funding; and 2) Aboriginal Homelessness funding. The Aboriginal community, through a consultation process by HRSDC, in January indicated that The City of Red Deer may continue as the Community Entity for the Aboriginal Homelessness dollars.

Administration, on behalf of the Community Housing Advisory Board (CHAB), had issued a Request for Letters of Intent for the *Homelessness Partnering Strategy* Grant on March 24, 2011. The Community Housing Advisory Board reviewed all the submitted proposals on April 27, 2011 and directed administration to invite all of the proponents, with the exception of one, onto the next stage of the process. This process was then put “on hold” until approval for the Community Plan Template was received from the Minister of Human Resources and Skills Development Canada. This approval was received in late July. Administration then invited four proponents to proceed under Priority #1 and one proponent to proceed under Priority #2 as directed by CHAB and outlined within the RFP process.

The Community Housing Advisory Board met on August 31, 2011 to hear presentations from all of the proponents and, through a consensus decision-making process, arrived at their recommendations for Council. It was an extremely difficult process as the proposals were all of

very high quality. The total amount of the financial request was \$2,090,117, whereas the amount funds available to allocate was \$1,078,662. This amounted to an over request of \$1,011,455.

The September 6<sup>th</sup> memo titled “Federal Homelessness Partnering Strategy Grant Allocation Changes to Community Plan Priorities and “Re-profiling” Risks outlines how CHAB managed the funds in order to provide quality consistent service in the community.

At the August 31<sup>st</sup> meeting, the Community Housing Advisory Board made the following motion.

**“Resolved** that the Community Housing Advisory Board (CHAB) respectively request Red Deer City Council to consider funding from the Government of Canada’s Homelessness Partnering Strategy grant be allocated for the funding time period of October 1, 2011 to March 31, 2012 and April 1, 2012 to March 31, 2013 and April 1, 2013 to March 31, 2014 to the following projects:

<b>Project</b>	<b>October 1, 2011 to Mar 31, 2012</b>	<b>Apr 1, 2012 to Mar 31, 2013</b>	<b>April 1, 2013 to Mar 31, 2014</b>
<b>City of Red Deer:</b> Administrative Expenses	\$17,346	\$28,596	\$28,596
<b>Central Alberta Women’s Outreach Society</b> Project: The Red Deer Housing Team	\$130,260	\$242,519	\$242,519
<b>Red Deer Youth and Volunteer Centre</b> Project: Youth Connections	\$83,924	\$111,133	\$111,133
<b>Total Recommendation:</b>	<b>\$231,530</b>	<b>\$382,248</b>	<b>\$382,248</b>

### Recommendation

Administration recommends that City Council accept the recommendation of the Community Housing Advisory Board and provide funding for the following projects through the Homelessness Partnering Strategy Grant.

<b>Agency and Project Description</b>	<b>October 1, 2011 to Mar 31, 2012</b>	<b>April 1, 2012 to Mar 31, 2013</b>	<b>April 1, 2013 to Mar 31, 2014</b>
<b>City of Red Deer –</b> Administrative Expenses	\$17,346	\$28,596	\$28,596
<b>Central Alberta Women’s Outreach Society:</b> <b>The Red Deer Housing Team</b> is a project made up of a Prevention Outreach Intake Worker and two Prevention Case Managers. These staff will assist individuals who cannot access other services, prevent an eviction or receive assistance to be rapidly re-housed. The service is available to all individuals and families regardless of age or ethnicity. This program will dovetail within the program funded through the Province of Alberta and will offer a centralized intake.	\$130,260	\$242,519	\$242,519
<b>Red Deer Youth and Volunteer Centre:</b> <b>Youth Connections</b> will provide shelter and outreach support with the goal to reconnect the youth to their family or to establish them within	\$83,924	\$111,133	\$111,133

their own housing unit. Target group - youth ages 14 -17.			
<b>Total Recommendation:</b>	<b>\$231,530</b>	<b>\$382,248</b>	<b>\$382,248</b>

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Scott Cameron  
Social Planning Manager



## Red Deer Native Friendship Society

#200 5404 50 Ave

Red Deer, Alberta T4N 4B7

Four Directions Family Support • Health Liaison • Spirit Seekers Youth •  
Parent Educator/Cultural Liaison • Elders Wisdom Circle  
Bus: (403)340.0020 Fax: (403)342-1610

City of Red Deer Council  
Box 5008  
Red Deer, AB, T4N 3T4

September 12, 2011

REF: CHAB funding decision for RDNFS Housing Outreach Program

I am writing this letter to the City of Red Deer Council in regards to the recent CHAB funding recommendations coming before Council. The Homeless Partnering Strategy (HPS) Funding clearly outlines the priority to address Aboriginal homelessness [[www.hrsdc.gc.ca/eng/homelessness/funding/aboriginal/index.shtml](http://www.hrsdc.gc.ca/eng/homelessness/funding/aboriginal/index.shtml)] and has a designated amount of dollars set aside for that priority. The designation is further strengthened by the local community meeting in January where the Aboriginal community affirmed that when an Aboriginal Service Provider (as defined by the Government of Canada) makes an application for designated Aboriginal funding that unless the agency lacks the capacity to implement the program, the funding would be allocated to an Aboriginal Service Provider. The Friendship Centre meets the definition of an Aboriginal Service Provider, with capacity to implement the programming yet the funds were allocated to a non Aboriginal Service Provider

The Red Deer Native Friendship Society is an aboriginal non-profit society that has been working with Aboriginal peoples in our local community for the past 26 years. Very recent research has indicated that 67% of all aboriginal peoples both on and off reserve have been involved with a Friendship Center in some capacity. It is known to Aboriginal peoples as the place to go in the City to receive supports and services and to feel welcomed and belonging. Last year we served over 3,300 different individuals and families 76% being of Aboriginal heritage. In the area of housing outreach our program served over 170 people a year.

Our mission is to provide services and supports to Aboriginal people with Traditional/ Cultural teaching focusing on prevention and intervention services and programs. We have been providing housing support and outreach services as part of the Red Deer Housing Team and recently started our own program working with episodically homeless community members. Despite the fact that City of Red Deer research stated that one in three homeless people in Red Deer is Aboriginal our housing support program (funded earlier this year) was awarded half of what we made application for. Not receiving this funding will prohibit us from providing the important prevention and intervention services in our Aboriginal community.

I ask City Council to not support the CHAB recommendation and thoughtfully consider this funding decision related to Aboriginal Agencies.

In Friendship,

*Tanya Schur*

Tanya Schur  
Executive Director  
Red Deer Native Friendship Society



**Comments:**

I support the recommendations of Administration regarding the Federal Homelessness Partnering Strategy Grant Allocation reports.

“Craig Curtis”  
City Manager



## Submission Request For Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by 4:30pm two Wednesdays prior to the scheduled Council meeting.

**PLEASE NOTE:** If reports are not received by two Wednesdays prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:	Roxana Nielsen Stewart		
Department & Telephone Number:	Social Planning 403-309-8592		
REPORT INFORMATION			
Preferred Date of Agenda:	September 19, 2011		
Subject of the Report (provide a brief description)	A recommendation will be coming from CHAB for approval by City Council on funding allocations through the Government of Canada, Homelessness Partnering Strategy Grant		
Is this Time Sensitive? Why?	Yes- the start date for projects will be October 1, 2011.		
What is the Decision/Action required from Council?	Approval of the CHAB recommendation.		
Please describe Internal/ External Consultation, if any.	N/A		
Is this an In-Camera item?	No		
Is Advertising Required?	No		
How does the Report link to the Strategic Plan and other existing Plans & Policies? INN 1.2 – Ensure a balance of current and future services considering financial stability and capacity			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. Legal Counsel has not been consulted, there are no outstanding issues.			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe. The City already has an agreement with the Government of Canada for these funds.			
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 type="checkbox"/> YES	<input 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

## LEGISLATIVE &amp; GOVERNANCE SERVICES

September 21, 2011

Ms. Tanya Schur  
Executive Director  
Red Deer Native Friendship Society  
#200, 5404 50 Avenue  
Red Deer, AB T4N 4B7

Dear Ms. Schur:

**Re: Federal Homelessness Partnering Strategy Grant Allocation 2011 - 2014**

At the Monday, September 19, 2011 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 Social Planning Manager dated September 6, 2011, re: Federal Homelessness Partnering Strategy Grant Allocation 2011 – 2014 hereby agrees that, in consultation with both the Aboriginal Community and Service Canada, this item be referred back to the Community Housing Advisory Board to review their recommendations in light of the information that was shared at council, with recommendations on the proposed funding allocations for funding for 2011-2014 to be brought back for Council’s consideration by October 31, 2011.”

Our office will advise you when this item is scheduled to come back before Council. Thank you for taking the time to share your concerns regarding the proposed allocation. If you have any further questions regarding when this item comes back before Council, please don’t hesitate to contact our office at: 403.342.8132.

Sincerely,



Elaine Vincent  
Manager

c     Acting Community Services Director  
      Social Planning Manager  
      Corporate Meeting Coordinator

**DATE:** September 22, 2011

**TO:** Scott Cameron, Social Planning Manager

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

**SUBJECT:** Federal Homelessness Partnering Strategy Grant Allocation  
Changes to Community Plan Priorities and 'Re-profiling' Risks  
Federal Homelessness Partnering Strategy Grant Allocation 2011-2014

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**Reference Report:**

Social Planning Manager, dated September 6, 2011.

**Resolution:**

The following resolutions were passed during the regular Council meeting held on Monday, September 19, 2011:

“Resolved that Council of The City of Red Deer having considered the report from the Social Planning Manager, dated September 6, 2011, re: Federal Homelessness Partnering Strategy Grant Allocation, Changes to Community Plan Priorities and “Re-profiling” Risks, hereby:

1. Proceeds with the revised budget, as recommended by the Community Housing Advisory Board at its August 31, 2011 meeting, knowing that requests will need to be made to the federal government to reprofile:
  - a) \$78,614 from the fiscal year of 2011-2012 to 2012 – 2013, and
  - b) \$39,307 from the fiscal year of 2012-2013 to 2013-2014.
2. Authorizes Administration to prepare of a letter to the Government of Canada for the Mayor’s signature, outlining the above request.
3. Authorizes Administration to prepare a letter to the local Member of Parliament, for the Mayor’s signature, outlining the above request.”

**MOTION CARRIED**

“Resolved that Council of The City of Red Deer having considered the report from the Social Planning Manager, dated September 6, 2011, re: Federal Homelessness Partnering Strategy Grant Allocation 2011 – 2014 hereby accepts the recommendations of the Community Housing Advisory Board and provides funding for the following projects through the Homelessness Partnering Strategy Grant:



Agency and Project Description	October 1, 2011 to Mar 31, 2012	April 1, 2012 to Mar 31, 2013	April 1, 2013 to Mar 31, 2014
<b>City of Red Deer –</b> Administrative Expenses	\$17,346	\$28,596	\$28,596
<b>Central Alberta Women's Outreach Society:</b> <b>The Red Deer Housing Team</b> is a project made up of a Prevention Outreach Intake Worker and two Prevention Case Managers. These staff will assist individuals who cannot access other services, prevent an eviction or receive assistance to be rapidly re-housed. The service is available to all individuals and families regardless of age or ethnicity. This program will dovetail within the program funded through the Province of Alberta and will offer a centralized intake.	\$130,260	\$242,519	\$242,519
<b>Red Deer Youth and Volunteer Centre:</b> <b>Youth Connections</b> will provide shelter and outreach support with the goal to reconnect the youth to their family or to establish them within their own housing unit. Target group - youth ages 14 -17.	\$83,924	\$111,133	\$111,133
<b>Total Recommendation:</b>	<b>\$231,530</b>	<b>\$382,248</b>	<b>\$382,248</b>

MOTION DEFEATED

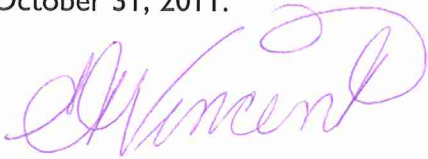
“Resolved that Council of The City of Red Deer having considered the report from the Social Planning Manager dated September 6, 2011, re: Federal Homelessness Partnering Strategy Grant Allocation 2011 – 2014 hereby agrees that, in consultation with both the Aboriginal Community and Service Canada, this item be referred back to the Community Housing Advisory Board to review their recommendations in light of the information that was shared at council, with recommendations on the proposed funding allocations for funding for 2011-2014 to be brought back for Council's consideration by October 31, 2011.”

MOTION CARRIED

**Report back to Council:** Yes

**Comments/Further Action:**

Administration is to follow up with the Community Housing Advisory Board for clarification on funding allocations. This item is scheduled to come back to Council for consideration by October 31, 2011.



Elaine Vincent  
Legislative & Governance Services Manager

- c     Director of Community Services  
      Program Coordinator – Housing  
      Social Planning Supervisor  
      Community Housing Advisory Board (CHAB) Chair  
      Corporate Meeting Coordinator



*REVISED  
REPORT*

**DATE:** September 6, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Scott Cameron, Social Planning Manager

**CC:** Dustin Quirk, Community Housing Advisor  
Roxana Nielsen Stewart, Program Coordinator – Housing  
Linda Healing, Supervisor, Social Planning Department

**SUBJECT:** Federal Homelessness Partnering Strategy Grant Allocation  
Changes to Community Plan Priorities and “Re-profiling” Risks

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### **Purpose**

The City of Red Deer has entered into a three-year agreement with the Government of Canada for the delivery of the Homelessness Partnering Strategy to expire March 31, 2014. To ensure that community programs and services receive maximum benefit from the total amount of grant funds available through this agreement, the CHAB has made funding recommendations that would require minor adjustments to the annual allocation amounts. The Government of Canada has policies and procedures associated with the “re-profiling” of funds between funding years. While administration has determined that the financial risks associated with “re-profiling” are minimal, it is imperative that Council be made aware of these risks and processes before proceeding with approval of any funding decisions.

### **Background**

The City of Red Deer has been identified as the Community Entity for housing and homelessness funds received through the Government of Canada since 2000. Since 2007, these operational funds have been received through the Homelessness Partnering Strategy (HPS) grant. As part of the process to enter into a new agreement with the Government of Canada, both the Community Housing Advisory Board (CHAB) and City Council were required to approve the Community Plan 2011-2014 Homelessness Partnering Strategy Annex B: Community Plan and Annex C: Priorities (2011-2014) documents. Council approved these documents on February 22, 2011. The documents were then sent to the Minister of Human Resources and Skills Development Canada (HRSDC) for approval.

The Government of Canada allowed “Client Services” projects that were currently receiving funding to continue to be funded until the new agreement and Community Plan Template was in place. Council had approved interim funding of projects from April 1, 2011 to September 30, 2011. The following resolution was passed during the regular Council meeting held on Monday, February 7, 2011:

**“Resolved** that Council of The City of Red Deer having considered the report from the Program Coordinator - Housing, dated January 24, 2011, re: Interim Funding of Projects – Homelessness Partnering Strategy (HPS), hereby approves interim funding for the following projects in the amount of \$149, 718 subject to the following:

1. The funds to come from the Tax Stabilization Reserve (for the anticipated period of April 1, 2011 to September 30, 2011) until the Homeless Partnering Strategy agreement is in place with the Government of Canada at which time the funds will be returned to the Tax Stabilization Reserve.
2. Approval of a change of \$149,718 to the 2011 Operating Budget for the transfer from the Tax Stabilization Reserve. The City of Red Deer would be responsible for these funds if for some reason an agreement was not signed with the Government of Canada.

As the new agreement was signed with The Government of Canada on March 30, 2011, no funds were transferred from the Tax Stabilization Reserve.

The Council decision of February 7, 2011, approved funding in the amount of \$76,668 to Central Alberta Safe Harbour Society for Health and Housing for their Housing Supports Project. This project has evolved and was the successful recipient of funds through the Provincial Outreach and Support Services Grant that was approved by Council on April 4, 2011. A letter dated June 10, 2011 confirms a conversation with Central Alberta Safe Harbour Society for Health and Housing that they would no longer be receiving funds from the Federal grant after June 30, 2011. The difference (\$38,334) remaining would be reallocated through the RFP process that was already in place for federal HPS funding.

<b>Project</b>	<b>Original approved funding for the time period of April 1, 2011 to September 30, 2011</b>	<b>Actual amount funded for time period of April 1, 2011 to June 30, 2011</b>
Central Alberta Safe Harbour Society for Health and Housing Project: Housing Supports	\$76,668	\$38,334

Administration, on behalf of the Community Housing Advisory Board (CHAB), had issued a Request for Letters of Intent for the Homelessness Partnering Strategy Grant on March 24, 2011. The Community Housing Advisory Board reviewed all the submitted proposals on April 27, 2011. However, due to the federal election, the Minister of HRSDC had not yet signed off on the Community Plan paperwork. That meant that the Community Housing Advisory Board was unable to proceed further in the RFP process. In late July, administration received a notice that the Minister had approved the Community Plan 2011-2014 Homelessness Partnering Strategy Annex B: Community Plan and Annex C: Priorities (2011-2014) documents. These documents outline two priorities:

**Priority #1:** To prevent homelessness by providing support services and housing options for those individuals who are at risk of homelessness or have recently lost their housing and are at risk of remaining homeless (80% of the available federal HPS funding).



**Priority #2:** To form a network of key stakeholders to maximize connections and enhance the community's response in ending homelessness (20% of the available federal HPS funding).

Administration, on behalf of the Community Housing Advisory Board, was then able to invite four proponents under Priority #1 and one proponent under Priority #2 to proceed to the next stage of the Request for Proposals process. The Community Housing Advisory Board reviewed these proposals on August 31, 2011.

At the August 31, 2011 meeting, Scott Cameron, Social Planning Manager, presented a memo asking that the Community Housing Advisory Board cancel the RFP process for Priority #2 and issue a new RFP with clearer criteria as some changes had occurred within the community since the process had been initiated in March. The Community Housing Advisory Board (CHAB) incorporated parts of the administrative recommendation into the following resolution:

**“Resolved** that the Community Housing Advisory Board (CHAB) having reviewed the proposals received through the recent Request for Proposal (RFP) for funding from the Government of Canada's Homelessness Partnering Strategy (HPS) Grant hereby agrees to:

1. Suspend the funding of Priority #2 for the Homelessness Partnering Strategy (HPS) Grant until March 31, 2012;
2. Re-allocate the funding from priority #2 to Priority #1 for the fiscal year of 2011 - 2012;
3. Direct Administration to provide an amendment to Service Canada regarding re-allocating the funding from Priority #2 to Priority #1 for the fiscal year of 2011 - 2012.”

## **Discussion**

As described earlier, interim funding had been allocated to projects that had been funded while the approval process for the new community plan templates took place. This created an unbalanced yearly spreadsheet for the Community Housing Advisory Board to work with.

The Community Housing Advisory Board, with the intent to provide quality consistent service in the community, purposely left some funding on the table for 2011 – 2012 and is recommending that HPS funds be moved forward within the fiscal years. The Government of Canada representative at the August 31<sup>st</sup> meeting indicated that he thought this could be done through a “re-profiling” process. Attached is an e-mail from William Clark that describes the process. The process is not without its risks though and there is always the possibility that the Government of Canada will not approve the re-profiling, thereby disallowing the planned carry-forward.

Please note, the revised budget below includes both the Designated Communities and Aboriginal Homelessness streams of funding. The breakdown between the two is as follows: \$299,576 and \$121,955 respectively. From this total funding, CHAB is recommending that the City of Red Deer retain \$28,596 (\$22,498 Designated funding and \$6,098 Aboriginal) for administrative purposes.

**Revised Budget (as recommended by CHAB at the August 31, 2011 meeting):**

	Oct 1, 2011 - March 31, 2012	April 1, 2012 - March 31, 2013	April 1, 2013 - March 31, 2014	Total HPS Funding
<b>Total HPS Funding:</b>	\$ 292,798	\$ 392,932	\$ 392,932	\$ 1,078,662
<b>Priority 1 - 100% / 80% / 80% (Assigned August 31, 2011)</b>	\$ 292,798	\$ 314,346	\$ 314,346	\$ 921,489
<b>Priority 2 - 20% (Still to be assigned)</b>	\$ -	\$ 78,586	\$ 78,586	\$ 157,173
Priority #1	Oct 1, 2011 - March 31, 2012	April 1, 2012 - March 31, 2013	April 1, 2013 - March 31, 2014	Total HPS Funding
As per Community Plan 100% (1st yr), 80% (2nd & 3rd yr) of HPS Available Funds to be used for housing prevention and assistance program:	\$ 292,798	\$ 314,346	\$ 314,346	\$ 921,489
Amount being Re-profiled from Earlier Year:	\$ -	\$ 78,614	\$ 39,307	
<b>Total Amount Available for Priority #1 by Year:</b>	\$ 292,798	\$ 392,959	\$ 353,653	\$ 921,489
Name of Agency - Project (Recommended for Funding by CHAB - August 31, 2011)				
Central Alberta Women's Outreach - The Red Deer Housing Team	\$ 130,260	\$ 242,519	\$ 242,519	\$ 615,298
Red Deer Youth and Volunteer Centre -Youth Connections	\$ 83,924	\$ 111,133	\$ 111,133	\$ 306,191
<b>Total Funding Requests:</b>	\$ 214,184	\$ 353,652	\$ 353,652	\$ 921,489
<b>Total Remaining to be "re- Profiled" into next fiscal year:</b>	\$ 78,614	\$ 39,307	\$ 0	\$ 0
Priority #2	October 1, 2011 - March 31, 2012	April 1, 2012 - March 31, 2013	April 1, 2013 - March 31, 2014	Total HPS Funding
As per Community Plan 20% of HPS Available Funds to be used for networking:	\$ -	\$ 78,586	\$ 78,586	\$ 157,173

**Recommendation**

1. That City Council proceed with the revised budget, knowing that requests will need to be made to the federal government to reprofile: a) \$78,614 from the fiscal year of 2011-2012 to 2012-2013, and b) \$39,307 from the fiscal year of 2012 -2013 to 2013-2014.
2. That City Council authorizes the preparation of a letter to the Government of Canada outlining the above request.
3. That City Council authorizes a letter to the local Member of Parliament outlining the above request.



**DATE:** September 6, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Scott Cameron, Social Planning Manager

**CC:** Dustin Quirk, Community Housing Advisory Board (CHAB) Chair  
Roxana Nielsen Stewart, Program Coordinator – Housing  
Linda Healing, Supervisor, Social Planning Department

**SUBJECT:** Federal Homelessness Partnering Strategy Grant Allocation  
2011 - 2014

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The Community Housing Advisory Board is making a recommendation to Council on the allocation of funds that are available through the Federal Homelessness Partnering Strategy (HPS) Grant until April 2014.

### **Background**

The City of Red Deer has been identified as the Community Entity for housing and homelessness funds received through the Governments of Canada since 2000. Since 2007 these operational funds have been received through the *Homelessness Partnering Strategy* (HPS) Grant. The current grant is based upon the goals and direction outlined within the document that was approved by the Minister of Human Resources and Skills Development Canada (HRSDC) titled *Homelessness Partnering Strategy Community Plan*. The grant has two streams of funding: 1) Designated Communities funding; and 2) Aboriginal Homelessness funding. The Aboriginal community, through a consultation process by HRSDC, in January indicated that The City of Red Deer may continue as the Community Entity for the Aboriginal Homelessness dollars.

Administration, on behalf of the Community Housing Advisory Board (CHAB), had issued a Request for Letters of Intent for the *Homelessness Partnering Strategy* Grant on March 24, 2011. The Community Housing Advisory Board reviewed all the submitted proposals on April 27, 2011 and directed administration to invite all of the proponents, with the exception of one, onto the next stage of the process. This process was then put “on hold” until approval for the Community Plan Template was received from the Minister of Human Resources and Skills Development Canada. This approval was received in late July. Administration then invited four proponents to proceed under Priority #1 and one proponent to proceed under Priority #2 as directed by CHAB and outlined within the RFP process.

The Community Housing Advisory Board met on August 31, 2011 to hear presentations from all of the proponents and, through a consensus decision-making process, arrived at their recommendations for Council. It was an extremely difficult process as the proposals were all of

very high quality. The total amount of the financial request was \$2,090,117, whereas the amount funds available to allocate was \$1,078,662. This amounted to an over request of \$1,011,455.

The September 6<sup>th</sup> memo titled “Federal *Homelessness Partnering Strategy* Grant Allocation Changes to Community Plan Priorities and “Re-profiling” Risks outlines how CHAB managed the funds in order to provide quality consistent service in the community.

At the August 31<sup>st</sup> meeting, the Community Housing Advisory Board made the following motion.

**“Resolved** that the Community Housing Advisory Board (CHAB) respectively request Red Deer City Council to consider funding from the Government of Canada’s Homelessness Partnering Strategy grant be allocated for the funding time period of October 1, 2011 to March 31, 2012 and April 1, 2012 to March 31, 2013 and April 1, 2013 to March 31, 2014 to the following projects:

<b>Project</b>	<b>October 1, 2011 to Mar 31, 2012</b>	<b>Apr 1, 2012 to Mar 31, 2013</b>	<b>April 1, 2013 to Mar 31, 2014</b>
<b>City of Red Deer:</b> Administrative Expenses	\$17,346	\$28,596	\$28,596
<b>Central Alberta Women’s Outreach Society</b> Project: The Red Deer Housing Team	\$130,260	\$242,519	\$242,519
<b>Red Deer Youth and Volunteer Centre</b> Project: Youth Connections	\$83,924	\$111,133	\$111,133
<b>Total Recommendation:</b>	<b>\$231,530</b>	<b>\$382,248</b>	<b>\$382,248</b>

## Recommendation

Administration recommends that City Council accept the recommendation of the Community Housing Advisory Board and provide funding for the following projects through the Homelessness Partnering Strategy Grant.

<b>Agency and Project Description</b>	<b>October 1, 2011 to Mar 31, 2012</b>	<b>April 1, 2012 to Mar 31, 2013</b>	<b>April 1, 2013 to Mar 31, 2014</b>
<b>City of Red Deer –</b> Administrative Expenses	\$17,346	\$28,596	\$28,596
<b>Central Alberta Women’s Outreach Society:</b> <b>The Red Deer Housing Team</b> is a project made up of a Prevention Outreach Intake Worker and two Prevention Case Managers. These staff will assist individuals who cannot access other services, prevent an eviction or receive assistance to be rapidly re-housed. The service is available to all individuals and families regardless of age or ethnicity. This program will dovetail within the program funded through the Province of Alberta and will offer a centralized intake.	\$130,260	\$242,519	\$242,519
<b>Red Deer Youth and Volunteer Centre:</b> <b>Youth Connections</b> will provide shelter and outreach support with the goal to reconnect the youth to their family or to establish them within	\$83,924	\$111,133	\$111,133



their own housing unit. Target group - youth ages 14 -17.			
<b>Total Recommendation:</b>	<b>\$231,530</b>	<b>\$382,248</b>	<b>\$382,248</b>

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Scott Cameron  
Social Planning Manager



## Red Deer Native Friendship Society

#200 5404 50 Ave

Red Deer, Alberta T4N 4B7

Four Directions Family Support • Health Liaison • Spirit Seekers Youth •  
Parent Educator/Cultural Liaison • Elders Wisdom Circle

Bus: (403)340.0020 Fax: (403)342-1610

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City of Red Deer Council  
Box 5008  
Red Deer, AB, T4N 3T4

September 12, 2011

REF: CHAB funding decision for RDNFS Housing Outreach Program

I am writing this letter to the City of Red Deer Council in regards to the recent CHAB funding recommendations coming before Council. The Homeless Partnering Strategy (HPS) Funding clearly outlines the priority to address Aboriginal homelessness [[www.hrsdc.gc.ca/eng/homelessness/funding/aboriginal/index.shtml](http://www.hrsdc.gc.ca/eng/homelessness/funding/aboriginal/index.shtml)] and has a designated amount of dollars set aside for that priority. The designation is further strengthened by the local community meeting in January where the Aboriginal community affirmed that when an Aboriginal Service Provider (as defined by the Government of Canada) makes an application for designated Aboriginal funding that unless the agency lacks the capacity to implement the program, the funding would be allocated to an Aboriginal Service Provider. The Friendship Centre meets the definition of an Aboriginal Service Provider, with capacity to implement the programming yet the funds were allocated to a non Aboriginal Service Provider

The Red Deer Native Friendship Society is an aboriginal non-profit society that has been working with Aboriginal peoples in our local community for the past 26 years. Very recent research has indicated that 67% of all aboriginal peoples both on and off reserve have been involved with a Friendship Center in some capacity. It is known to Aboriginal peoples as the place to go in the City to receive supports and services and to feel welcomed and belonging. Last year we served over 3,300 different individuals and families 76% being of Aboriginal heritage. In the area of housing outreach our program served over 170 people a year.

Our mission is to provide services and supports to Aboriginal people with Traditional/ Cultural teaching focusing on prevention and intervention services and programs. We have been providing housing support and outreach services as part of the Red Deer Housing Team and recently started our own program working with episodically homeless community members. Despite the fact that City of Red Deer research stated that one in three homeless people in Red Deer is Aboriginal our housing support program (funded earlier this year) was awarded half of what we made application for. Not receiving this funding will prohibit us from providing the important prevention and intervention services in our Aboriginal community.

I ask City Council to not support the CHAB recommendation and thoughtfully consider this funding decision related to Aboriginal Agencies.

In Friendship,

*Tanya Schur*

Tanya Schur  
Executive Director  
Red Deer Native Friendship Society

The City of Red Deer  
Box 5008  
Red Deer, AB, Canada  
T4N 3T4

September 14<sup>th</sup> 2011

Mayor and Council Members:

RE: ABORIGINAL INTERAGENCY MEMBERS (AIM) Concerns

The Aboriginal Interagency Members (AIM) was formed to create a space and voice for Aboriginal Executive Directors of Aboriginal Agencies to meet and discuss issues of mutual concern and to share agency and program information.

Members of A.I.M. have concerns about the CHAB composition and decision making process regarding funding recommendation that have serious and long term affect upon the Aboriginal community. These are not new concerns and have been discussed, multiple times, with the City of Red Deer by various individuals within the Aboriginal community over the past several years.

There are a number of concerns that AIM members have discussed. The membership strongly believes City Council should be aware of the main priority concerns at this time being:

a) AIM membership holds that it is vital to return to the original values of having an official Aboriginal community recommendation process to recommend and support individuals that are applying to become our community representatives on the CHAB committee. This was set up originally to ensure that members of good repute/ could be nominated, given that mainstream do not know our members. Currently only one of the CHAB Aboriginal committee members is attending meetings and carrying the entire responsibility of defending the needs of the Aboriginal community. This situation is resulting in crucial funding decisions being made with regard to Aboriginal housing dollars without sufficient consultation or cultural understanding. Perhaps this is the reason why Aboriginal designated dollars end up in non-Aboriginal agencies.

b) In the early spring, Aboriginal E.D.'s met with Scott Ferguson from Service Canada to discuss our expectation that at minimum designated Aboriginal Funding would be provided for Aboriginal Services by Aboriginal Providers. The following is an excerpt from HPS communication that has been sent to all Community Entities for their understanding. "Preference will be given to Aboriginal service-delivery organizations under all HPS funding streams, where feasible and appropriate, in cases where a project's objectives and program activities specifically target Aboriginal individuals"

So in other words...

"if a proposal is deemed eligible under HPS, and is being submitted by an Aboriginal Service Provider (as defined by the CHAB based on as assessment grid), it must be given preference over a non-aboriginal service provider when the target group is Aboriginal individuals and families". This does not seem to be occurring within the City of Red Deer CHAB decisions.

We respectfully request that the current decisions regarding funding be re-examined and the above agreed to lens be used in making both current and future funding decisions.

Sincerely,

*BJ Paddy on behalf of:*

AIM Agencies: Red Deer Aboriginal Employment Services  
Red Deer Native Friendship Centre  
Rupertsland Institute  
Shining Mountains LCS

**Aboriginal Inter-agencies Meeting Together**





Service  
Canada

Service Canada  
4901 – 46 Street  
Red Deer, AB T4N 1N2

September 16, 2011

Craig Curtis - City Manager  
City of Red Deer  
Box 5008  
Red Deer, AB T4N 3T4

Dear Mr. Curtis,

With the renewal of the Homelessness Partnering Strategy (HPS), Service Canada met with the City of Red Deer and Aboriginal stakeholders in the community to discuss how the Aboriginal funding stream would be administered. At the meeting in January 2011, the Aboriginal community agreed that the City of Red Deer would act as the Community Entity to administer these funds. It was a common understanding that projects funded through HPS would support the delivery of services to all homeless individuals, including Aboriginal clients in a culturally appropriate manner. As a result of this discussion, Service Canada entered into an agreement with the City of Red Deer to administer the Homelessness Partnering Strategy.

Service Canada, based on the recommendations of the Community Housing Advisory Board (CHAB), entrusts the City of Red Deer with the ability to select and manage HPS projects in their area. Under this model, the CHAB reviews project proposals to determine whether they should be recommended for funding. The Community Entity then decides whether or not to approve the projects recommended by the CHAB. Throughout this process, the City of Red Deer and the CHAB have acted to best serve the interests of homeless people in the community.

The role of Service Canada is to provide advice and guidance to the City of Red Deer and the CHAB on the HPS Terms and Conditions, program policies and guidelines (specific to eligible activities and costs). The CHAB is accountable for the selection of the projects recommended (or not) for funding. Although City Council provides official approval, the CHAB remains accountable for its choices.

The City of Red Deer has acted in accordance with its funding agreement with Service Canada and in keeping with the intent of the HPS program. Please contact me at (403) 341-7109 if you wish to have further discussion on this matter.

Sincerely,

*Janell Bunbury*

Janell Bunbury  
Senior Development Officer  
Service Canada

Canada

**DATE:** September 16, 2011

**TO:** Craig Curtis, City Manager

**CC:** Greg Scott, Acting Community Services Director  
Dustin Quirk, Chairperson, Community Housing Advisory Board

**FROM:** Scott Cameron, Social Planning Manager

**SUBJECT:** ADMINISTRATIVE RESPONSE TO COMMUNITY LETTERS  
RE: FUNDING RECOMMENDATIONS FROM CHAB

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The City of Red Deer has been the Community Entity for federal Aboriginal homelessness funding since the program inception in 2001. While the community has grown and changed over the past ten years, the basic principles and values by which The City performs this role have remained consistent.

As a result of funding recommendations made by the Community Housing Advisory Board (CHAB) at their meeting on August 31, 2011 concerning Homelessness Partnering Strategy (HPS) Designated and Aboriginal funding, concerns have been raised by some agency representatives working in organizations that serve Aboriginal citizens. Cumulatively, the concerns outlined include:

1. Aboriginal representation on the Community Housing Advisory Board (CHAB)
2. Decision making processes used by CHAB
3. Interpretation of federal government regulations concerning HPS funding

Administration has prepared the following response to address each of the concerns brought forward by the community.

### **Aboriginal representation on the Community Housing Advisory Board (CHAB)**

When City Council first established the Community Housing Advisory Committee as an ad-hoc committee of Council, provision was made to have two Aboriginal representatives on the committee. Originally, The City sought advice from a group in the community known as the Central Alberta Aboriginal Services Committee (CAASC). This Committee would support The City in helping identify Aboriginal representatives to become members of the Committee.

When CAASC was no longer meeting in the community and no other Aboriginal groups existed to support that function, The City moved to incorporate its search for Aboriginal committee members through the open call for City volunteers issued each fall. The Aboriginal members are selected for the Community Housing Advisory Board (CHAB) through the same open and transparent process as all other members for City boards and committees.

The letter from the Aboriginal Interagency Members (AIM) indicates that, at present, only one Aboriginal member is regularly attending CHAB meetings. As with any of The City's boards and committees, there are times whereby the volunteers find that the expected commitment extends beyond the members ability to fully participate. In that event, procedures are in place to address concerns and work toward boards and committees with strong participation.



## Decision making processes used by CHAB

A core value of the Community Housing Advisory Board (CHAB) has been the use of consensus decision making – an approach that is respectful of traditional Aboriginal ways. Consensus decision making has been used by CHAB since its inception, though at times over the past ten years, the methodology has been challenged internally due to legislative requirements.

In 2007, a report was presented to City Council outlining the consensus decision making model used by CHAB and approval was granted to incorporate the model as follows:

**“Resolved** that Council of the City of Red Deer having considered the report from the Social Planning Community Facilitator, dated August 7, 2007, re: Community Advisory Board Decision Process, hereby agrees that a consensus decision making model, as presented to Council on August 13, 2007, be used in its council appointed process.”

Since that time, and as a result of numerous changes within City administration, strategies necessary to incorporate the resolution into the appropriate policies and procedures has not been completed. As a result of meeting with Aboriginal stakeholders at a meeting in June 2010, the issue has been resurrected and strategies are currently in the works.

Throughout this time period, the CHAB has continued to operate using a consensus decision making model.

## Interpretation of federal government regulations concerning HPS funding

At the conclusion of each federal homelessness funding period, The City of Red Deer requests that the Government of Canada consult with members of the Aboriginal community to determine whether The City should continue in its role as community entity. This process was again undertaken prior to signing with the Government of Canada for the next three year HPS term. At a gathering in January that included a number of Aboriginal agency representatives, a number of conditions were articulated by the community members that would determine whether support would be given to have The City continue in the Community Entity role. Upon reviewing those conditions, administration determined the extent to which The City would accept the conditions and prepared a letter in response that outlined The City's perspective. These conditions were carefully considered by the CHAB at their January 19, 2011 meeting, presented back to the Aboriginal community members and confirmed as being accepted by Scott Ferguson from the Government of Canada.

As the Government of Canada does not provide for a definition of Aboriginal Service Provider, the Community Housing Advisory Board considers submissions for funding in accordance with the following:

- The City of Red Deer remains committed and focused on ending homelessness in accordance to the goals and strategies as articulated in the *EveryOne's Home: Vision and Framework for Ending Homelessness in Red Deer by 2018* and the *Red Deer's 5 Year Plan Towards Ending Homelessness*.
- Administration prepares calls for proposals that incorporate the goals and objectives contained within the documents noted above and criteria established by the Government of Canada and contained within The City's funding agreements. The Community Housing Advisory Board (CHAB) uses the documents named above as guiding documents in their decision making processes.
- The City of Red Deer acknowledges, based on local and national research, that Aboriginal people are proportionately over-represented within our homeless populations. As such, all third-party funding agreements are written in a manner that helps to ensure that all homelessness serving programs funded by The City are delivered in a culturally appropriate manner, and in accordance with the source funding parameters.

- The City of Red Deer is committed to delivering federal and provincial government funding for housing and homelessness in an efficient and effective manner that minimizes the amount of administrative dollars drawn from funding sources. This ensures that community programs and services receive the maximum amounts possible.

In conclusion, administration stands by the processes and strategies in place to support and address the needs of Aboriginal citizens in the community. The Community Housing Advisory Board has exercised due diligence and consideration in recommending the allocation of both designated and Aboriginal Homelessness Partnering Strategy funds.

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Scott Cameron, Manager  
Social Planning Department

## Christine Kenzie

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**From:** Elaine Vincent  
**Sent:** September 15, 2011 9:50 AM  
**To:** Christine Kenzie  
**Subject:** FW: letter from aboriginal agencies  
**Follow Up Flag:** Follow up  
**Flag Status:** Red  
**Attachments:** AIM letter to City of RD (1).docx

I have advised her this one is too late for the agenda.... It will need to be handed out on Monday.

Thanks,

E

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

LETTER  
HANDED OUT  
AT SEPT 19/2011  
COUNCIL MEETING

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**From:** Tanya Schur [mailto:tschur@rdnfs.com]  
**Sent:** Thursday, September 15, 2011 9:18 AM  
**To:** Elaine Vincent  
**Subject:** letter from aboriginal agencies

Elaine:

This is the other letter I talked about. Hopefully you can include it in the package but I understand if it's too late.

Thanks  
tanya

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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.]



The City of Red Deer  
Box 5008  
Red Deer, AB, Canada  
T4N 3T4

September 14<sup>th</sup> 2011

Mayor and Council Members:

RE: ABORIGINAL INTERAGENCY MEMBERS (AIM) Concerns

The Aboriginal Interagency Members (AIM) was formed to create a space and voice for Aboriginal Executive Directors of Aboriginal Agencies to meet and discuss issues of mutual concern and to share agency and program information.

Members of A.I.M. have concerns about the CHAB composition and decision making process regarding funding recommendation that have serious and long term affect upon the Aboriginal community. These are not new concerns and have been discussed, multiple times, with the City of Red Deer by various individuals within the Aboriginal community over the past several years.

There are a number of concerns that AIM members have discussed. The membership strongly believes City Council should be aware of the main priority concerns at this time being:

a) AIM membership holds that it is vital to return to the original values of having an official Aboriginal community recommendation process to recommend and support individuals that are applying to become our community representatives on the CHAB committee. This was set up originally to ensure that members of good repute/ could be nominated, given that mainstream do not know our members. Currently only one of the CHAB Aboriginal committee members is attending meetings and carrying the entire responsibility of defending the needs of the Aboriginal community. This situation is resulting in crucial funding decisions being made with regard to Aboriginal housing dollars without sufficient consultation or cultural understanding. Perhaps this is the reason why Aboriginal designated dollars end up in non-Aboriginal agencies.

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So in other words...

"if a proposal is deemed eligible under HPS, and is being submitted by an Aboriginal Service Provider (as defined by the CHAB based on as assessment grid), it must be given preference over a non-aboriginal service provider when the target group is Aboriginal individuals and families". This does not seem to be occurring within the City of Red Deer CHAB decisions.

We respectfully request that the current decisions regarding funding be re-examined and the above agreed to lens be used in making both current and future funding decisions.

Sincerely,

*BJ Paddy on behalf of:*

AIM Agencies: Red Deer Aboriginal Employment Services  
Red Deer Native Friendship Centre  
Rupertsland Institute  
Shining Mountains LCS

**Aboriginal Inter-agencies Meeting Together**



**Date:** September 7, 2011  
**To:** City Manager  
**From:** Environmental Services Manager  
**Subject:** Water Treatment Plant Upgrades  
Phase 3 Conceptual Design Plan

---

A conceptual design plan was recently completed for the Water Treatment Plant by our consultants, Associated Engineering. The Executive Summary is attached, along with a process diagram for the plant. Additional information can be made available from Environmental Services. Budget for the works identified in the report has been approved in prior budget years and is planned to proceed over the next four years. The purpose of this report is to provide City Council with an update and to seek their endorsement of the plan as a guide for future plant improvements.

### **Background**

The City draws water from the Red Deer River and operates a water treatment plant to provide potable water to the City and Regional customers. The first treatment plant (WTP1) was built in the 1950's and is no longer in use, although it does house standby power facilities. The second water treatment plant (WTP2) was built in the early 1980's with a design capacity of 75 million litres per day (75 MLD).

Peak city and region water demands are currently approximately 90 MLD and are projected to increase to 120 MLD in 2020 and 150 MLD in 2030. If future water conservation measures are successful, we are hopeful that these demand targets can be deferred by 5 to 10 years.

In 2001, a Master Plan was prepared for WTP2 which outlined various upgrades necessary to improve safety, operability and reliability of the plant, satisfy new regulatory requirements and increase production capacity. Using the Master Plan as a framework, the City embarked on a phased program of upgrades to WTP2. To date, Phases 1 and 2 of this program have been completed and Phase 3 is underway, which has provided upgrades to the clarification, filtration, pumping and UV disinfection processes of the plant as well as construction of a new water intake structure and screen building.



September 7, 2011

City Manager

Page 2 of 4

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### **Discussion**

The main components of the Phase 3 program yet to be completed are described below.

#### **Office and Laboratory Expansion:**

Office and laboratory space requirements have grown considerably since the plant was constructed in the 1980's. Additional staff have been added to support new treatment systems, increased water production and higher regulatory standards for quality control and testing. Two small building additions and some interior renovations are proposed for WTP2 to expand and improve the control room, laboratory and office/work areas.

The estimated cost of office and laboratory expansion is \$1.5 million. This work is currently under detailed design and is scheduled to be constructed in 2012.

#### **Chemical Systems:**

On-site Sodium Hypochlorite (NaOCl) generation equipment is proposed to be installed to replace the current chlorine gas system as the primary chemical disinfection process. This system uses salt to generate a chlorine solution for disinfection. It will increase the capacity of the disinfection system and eliminate the risk of a potential toxic gas escape, both on-site and in transit.

Powdered Activated Carbon and Potassium Permanganate systems are to be expanded to meet capacity needs. These systems are used to mitigate taste and odour in the raw water, particularly during spring runoff events.

Secondary containment systems are to be improved for the chemical storage vessels, to reduce safety risks and meet current regulations.

The estimated cost of chemical systems improvements is \$7.5 million. Detailed design is expected to be completed by mid-2012 so that construction can be completed by the end of 2013.

#### **Ancillary Systems:**

The raw water and plant heating systems are 30 years old and reaching the end of their useful life. They are proposed to be replaced with more efficient hot water heating systems, including new controls and ventilation heat recovery that will reduce plant operating costs and greenhouse gas emissions.

The existing plant control systems have reached the end of their useful life. Wiring and controls have deteriorated to the point of causing system failures and in some cases,

September 7, 2011

City Manager

Page 3 of 4

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plant shutdowns. Equipment is outdated and replacement parts cannot be purchased. Modern control systems are proposed to replace deteriorating infrastructure and improve system functionality, reliability and redundancy.

Security systems are required to protect the city's water system from accidental and intentional threats of unauthorized access. Security systems are proposed to be modernized by utilizing fencing, cameras and card access for the buildings and gates.

The estimated cost of ancillary systems is \$6.5 million. Detailed design is expected to be completed by mid-2012 so that construction can be completed by the end of 2013.

#### **Residuals Management:**

Surface water treatment processes create "residuals" such as sediment and organics cleaned from the raw water as well as alum and sand used to help separate these materials from the water and chlorine used for disinfection. These residuals are currently discharged to the Red Deer River. Pursuant to new Alberta Environment regulations, a residual management facility (RMF) will be required to capture these materials. The RMF would separate solids from water using clarifiers and centrifuges. The solids would then be transported to a landfill and the water would be de-chlorinated and returned to the river. The RMF is proposed to be built where WTP1 is now located, necessitating the demolition of that facility.

The estimated cost of the residuals management facility is \$35 million. Construction is expected to be done in 2014 and 2015.

#### **Standby Power:**

During a power outage, it is estimated that the city and region water needs could be met for a period of 1 to 2 days depending on water demands and the amount of water storage available at the beginning of the outage (storage levels fluctuate during the day). The current standby power system does not support any water treatment functions and is only large enough to support partial pumping from storage reservoirs at the plant. Furthermore, it will not support future proposed pump upgrades and therefore must be replaced.

The plan provides for a new standby power system that will support the operation of approximately half of the plant treatment capacity as well as half of the plant pumping capacity during an extended power outage. This would extend our ability to provide water to city and regional customers indefinitely, subject to water rationing and other demand restrictions. This improved level of risk management is more consistent with other municipalities in the province.

September 7, 2011  
City Manager  
Page 4 of 4

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The estimated cost of the standby power system is \$4.5 million. Construction is expected to be done in 2014 and 2015.

**Recommendation**

We respectfully recommend that City Council endorse the "Water Treatment Plant Upgrades – Phase 3 Conceptual Design Summary Report" as a planning document to guide future improvements to the plant.

Yours truly,

A handwritten signature in blue ink, appearing to read "T. Warder", is written over the "Yours truly," text.

Tom Warder, P. Eng.  
Environmental Services Manager

**Attachment**

- c. Director of Development Services  
Director of Corporate Services  
Financial Services Manager  
Water Superintendent  
Environmental Planning Superintendent  
Environmental Planning Engineer



## REPORT

### Executive Summary

The City of Red Deer (City) operates a conventional surface water treatment plant (referred to as Water Treatment Plant No. 2 or WTP2) that provides drinking water to the City and Regional customers. WTP2 was built in the early 1980s with a design capacity of 75 ML/d. In 2001, a Master Plan was prepared for WTP2 which outlined various upgrades necessary to improve safety, operability, and reliability of the plant, satisfy new regulatory requirements and increase production capacity. Using the Master Plan as a framework, the City embarked on a phased program of upgrades to WTP2. To date Phases 1 and 2 of this program have been completed. The Phase 3 works will complete the program providing the City a first class water treatment plant with a firm design capacity of 120 ML/d that meets current (2006) regulatory standards and customer demands for the next 10 - 20 years, depending on the success of the City's conservation program.

Phases 1 and 2 of the program provided upgrades and capacity expansion to the water treatment processes - pretreatment, filtration and disinfection - and have established a new firm capacity of 120 ML/d for WTP2. The Phase 3 works includes various chemical system upgrades, ancillary system upgrades and residuals treatment.

The components of the Phase 3 program are:

#### Chemical Feed Systems Upgrades

- On-site Sodium Hypochlorite (NaOCl) Generation - This will replace the current chlorine gas system as the primary chemical disinfection process for WTP2
- Powdered Activated Carbon (PAC) - Expansion of the existing system will increase capacity (providing higher doses at greater water production rates) to help mitigate taste and odour events
- Potassium Permanganate (KMnO<sub>4</sub>) - Renovation and expansion of the existing system, which is used to combat taste and odour events.
- Secondary Containment of Chemicals - Containment of coagulant does not meet the current regulations, and needs to be improved.

#### Residuals Management

- The City has committed to providing treatment of the Plant residuals streams that are currently discharged to the Red Deer River.

#### Ancillary Systems Upgrades

- Raw Water Heating - Replacement of the existing steam plant with a new hot water/steam plant.
- Plant Heating System - The system is now 30 years old and in need of refurbishing/upgrading.
- Standby Power - The current back-up power system will be expanded to allow WTP2 to operate during an extended power outage.



## City of Red Deer

- Control System Upgrades - Upgrades are required to replace deteriorating infrastructure and improve system functionality, reliability and redundancy.
- Security Upgrades - Upgrades are required to improve the level of security at the facility.

### Office/workshop Expansion

- Additional space is required to accommodate staff, an upgraded control room and workshop area.

This report summarizes the development of, discussion on, and agreed concepts for the Phase 3 Upgrades program at the Water Treatment Plant. The concepts described herein have been used to establish a framework, budget and proposed implementation schedule for the program. It discusses implementation issues, including operability, scheduling, budget and cash flow. The estimated capital budget required for the Phase 3 works is \$53 Million. The proposed implementation schedule suggests that these works could be completed before 2016.

Section 1 of this Summary Report provides an introduction to and background information on the Phase 3 Upgrades program for the Water Treatment Plant. It lists the fifteen technical memoranda that were prepared to address specific aspects of the Phase 3 program.

Section 2 establishes the basic design capacity criteria - demands and projected growth - that needed revisiting to determine the potential impacts of further regional growth and the City's conservation program. This discussion establishes a firm capacity of 120 ML/d for the Phase 3 Upgrades, and an ultimate capacity of 150 ML/d for Water Treatment Plant No. 2 (WTP2). Finally, this Section rationalizes the City's decision to retain the Dairy World site for future Water Treatment Plant No. 3 (WTP3), which in turn establishes the need to redevelop the old Water Treatment Plant No. 1 site for a new Residuals Management Facility (RMF).

The following Sections 3, 4 and 5 summarize the specifics of the Phase 3 program; Chemical Feed Systems, Residuals Management Facility, and Ancillary Systems Upgrades respectively. In Section 3, the major component of the Chemical Feed Systems Upgrades is a new sodium hypochlorite on-site generation and feed system, which replaces chlorine gas as the Plant's chemical disinfectant. This system will be located on the ground floor of WTP2, over the existing UV Room.

Section 4 summarizes the rationale for on-site residuals treatment, outlines the design criteria and describes the concept for a Residuals Management Facility (RMF) that will discharge treated effluent to the Red Deer River, and send dewatered solids to the City landfill. The concept includes the option to recycle treated effluent, which may carry a capital cost premium, and would add some complexity to WTP2 operations. The City will discuss recycle with Alberta Environment before making a decision on this option.

Section 5 covers a variety of ancillary systems improvements, retrofits and upgrades to the heating systems, control systems and standby power; plus it also describes expansion of the office/workspace areas. The boiler system and the Plant HVAC systems are reaching the end of their useful life, and need replacing. Maintaining efficient operation of these systems is becoming increasingly onerous and costly.



Similarly, the control system is aging, and much of the wiring is deteriorated to the point of causing control system failures and contingent Plant shut downs. The control room contains outdated equipment that needs replacing. A new system based on modern controls architecture will bring the Plant in line with the upgrades completed in Phases 1 and 2, and proposed for Phase 3.

A risk assessment of the utility power supply showed the system to be very robust. However, the City's water system contains only sufficient storage to meet one, possibly two days of demand. Notwithstanding the reliability of the electrical utility system, the City has decided that, in line with other water utilities, it needs to be able to provide potable water during an extended power outage. A standby power generation system will be provided to support a Plant production rate of approximately 50% design capacity.

WTP2 has no meeting rooms, too few offices, a control room that is too small, and an inadequate lunchroom. To address this, a new office/workspace building will be added to WTP2 adjacent to the north corner. This will also allow the redevelopment of the existing space in WTP2 currently occupied by the control room, offices and lunchroom into a more efficient space.

Finally, Section 6 discusses the implementation and budget for the Phase 3 Upgrades program. The schedule is based on four separate contracts - an approach that addresses the City's resource constraints, and cash flow projections, while meeting a fairly aggressive timeline. The Office/Workspace Contract is scheduled to proceed this year, with construction complete early 2012.

All the required upgrade works inside WTP2 will be combined into one Inside Contract. This will include all chemical feed systems upgrades, boilers and HVAC upgrades, and security improvements. The City may also elect to include the Control System Upgrades in the Inside Contract, or can pursue this work as a stand-alone contract. The Inside Contract work will proceed immediately following award, to be completed during the first quarter of 2013. The Residuals Management Facility (RMF), a new standby power generator system, and landscaping, site fencing and public art will be packaged into an Outside Contract. In the interests of time, the Outside Contract will be preceded by a Site Preparation Contract that will allow demolition and site preparation of the RMF site to proceed while the RMF design is being completed.

The projected cash flow to meet this schedule and have all work completed before 2016, shows expenditures starting at approximately \$1.6 million this year; \$16 million next year; \$16 million in 2013; \$16.3 million in 2014; and \$4.8 million in 2015.



## PROCESS DIAGRAM 2011



**Comments:**

I support the Water Treatment Plan Upgrades – Phase 3 Conceptual Design Plan which will deal with a number of important upgrades including residuals management and the provision of standby power.

“Craig Curtis”  
City Manager





## Submission Request For Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by 4:30pm two Wednesdays prior to the scheduled Council meeting.

CONTACT INFORMATION			
Name of Report Writer:	Tom Warder		
Department & Telephone Number:	Environmental Services; 8755		
REPORT INFORMATION			
Preferred Date of Agenda:	September 19, 2011 or October 3, 2011		
Subject of the Report (provide a brief description)	Water Treatment Plant – Phase 3 Concept Plan		
Is this Time Sensitive? Why?	Yes; we are proceeding with preliminary design.		
What is the Decision/Action required from Council?	Endorse plan as guide for future construction		
Please describe Internal/ External Consultation, if any.	Primarily with Environmental Services plant and planning staff.		
Is this an In-Camera item?	No		
Is Advertising Required?	No		
How does the Report link to the Strategic Plan and other existing Plans & Policies? Supports a "Healthy Community" by reducing Red Deer's ecological footprint, renewing aging assets and providing water system capacity to support economic growth.			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. No			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe. Funding has been approved under prior budgets and a borrowing bylaw has been approved.			
Presentation: (10 Min Max.)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Presenter Name and Contact Information: Barry Vallance, Associated Engineering	
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

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

**DATE:** September 22, 2011  
**TO:** Tom Warder, Environmental Services Manager  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Water Treatment Plant Upgrades  
Phase 3 – Conceptual Design Plan

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**Reference Report:**

Environmental Services Manager, dated September 6, 2011.

**Resolution:**

The following tabling resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Environmental Services Manager, dated September 7, 2011, re: Water Treatment Plant Upgrades, Phase 3 Conceptual Design Plan, hereby agrees to table consideration of the report for up to four weeks.

**Report back to Council:** Yes

**Comments/Further Action:**

This item will come back to Council for further consideration within four weeks time.



Elaine Vincent  
Legislative & Governance Services Manager

- c     Director of Development Services  
       Director of Corporate Services  
       Financial Services Manager  
       Water Superintendent  
       Environmental Planning Superintendent  
       Environmental Planning Engineer  
       Corporate Meeting Planner





September 6, 2011

Intermunicipal Development Plan (IDP): Fourth Annual Review

Planning Department

**Report Summary & Recommendation:**

---

Administration is requesting Council's direction for proposed amendments to the *Red Deer County and City of Red Deer Intermunicipal Development Plan (IDP)*, adopted July 5, 2007. These amendments are based on the annual review of the IDP as called for in Policy 3.9.3 (2) that states: "Annually, the City and County Managers shall review this Plan to determine the advisability of an amendment."

The recommendation is Council direct City Administration to work with the Administration of Red Deer County to develop amendments on the annexation formula; removal of the IDP expiration date; and identification of interim land uses in the City Growth Area.

**City Manager Comments:**

---

Although the item of appointment of the Chair was not discussed at the Joint Meeting, I would make the following recommendation in conjunction with the Red Deer County Manager:

Section 3.8 of the IDP provides for the establishment of the Intermunicipal Subdivision and Development Appeal Board (ISDAB) and the Intermunicipal Disagreement Resolution Board. Currently, this Board consists of seven members, the Chairman who is appointed by both municipalities and three members appointed by each municipality. A quorum for the Board consists of equal members of the County and City designated members plus the Chair.

Over the last three years, it has been difficult to arrange hearings for the ISDAB when equal number of members from the County and City are unavailable or the Chair is unavailable (no option currently exists for the appointment of an alternate chair). The ISDAB is bound by existing provincial and municipal regulations and statutory documents when making its decisions. Consequently, County administration does not believe it is necessary to have equal representation for appeal board hearings. In addition, the option for a chairman to be elected from the members if the current chairman is not available should also be provided. These changes are only being recommended for the Appeal Board. No change is being recommended to the makeup of the Intermunicipal Disagreement Resolution Board. It is noted that if these amendments to the IDP are considered, then amendments to the County and City ISDAB Bylaws will also be required.

Therefore, I recommend that a review of the ISDAB quorum and chairman appointment be included in the direction to County and City administration as noted in the above recommendation.

Craig Curtis  
City Manager



### **Proposed Resolution**

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**“Resolved** that Council of The City of Red Deer having considered the report from the Planning Department, dated September 6, 2011, re: Intermunicipal Development Plan (IDP): Fourth Annual Review, hereby directs City Administration to work with the Administration of Red Deer County to develop amendments on the annexation formula; removal of the IDP expiration date; and identification of interim land uses in the City Growth Area as well as a review of the Intermunicipal Subdivision and Development Appeal Board (ISDAB) quorum and chairman appointment.”



## Report Details

### **Background:**

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The purpose of this fourth annual review is to ensure the plan remains current and that changes are made that reflect recent changes of circumstances. On August 30, 2010 amendments were adopted that reflected recent events such as the 2009 change in the boundaries of The City of Red Deer and that a Major Area Structure Plan would no longer be adopted to provide policy guidance on development applications for the Collaborative Planning Area, the City Growth Area, County Growth Area, and the Agricultural or Open Space Area.

### **Discussion:**

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The two Administrations have reviewed each of the policies and Map I in the IDP, to determine if any further amendments should be considered at this time. The following areas have been identified for proposed amendments. A Bylaw to enact the amendments will be brought back for consideration by both Councils at a later date when the specific wording has been developed by the two Administrations.

### **Analysis:**

---

#### **Annexation Formula**

The IDP indicates that The City “shall endeavor to annex all the lands within the City Growth Area within 10 years.” Since the adoption of the IDP in July 2007 two annexations have been approved by the Province that has increased the City’s land area by 50 percent or about 55 quarter sections. In order for the city to annex the remaining City Growth Area, an additional 234 quarter sections would need to be annexed by 2017. Both Councils have agreed that there is merit in considering an amendment to extend the period of time in which The City annexes the remaining growth area; this delay reflects slower than anticipated growth in the region, existing land supply within the city, the financial impacts on both municipalities, and the short time frame currently envisaged in the plan.

The principles to be developed into policy amendments to the IDP are:

- A formula to determine the minimum and maximum amount of commercial, residential and industrial land that is to be maintained within the city to ensure an adequate amount of land for growth;
- A method to determine the existing land supply in each land use category; and
- A process for the County’s support for an annexation application

The two Administrations believe that it may take some time to establish the formula and related policies in the IDP for maintaining the agreed upon land supply. The



compensation for future annexations does not need to be reviewed and would not be impacted by these proposed amendments.

### **IDP Expiration**

The expiration of the Plan July 5, 2017, ten years from the initial adoption, was established at the outset of adoption as mutually agreed to by the two municipalities - it coincided with the timetable for annexation. Both Administrations see the need for an on-going intermunicipal development plan and since direction has been given to extend to annexation timetable, have agreed to look at eliminating the expiry date in the IDP.

### **Interim Land Uses in City Growth Area**

Both Administrations believe that there may be mutually acceptable interim uses within the City Growth Area prior to annexation. Temporary or complementary interim uses will be identified by City and County Administrations for consideration by the two Councils.

### **Public Involvement**

Both Councils have agreed on the need to keep the public better informed about the IDP. A web site will be developed for both municipalities to provide information about intermunicipal initiatives and planning. In addition, Councils have asked that a protocol be developed for public consultation related to minor and major amendments. Minor amendments, such as those outlined above, would include a public open house while major amendments would include more extensive consultation.

### **Other Amendments**

The final Joint Planning Initiative Background Report and Engineering Supplement are expected by the end of September from the consultant. These require more detailed study before more substantive amendments can be brought forward from it. These will be identified at a later date and do not form part of these recommendations.

**Legislative & Governance Services**

**DATE:** September 13, 2011

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Citizen Representative Appointments to Intermunicipal Subdivision and Development Appeal Board (ISDAB)  
Recommendations from the Nomination Committee

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**History**

On May 5, 2008 Council passed Bylaw 3408/2008 – The Intermunicipal Subdivision and Development Appeal Board. The purpose of the board is to hear appeals from subdivision and development permit decisions made under the provisions of the Intermunicipal Development Plan (IDP) within the City's Growth Area (Map 1, as attached).

There are seven members appointed to the Board: 3 members from each municipality and a Chairperson. The Chairperson is agreed upon by Red Deer County Council and City of Red Deer Council.

**Discussion**

Red Deer County and City of Red Deer Managers have reviewed the application for Chairperson and have submitted a joint recommendation. This recommendation, as well as the names of the applicants for the City's representatives have been submitted to Council in confidence.

All members of the ISDAB will receive an honorarium. As the honorarium varies slightly between the City and County we recommend that for the City members, the rate be the same as the County rate, which at this time is \$210 per hearing per day no matter how long the meeting takes. As was approved in 2008, with regarding to the Chairperson's honorarium, we recommend that the City and County Managers be authorized to jointly set the rate.

**Recommendation**

That Council:

- 1) Appoint a Chairperson and three City representatives and one alternate to the IDSAB
- 2) Agrees the honorarium and expenses for the City Members be the same rate as established by Red Deer County, and
- 3) Authorize the Red Deer County Manager and City of Red Deer Manager to set the honorarium and expenses for the Chairperson.

Elaine Vincent  
Manager



City of Red Deer &  
Red Deer County

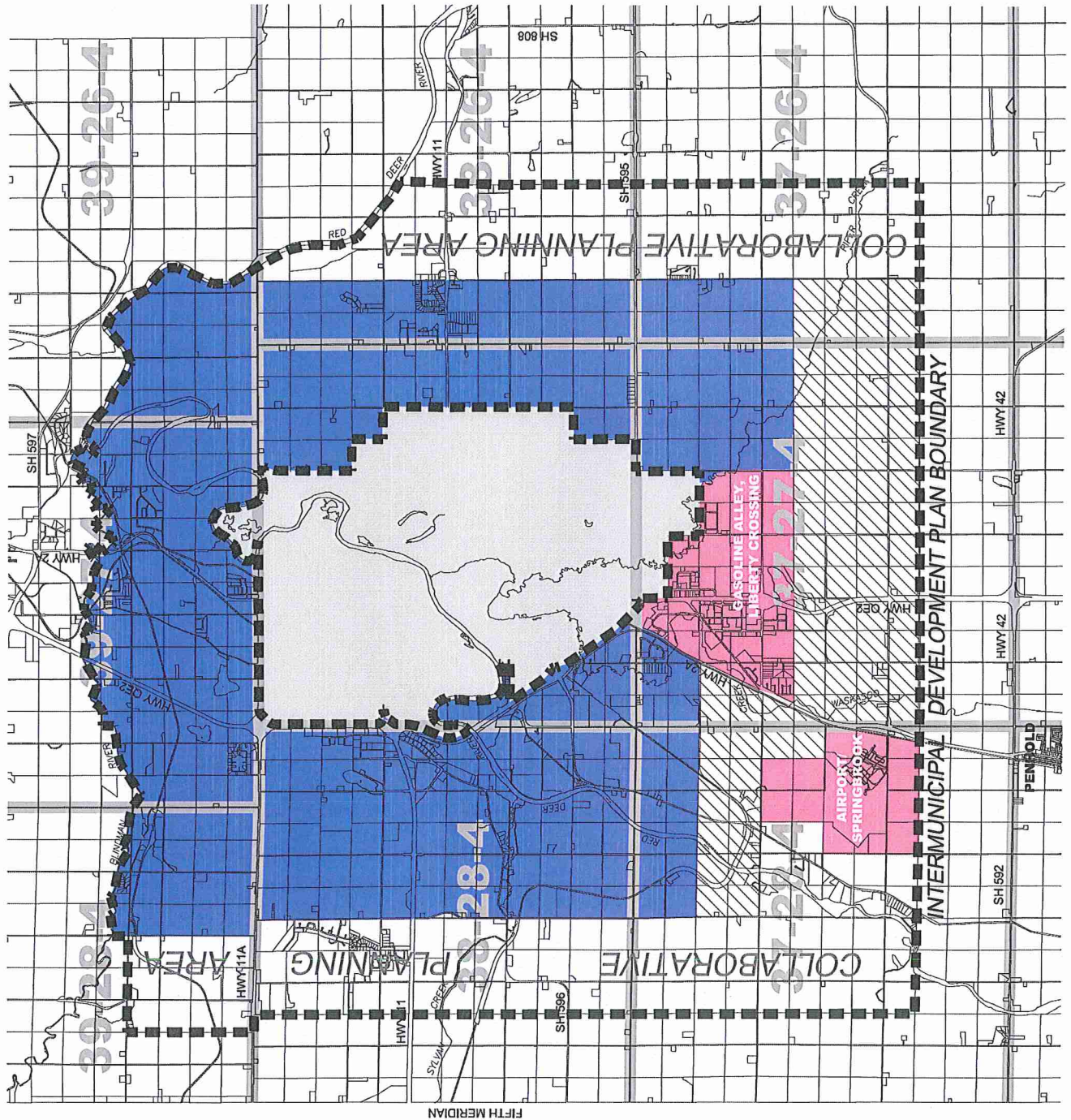
# Intermunicipal Development Plan

MAP 1

- Intermunicipal Development  
Plan Boundary
- City of Red Deer  
Growth Area
- Red Deer County  
Growth Areas
- Agriculture or  
Open Space Area



Adopted: July 5, 2007



**Comments:**

I support the recommendation of Administration. These appointments are being considered prior to the Organizational Meeting of Council as Red Deer County's initial appointments to the Intermunicipal Subdivision & Development Appeal Board in 2008 were for terms to expire on October 1, 2011.

"Craig Curtis"  
City Manager

**DATE:** September 22, 2011  
**TO:** Frieda McDougall, Deputy City Clerk  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Appointment of Citizen Representatives to the Intermunicipal  
Subdivision and Development Appeal Board

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**Reference Report:**

Legislative & Governments Services Manager, dated September 13, 2011.

**Resolution:**

The following resolutions were passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer hereby appoints the following to the Intermunicipal Subdivision and Development Appeal Board (ISDAB) for terms to expire as follows:

Don Sibbald as Chair, to the Organizational Meeting of 2014  
Glen LaBuc to the Organizational Meeting of 2012.  
Ray Kerber to the Organizational Meeting of 2013.  
Ronald Moisey to the Organizational Meeting of 2014.  
Kevin Jackman as Alternate to the Organizational Meeting of 2013.

Resolved that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Manager, dated September 13, 2011, re: Citizen Representative Appointments to Intermunicipal Subdivision and Development Appeal Board (ISDAB) hereby:

1. Agrees the honorarium and expenses for City Members be the same rate as established by Red Deer County, and
2. Authorizes the Red Deer County Manager and City of Red Deer Manager to set the honorarium and expenses for the Chairperson.

**Report back to Council:** No

Council Decision Letter – September 19, 2011

Appointment of Citizen Representatives to the Intermunicipal Subdivision and Development

Appeal Board

Page Two

**Comments/Further Action:**

This office will now proceed with notifying applicants of their appointments.

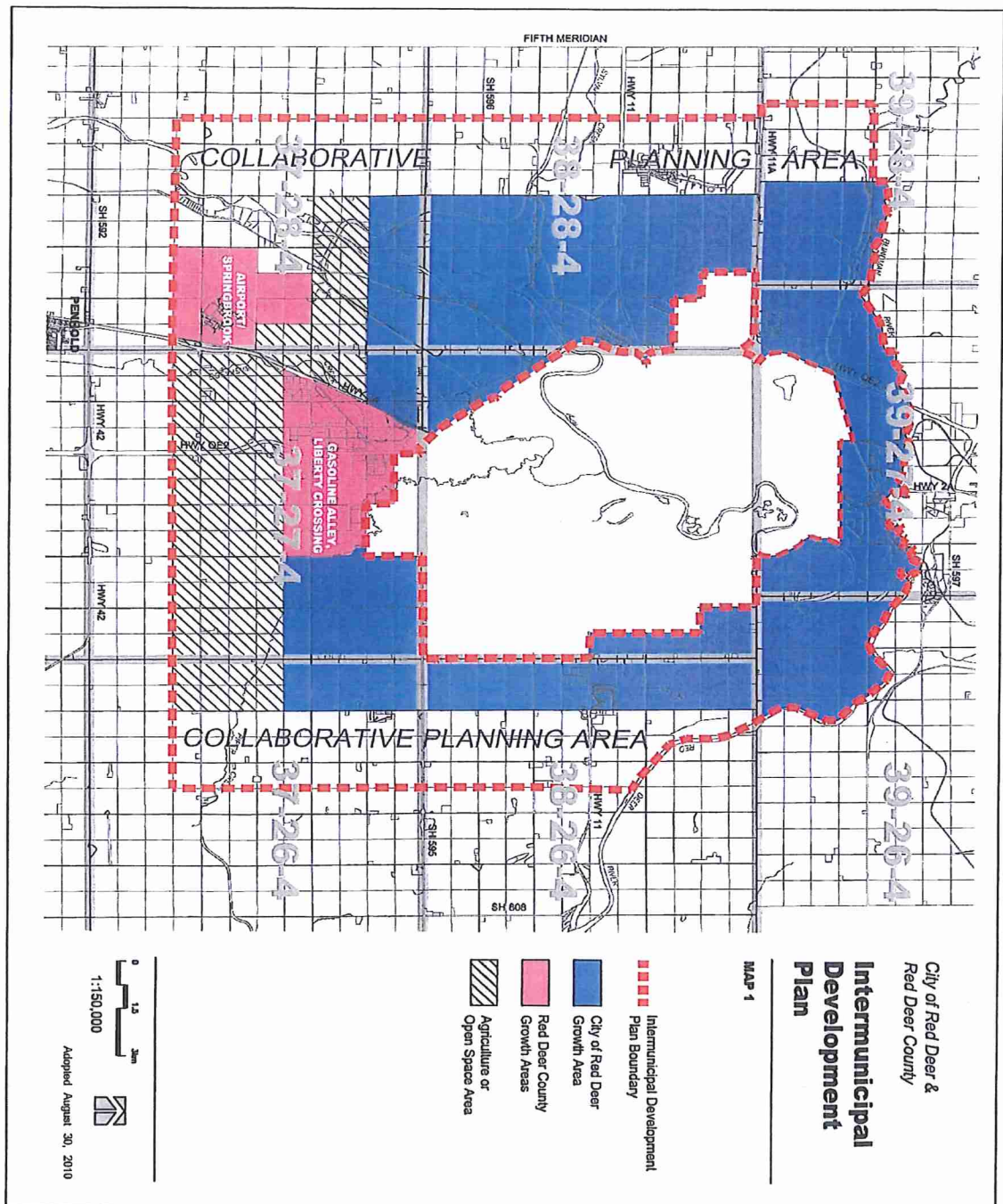
A handwritten signature in purple ink, appearing to read 'Elaine Vincent', is written over the printed name.

Elaine Vincent

Legislative & Governance Services Manager

c      Red Deer County, N. Lougheed  
         Committees Coordinator





Revised MAP.





## LAND &amp; ECONOMIC DEVELOPMENT

**Date:** August 30, 2011

**To:** Craig Curtis

**From:** Wade Martens, Land Services Specialist  
Joe D'Onofrio, Land Coordinator

**RE:** Descriptive Plan 102 3930 RCMP Site & Water Detention Pond  
Bylaw 3473\2011

---

**Background:**

As part of the development of the new RCMP building site, Lots 14-17 were to be consolidated and a new road plan registered to widen 45<sup>th</sup> Street, along the south boundary of the lots. An error occurred in the registration process, resulting in a PUL lot (Lot 18), a water retention pond, inadvertently being included with the newly consolidated lot.

The two City divisions that oversee the RCMP and Environmental Services would like to correct this mistake.

In consultation with legal, Land Titles and the surveyor who submitted the plan for registration, it has been determined that the most direct way to rectify this is to cancel the plan of subdivision which effected the consolidation, and register a new consolidation plan, without the PUL. (The cancellation will specifically not include the land included in the Road Plan, so that its registration is not affected.)

In order to carry this forward, City Council is required to pass a bylaw directing the cancellation of the registered plan. Consent from all parties with an interest in the land is required; in this case the only party with an interest is the City itself.

**Recommendation:**

That City Council proceeds with first, second and third reading of Bylaw 3473\2011 to:

'Cancel all that portion of Descriptive Plan 102 3930 not contained within Road Plan 102 3931 and revert the aforementioned portion of Plan 102 3930 to its original status'.

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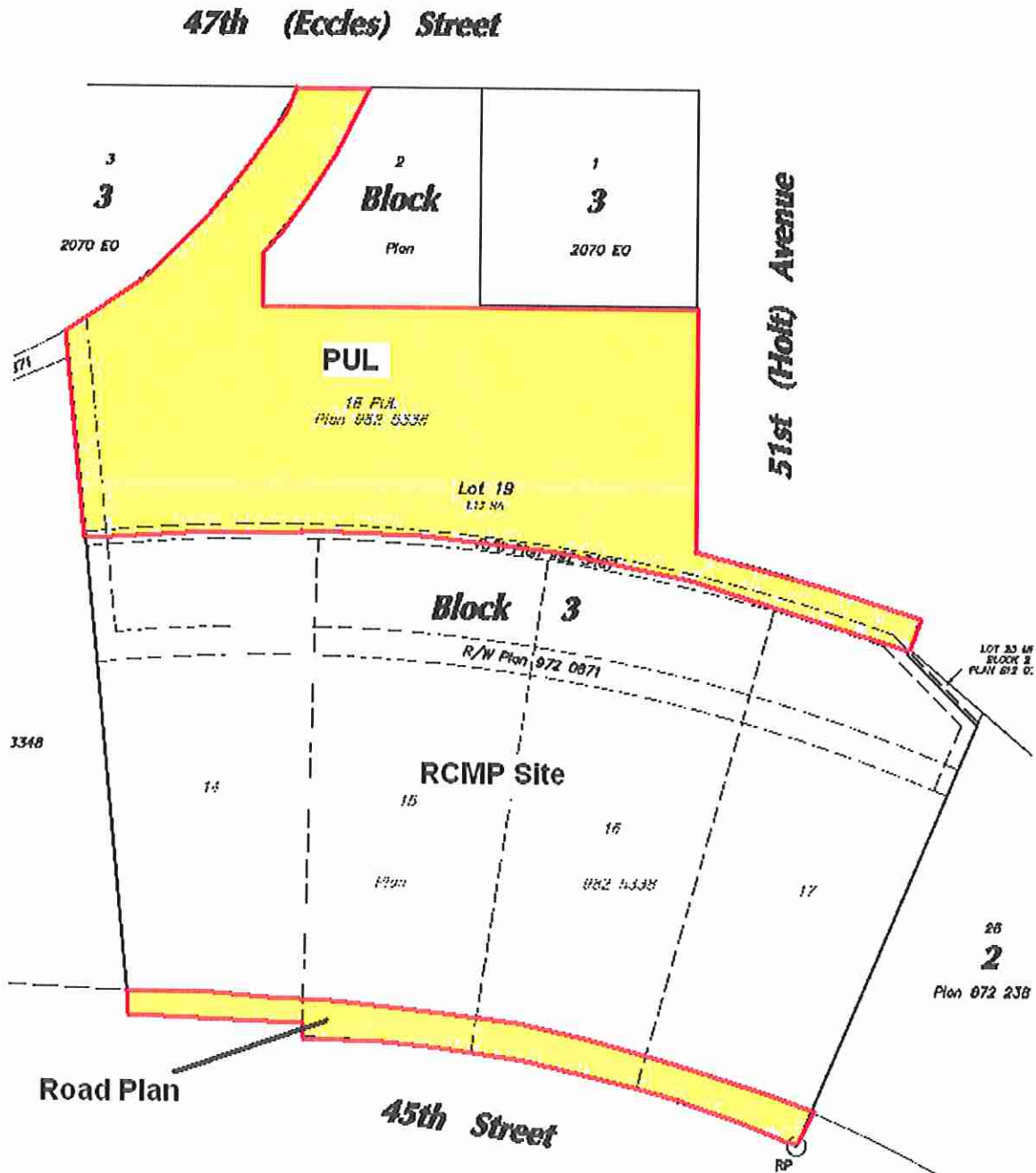
Wade Martens  
Land Services Specialist  
Attach.

---

Joe D'Onofrio  
Land Coordinator

cc. Greg Scott, Acting Director of Community Services  
Paul Goranson, Director of Development Services

## SKETCH



**BYLAW NO. 3473/2011**

Being a Bylaw to cancel a descriptive plan in The City of Red Deer as described herein.

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

1. Council orders that all that portion of Descriptive Plan 102 3930 not contained within Road Plan 102 3931 is cancelled and that the aforementioned portion of Plan 102 3930 shall revert to its original status.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2011.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2011.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2011.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2011.

\_\_\_\_\_  
MAYOR

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

**Comments:**

I support the recommendation of Administration that Council give three readings to Bylaw 3472/2011.

“Craig Curtis”  
City Manager



## Submission Request For Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by 4:30pm two Wednesdays prior to the scheduled Council meeting.

**PLEASE NOTE:** If reports are not received by two Wednesdays prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:	Wade Martens		
Department & Telephone Number:	LED 403.356.8891		
REPORT INFORMATION			
Preferred Date of Agenda:	September 19, 2011		
Subject of the Report (provide a brief description)	Descriptive Plan 102 3930 RCMP Site & Water Detention Pond		
Is this Time Sensitive? Why?	Yes, Correct Plan		
What is the Decision/Action required from Council?	Proceed with Bylaw 3473\2011		
Please describe Internal/ External Consultation, if any.	Internal		
Is this an In-Camera item?	No		
Is Advertising Required?	No		
How does the Report link to the Strategic Plan and other existing Plans & Policies?			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe.			
No			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe.			
No			
Presentation: (10 Min Max.)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Presenter Name and Contact Information: Wade Martens, LED, 8891
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

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



**DATE:** September 22, 2011

**TO:** Wade Martens, Land Services Specialist  
Joe D'Onofrio, Land Coordinator

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

**SUBJECT:** Descriptive Plan 102 3930 RCMP Site & Water Detention Pond  
Bylaw 3473/2011

---

**Reference Report:**

Land Services Specialist and Land Coordinator, dated August 30, 2011.

**Resolution:**

The following tabling resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Land Services Specialist and the Land Coordinator dated August 30, 2011, re: Descriptive Plan 102 3930 RCMP Site & Water Detention Pond Bylaw 3473/2011 hereby agrees to table consideration for the report for up to four weeks.

**Report back to Council:** Yes

**Comments/Further Action:**

This item to be brought back for Council's consideration within four weeks time.

  
Elaine Vincent

Legislative & Governance Services Manager

- c Director of Development Services
- Director of Community Services
- Land and Economic Development Manager



LAND & ECONOMIC DEVELOPMENT

**Date:** August 30, 2011  
**To:** Craig Curtis  
**From:** Wade Martens, Land Services Specialist  
Joe D'Onofrio, Land Coordinator  
**RE:** Descriptive Plan 102 3930 RCMP Site & Water Detention Pond  
Bylaw 3473\2011

---

**Background:**

As part of the development of the new RCMP building site, Lots 14-17 were to be consolidated and a new road plan registered to widen 45<sup>th</sup> Street, along the south boundary of the lots. An error occurred in the registration process, resulting in a PUL lot (Lot 18), a water retention pond, inadvertently being included with the newly consolidated lot.

The two City divisions that oversee the RCMP and Environmental Services would like to correct this mistake.

In consultation with legal, Land Titles and the surveyor who submitted the plan for registration, it has been determined that the most direct way to rectify this is to cancel the plan of subdivision which effected the consolidation, and register a new consolidation plan, without the PUL. (The cancellation will specifically not include the land included in the Road Plan, so that its registration is not affected.)

In order to carry this forward, City Council is required to pass a bylaw directing the cancellation of the registered plan. Consent from all parties with an interest in the land is required; in this case the only party with an interest is the City itself.

**Recommendation:**

That City Council proceeds with first, second and third reading of Bylaw 3473\2011 to:

'Cancel all that portion of Descriptive Plan 102 3930 not contained within Road Plan 102 3931 and revert the aforementioned portion of Plan 102 3930 to its original status'.

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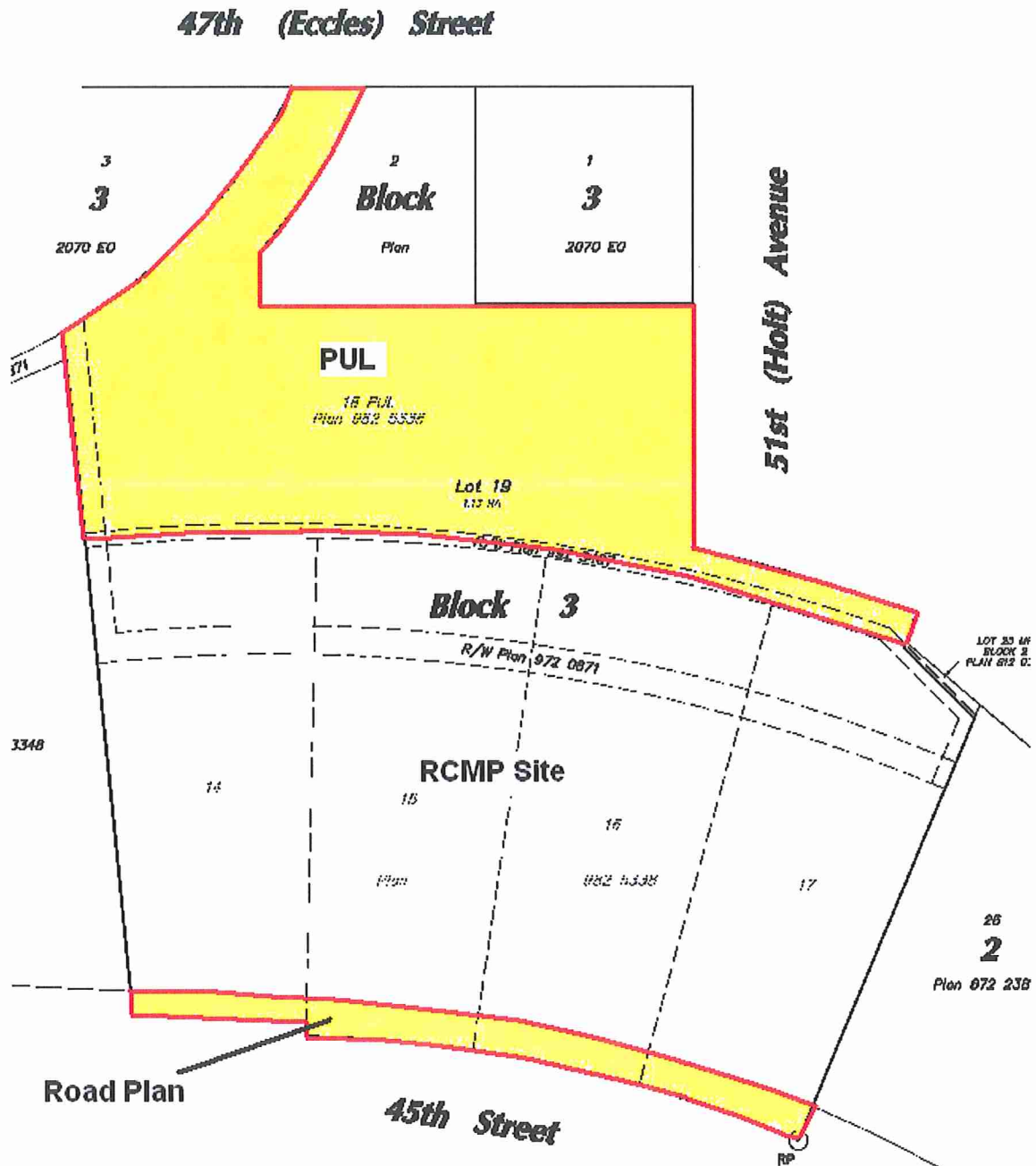
Wade Martens  
Land Services Specialist  
Attach.

---

Joe D'Onofrio  
Land Coordinator

cc. Greg Scott, Acting Director of Community Services  
Paul Goranson, Director of Development Services

# SKETCH



**BYLAW NO. 3473/2011**

Being a Bylaw to cancel a descriptive plan in The City of Red Deer as described herein.

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

1. Council orders that all that portion of Descriptive Plan 102 3930 not contained within Road Plan 102 3931 is cancelled and that the aforementioned portion of Plan 102 3930 shall revert to its original status.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2011.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2011.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2011.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2011.

\_\_\_\_\_  
MAYOR

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

## Christine Kenzie

---

**From:** Wade Martens  
**Sent:** September 12, 2011 2:23 PM  
**To:** Christine Kenzie  
**Subject:** FW: RCMP Lot Consolidation Report - Certified Copy of bylaw  
FYI

*Wade Martens*  
Land Services Specialist  
403.356.8891

---

**From:** Murray Young [mailto:m.young@bemoco.com]  
**Sent:** September 12, 2011 2:21 PM  
**To:** Wade Martens  
**Subject:** RE: RCMP Lot Consolidation Report - Certified Copy of bylaw

Wade, we will require a Certified True copy of the Bylaw.

*Murray Young, ALS*  
*Bemoco Land Surveying Ltd.*  
403-342-2611

---

**From:** Wade Martens [mailto:Wade.Martens@reddeer.ca]  
**Sent:** Monday, September 12, 2011 2:18 PM  
**To:** Murray Young  
**Subject:** FW: RCMP Lot Consolidation Report - Certified Copy of bylaw

Murray, can you please answer Christine's question below for me?

Thanks,

*Wade Martens*  
Land Services Specialist  
403.356.8891

---

Kenzie  
September 12, 2011 2:14 PM

MP Lot Consolidation Report - Revised Copy - Changes Made September 12, 2011

Thanks for making the change Wade.

Question for you. If Council gives three readings to this bylaw, will you require a "Certified" signed copy of the bylaw to submit to land titles? We certify signed copies of Road Closure bylaws --- just wondering

2011/09/12



about this one.

**Christine Kenzie | Corporate Meeting 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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## Christine Kenzie

---

**From:** Wade Martens  
**Sent:** September 08, 2011 2:21 PM  
**To:** Christine Kenzie  
**Subject:** RCMP Lot Consolidation, Bylaw 3473\2011

**Attachments:** 20110908141710586.pdf



2011090814171058  
6.pdf (626 KB)...

Good afternoon Christine,

Attached is the final version of the council report and bylaw for the RCMP Lot Consolidation.

Michelle, has reviewed and put her input into the report and bylaw.

Let me know if there is anything else required for this report as I will bring the originals over this afternoon.

Thanks,

Wade Martens  
Land Services Specialist  
403.356.8891

**Christine Kenzie**

---

**From:** Wade Martens  
**Sent:** September 01, 2011 1:15 PM  
**To:** Christine Kenzie  
**Subject:** Bylaw 3473\2011

**Attachments:** DMPROD-#1146425-v1-Sept\_1\_2011\_Bylaw\_3473\_2011\_RCMP\_Descriptive\_Plan.DOC

Christine, this is the first bylaw I've prepared so please review carefully.

With regards to reviewing with legal this was an error done by our surveyor and he has done the research with land titles in order to correct. If LGS feels legal should review we can certainly do this but our initial thoughts are that the surveyor has done the review needed.

Please advise accordingly.

Thanks,

*Wade Martens*  
Land Services Specialist  
403.356.8891



DMPROD-#114642  
5-v1-Sept\_1\_2011...

## Christine Kenzie

---

**From:** Wade Martens  
**Sent:** August 29, 2011 11:34 AM  
**To:** Christine Kenzie  
**Subject:** New RCMP Building

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Good Morning Christine,

I need a bylaw number for a report going to council to cancel a descriptive plan and reverting it to its original status.

Let me know if you require any other information.

Thanks,

*Wade Martens*  
Land Services Specialist

Land & Economic Development  
City of Red Deer  
Box 5008, Red Deer, AB T4N 3T4  
Ph. 403.356.8891  
Fax 403.342.8260

wade.martens@reddeer.ca

*- Aug 29, 2011 - Save Bylaw # 3473/2011 for this  
Report  
- Advised Wade to  
Contact City Solicitor for  
wording for Bylaw.*

## Christine Kenzie

---

**From:** Wade Martens  
**Sent:** August 29, 2011 11:41 AM  
**To:** Christine Kenzie  
**Subject:** FW: RCMP Site  
FYI

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

*Wade Martens*  
Land Services Specialist  
403.356.8891

---

**From:** Murray Young [mailto:m.young@bemoco.com]  
**Sent:** August 29, 2011 10:29 AM  
**To:** Joe D'Onofrio  
**Subject:** RCMP Site

Joe,  
I have contacted Land Titles and they have advise that council can pass a Bylaw which would cancel Plan 1023930 and revert it back to its previous status. A suggested wording for the bylaw could read:  
Cancel all that portion of Descriptive Plan 102 3930 not contained within Road Plan 102 3931 and revert that portion of Plan 102 3930 to its original status.

A new Descriptive Plan could then be prepared consolidating lots 14 to 17 and leaving lot 18 PUL as such.

Any questions, please do not hesitate to contact me.

*Murray Young, ALS*  
*Bemoco Land Surveying Ltd.*  
403-342-2611

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**Date:** September 12, 2011

**To:** Craig Curtis – City Manager

**From:** Erin Stuart – Permits & Licensing Supervisor

**Subject:** Proposed amendment re: Oversize loads - Traffic Bylaw

---

This report is being submitted on behalf of the Engineering Services, Inspections & Licensing and Planning Departments, regarding a proposed amendment to the Traffic Bylaw in order to delegate authority to the City Manager to approve exceptions related to oversize loads and vehicles.

### **Overdimension/Overweight Permits**

In order to ensure public safety, the protection of City infrastructure (roads, traffic lights, etc.), and to ensure that there is no interference with the movement of other traffic, the Traffic Bylaw regulates overdimension/overweight permits, including the maximum dimensions of vehicles, the routing, permitted hours of operation, and the fees associated with a Move Approval permit.

The Bylaw defines an oversize load or vehicle as any vehicle or load size that exceeds the maximum dimensions of 23 metres in length, 4.15 metres in height, or 2.6 metres in width.

Under section 55(3), any load that is up to 4.45 metres in width can be operated on any City street. Loads that are over 4.45 metres in width and up to 7.6 metres in width may only be operated through the City on the High and Wide Load Corridor, at specified days and times. Any oversize load moving through the City requires a Move Approval permit, issued by the Engineering Services Department.

The City Engineer has the authority to issue a Move Approval permit, provided it does not exceed the maximum width or height, and may specify restrictions or conditions in respect to the movement of the oversize load. These will include the date and hours in which the load will be moved, the route that it must follow and any measures to ensure safe passage, including appropriate escort vehicles.

### **Authority**

The Traffic Bylaw delegates a number of discretionary powers to the City Manager, but does not extend any authority to allow the City Manager to exceed the maximum weight, height or width provisions in the Traffic bylaw.

**Issue**

Alberta Transportation, in partnership with industry and municipal governments, has developed a multi-jurisdictional permitting system for oversize and overweight vehicles. The new system, TRAVIS Multi-Jurisdiction, was designed to create a more efficient permitting process to enhance service to the industry. It has been in production with a pilot group of municipalities since June 2009, with the final version of TRAVIS MJ implemented into production in November 2010.

The system necessitates that permit applicants contact the municipality through which they wish to travel. Applicants may have been previously unaware that they required not only provincial permits, but also municipal permits.

A local manufactured home business has contacted City administration for a permit to move a modular home; the permit was not granted as it exceeded the maximum dimensions as identified in section 55(4) of the Traffic Bylaw. The manufacturer subsequently indicated that the standard is not reasonable for the homes that are now being constructed. The manufacturer has indicated that units are being constructed in the factory at 8.53 metres (28'). That measurement includes the eaves and they are not divisible into two smaller units. The 8.53 metre unit is considered to be a standard width and many modular homes are significantly wider.

The standards as set out in the bylaw have not been reviewed in a number of years, and were approved based on what was appropriate at that time.

These wider loads cannot be approved by the City for a permit due to the bylaw's current maximum width of 7.6 metres. Manufacturers may have been breaching the bylaw by moving loads without municipal permits. In order to ensure public safety, protection of City infrastructure, and ensure that there is no interference with the movement of other traffic, Administration is in the process of completing a thorough review of the High and Wide Corridor routes. A report and further bylaw amendment will be prepared and will come back to council in the future.

**Interim**

This proposed amendment to the Traffic Bylaw is designed to give the City Manager authority to establish exceptions for larger oversize loads than are currently permitted under the bylaw. The City Manager will have the authority to:

- 1) Permit large loads than currently permitted.
- 2) Permit travel on roads other than on the High and Wide Load Corridor.
- 3) Permit travel at times other than the hours currently permitted.
- 4) Establish special safety conditions.
- 5) Establish the fees for these permits.

This will provide the City the interim authority to consider the wider loads produced by the manufactured housing industry.

**Recommendation**

Administration recommends that City Council proceed with three readings of the Traffic Bylaw Amendment 3186/C-2011.

Respectfully submitted by,



Erin Stuart  
Permits & Licensing Supervisor,  
Inspections & Licensing

**BYLAW NO. 3186/C - 2011**

Being a Bylaw to amend Bylaw No. 3186/97, The Traffic Bylaw of the City of Red Deer.

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

Bylaw No. 3186/97 is hereby amended as follows:

1. Section 55 (1)(b) is deleted.
2. New section 55(9) is added as follows:

“(9) The provisions of Section 55(3) and (4) do not apply to a person who has received a Move Approval Permit under the provisions of Section 102.1 and who moves an Oversize Load or Oversize Vehicle in accordance with the terms of such permit.”
3. New section 102.1 is added as follows:

“(102.1) (a) The City Manager may authorize the City Engineer to issue a Move Approval Permit in special cases for Oversize Vehicles or for vehicles carrying an Oversize Load which are in excess of the maximum dimensions set out in Section 55(4), or which allow a move on routes other than the High and Wide Corridor, or which allow a move at times other than those specified in Section 55(6), provided that the City Manager is of the opinion that such move may be made safely and without damage to municipal infrastructure.

(b) The City Manager may authorize the City Engineer to specify in a Move Approval Permit issued under this section any or all of the following:

  - (i) the maximum allowable dimensions of the Oversize Vehicles or Oversize Load;
  - (ii) the times during which the move may be made;
  - (iii) the route over which the move is permitted to travel;
  - (iv) any special safety considerations which the applicant must employ;

2

- (v) the amount of any fee which the applicant must pay to the City where there is no applicable fee provided for pursuant to Section 55(8), provided that such fee must be a reasonable fee reflecting the cost to the City for manpower, administrative and equipment costs relating to the permitted move.
- (c) In the exercise of the discretion granted under this section, the City Manager shall ensure that appropriate measures are imposed to ensure public safety and to ensure that there is no damage to municipal infrastructure.
- (d) All of the provisions of the Traffic Bylaw related to the movement of Oversize Loads and Oversize Vehicles apply to moves permitted under the authority of this section, except as modified hereunder.”

READ A FIRST TIME IN OPEN COUNCIL this	day of	2011.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2011.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2011.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2011.

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MAYOR

---

CITY CLERK



**Comments:**

I support the recommendation of Administration that Council give three readings to Traffic Bylaw Amendment 3186/C-2011.

“Craig Curtis”  
City Manager

**DATE:** September 22, 2011  
**TO:** Erin Stuart, Permits & Licensing Supervisor  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Traffic Bylaw Amendment 3186/C-2011

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**Reference Report:**

Permits & Licensing Supervisor, dated September 12, 2011.

**Bylaw Reading:**

At the Regular Council Meeting of September 19, 2011, Council gave three readings to Traffic Bylaw Amendment 3186/C-2011. A copy of the bylaw is attached.

**Report back to Council:** No

**Comments/Further Action:**

Administration will amend the consolidated version of Traffic Bylaw 3186/97 and distribute copies in due course.



Elaine Vincent  
Legislative & Governance Services Manager

/attach

c     Director of Planning Services  
       Manager of Planning Services

## BYLAW NO. 3186/C - 2011

Being a Bylaw to amend Bylaw No. 3186/97, The Traffic Bylaw of the City of Red Deer.

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

Bylaw No. 3186/97 is hereby amended as follows:

1. Section 55 (1)(b) is deleted.
2. New section 55(9) is added as follows:

“(9) The provisions of Section 55(3) and (4) do not apply to a person who has received a Move Approval Permit under the provisions of Section 102.1 and who moves an Oversize Load or Oversize Vehicle in accordance with the terms of such permit.”
3. New section 102.1 is added as follows:

“(102.1) (a) The City Manager may authorize the City Engineer to issue a Move Approval Permit in special cases for Oversize Vehicles or for vehicles carrying an Oversize Load which are in excess of the maximum dimensions set out in Section 55(4), or which allow a move on routes other than the High and Wide Corridor, or which allow a move at times other than those specified in Section 55(6), provided that the City Manager is of the opinion that such move may be made safely and without damage to municipal infrastructure.

(b) The City Manager may authorize the City Engineer to specify in a Move Approval Permit issued under this section any or all of the following:

  - (i) the maximum allowable dimensions of the Oversize Vehicles or Oversize Load;
  - (ii) the times during which the move may be made;
  - (iii) the route over which the move is permitted to travel;
  - (iv) any special safety considerations which the applicant must employ;

- (v) the amount of any fee which the applicant must pay to the City where there is no applicable fee provided for pursuant to Section 55(8), provided that such fee must be a reasonable fee reflecting the cost to the City for manpower, administrative and equipment costs relating to the permitted move.
- (c) In the exercise of the discretion granted under this section, the City Manager shall ensure that appropriate measures are imposed to ensure public safety and to ensure that there is no damage to municipal infrastructure.
- (d) All of the provisions of the Traffic Bylaw related to the movement of Oversize Loads and Oversize Vehicles apply to moves permitted under the authority of this section, except as modified hereunder."

READ A FIRST TIME IN OPEN COUNCIL this 19<sup>th</sup> day of September 2011.

READ A SECOND TIME IN OPEN COUNCIL this 19<sup>th</sup> day of September 2011.

READ A THIRD TIME IN OPEN COUNCIL this 19<sup>th</sup> day of September 2011.

AND SIGNED BY THE MAYOR AND CITY CLERK this 19<sup>th</sup> day of September 2011.

  
MAYOR

  
CITY CLERK

## Christine Kenzie

---

**From:** Don Simpson [dsimpson@chapmanriebeek.com]  
**Sent:** September 12, 2011 10:58 AM  
**To:** Paul Meyette  
**Cc:** Erin Stuart; Vaughan Bechthold; Christine Kenzie  
**Subject:** Amendment to Traffic Bylaw - Oversize Vehicles REVISED SEPTEMBER 12TH

**Attachments:** Amdt Oversize Loads.doc



Amdt Oversize  
Loads.doc (31 KB...

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Hello Paul:

Further to our discussion this morning, attached please find a revised draft amendment which addresses 2 issues as discussed:

1. replaces "CAO" with "City Manager";
2. modifies clause 102.1(b) (v) re fees, to coordinate with current 55(8)

I hope this amendment is satisfactory. If any additional concerns arise, please let me know.

Don Simpson  
Chapman Riebeek LLP  
Barristers and Solicitors  
300, 4808 Ross Street  
Red Deer, AB T4N 1X5  
Tel: (403) 346-6603  
CELL: 403-352-5433  
Fax: (403) 340-1280

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## Christine Kenzie

---

**From:** Don Simpson [dsimpson@chapmanriebeek.com]  
**Sent:** September 09, 2011 3:19 PM  
**To:** Christine Kenzie  
**Cc:** Paul Meyette; Erin Stuart; Vaughan Bechthold  
**Subject:** FW: Amendment to Traffic Bylaw - Oversize Load - Draft

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Attachments:** Amdt Oversize Loads.doc



Amdt Oversize  
Loads.doc (31 KB...

Hello Christine:

Per your request, enclosed is a copy of the draft Bylaw Amendment. Please note that this version has not yet been reviewed by Inspections and Licensing or by Engineering, so there may well be some changes needed.

Don Simpson  
Chapman Riebeek LLP  
Barristers and Solicitors  
300, 4808 Ross Street  
Red Deer, AB T4N 1X5  
Tel: (403) 346-6603  
CELL: 403-352-5433  
Fax: (403) 340-1280

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From: don <dsimpson@chapmanriebeek.com>  
Date: Fri, 09 Sep 2011 09:20:51 -0600  
To: Erin Stuart <Erin.Stuart@reddeer.ca>  
Cc: Paul Meyette <Paul.Meyette@reddeer.ca>, Vaughan Bechthold <Vaughan.Bechthold@reddeer.ca>  
Conversation: Amendment to Traffic Bylaw - Oversize Load  
Subject: Amendment to Traffic Bylaw - Oversize Load

Hi Erin:

Further to my telephone conversation with Paul on Thursday afternoon, I enclose a draft amendment to the Traffic Bylaw which is designed to allow the City Manager to establish exceptions for larger Oversize Loads than are currently permitted under the Bylaw.

I was not given instructions on the scope of the authority to be given to the CAO, so I have drafted that authority as broadly as possible. Please note that these provisions are drafted so as to give the City Manager the authority to do the following:

1. permit larger loads than currently allowed
2. permit travel on roads other than on the High and Wide Load Corridor
3. permit travel at times other than the hours currently permitted under the Bylaw
4. establish special safety conditions for these large loads
5. establish the fees for these permits.

Except as modified by the City Manager, the other provisions of the Bylaw will continue to apply (for example, applicants must apply 3 days in advance).

Of course, under the MGA the CAO can delegate this authority to the City Engineer.

The one caution that I would have is that this amendment will permit anyone to apply for a special permit not just the mobile home manufacturers. If this bylaw amendment remains in place for very long, it may undercut the integrity of the Oversize provisions of the bylaw by allowing everyone to apply for special treatment.

The other potential problem is that by allowing exceptions under Special Permits, it will be very difficult to disallow those exceptions when the Bylaw is eventually amended, since users will be accustomed to more relaxed standards.

For these reasons, I would emphasize the importance of drafting a proper amendment to the Bylaw standards early and not letting the review process drag on for more than a couple of months.

As this is a first draft, there may be a need for changes and I would be happy to discuss at the City's convenience.

Don Simpson  
Chapman Riebeek LLP  
Barristers and Solicitors  
300, 4808 Ross Street  
Red Deer, AB T4N 1X5  
Tel: (403) 346-6603  
CELL: 403-352-5433  
Fax: (403) 340-1280

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**Christine Kenzie**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Frieda McDougall  
**Sent:** September 08, 2011 9:03 AM  
**To:** Christine Kenzie  
**Subject:** FW: Commonwealth Homes - High Wide Loads

Sent from my Windows® phone.

---

**From:** Erin Stuart <Erin.Stuart@reddeer.ca>  
**Sent:** September 8, 2011 8:50 AM  
**To:** Don Simpson <Don.Simpson@reddeer.ca>; Ligong Gan <Ligong.Gan@reddeer.ca>  
**Cc:** Frieda McDougall <Frieda.McDougall@reddeer.ca>; Paul Meyette <Paul.Meyette@reddeer.ca>; Amber Mack <Amber.Mack@reddeer.ca>; Chris Mork <Chris.Mork@reddeer.ca>; Vaughan Bechthold <Vaughan.Bechthold@reddeer.ca>  
**Subject:** RE: Commonwealth Homes - High Wide Loads

Good morning,

Don, please proceed with providing a legal opinion regarding high wide loads, and the possible interim amendment to the Traffic Bylaw. The specific issue relates to the width of the loads.

Ligong, a request was forwarded to EL&P to measure the clearance (width) at the narrowest portion of the high wide route. Our goal is to have a report to Council for the next Council meeting. As per Paul M., could you please make this a priority?

Thank you,

Erin Stuart  
Permits & Licensing Supervisor  
Inspections & Licensing

Phone: (403) 309-8506  
Fax: (403) 342-8200

[erin.stuart@reddeer.ca](mailto:erin.stuart@reddeer.ca)  
[www.reddeer.ca](http://www.reddeer.ca)

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**From:** Paul Meyette  
**Sent:** September 07, 2011 4:26 PM  
**To:** Amber Mack; Chris Mork; Vaughan Bechthold  
**Cc:** Don Simpson; Erin Stuart; Frieda McDougall  
**Subject:** RE: Commonwealth Homes - High Wide Loads

Amber and Chris and Vaughn

As you know I have suggested getting a legal opinion as quickly as possible so that we can determine next steps. After the legal opinion, if our only option is to amend the bylaw, then between inspections and licensing and legal services we can work to get the bylaw amended to give the legal authority to allow the city manager to authorize

2011/09/08



larger loads by the next council meeting. A more permanent solution can be done later when we have completed our research.

This would help the businesses in the short term and give us some additional time to do research.

Don and Erin

I hope you don't mind my committing you to a fast turnaround.

***Paul Meyette RPP MCIP  
Director of Planning Services  
Team Leader Red Deer 300,000  
City of Red Deer  
Box 5008  
Red Deer, Alberta  
T4N 3T4  
Phone: 403-342-8195***

---

**From:** Amber Mack  
**Sent:** September 07, 2011 3:46 PM  
**To:** Vaughan Bechthold  
**Cc:** Chris Mork; Nikki McAuley; Paul Meyette  
**Subject:** Commonwealth Homes - High Wide Loads

Hello all,

I just had a call from Jim at Commonwealth Homes who says he is going to be petitioning Council for an amendment to the Traffic Bylaw regarding oversized load dimensions, more specifically widths.

I have sent him a copy of the Traffic Bylaw and also told him that we are in the process of getting a legal opinion as well as conducting background research on the current allowable dimensions contained within the Bylaw. I mentioned that in all likelihood we will be submitting a report to Council at some point re: suggested changes to the allowable dimensions, bearing in mind current infrastructure limitations, naturally, to accommodate loads exceeding the current 7.6m maximum. It seems to be an unreasonable limitation given the widths of homes we are seeing requests for moves for as of late. (E.g. one from M&K Homes that was 10.1m in width and not divisible).

I asked Jim if he could give me some information on dimensions of the homes that they manufacture in order to assist us in determining what kinds of recommendations we should be making and he told me that they are getting wider and wider all of the time. For example, single section units are coming straight from the factory in 28' widths (8.53m). That measurement includes the eaves and they are **not** divisible. Apparently that is considered to be a "standard width" and these days they are manufacturing much larger ones than that, even.

We discussed the rationale behind them only having issues with trying to move homes over the last couple of years and I explained to him that it is likely due to the implementation of the Travis MJ system through Alberta Transportation which necessitates moving companies to contact the municipality through which they are traveling. Not that the moving companies were intentionally contravening the Bylaw but rather perhaps they thought a permit was only required for over height loads and they didn't call the City for a permit.

Jim seems happy that the City is not just ignoring the issue rather we are taking some initiative and want to work in conjunction with businesses like his to ensure that they can continue to conduct business in the City, I am confident that he believes that our interest is not to cause issues for them or to be inflexible but that we simply must work within the constraints of our current Bylaws.

Thoughts? Comments? Concerns? There will be much more info to come on this I'm sure.

2011/09/08

Thank you,

**Amber Mack | Customer Service Clerk**

Engineering Services | The City of Red Deer

P 403.342.8384 | F 403.342.8211

[amber.mack@reddeer.ca](mailto:amber.mack@reddeer.ca)



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## Christine Kenzie

---

**From:** Frieda McDougall  
**Sent:** September 07, 2011 4:28 PM  
**To:** Christine Kenzie; Elaine Vincent  
**Subject:** FW: Commonwealth Homes - High Wide Loads

Fyi – may still be squeezed on the agenda – end of day tomorrow if it comes and/or possibly as an additional agenda – I'll fill you in.

Frieda McDougall  
Deputy City Clerk  
Legislative & Governance Services  
Phone: 403-342-8136 Fax: 403-346-6195  
Email: [frieda.mcdougall@reddeer.ca](mailto:frieda.mcdougall@reddeer.ca)

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

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**From:** Paul Meyette  
**Sent:** September 07, 2011 4:26 PM  
**To:** Amber Mack; Chris Mork; Vaughan Bechthold  
**Cc:** Don Simpson; Erin Stuart; Frieda McDougall  
**Subject:** RE: Commonwealth Homes - High Wide Loads

Amber and Chris and Vaughn

As you know I have suggested getting a legal opinion as quickly as possible so that we can determine next steps. After the legal opinion, if our only option is to amend the bylaw, then between inspections and licensing and legal services we can work to get the bylaw amended to give the legal authority to allow the city manager to authorize larger loads by the next council meeting. A more permanent solution can be done later when we have completed our research.

This would help the businesses in the short term and give us some additional time to do research.

Don and Erin

I hope you don't mind my committing you to a fast turnaround.

***Paul Meyette RPP MCIP  
Director of Planning Services  
Team Leader Red Deer 300,000  
City of Red Deer  
Box 5008  
Red Deer, Alberta  
T4N 3T4  
Phone: 403-342-8195***

---

**From:** Amber Mack  
**Sent:** September 07, 2011 3:46 PM  
**To:** Vaughan Bechthold  
**Cc:** Chris Mork; Nikki McAuley; Paul Meyette  
**Subject:** Commonwealth Homes - High Wide Loads

Hello all,

I just had a call from Jim at Commonwealth Homes who says he is going to be petitioning Council for an amendment to the Traffic Bylaw regarding oversized load dimensions, more specifically widths.

I have sent him a copy of the Traffic Bylaw and also told him that we are in the process of getting a legal opinion as well as conducting background research on the current allowable dimensions contained within the Bylaw. I mentioned that in all likelihood we will be submitting a report to Council at some point re: suggested changes to the allowable dimensions, bearing in mind current infrastructure limitations, naturally, to accommodate loads exceeding the current 7.6m maximum. It seems to be an unreasonable limitation given the widths of homes we are seeing requests for moves for as of late. (E.g. one from M&K Homes that was 10.1m in width and not divisible).

I asked Jim if he could give me some information on dimensions of the homes that they manufacture in order to assist us in determining what kinds of recommendations we should be making and he told me that they are getting wider and wider all of the time. For example, single section units are coming straight from the factory in 28' widths (8.53m). That measurement includes the eaves and they are **not** divisible. Apparently that is considered to be a "standard width" and these days they are manufacturing much larger ones than that, even.

We discussed the rationale behind them only having issues with trying to move homes over the last couple of years and I explained to him that it is likely due to the implementation of the Travis MJ system through Alberta Transportation which necessitates moving companies to contact the municipality through which they are traveling. Not that the moving companies were intentionally contravening the Bylaw but rather perhaps they thought a permit was only required for over height loads and they didn't call the City for a permit.

Jim seems happy that the City is not just ignoring the issue rather we are taking some initiative and want to work in conjunction with businesses like his to ensure that they can continue to conduct business in the City, I am confident that he believes that our interest is not to cause issues for them or to be inflexible but that we simply must work within the constraints of our current Bylaws.

Thoughts? Comments? Concerns? There will be much more info to come on this I'm sure.

Thank you,

**Amber Mack | Customer Service Clerk**

Engineering Services | [The City of Red Deer](#)

P 403.342.8384 | F 403.342.8211

[amber.mack@reddeer.ca](mailto:amber.mack@reddeer.ca)

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



September 13, 2011

## Land Use Bylaw Amendment 3357/R-2011

### Rezoning to Facilitate Additional Parking

### Advertising Disposal of a Public Park Land

Legislative & Governance Services

#### **Report Summary & Recommendation:**

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##### Summary:

The report attached is being brought forward from the Monday, August 22, 2011 Council Meeting.

##### Recommendation:

1. That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/R-2011.
2. That Council pass a resolution confirming the May 2, 2011 Council Resolution approving the sale of City owned land adjacent to the pedestrian bridge.

#### **City Manager Comments:**

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#### **Proposed Resolution**

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**“Resolved** that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Department, dated September 13, 2011, re: Land Use Bylaw Amendment 3357/R-2011 – Rezoning to Facilitate Additional Parking, Advertising Disposal of a Public Park Land, hereby reconfirms the May 2, 2011 Council Resolution approving the sale of City owned land adjacent to the pedestrian bridge as follows:

**“Resolved** that Council of The City of Red Deer having considered the report from the Land Services Specialist and Planner, dated April 14, 2011, re: Offer to Purchase a Portion of Surplus Land Adjacent to 5016 – 55 Street for Future Parking, hereby approves the sale and rezoning of 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) more or less, being part of portion of Railway Plan C & E No. 1 subject to the following conditions:



1. The purchase price to be fair market value.
2. Consolidation by plan of survey of the City lands sold with the Developers lands.
3. All costs associated with legal survey and legal subdivision and consolidation to be the responsibility of the Developer.
4. City Council approval for the rezoning of the portion of land be rezoned to DC3 (Direct Control) accordingly.
5. Developer to confirm that there is adequate onsite storm water storage available to accommodate the additional drainage area.
6. Confirmation from ATCO gas that they do not require any portion of the site being offered for sale.
7. Approval from Environmental Services of the storm water collection infrastructure within and adjacent to this proposed land sale including manholes, catch basins, mains, lift station and outfall.
8. City Council approval for the sale of a portion of Railway Plan C & E No. 1 described as:

*"ALL THAT PORTION OF:*

*RAILWAY PLAN C & E NO. 1*

*RIGHT OF WAY IN TOWNSHIP 38 RANGE 27 WEST OF THE FOURTH MERIDIAN*

*COMPRISING PARTS OF:*

<i>(REF. TITLES)</i>	<i>SECTION</i>	<i>HECTARES (ACRES) MORE OR LESS</i>
<i>2120280</i>	<i>SE 5</i>	<i>6.46</i>
<i>2130280</i>	<i>NW 1</i>	<i>3.47</i>
<i>1450280</i>	<i>NE 18</i>	<i>6.76</i>
<i>2140280</i>	<i>SE 19</i>	<i>6.00</i>
<i>86P280</i>	<i>SE 20</i>	<i>6.55</i>
<i>1470280</i>	<i>SW 20</i>	<i>5.66</i>
<i>1510280</i>	<i>SE 30</i>	<i>6.07</i>
<i>2150280</i>	<i>SE 31</i>	<i>0.46</i>

*EXCEPTING THEREOUT:*

	<i>SECTION</i>	<i>HECTARES(ACRES)</i>	<i>MORE OR LESS</i>
<i>A) PLAN 9322354 – SUBDIVISION</i>	<i>SE 19</i>	<i>1.002</i>	<i>2.48</i>
<i>B) PLAN 9422085 – SUBDIVISION</i>	<i>SE 30</i>	<i>2.354</i>	<i>5.82</i>
<i>C) PLAN 9422419 – SUBDIVISION</i>	<i>SE 19</i>	<i>0.535</i>	<i>1.32</i>
<i>D) PLAN 9520065 – SUBDIVISION</i>	<i>SW 20</i>	<i>0.963</i>	<i>2.38</i>
<i>E) PLAN 9523180 – SUBDIVISION</i>	<i>SE 20</i>	<i>0.450</i>	<i>1.11</i>
<i>F) PLAN 9523190 – SUBDIVISION</i>	<i>SE 20</i>	<i>0.373</i>	<i>0.92</i>
<i>G) PLAN 9524451 – ROAD</i>	<i>SE 31</i>	<i>0.056</i>	<i>0.138</i>
<i>H) PLAN 9621702 – SUBDIVISION</i>	<i>SE 31</i>	<i>0.271</i>	<i>0.67</i>
<i>I) PLAN 9720243 – SUBDIVISION</i>	<i>SW 20</i>	<i>0.652</i>	<i>1.61</i>
<i>J) PLAN 9824103 – SUBDIVISION</i>	<i>NE 18</i>	<i>0.968</i>	<i>2.39</i>



K) PLAN 9926287 – SUBDIVISION SE 20 0.776 1.92  
 SW 20 0.066  
 0.163

(INTO ROAD)

L) PLAN 0823790 – SUBDIVISION SE 20 0.568 1.40  
 EXCEPTING THEREOUT ALL MINES AND MINERALS

LYING WITHIN SUBDIVISION PLAN \_\_\_\_\_, AND CONTAINING  
 0.061 HECTARES (0.15 ACRES) MORE OR LESS”

9. Right-of-way Agreement satisfactory to Engineering Services.
10. Land Sale Agreement satisfactory to the City Solicitor.”





## Report Details

### **Background:**

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At the Monday, August 22, 2011 Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/R-2011.

Land Use Bylaw Amendment 3357/R-2011 provides for the rezoning a portion of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land being sold and consolidated, part of Portion of Railway Plan C & E No. 1, from A2 (Environmental Preservation District) to DC (3). This portion of land was formerly part of the road that ran under the pedestrian bridge in the area. The purposes of this rezoning is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY)

### **Public Consultation Process:**

A Public Hearing has been advertised for Land Use Bylaw Amendment 3357/R-2011 to be held on Monday, September 19, 2011 at 6:00 P.M. during Council's regular meeting. Advertisements were placed in the Red Deer Advocate on September 2 and September 9, 2011. The owners of properties adjacent to the site were notified by letter of the Public Hearing.

The following resolution was also passed at the Monday, August 22, 2011 Council meeting:

“Resolved that Council of The City of Red Deer having considered the report from the Planner, dated August 9, 2011, re: Elements At River's Edge Development – Housekeeping items, Part A – Land Use Bylaw Amendment 3357/R-2011 – Rezoning to Facilitate Additional Parking and Part B – Advertising Disposal of a Public Park Land, hereby directs administration to advertise the sale to 1228405 Alberta Ltd. of that portion of City lands shown in yellow on the sketch attached to the report previously zoned P1 and A2 and containing 606.71 m<sup>2</sup>..”

### **Discussion:**

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In addition to the advertising for the Public Hearing, an additional advertisement was done to correct an administrative oversight regarding the sale of the City owned park land, as per Section 70 of the Municipal Government Act.

**Letters Received from the Public**

**Regarding**

**Land Use Bylaw Amendment 3357/R-2011**

---

**Subject:** FW: Bylaw Amendment - Letter re 3357-R-2011 - 5016 - 55 Street

**Attachments:** Rezoning-disposal 5016-55 Street cord.doc

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**From:** Laurie.Petrie@atcogas.com [mailto:Laurie.Petrie@atcogas.com]

**Sent:** September 8, 2011 11:58 AM

**To:** Legislative Services

**Subject:** Bylaw Amendment

*Attention to Elaine Vincent, Legislative & Governance Services Mgr.*

*Laurie J. Petrie*

**Engineering Administrative Coordinator**

**ATCO Gas**

**Red Deer District Operations**

**403 -357-5216**

**403- 357-5219 (Fax)**

**e-mail: laurie.petrie@atcogas.com**

\*\*\*\*\*

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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.]

Your File: 3357/R-2011

Our File:

September 8, 2011

**Re: Land Use Bylaw Amendment Rezoning/Disposal of Land**

In regards to your letters dated August 29, 2011 pertaining to the rezoning/disposal of land adjacent to 5016 – 55 Street. The Engineering Department of ATCO GAS, an Operating Name of ATCO Gas and Pipelines Ltd. has reviewed the above-named plan and have no objections and there are no applicable conditions.

If you have any questions or concerns, please do not hesitate to call.

cc Arni Grimaldo 7 AC-E



Report Originally  
Submitted to the August  
22, 2011 Council Meeting

**DATE:** August 9, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Jordan Furness, Planner

**RE:** **Elements @ River's Edge Development – Housekeeping Items**  
Part A – Land Use Bylaw Amendment No. 3357/R-2011  
Rezoning to Facilitate Additional Parking  
Part B – Advertising Disposal of a Public Park Land

---

### **Proposal**

Land Use Bylaw (LUB) amendment 3357/R-2011 proposes to rezone a small portion of land that was inadvertently omitted during a previous amendment adopted on May 30, 2011 (Bylaw 3357/N-2011 – April 14, 2011 report attached for reference).

Secondly, the City Solicitors have recommended that at the September 19 meeting, Council pass a resolution reconfirming a May 2, 2011 resolution approving the sale of City owned land adjacent the pedestrian bridge. This will allow administration to address concerns from the City Solicitors about whether the land sale was properly advertised in accordance with section 70 of the Municipal Government Act (MGA).

### **Discussion**

#### **Part A – Land Use Bylaw Amendment No. 3357/R-2011**

LUB amendment 3357/N-2011, adopted May 30, 2011, rezoned land adjacent the pedestrian railway bridge to facilitate the sale and consolidation of City land with the Elements @ River's Edge property. The land will be used for additional parking required as a result of a restaurant proposed for the site.

The applicant, 1228405 Alberta Ltd., and Land and Economic Development had negotiated a sale of 606.71 m<sup>2</sup> (6,531 ft<sup>2</sup>) of City owned park land that was to be rezoned from a combination of P1 (Parks and Recreation) and A2 (Environmental Preservation) to DC(3). Recently, it was discovered that less land was rezoned than was approved in the sale as only the P1 portion was rezoned to DC(3).

The A2 portion of land was formerly part of the road that ran under the pedestrian bridge. When the road was closed the A2 district was applied to match the adjacent parcel to the north. As the land was previously road (54 Ave), no significant environmental features will be affected by rezoning it from A2 to DC(3).



Page 2 of 3  
Elements @ River's Edge

**Part B - Advertising Disposal of Public Park Land**

Regarding the land sale, the City Solicitors have raised a concern that the sale of the City owned land was not properly advertised. To ensure this procedural error is rectified, they recommend that on September 19<sup>th</sup> Council pass a new resolution confirming the sale and the disposition of the public park land. This will allow time to advertise the disposition of the public park land as required by MGA section 70. There is no requirement for a public hearing as the land in question is not designated as reserve land.

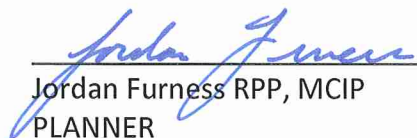
**Planning Analysis**

The proposed rezoning will complete a condition of the land sale unanimously supported by Council at the May 2, 2011 meeting. The additional land will facilitate development of a proposed restaurant on the southwest corner of the property, which follows the vision established in the Greater Downtown Action Plan. Further, there remains room for a landscaped buffer between the proposed parking area and the trail coming off the pedestrian bridge.

**Staff Recommendation**

That City Council:

1. Proceeds with first reading of Land Use Bylaw Amendment No. 3357 /R-2011.
2. Directs administration to advertise the sale to 1228405 Alberta Ltd. of that portion of City lands shown in yellow in the sketch attached hereto, previously zoned P1 and A2 and containing 606.71 m<sup>2</sup>.

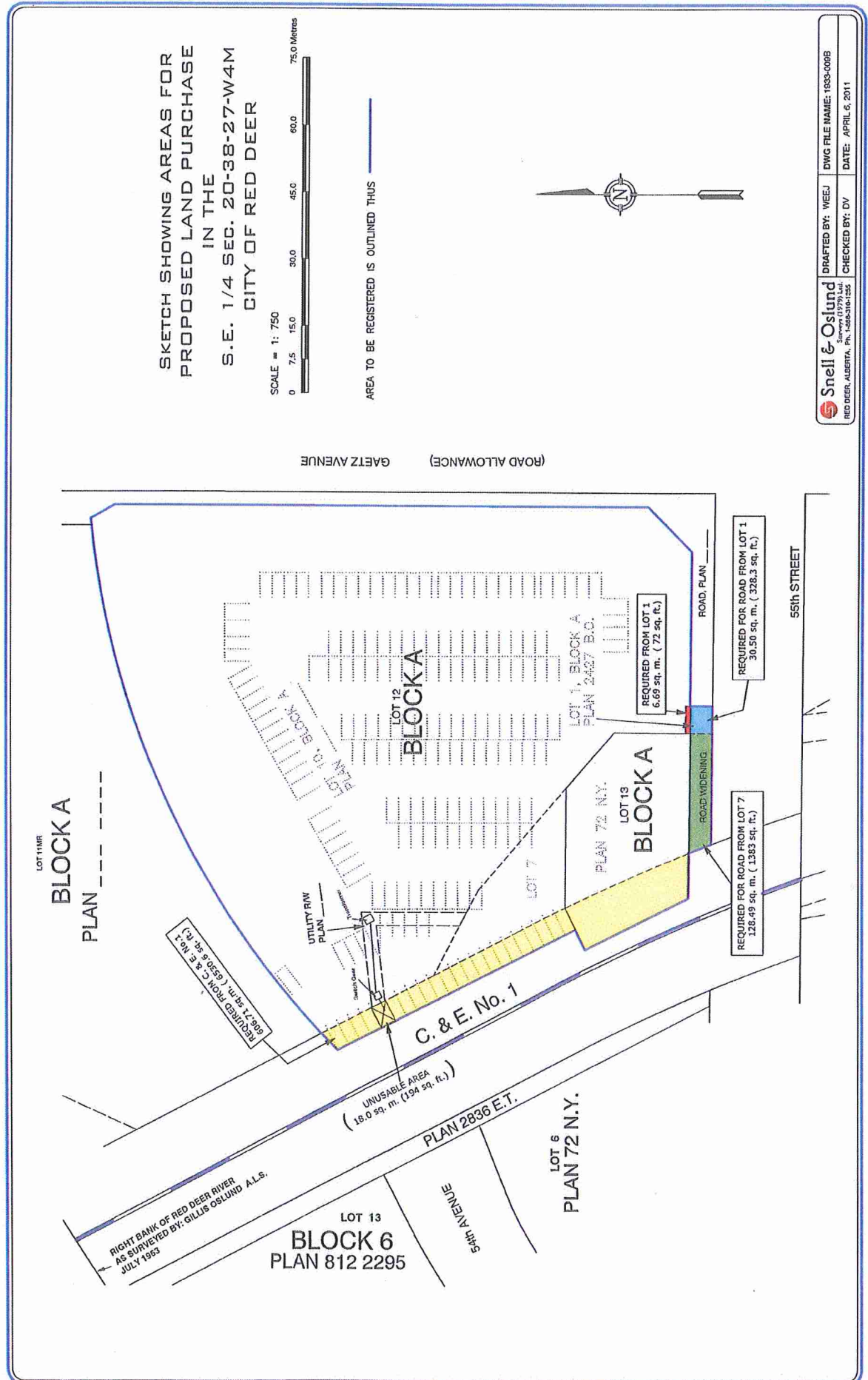
  
Jordan Furness RPP, MCIP  
PLANNER

  
Tara Lodewyk, RPP, MCIP  
PLANNING MANAGER

Attachments

# Attachment – City Land Proposed For Disposition

City owned public park land proposed to be sold to 1228405 Alberta Ltd.



**BYLAW NO. 3357/R -2011**

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

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

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

1. The land shown in black in the sketch attached as Schedule A to this bylaw is rezoned from A2 (Environmental Preservation) District to DC(3) – Direct Control District
2. The “Land Use District Maps L15 and L16” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 12/2011 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this        22<sup>nd</sup>    day of August 2011.

READ A SECOND TIME IN OPEN COUNCIL this        day of        2011.

READ A THIRD TIME IN OPEN COUNCIL this        day of        2011.

AND SIGNED BY THE MAYOR AND CITY CLERK this        day of        2011.

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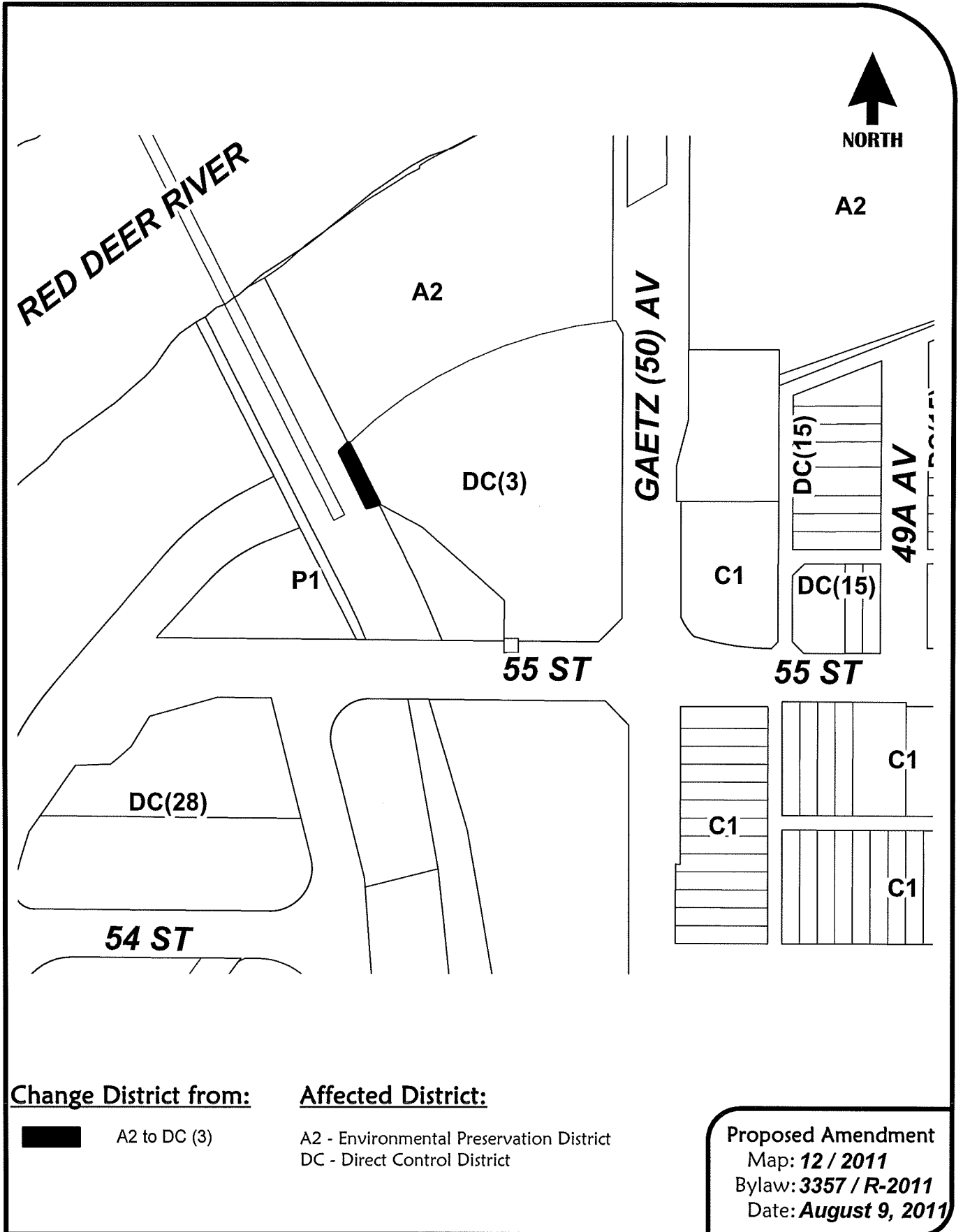
MAYOR

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CITY CLERK



# *Proposed Amendment to Land Use Bylaw 3357/2006*





Land & Economic Development Department

Report Originally  
Submitted to the May 2,  
2011 Council Agenda

**DATE:** April 14, 2011

**TO:** Craig Curtis, City Manager

**FROM:** Liz Soley, Land Services Specialist  
Jordan Furness, Planner

**SUBJECT:** OFFER TO PURCHASE A PORTION OF SURPLUS LAND ADJACENT  
TO 5016 – 55 STREET FOR FUTURE PARKING

---

*History:*

A year ago this time this Council was approached by Rivercity Developments (1228405 Alberta Ltd.) to purchase the road surrounding their newly owned property at 5016 – 55 Street in order to start a new development under the guidelines of the newly adopted Greater Downtown Action Plan. Throughout this year we have observed the rising steel on this project which welcomes you into the downtown as you cross the Red Deer River driving south.

This same developer is now asking to purchase 610 m<sup>2</sup> (6,566 ft<sup>2</sup>) of land adjacent to 5016 – 55 Street for parking for the proposed development on Lot 7, Plan 72NY being 5016 – 55 Street.

Schedule A identifies the excess inventory that needs to be rezoned, sold and consolidated into 1228405 Alberta Ltd.'s adjacent property.

*Planning Comments*

As part of the land sale, a portion of land is required to be rezoned from P1 – Parks and Recreation District to Direct Control (3) as shown on the accompanying Land Use Bylaw Amendment Map (8/2011) to be executed via Land Use Bylaw Amendment 3357/N-2011.

The DC(3) district was created to facilitate development of the adjacent “Elements at Rivers Edge” project which is a mixed use commercial/residential development currently under construction.

The purpose of this rezoning to DC (3) is to facilitate construction of a restaurant and associated parking. Restaurants are a permitted use in the DC (3) district.



Page 2

1228405 Alberta Ltd.

***Discussion:***

The land to be sold to 1228405 Alberta Ltd. consists of 610 m<sup>2</sup> (6,566 ft<sup>2</sup>) and is being sold at fair market value.

***Financial Implications:***

This land sale is part of the 55<sup>th</sup> Street Extension project and all proceeds and expenses for this property will be accounted for through the 55<sup>th</sup> Street Extension Project.

***Trail Linkage***

Currently a portion of trail is located on Lot 7, Plan 72NY, which is owned by the developer. The trail will be relocated further to the west onto city property and will connect to the new pedestrian crossing on 55<sup>th</sup> Street as part of the 55<sup>th</sup> Street Extension Project. As per the Greater Downtown Action Plan, the new trail location is shown on Schedule B, which comes off the foot bridge heading south, then crosses 55<sup>th</sup> Street and into a newly constructed sidewalk on the east side of 53<sup>rd</sup> Avenue.

***Recommendation:***

That City Council approves the land sale and rezoning of 6,566 ft<sup>2</sup> (610 m<sup>2</sup>), more or less, being part of portion of Railway Plan C & E No. 1 subject to the following conditions:

1. The purchase price to be fair market value
2. Consolidation by plan of survey of the City lands sold with the Developers lands.
3. All costs associated with legal survey and legal subdivision and consolidation to be the responsibility of the Developer.
4. City Council approval for the rezoning of the portion of land be rezoned to DC3 (Direct Control) accordingly.
5. Developer to confirm that there is adequate onsite storm water storage available to accommodate the additional drainage area.
6. Confirmation from ATCO gas that they do not require any portion of the site being offered for sale.
7. Approval from Environmental Services of the storm water collection infrastructure within and adjacent to this proposed land sale including manholes, catch basins, mains, lift station and outfall.

Page 3

1228405 Alberta Ltd.

8. City Council approval for the sale of a portion of C & E No. 1 described as:

"ALL THAT PORTION OF:  
RAILWAY PLAN C & E NO.1  
RIGHT OF WAY IN TOWNSHIP 38 RANGE 27 WEST OF THE FOURTH  
MERIDIAN

COMPRISING PARTS OF:

(REF. TITLES)	SECTION	HECTARES (ACRES) MORE OR LESS
2120280	SE 5	6.46
2130280	NW 1	3.47
1450280	NE 18	6.76
2140280	SE 19	6.00
86P280	SE 20	6.55
1470280	SW 20	5.66
1510280	SE 30	6.07
2150280	SE 31	0.46

EXCEPTING THEREOUT:

	SECTION	HECTARES(ACRES) MORE OR LESS
A) PLAN 9322354 – SUBDIVISION	SE 19	1.002 2.48
B) PLAN 9422085 – SUBDIVISION	SE 30	2.354 5.82
C) PLAN 9422419 – SUBDIVISION	SE 19	0.535 1.32
D) PLAN 9520065 – SUBDIVISION	SW 20	0.963 2.38
E) PLAN 9523180 – SUBDIVISION	SE 20	0.450 1.11
F) PLAN 9523190 – SUBDIVISION	SE 20	0.373 0.92
G) PLAN 9524451 – ROAD	SE 31	0.056 0.138
H) PLAN 9621702 – SUBDIVISION	SE 31	0.271 0.67
I) PLAN 9720243 – SUBDIVISION	SW 20	0.652 1.61
J) PLAN 9824103 – SUBDIVISION	NE 18	0.968 2.39
K) PLAN 9926287 – SUBDIVISION	SE 20	0.776 1.92
	SW 20	0.066 0.163
	(INTO ROAD)	
L) PLAN 0823790 – SUBDIVISION	SE 20	0.568 1.40

EXCEPTING THEREOUT ALL MINES AND MINERALS

LYING WITHIN SUBDIVISION PLAN \_\_\_\_\_, AND CONTAINING  
0.061 HECTARES (0.15 ACRES) MORE OR LESS"

9. Right-of-way Agreement satisfactory to Engineering Services.  
10. Land Sale Agreement satisfactory to the City Solicitor.

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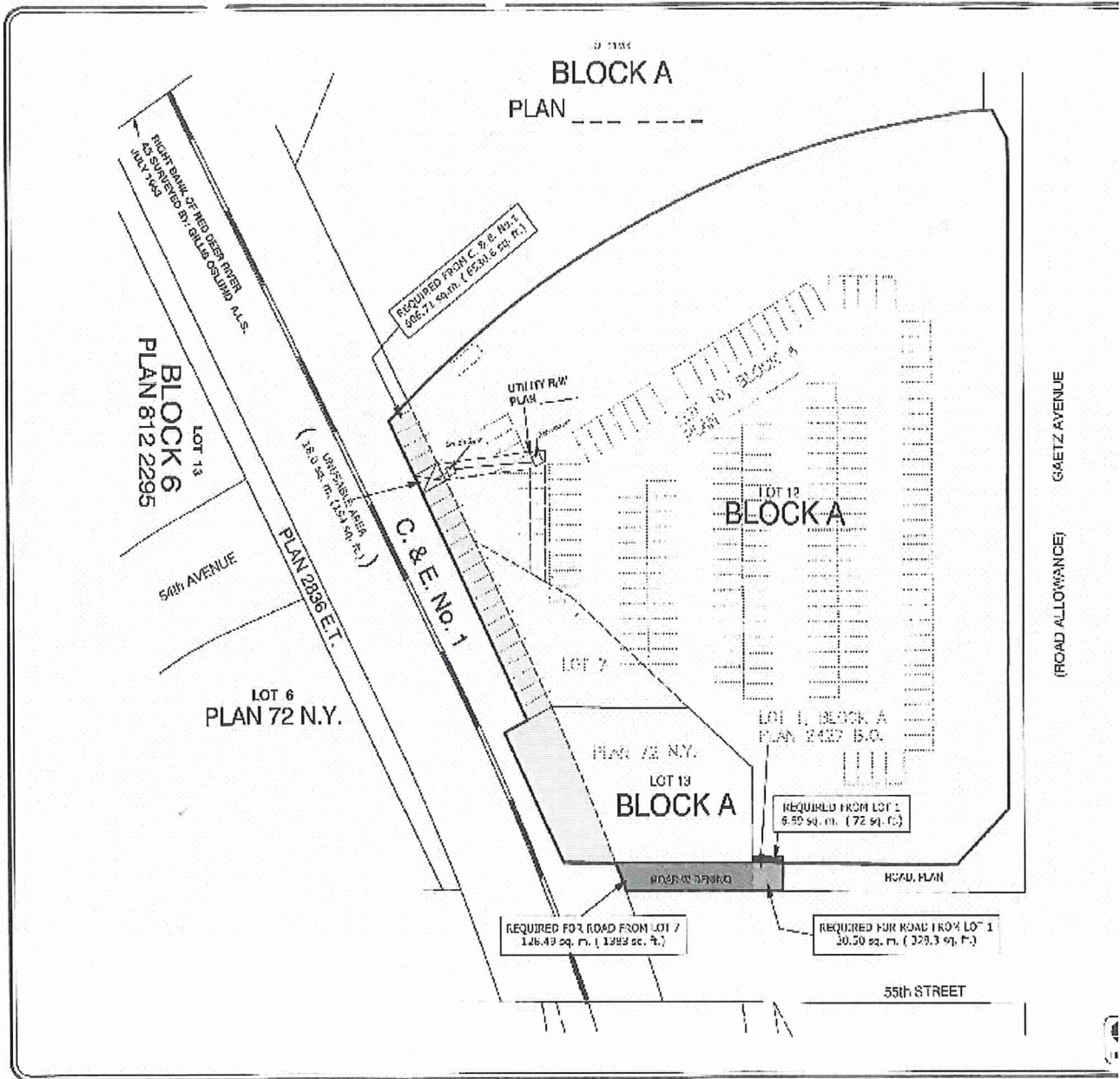
Liz Soley  
Land Services Specialist

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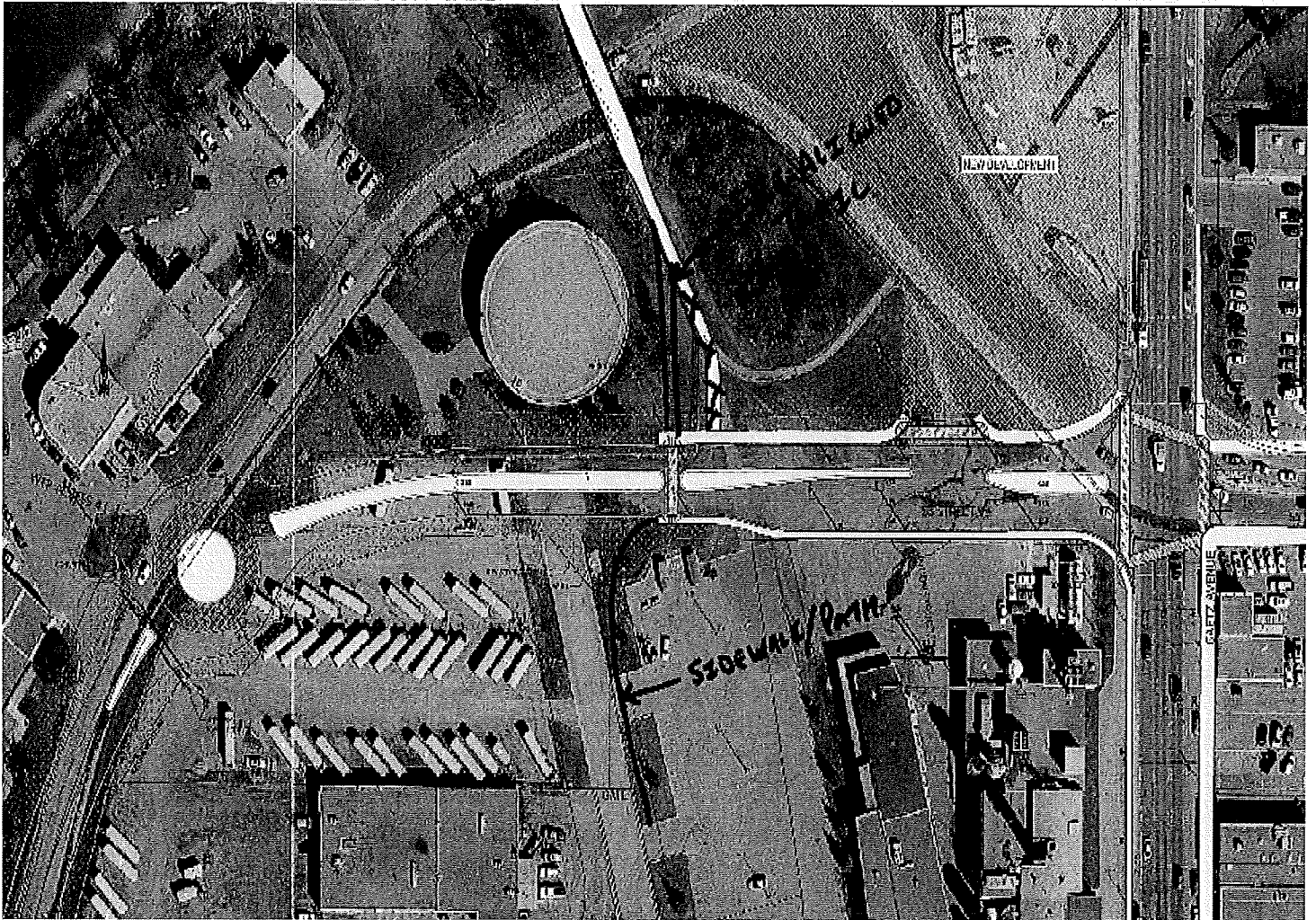
Jordan Furness  
Planner

Cc: Frank Colosimo, Engineering Services Manager  
Howard Thompson, Land & Economic Development Manager  
Paul Meyette, Planning Director  
Lorraine Poth, Director of Corporate Services

Revised -



**Schedule B**  
**Sketch showing proposed new trail**





**BYLAW NO. 3357/N-2011**

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

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

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

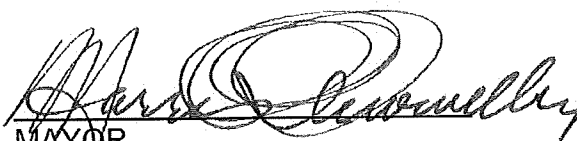
- 1 The "Land Use District Map L15 and L16" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 8-2011 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 2<sup>nd</sup> day of May 2011.

READ A SECOND TIME IN OPEN COUNCIL this 30th day of May 2011.

READ A THIRD TIME IN OPEN COUNCIL this 30th day of May 2011.

AND SIGNED BY THE MAYOR AND CITY CLERK this 30th day of May 2011.

  
MAYOR

  
CITY CLERK



*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**



P1 to DC (3)



P1 to road

**Affected District:**

P1 - Parks and Recreation District

DC - Direct Control District

**Proposed Amendment**

Map: **8 / 2011**

Bylaw: **3357 / N-2011**

Date: **April 20, 2011**

**DATE:** September 22, 2011  
**TO:** Planning Services  
**FROM:** Elaine Vincent, Legislative & Governance Services Manager  
**SUBJECT:** Elements at River's Edge Development – Housekeeping Items:  
Part A: Land Use Bylaw Amendment 3357/R-2011-Rezoning to Facilitate Additional Parking  
Part B: Advertising Disposal of Public Park Land

---

**Reference Report:**

Planning Services, dated September 13, 2011.

**Bylaw Reading:**

At the Regular Council Meeting of September 19, 2011, Council gave second and third reading to Land Use Bylaw Amendment 3357/R-2011. A copy of the bylaw is attached.

**Resolution:**

The following resolution was passed during the regular Council meeting held on Monday, September 19, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Department, dated September 13, 2011, re: Land Use Bylaw Amendment 3357/R-2011 – Rezoning to Facilitate Additional Parking, Advertising Disposal of a Public Park Land, hereby reconfirms the May 2, 2011 Council Resolution approving the sale of City owned land adjacent to the pedestrian bridge as follows:

“Resolved that Council of The City of Red Deer having considered the report from the Land Services Specialist and Planner, dated April 14, 2011, re: Offer to Purchase a Portion of Surplus Land Adjacent to 5016 – 55 Street for Future Parking, hereby approves the sale and rezoning of 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) more or less, being part of portion of Railway Plan C & E No. 1 subject to the following conditions:

1. The purchase price to be fair market value.
2. Consolidation by plan of survey of the City lands sold with the Developers lands.
3. All costs associated with legal survey and legal subdivision and consolidation to be the responsibility of the Developer.
4. City Council approval for the rezoning of the portion of land be rezoned to DC3 (Direct Control) accordingly.
5. Developer to confirm that there is adequate onsite storm water storage available to accommodate the additional drainage area.

6. Confirmation from ATCO gas that they do not require any portion of the site being offered for sale.
7. Approval from Environmental Services of the storm water collection infrastructure within and adjacent to this proposed land sale including manholes, catch basins, mains, lift station and outfall.
8. City Council approval for the sale of a portion of Railway Plan C & E No. 1 described as:

"ALL THAT PORTION OF:

RAILWAY PLAN C & E NO. 1

RIGHT OF WAY IN TOWNSHIP 38 RANGE 27 WEST OF THE FOURTH MERIDIAN

COMPRISING PARTS OF:

(REF. TITLES) SECTION HECTARES (ACRES) MORE OR LESS

2120280 SE 5 6.46

2130280 NW 1 3.47

1450280 NE 18 6.76

2140280 SE 19 6.00

86P280 SE 20 6.55

1470280 SW 20 5.66

1510280 SE 30 6.07

2150280 SE 31 0.46

EXCEPTING THEREOUT:

SECTION HECTARES(ACRES)  
MORE OR LESS

A) PLAN 9322354 – SUBDIVISION SE 19 1.002 2.48

B) PLAN 9422085 – SUBDIVISION SE 30 2.354 5.82

C) PLAN 9422419 – SUBDIVISION SE 19 0.535 1.32

D) PLAN 9520065 – SUBDIVISION SW 20 0.963 2.38

E) PLAN 9523180 – SUBDIVISION SE 20 0.450 1.11

F) PLAN 9523190 – SUBDIVISION SE 20 0.373 0.92

G) PLAN 9524451 – ROAD SE 31 0.056 0.138

H) PLAN 9621702 – SUBDIVISION SE 31 0.271 0.67

I) PLAN 9720243 – SUBDIVISION SW 20 0.652 1.61

J) PLAN 9824103 – SUBDIVISION NE 18 0.968 2.39

K) PLAN 9926287 – SUBDIVISION SE 20 0.776 1.92

SW 20 0.066 0.163 (INTO ROAD)

L) PLAN 0823790 – SUBDIVISION SE 20 0.568 1.40

EXCEPTING THEREOUT ALL MINES AND MINERALS

LYING WITHIN SUBDIVISION PLAN \_\_\_\_\_, AND CONTAINING  
0.061 HECTARES (0.15 ACRES) MORE OR LESS"

9. Right-of-way Agreement satisfactory to Engineering Services.
10. Land Sale Agreement satisfactory to the City Solicitor."

Council Decision Letter – September 19, 2011

Elements at River's Edge Development – Housekeeping Items:

Part A: Land Use Bylaw Amendment 3357/R-2011-Rezoning to Facilitate Additional Parking

Part B: Advertising Disposal of Public Park Land

Page Three

**Report back to Council: No**

**Comments/Further Action:**

This office will amend the consolidated version of Land Use Bylaw 3357/2006 in due course.



Elaine Vincent

Legislative & Governance Manager

/attach.

cc: Development Services Director  
Corporate Services Director  
Community Services Director  
Planning Services Director  
Engineering Services Manager  
Financial Services Manager  
Client Services Support, LGS

Inspections & Licensing Manager  
Land & Economic Development Manager  
IT Services – GIS Section  
Property Assessment Technician, D. Lake  
Revenue & Assessment Manager  
Planning Services Manager





THE CITY OF  
**Red Deer**

September 13, 2011

**Land Use Bylaw Amendment 3357/R-2011**

**Rezoning to Facilitate Additional Parking**

**Advertising Disposal of a Public Park Land**

Legislative & Governance Services

**Report Summary & Recommendation:**

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**Summary:**

The report attached is being brought forward from the Monday, August 22, 2011 Council Meeting.

**Recommendation:**

1. That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/R-2011.
2. That Council pass a resolution confirming the May 2, 2011 Council Resolution approving the sale of City owned land adjacent to the pedestrian bridge.

**City Manager Comments:**

---

**Proposed Resolution**

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## Report Details

### **Background:**

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At the Monday, August 22, 2011 Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/R-2011.

Land Use Bylaw Amendment 3357/R-2011 provides for the rezoning a portion of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land being sold and consolidated, part of Portion of Railway Plan C & E No. 1, from A2 (Environmental Preservation District) to DC (3). This portion of land was formerly part of the road that ran under the pedestrian bridge in the area. The purposes of this rezoning is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY)

### **Public Consultation Process:**

A Public Hearing has been advertised for Land Use Bylaw Amendment 3357/R-2011 to be held on Monday, September 19, 2011 at 6:00 P.M. during Council's regular meeting. Advertisements were placed in the Red Deer Advocate on September 2 and September 9, 2011. The owners of properties adjacent to the site were notified by letter of the Public Hearing.

The following resolution was also passed at the Monday, August 22, 2011 Council meeting:

"Resolved that Council of The City of Red Deer having considered the report from the Planner, dated August 9, 2011, re: Elements At River's Edge Development – Housekeeping items, Part A – Land Use Bylaw Amendment 3357/R-2011 – Rezoning to Facilitate Additional Parking and Part B – Advertising Disposal of a Public Park Land, hereby directs administration to advertise the sale to 1228405 Alberta Ltd. of that portion of City lands shown in yellow on the sketch attached to the report previously zoned P1 and A2 and containing 606.71 m<sup>2</sup>."

### **Discussion:**

---

To correct an administrative oversight regarding the sale of the City owned park land, advertisements were also placed in the Red Deer Advocate on September 2 and September 9, 2011 regarding the sale of the City owned park land to Rivercity Developments (1228405 Alberta Ltd). The owners of properties adjacent to the site were also notified by letter of the land sale.

**Letters Received from the Public**

**Regarding**

**Land Use Bylaw Amendment 3357/R-2011**

---

**Subject:** FW: Bylaw Amendment - Letter re 3357-R-2011 - 5016 - 55 Street

**Attachments:** Rezoning-disposal 5016-55 Street cord.doc

---

**From:** Laurie.Petrie@atcogas.com [mailto:Laurie.Petrie@atcogas.com]

**Sent:** September 8, 2011 11:58 AM

**To:** Legislative Services

**Subject:** Bylaw Amendment

*Attention to Elaine Vincent, Legislative & Governance Services Mgr.*

*Laurie J. Petrie*

**Engineering Administrative Coordinator**

**ATCO Gas**

**Red Deer District Operations**

**403 -357-5216**

**403- 357-5219 (Fax)**

e-mail: laurie.petrie@atcogas.com

\*\*\*\*\*

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Your File: 3357/R-2011

Our File:

September 8, 2011

**Re: Land Use Bylaw Amendment Rezoning/Disposal of Land**

In regards to your letters dated August 29, 2011 pertaining to the rezoning/disposal of land adjacent to 5016 – 55 Street. The Engineering Department of ATCO GAS, an Operating Name of ATCO Gas and Pipelines Ltd. has reviewed the above-named plan and have no objections and there are no applicable conditions.

If you have any questions or concerns, please do not hesitate to call.

cc      Arni Grimaldo 7 AC-E



## Christine Kenzie

---

**From:** Legislative Services  
**Sent:** September 08, 2011 1:11 PM  
**To:** Christine Kenzie  
**Subject:** FW: Bylaw Amendment  
**Attachments:** Rezoning-disposal 5016-55 Street cord.doc

Christine,

This is a letter response regarding one of the Land Use Bylaw changes.

Ali

**Alison Relkov | Client Services Support**  
Legislative & Governance Services | The City of Red Deer  
P 403.342.8262 | F 403.346.6195  
[alison.relkov@reddeer.ca](mailto:alison.relkov@reddeer.ca)

---

**From:** Laurie.Petrie@atcogas.com [mailto:Laurie.Petrie@atcogas.com]  
**Sent:** September 8, 2011 11:58 AM  
**To:** Legislative Services  
**Subject:** Bylaw Amendment

**Attention to Elaine Vincent, Legislative & Governance Services Mgr.**

*Laurie J. Petrie*  
**Engineering Administrative Coordinator**  
**ATCO Gas**  
**Red Deer District Operations**  
403 -357-5216  
403- 357-5219 (Fax)  
e-mail: [laurie.petrie@atcogas.com](mailto:laurie.petrie@atcogas.com)

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2011/09/08

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Your File: 3357/R-2011

Our File:

September 8, 2011

**Re: Land Use Bylaw Amendment Rezoning/Disposal of Land**

In regards to your letters dated August 29, 2011 pertaining to the rezoning/disposal of land adjacent to 5016 – 55 Street. The Engineering Department of ATCO GAS, an Operating Name of ATCO Gas and Pipelines Ltd. has reviewed the above-named plan and have no objections and there are no applicable conditions.

If you have any questions or concerns, please do not hesitate to call.

cc      Arni Grimaldo 7 AC-E

**ADVERTISING FOR DISPOSAL OF PUBLIC PARK LAND**  
**Element's @ River's Edge**  
**5016 – 55 Street**

**DESCRIPTION:** Advertising of the sale of 606.71m<sup>2</sup> (6,531 ft<sup>2</sup>) of City owned park land that is to be rezoned from a combination of P1 (Parks and Recreation) and A2 (Environmental Preservation) to DC(3). Advertising done to meet requirements of Section 70 of the MGA.

FIRST READING: August 22, 2011

FIRST PUBLICATION: September 2, 2011

SECOND PUBLICATION: September 9, 2011

PUBLIC HEARING & SECOND READING:

THIRD READING: \_\_\_\_\_

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)



LEGISLATIVE & GOVERNANCE SERVICES

DATE

NAME

ADDRESS

RED DEER AB T4N 3T4

*D. M. #1143338*

Dear Sir/Madam:

**Re: Disposal of a Public Park Land  
Adjacent to 5016 – 55 Street  
(Part of the Railway Plan C & E Trail No. 1, Right of Way in Township 38, Range 27, West  
of the 4<sup>th</sup> Meridian)**

Red Deer City Council proposes to sell a portion of Railway Plan C & E No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup> Meridian), shown as the area in black on the sketch attached, and consisting of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land to Rivercity Developments (1228405 Alberta Ltd.) The purpose of this sale of land is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY) - Elements at Rivers Edge

As a property owner in the area of proposed changes you have an opportunity to ask questions about the sale of land and to let Council know your views. The proposed land sale may be inspected at Legislative & Governance Services, 2nd Floor of City Hall or for more information contact City of Red Deer Land & Economic Development Department at 403.342.8106.

City Council will meet to review this item on Monday, September 19, 2011 at 1:00 p.m. in Council Chambers during Council's regular meeting. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, September 13, 2011. Otherwise you may submit your letter or petition at the Council meeting. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Governance Services at 403.342.8132.

Yours truly,

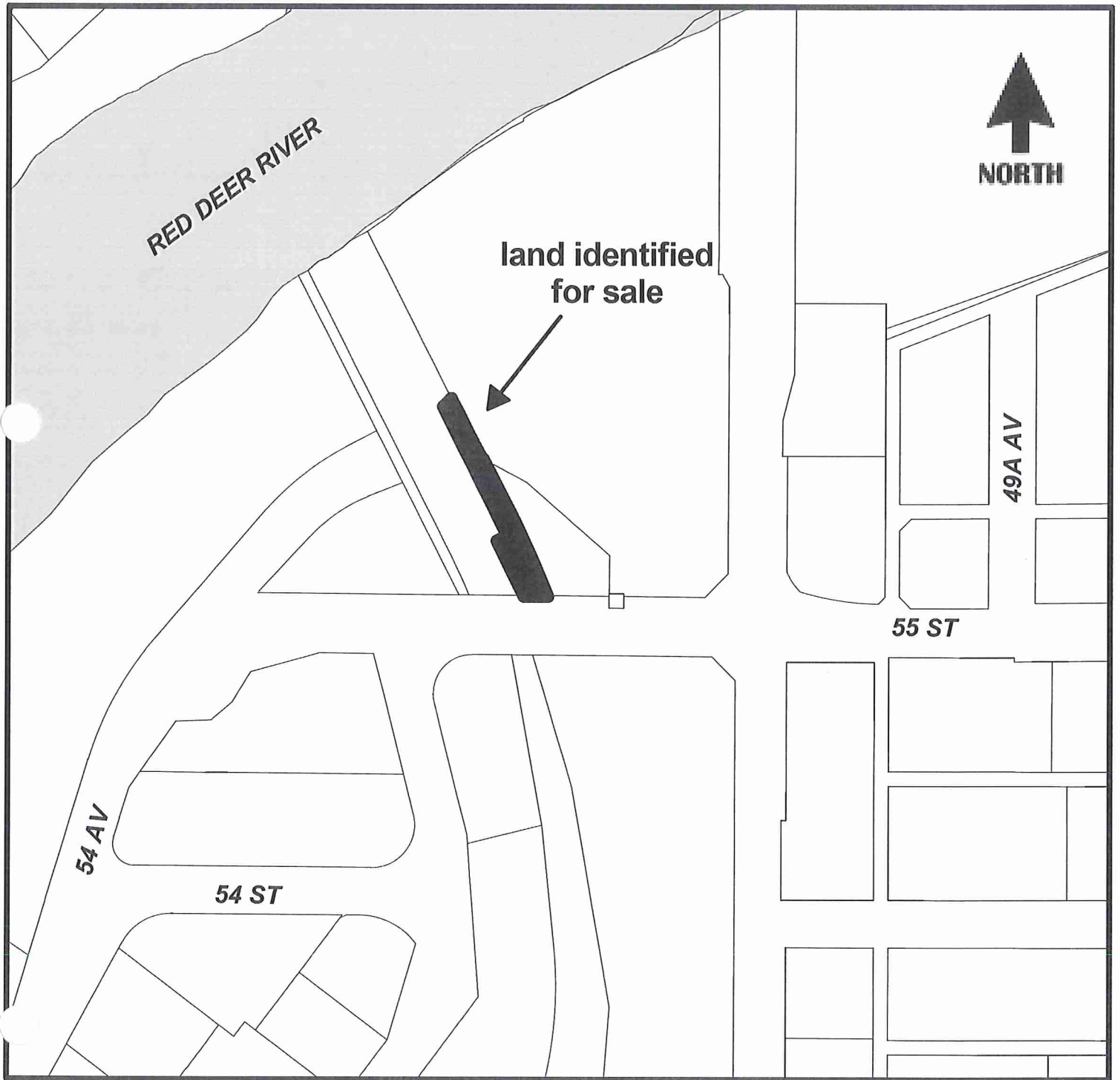
A handwritten signature in cursive script, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Legislative & Governance Services Manager

attach.



DM 114344



**Disposal of a Public Park Land  
Adjacent to 5016 – 55 Street**

City Council proposes to sell a portion of Railway Plan C & E No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup> Meridian, shown as the area in black in the map below, consisting of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land to Rivercity Developments (1228405 Alberta Ltd). The purpose of this sale of land is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY). – Elements at Rivers Edge.

(Insert Map - DM#1143411)

The proposal for disposal of a public park land may be inspected at Legislative & Governance Services, 2<sup>nd</sup> Floor of City Hall, during regular office hours.

City Council will meet to review this item on **Monday, September 19, 2011** in Council Chambers, 2<sup>nd</sup> Floor at City Hall at 1:00 P.M. If you want a letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Governance Services by **Tuesday, September 13, 2011**. Otherwise you may submit your letter or petition at the Council meeting. Council's Procedure Bylaw indicates that a presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Governance Services at 403-342-8132.

(Publication Dates: September 2, 2011 and September 9, 2011)

DM 114 3411

RED DEER RIVER

land identified  
for sale



49A AV

55 ST

54 AV

54 ST

DM 114344

RED DEER RIVER

land ider  
for sale



49A AV

55 ST

54 AV

54 ST

## Christine Kenzie

**From:** Jennifer Carver [Jcarver@chapmanriebeek.com]  
**Sent:** August 25, 2011 1:18 PM  
**To:** Christine Kenzie  
**Subject:** Ad for sale of park land

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Attachments:** 1142483 - August 23 2011 Ad for Disposal of Public Park Land - Elements @ Rivers Edge Development Adjacent to 5016 - 55 Street - 1.DOC; 1143411 - August 23 2011 - Disposal of Park Land - Map for Advertising - Adjacent to 5016 - 55 Street - Elements @ Rivers Edge - 1.pdf

Hi Christine,

I have reviewed the advertisement and the associated map for the sale of park land. Everything looked fine but I did make one change. In the ad I included the phrase "shown as the area in black on the sketch attached". I wanted to make a clear connection between the map and the ad and ensure the public can clearly identify what portion is for sale.

Please let me know if you have any questions.

Jennifer L. Carver  
Chapman Riebeek LLP  
Barristers & Solicitors  
300, 4808 Ross Street  
Red Deer, AB T4N 1X5  
Telephone: (403) 346-6603  
Fax: (403) 340-1280  
[jcarver@chapmanriebeek.com](mailto:jcarver@chapmanriebeek.com)

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**Disposal of a Public Park Land  
Adjacent to 5016 – 55 Street**

City Council proposes to sell a portion of Railway Plan C & E No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup> Meridian, shown as the area in black on the sketch attached, and consisting of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land to Rivercity Developments (1228405 Alberta Ltd). The purpose of this sale of land is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY). – Elements at Rivers Edge.

(Insert Map - DM#)

The proposal for disposal of a public park land may be inspected at Legislative & Governance Services, 2<sup>nd</sup> Floor of City Hall, during regular office hours.

City Council will meet to review this item on **Monday, September 19, 2011** in Council Chambers, 2<sup>nd</sup> Floor at City Hall at 1:00 P.M. If you want a letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Governance Services by **Tuesday, September 13, 2011**. Otherwise you may submit your letter or petition at the Council meeting. 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: September 2, 2011 and September 9, 2011)

## Christine Kenzie

---

**From:** Christine Kenzie  
**Sent:** August 24, 2011 8:41 AM  
**To:** Jordan Furness  
**Subject:** RE: Ken Wessel/ City

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

No worries Jordan. I think I have everything under control now. Just waiting for the solicitor to approve my ad for the sale of land. The ads will be going out next week -- there will be two separate ads, so we can assign separate account numbers to the advertising costs. If you can get an account number from Liz for the land sale that would be appreciated.

I will do a covering memo for the September 19th Council meeting that will ask Council to reconfirm the resolution from the May 2nd Council Meeting. No need to do another report. I will include the reports that were submitted for the August 22nd Council Agenda, together with the covering memo on the September 19th council agenda.

Thanks for your help with this one.

**Christine Kenzie | Corporate Meeting 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:** Jordan Furness  
**Sent:** August 24, 2011 8:32 AM  
**To:** Christine Kenzie  
**Subject:** RE: Ken Wessel/ City

Hi Christine,

I apologize for the delay in completing your requests from the original Aug 16 email. I had family visiting and was off Aug 18-19 so did not do a good job of staying on top of my emails.

For the Sep 19 Council meeting, does LGS require a new report that will ask for the reconfirmation of the resolution approving the sale of the land or can we use Liz and I's report from April 14 that was included in this past week's agenda?

Are there two advertising costs associated with placing the rezoning and land sale ads? If so, Land and Ec Dev has agreed to pay for the land sale advertising and I can get an account # for Liz for that one. Planning BU484 is paying for the rezoning ad.

**Jordan Furness, RPP, MCIP**  
Planner  
Planning Department  
City of Red Deer

ph. 403.406.8701  
fx. 403.342.8200

2011/08/24

---

**From:** Christine Kenzie  
**Sent:** August 23, 2011 8:42 AM  
**To:** Katy Balunda; Jordan Furness  
**Subject:** RE: Ken Wessel/ City

Thanks Katy.

**Christine Kenzie | Corporate Meeting 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:** Katy Balunda  
**Sent:** August 23, 2011 8:35 AM  
**To:** Jordan Furness  
**Cc:** Christine Kenzie  
**Subject:** RE: Ken Wessel/ City

Hi Jordan and Christine,

Sorry for the delay, I was out of the office until today. I have attached the map for the newspaper ad, same size and format as pervious ads. Please let me know if you require anything else.

Thanks,

***Katy Balunda***

---

**From:** Jordan Furness  
**Sent:** August 22, 2011 4:24 PM  
**To:** Katy Balunda  
**Subject:** FW: Ken Wessel/ City

Hi Katy,

Christine in LGS needs a map to advertise the land sale piece (shown in yellow in the attached map). Could you create another version of Map 12/2011 that shows only the land in yellow from the attached map as "land identified for sale". The rezoning legend at the bottom can be removed and replaced with the "land identified for sale". For your map, black and white is preferred because it is going to go in the Advocate. I'm out of the office on Tuesday so if you are able to get it finished tomorrow could you send it to both myself and Christine Kenzie?

Thanks,

2011/08/24

**Jordan Furness, RPP, MCIP**

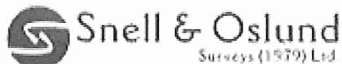
Planner  
Planning Department  
City of Red Deer

ph. 403.406.8701  
fx. 403.342.8200  
[www.reddeer.ca](http://www.reddeer.ca)

---

**From:** VandenBrink, Dirk [mailto:DVandenBrink@snellandoslund.com]  
**Sent:** August 10, 2011 8:42 AM  
**To:** Jordan Furness  
**Cc:** jvandenbrink@snellandoslund.com  
**Subject:** Ken Wessel/ City

Good morning Jordan,  
As per your e-mail to Judy here is a copy of the plan you requested.



**Dirk VandenBrink A.L.S., P.Eng**

#1, 5128 - 52 Street, Red Deer, AB  
phone: 403 342 1255  
fax: 403 343 7025  
[www.snellandoslund.com](http://www.snellandoslund.com)

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**Christine Kenzie**

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Christine Kenzie  
**Sent:** August 18, 2011 2:59 PM  
**To:** Jennifer Carver  
**Subject:** August 23 2011 Ad for Disposal of Public Park Land - Elements @ River's Edge Development Adjacent to 5016 - 55 Street  
**Attachments:** 1142483 - August 23 2011 Ad for Disposal of Public Park Land - Elements @ Rivers Edge Development Adjacent to 5016 - 55 Street - 1.DOC

Me again:

I have attached a draft ad for the disposal of public park land -- re Elements@ River's Edge Development.

Please review to see if this meets the requirements of advertising and addresses your concerns about properly advertising the park lands to be sold.

A map will be included (similar to the one on page 117 of the August 22 Council Agenda) that will show the land to be sold.

Let me know if you have any questions or changes.

I will need to get the ad ready to submit to the advocate by August 30th.

Thanks Jennifer.

**Christine Kenzie | Corporate Meeting 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)



**LAND USE BYLAW AMENDMENT 3357/R- 2011**  
**Element's @ River's Edge – Housekeeping Items**  
**Rezoning to Facilitate Additional Parking - 5016 – 55 Street**

**DESCRIPTION:** Rezoning of small portion of land from A2 to DC (3) that ran under the pedestrian bridge. (Correction of rezoning that was omitted from initial rezoning on May 30, 2011 (Bylaw 3357/N-2011).

FIRST READING: August 22, 2011

FIRST PUBLICATION: September 2, 2011

SECOND PUBLICATION: September 9, 2011

PUBLIC HEARING & SECOND READING: September 19, 2011

THIRD READING: September 19, 2011

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)



LEGISLATIVE & GOVERNANCE SERVICES

DATE

NAME

ADDRESS

RED DEER AB T4N 3T4

*Letter to Residents  
DM. 114 2578*

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3357/R-2011  
Rezoning of Land Adjacent to 5016 – 55 Street  
(Part of the C & E Trail No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup> Meridian)**

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/R-2011 which provides for changes to the Land Use Bylaw by rezoning a portion of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land being sold and consolidated, part of Portion of Railway Plan C & E No. 1, from A2 (Environmental Preservation District) to DC (3). The purpose of this rezoning is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY) - Elements at Rivers Edge. This portion of land was formerly part of the road that ran under the pedestrian bridge in the area.

As a property owner in the area of proposed changes you have an opportunity to ask questions about the intended use and to let Council know your views. The proposed Bylaw may be inspected at Legislative & Governance Services, 2nd Floor of City Hall or for more information contact City of Red Deer Planning Services at 403.406.8700.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Monday, September 19, 2011 at 6:00 p.m. in Council Chambers during Council's regular meeting. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, September 13, 2011. You may also submit your letter or petition at the Public Hearing, or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Governance Services at 403.342.8132.

Yours truly,

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

Elaine Vincent  
Legislative & Governance Services Manager

attach.



Change District from:



A2 to DC (3)

Affected District:

A2 - Environmental Preservation District  
DC - Direct Control District

**Proposed Amendment**

Map: **12 / 2011**

Bylaw: **3357 / R-2011**

Date: **August 9, 2011**

**Land Use Bylaw Amendment 3357/R-2011**  
**Rezoning of Land Adjacent to 5016 – 55 Street**

City Council proposes to pass Land Use Bylaw Amendment 3357/R-2011 which provides for changes to the Land Use Bylaw by rezoning a portion of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land being sold and consolidated, part of portion of Railway Plan C & E No. 1, from A2 (Environmental Preservation District) to DC (3). The purpose of this rezoning is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY). – Elements at Rivers Edge. This portion of land was formerly part of the road that ran under the pedestrian bridge in the area.

(Insert Map - DM#1140566)

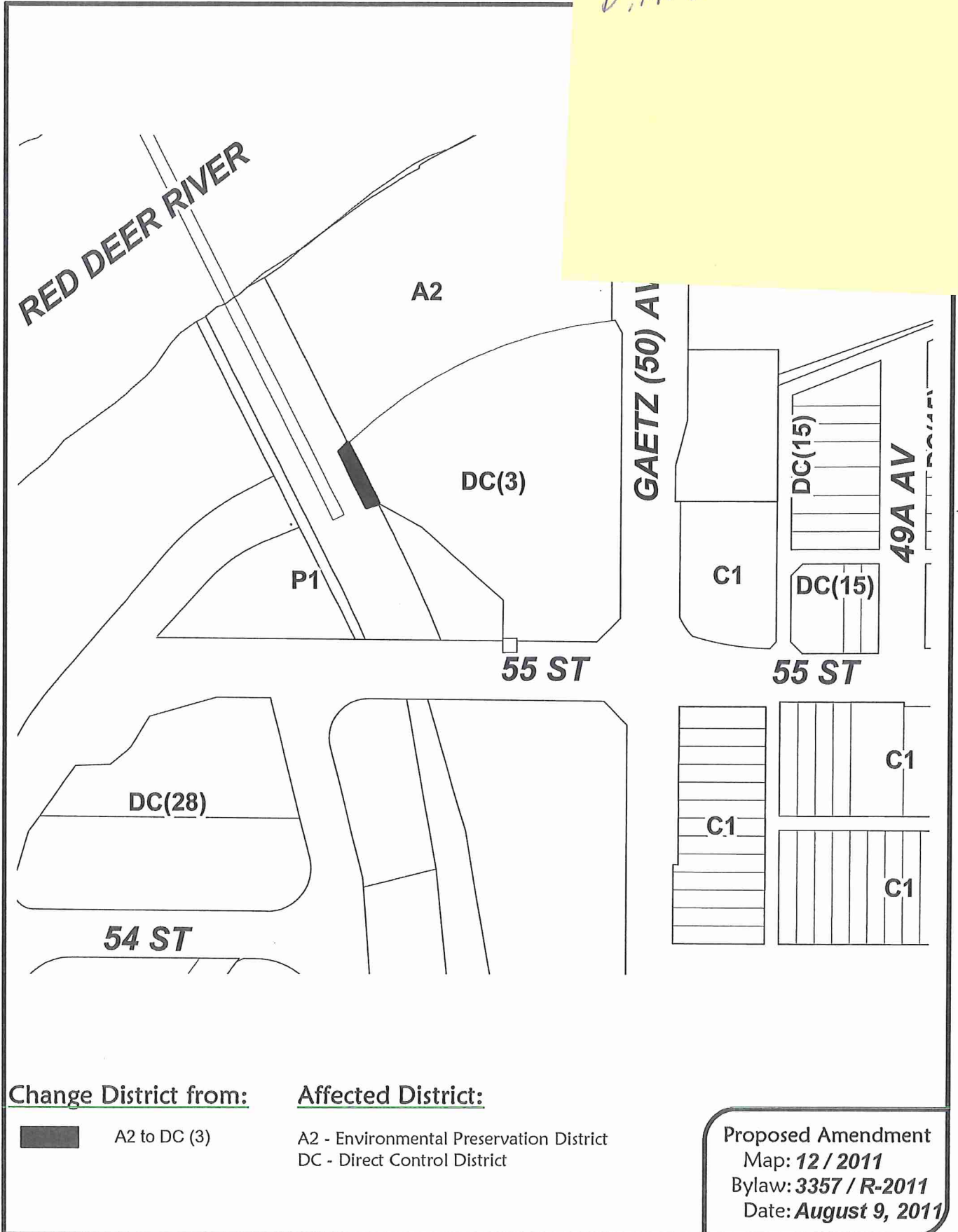
The proposed bylaw may be inspected at Legislative & Governance Services, 2<sup>nd</sup> Floor City Hall during regular office hours or for more details, contact City of Red Deer Planning Services at 403-406-8700.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, September 19, 2011** 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, September 13, 2011**. 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:      September 2, 2011 and September 9, 2011)



*D.M. 1140566*



Change District from:



A2 to DC (3)

Affected District:

A2 - Environmental Preservation District  
DC - Direct Control District

**Proposed Amendment**  
Map: **12 / 2011**  
Bylaw: **3357 / R-2011**  
Date: **August 9, 2011**





LEGISLATIVE & GOVERNANCE SERVICES

August 29, 2011

POPEYES FITNESS SUPERSTORE LTD C/O BRAD LATAWIEC  
10802 127 ST  
EDMONTON AB T5M 0A6

Dear Sir/Madam:

**Re: Disposal of a Public Park Land  
Adjacent to 5016 – 55 Street  
(Part of the Railway Plan C & E Trail No. 1, Right of Way in Township 38, Range 27, West  
of the 4<sup>th</sup> Meridian)**

Red Deer City Council proposes to sell a portion of Railway Plan C & E No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup> Meridian), shown as the area in black on the sketch attached, and consisting of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land to Rivercity Developments (1228405 Alberta Ltd.) The purpose of this sale of land is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY) - Elements at Rivers Edge

As a property owner in the area of proposed changes you have an opportunity to ask questions about the sale of land and to let Council know your views. The proposed land sale may be inspected at Legislative & Governance Services, 2nd Floor of City Hall or for more information contact City of Red Deer Land & Economic Development Department at 403.342.8106.

City Council will meet to review this item on Monday, September 19, 2011 at 1:00 p.m. in Council Chambers during Council's regular meeting. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, September 13, 2011. Otherwise you may submit your letter or petition at the Council meeting. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Governance Services at 403.342.8132.

Yours truly,

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

Elaine Vincent  
Legislative & Governance Services Manager

attach.

*Rtd  
mail  
Oct 7/2011*



LEGISLATIVE & GOVERNANCE SERVICES

August 29, 2011

POPEYES FITNESS SUPERSTORE LTD C/O BRAD LATAWIEC  
10802 127 ST  
EDMONTON AB T5M 0A6

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3357/R-2011  
Rezoning of Land Adjacent to 5016 – 55 Street  
(Part of the C & E Trail No. 1, Right of Way in Township 38, Range 27, West of the 4<sup>th</sup>  
Meridian)**

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/R-2011 which provides for changes to the Land Use Bylaw by rezoning a portion of approximately 6,566 ft<sup>2</sup> (610 m<sup>2</sup>) of City owned park land being sold and consolidated, part of Portion of Railway Plan C & E No. 1, from A2 (Environmental Preservation District) to DC (3). The purpose of this rezoning is to facilitate the construction of a restaurant and associated parking at 5016 – 55 Street (Lot 7, Plan 72NY) - Elements at Rivers Edge. This portion of land was formerly part of the road that ran under the pedestrian bridge in the area.

As a property owner in the area of proposed changes you have an opportunity to ask questions about the intended use and to let Council know your views. The proposed Bylaw may be inspected at Legislative & Governance Services, 2nd Floor of City Hall or for more information contact City of Red Deer Planning Services at 403.406.8700.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Monday, September 19, 2011 at 5:00 p.m. in the Crimson Star Room, 2<sup>nd</sup> floor City Hall. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, September 13, 2011. You may also submit your letter or petition at the Public Hearing, or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Governance Services at 403.342.8132.

Yours truly,

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

Elaine Vincent  
Legislative & Governance Services Manager

attach.

September 15, 2011

## **Monday's City Council meeting starts at 1 p.m. In Camera**

(Red Deer, Alberta) –The Red Deer City Council meeting on Monday, September 19 will start at 1 p.m. This meeting will begin with an In Camera session and is expected to last until 2 p.m. The Regular Council Meeting will resume after the In Camera portion has ended.

Agendas can be found at [www.reddeer.ca/citycouncil](http://www.reddeer.ca/citycouncil) or picked up at Legislative & Governance Services, second floor of City Hall.

- end -

For more information, please contact:

Legislative & Governance Services  
The City of Red Deer  
403-342-8132