

# **CITY COUNCIL**

## **AGENDA**

Tuesday, September 03, 2013 – Council Chambers, City Hall

Call to Order: 2:00 PM  
Recess: 5:00 PM to 6:00 PM

### **I. MINUTES**

- I.1. Confirmation of the Minutes of the Monday, August 19, 2013 Regular Council Meeting  
(Agenda Pages 1 – 25)
- I.2. Confirmation of the Minutes of the Tuesday, August 20, 2013 Mid Year Budget Review Meeting  
(Agenda Pages 26 – 36)

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

### **3. PRESENTATIONS**

- 3.1. City Manager's Division

### **4. UNFINISHED BUSINESS**

- 4.1. Request for Approval: Governance Policies  
(Agenda Pages 37 – 79)
  - 4.1.a. Motion to Lift from the Table
  - 4.1.b. Approval of Executive Limitation Policy EL-D-2.1 Land Acquisition and Sales

- 4.1.c. Approval of Council-Management Delegations
- 4.1.d. Approval of Purpose Statements
- 4.1.e. Approval of Executive Limitations
- 4.1.f. Repeal of Council Policies  
(Agenda Pages 80 – 96)
- 4.1.g. Organization Bylaw 3505/2013  
Consideration of Three Readings  
(Agenda Pages 97 – 117)
  - 4.1.g.i. First Reading of the Bylaw
  - 4.1.g.ii. Second Reading of the Bylaw
  - 4.1.g.iii. Permission to go to Third Reading of the Bylaw
  - 4.1.g.iv. Third Reading of the Bylaw

- 4.2. Notice of Motion - Poverty and Living Wage submitted by Councillor  
Buchanan  
(Agenda Pages 118 – 120)
  - 4.2.a. Motion to Lift from the Table
  - 4.2.b. Approval of Notice of Motion

## 5. **REPORTS**

- 5.1. 2012 Environmental Master Plan Annual Report  
(Agenda Pages 121 – 158)
- 5.2. Wood Fire Boilers  
(Agenda Pages 159 – 164)

5.3. Combative Sports Commission - Going Forward  
(Agenda Pages 165 – 167)

5.4. Red Deer County Water Supply Agreement Amendment - Additional Agenda  
item  
(Agenda Pages 168 – 174)

**6. BYLAWS**

6.1. Land Use Bylaw Amendment 3357/I-2013  
Omnibus Amendments  
Consideration of First Reading  
(Agenda Pages 175 – 194)

6.2. Land Use Bylaw Amendment 3357/T-2013  
Rezoning of Timber Ridge - Phase 2  
Consideration of First Reading  
(Agenda Pages 195 – 198)

6.3. Land Use Bylaw Amendment 3357/U-2013  
Rezoning of Timberstone Park - Phase 8  
Consideration of First Reading  
(Agenda Pages 199 – 202)

6.4. Land Use Bylaw Amendment 3357/W-2013  
Proposed Parking Lot  
Consideration of First Reading  
(Agenda Pages 203 – 230)

6.5. Sullivan Quarter (Water / Sanitary) Servicing Local Improvement - Additional  
Agenda Item  
Local Improvement Bylaw 3504/2013  
Consideration of Three Readings  
(Agenda Pages 231 – 268)

6.5.a. First Reading of the Bylaw

6.5.b. Second Reading of the Bylaw

6.5.c. Permission to go to Third Reading of the Bylaw

6.5.d. Third Reading of the Bylaw

7. **PUBLIC HEARINGS**
8. **CORRESPONDENCE**
9. **PETITIONS AND DELEGATIONS**
10. **NOTICES OF MOTION**
11. **COUNCIL MEMBER INQUIRIES**
12. **ADJOURNMENT**



## **UNAPPROVED MINUTES**

**of the Red Deer City Council Regular Meeting  
held on Monday, August 19, 2013  
commenced at 12:37 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  
Director of Community Services, Greg Scott  
Director of Corporate Services, Elaine Vincent  
Director of Planning Services, Kim Fowler  
Director of Development Services, Paul Goranson  
Director of Human Resources, Kristy Svoboda  
Director of Communications & Strategic Planning, Julia Harvie-Shemko  
Director of Corporate Transformation, Lisa Perkins  
City Clerk, Frieda McDougall  
Deputy City Clerk, Jackie Kurylo  
Client Support Services, Jody Zeniuk  
Engineering Services Manager, Frank Colosimo  
EL&P Manager, Jim Jorgensen  
Public Works Manager, Greg Sikora  
Emergency Services Manager, Jack MacDonald  
Environmental Services Manager, Tom Warder  
Environmental Initiatives Supervisor, Nancy Hackett  
Recreation, Parks & Culture Manager, Shelley Gagnon  
Recreation, Parks & Culture Superintendent, Trevor Poth



Controller, Property Taxation, Deb Stott  
Planning Manager, Tara Lodewyk  
Planner, Christi Fidek  
City Planner – Team Leader, Orlando Toews  
City Planner, Tony Lindhout



## I. IN CAMERA MEETING

Moved by Councillor Dianne Wytjies, seconded by Councillor Buck Buchanan

Resolved that Council of the City of Red Deer agrees to enter into an In Camera Meeting on August 19, 2013 at 12:37 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 Wytjies

MOTION CARRIED

Moved by Councillor Cindy Jefferies, seconded by Councillor Buck Buchanan

Resolved that Council of the City of Red Deer agrees to revert to an open meeting of Council on Monday, August 19, 2013 at 1:02 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 Wytjies

MOTION CARRIED

## 2. MINUTES

### 2.1. Confirmation of the Minutes of the July 22, 2013 Regular Council Meeting.

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan



Resolved that Council of The City of Red Deer hereby approves the Minutes of the July 22, 2013 Regular Council Meeting as transcribed.

**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 Wytjies

MOTION CARRIED

### 3. PRESENTATIONS

#### 4.1. Development Services Division

Paul Goranson, Director of Development Services provided a division update. Council agreed to accept the update as information.

Councillor Chris Stephan left Council Chambers at 1:57 p.m. and returned at 2:02 p.m.

#### 4.2. City Manager's Division

This item was tabled until the September 3, 2013 Regular Council Meeting.

### 5. REPORTS

#### 5.1. Environmental Advisory Committee 2012 Annual Report

Ms. Nancy Hackett, Environmental Initiatives Supervisor introduced Andrea Pagee, Chair of the Environmental Advisory Committee. Ms. Pagee provided an overview of the Environmental Advisory Committee 2012 Annual Report.



## 5.2. 2013 Tax Sale

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated August 6, 2013 re: 2013 Tax Sale, hereby approves the reserve bids for the following properties being offered for sale at the 2013 tax auction on October 3, 2013:

Roll #	Legal Description	Civic Address	Reserve Bid
1710170	Lot 1 Blk 6 Plan 5879HW	5202 54 Ave	470,000
3219310	Unit 8 CDE Plan 0726373	106-80A Kelloway Cr	100,000
Manufactured Homes only: situated on the following rented lots			
3610140	Lot 3 Blk 13 Plan 7822082	1014-7050 Gray Dr	15,000

**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 Wytjies

MOTION CARRIED

## 5.3. Request for 2012 Tax Levy Cancellation Due to Fire at 25 Morris Avenue (Roll 1041350) and 2013 Penalty Cancellation

Moved by Councillor Tara Veer, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated August 6, 2013, re: Request for 2012 Tax Levy Cancellation Due to Fire at 25 Morris Avenue (Roll 1041350) and 2013 Penalty Cancellation, hereby:

- I. Agrees to waive the taxes owing from the time of the fire (March 19, 2012) to year end 2012, with the waiver on the home only and not the land and would apply to municipal taxes only and not requisition levies.



2. Agrees to waive the 2013 Tax Penalties based on the assessment of land only.

After discussion, the following amending motion was introduced:

Moved by Councillor Lynne Mulder, seconded by Councillor Tara Veer

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated August 6, 2013, re: Request for 2012 Tax Levy Cancellation Due to Fire at 25 Morris Avenue (Roll 1041350) and 2013 Penalty Cancellation, hereby agrees to sever Point #2 from the original motion.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Cindy Jefferies, Councillor Dianne Wynthjes, Councillor Frank Wong, Councillor Lynne Mulder, Councillor Tara Veer

**OPPOSED:** Councillor Chris Stephan, Councillor Paul Harris

MOTION TO AMEND CARRIED

The motion, as amended, was then on the floor, as shown below:

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated August 6, 2013, re: Request for 2012 Tax Levy Cancellation Due to Fire at 25 Morris Avenue (Roll 1041350) and 2013 Penalty Cancellation, hereby agrees to waive the taxes owing from the time of the fire (March 19, 2012) to year end 2012, with the waiver on the home only and not the land and would apply to municipal taxes only and not requisition levies, subject to confirmation that reimbursement of the taxes are not covered by an insurance policy held by the property owner.

**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 Wynthjes

MOTION CARRIED



A subsequent resolution was then introduced.

Moved by Councillor Tara Veer, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated August 6, 2013, re: Request for 2012 Tax Levy Cancellation Due to Fire at 25 Morris Avenue (Roll 1041350) and 2013 Penalty Cancellation, hereby agrees to waive the 2013 Tax Penalties based on the assessment of land only, subject to confirmation that reimbursement of the penalties are not covered by an insurance policy held by the property owner.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Tara Veer, Councillor Frank Wong, Councillor Dianne Wyntjes

**OPPOSED:** Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan

MOTION CARRIED

#### **5.4. Cancellation of 2013 Tax Penalties**

Moved by Councillor Frank Wong, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby:

1. Agrees not to waive the tax penalties for the properties identified under request types 1, 4 and 5.
2. Agrees to waive the tax penalties for the properties identified under request type 3, due to the unprecedented flooding in The City of Calgary

Prior to consideration of the original motion, the following amending resolution was 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 Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees to sever “request type 2” from Point #1 and sever Point #2 from the original motion.

**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 AMEND CARRIED

The motion as amended was then on the floor, as shown below.

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees not to waive the tax penalties for the properties identified under request types 1, 4 and 5.

**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 Tara Veer, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees to waive the tax penalties for the properties identified under request types 2.

**OPPOSED:** 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 DEFEATED

As a result of the preceding, the following motion was then introduced:

Moved by Councillor Paul Harris, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees not to waive the tax penalties for the properties identified under request types 2.

**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 Frank Wong, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees to waive the tax penalties for the properties identified under request type 3, due to the unprecedented flooding and mandatory evacuation in The City of Calgary.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Dianne Wyntjes, Councillor Frank Wong

**OPPOSED:** Councillor Buck Buchanan, Councillor Chris Stephan, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Paul Harris, Councillor Tara Veer

MOTION DEFEATED



As a result of the preceding, the following motion was then introduced:

Moved by Councillor Paul Harris, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer having considered the report from the Revenue and Assessment Services department, dated August 2, 2013, Re: Cancellation of 2013 Tax Penalties, hereby agrees to not waive the tax penalties for the properties identified under request type 3, due to the unprecedented flooding and mandatory evacuation in The City of Calgary.

**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

**OPPOSED:** Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 3:57 p.m. and reconvened at 4:11 p.m.

#### **5.6. 2019 Canada Winter Games Bid Phase II Summary**

Ms. Shelley Gagnon, Recreation, Parks & Culture Manager, provided an update on the 2019 Canada Winter Games Bid process.

Council recessed at 5:30 p.m. and reconvened at 6:02 p. m.

## **6. PUBLIC HEARINGS**



Prior to convening a Public Hearing the following amending resolution was introduced:

**6.1. Supplementary Report on Timberlands North Neighbourhood Area Structure Plan Amendment 3217/B-2013 and Timberlands South Neighbourhood Area Structure Plan Amendment 3217/C-2013**

Moved by Councillor Lynne Mulder, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer, having considered the report and presentation from the Planning Department, dated July 30, 2013, re: Supplementary Report on Timberlands North Neighbourhood Area Structure Plan Amendment 3217/B-2013 and Timberlands South Neighbourhood Area Structure Plan Amendment 3217/C-2013, hereby agrees to amend Timberlands North Neighbourhood Area Structure Plan Amendment 3217/B-2013 by:

1. Replacing Figure 8.5 – Street Cross Sections on page 30 with the revised Figure 8.5 – Street Cross Sections as submitted to the Monday, August 19, 2013 Council Meeting.
2. Adding the following text at the end of Section 5.2 – Townhouses:

In reference to the Town House site south of the central east/west collector the following will apply:

- There will be no homes which front onto the existing rear lane or Municipal Reserve to the south of the site.
- There will be no vehicle access to or from the existing rear lane or Municipal Reserve to the south of the site.
- Along the south property line of the site, there will be enhanced landscaping including solid impermeable fencing.
- Vehicular access to the site will be from the central east/west collector and access points will be limited in order to maintain streetscape continuity.
- Windows and balconies shall respect privacy of neighbours by minimizing direct views into existing neighbouring windows and yards.
- At the deepest portion of the site, along the south property line abutting the dwellings existing as of July 2013 on Turner Crescent cul de sac, there will be a minimum building setback of at least 12 meters. No



structure, including accessory buildings, will be closer than 12 meters from the south property line.

**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 Wytjies

MOTION CARRIED

**6.2. Timberlands South Neighbourhood Area Structure Plan Amendment No. 3217/C-2013 and Timberlands North Neighbourhood Area Structure Plan Amendment No. 3217/B-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3217/B-2013, as amended, an amendment to the “Timberlands Town Centre NASP” is renamed to the “Timberlands South NASP”. As there was no one present to speak for or against the bylaw amendment Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Paul Harris, seconded by Councillor Frank Wong

**SECOND READING:** That Bylaw 3217/B-2013 (an amendment to adopt the Timberlands North NASP) be read a second time.

**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 Wytjies

MOTION CARRIED

Moved by Councillor Paul Harris, seconded by Councillor Frank Wong

**THIRD READING:** That Bylaw 3217/B-2013 be read a third time.

**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 Wytjes

MOTION CARRIED

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3217/C-2013, an amendment to the “Timberlands Town Centre NASP” renamed to the “Timberlands South NASP”. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

**SECOND READING:** That Bylaw 3217/C-2013, as amended, (an amendment to the “Timberlands Town Centre NASP” is renamed to the “Timberlands South NASP”) be read a second time.

**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 Wytjes

MOTION CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

**THIRD READING:** That Bylaw 3217/C-2013 be read a third time.

**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 Wytjes

MOTION CARRIED



### **6.3. Timberlands North Land Use Bylaw Amendment 3357/L-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/L-2013, an amendment to implement the zoning/land use concept plan as proposed in the new Timberlands North NASP. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan

**SECOND READING:** That Bylaw 3357/L-2013 (a Land Use Bylaw amendment to implement the zoning/land use concept plan as proposed in the new Timberlands North NASP) be read a second time.

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

**OPPOSED:** Councillor Frank Wong

**MOTION CARRIED**

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan

**THIRD READING:** That Bylaw 3357/L-2013 be read a third time.

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

**OPPOSED:** Councillor Frank Wong

**MOTION CARRIED**



#### **6.4. Bylaw 3503/2013 re: Repeal of Road Closure Bylaw 3413/2008**

Councillor Tara Veer declared a pecuniary interest as her parents own property in the area. Councillor Veer left Council Chambers at 7:00 p.m.

Mayor Flewwelling declared open the Public Hearing for Bylaw 3503/2013, a bylaw to repeal Road Closure Bylaw 3413/2008. Mr. Bob McKenzie Executive Director, Shalom Counselling Centre was in attendance to speak to this bylaw. As there was no else one present to speak for or against the bylaw, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Cindy Jefferies, seconded by Councillor Chris Stephan

**SECOND READING:** That Bylaw 3503/2013, (to repeal Road Closure Bylaw 3413/2008) be read a second time.

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

**ABSENT:** Councillor Tara Veer

**MOTION CARRIED**

Moved by Councillor Cindy Jefferies, seconded by Councillor Chris Stephan

**THIRD READING:** That Bylaw 3503/2013 be read a third time.

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

**ABSENT:** Councillor Tara Veer

**MOTION CARRIED**



Councillor Tara Veer returned to Council Chambers at 7:11 p.m.

**6.5. Supplementary Report for Rezoning of Phase One of Queens Business Park SW 36 & NW 25 Industrial Area Structure Plan Land Use Bylaw Amendment 3357/V-2013**

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer, having considered the report from the Planning Department, dated August 6, 2013, re: Supplementary Report for Rezoning Phase I of Queens Business Park SW 36 & NW 25 Industrial Area Structure Plan, Land Use Bylaw Amendment 3357/V-2013, hereby agrees to amend Land Use Bylaw Amendment 3357/V-2013 by replacing Map 21/2013 with the revised Map 21/2013 as submitted to the Monday, August 19, 2013 Council Meeting.

**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 AMEND CARRIED

**6.6. Rezoning Phase One of the Queens Business Park SW 36 & NW 25 Industrial Area Structure Plan Land Use Bylaw Amendment 3357/V-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/V-2013, as amended, an amendment to rezone phase one of the Queens Business Park SW 36 & NW 25 Industrial Area Structure Plan from AI: Future Urban Development District to II: Industrial (Business Service) District. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Frank Wong, seconded by Councillor Paul Harris

SECOND READING: That Bylaw 3357/V-2013, (Land Use Bylaw amendment to rezone phase one of the Queens Business Park SW 36 & NW 25 Industrial Area Structure Plan from AI: Future Urban



Development District to II: Industrial (Business Service) District)  
be read a second time.

**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 Wynthjes

MOTION CARRIED

Moved by Councillor Frank Wong, seconded by Councillor Paul Harris

THIRD READING: That Bylaw 3357/V-2013 be read a third time.

**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 Wynthjes

MOTION CARRIED

### **6.7. Rezoning Phase 3 of Laredo Land Use Bylaw Amendment 3357/O-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/O-2013, an amendment to rezone 12.56 hectares of land in the Laredo Subdivision for residential and parks development. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan

SECOND READING: That Bylaw 3357/O-2013 (Land Use Bylaw amendment to rezone 12.56 hectares of land in the Laredo Subdivision for residential and parks development) be read a second time.



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

**OPPOSED:** Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan

THIRD READING: That Bylaw 3357/O-2013 be read a third time.

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

**OPPOSED:** Councillor Frank Wong

MOTION CARRIED

#### **6.8. Rezoning Phase 7 Clearview North Land Use Bylaw Amendment 3357/P-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/P-2013, an amendment rezoning 5.76 hectares of land in the Clearview North Subdivision for residential, environmental preservation and parks development. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Chris Stephan, seconded by Councillor Dianne Wyntjes

SECOND READING: That Bylaw 3357/P-2013 (Land Use Bylaw amendment rezoning 5.76 hectares of land in the Clearview North Subdivision for residential, environmental preservation and parks development)



be read a second time

**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 Chris Stephan, seconded by Councillor Dianne Wyntjes

THIRD READING: That Bylaw 3357/P-2013 be read a third time.

**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

**6.9. Rezoning Phase 8 of Clearview North  
Land Use Bylaw Amendment 3357/Q-2013**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/Q-2013, an amendment rezoning 1.55 hectares of land in the Clearview North Subdivision for residential development. As there was no one present to speak for or against the bylaw amendment, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Dianne Wyntjes, seconded by Councillor Cindy Jefferies

SECOND READING: That Bylaw 3357/Q-2013 (Land Use Bylaw amendment rezoning 1.55 hectares of land in the Clearview North Subdivision for residential development) be read a second time.



**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 Dianne Wyntjes, seconded by Councillor Cindy Jefferies

THIRD READING: That Bylaw 3357/Q-2013 be read a third time.

**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

**6.10 Proposed Land Use Bylaw Amendment 3357/F-2013 for 6791 65 Avenue - To Add a Site Exception for a Mixed Use Building**

Mayor Flewwelling declared open the Public Hearing for Land Use Bylaw 3357/F-2013, which provides for the addition of “Multiple Family Building, “Assisted Living Facility”, “Day Care Facility” and “Day Care Adult” as discretionary uses within the existing C4 Commercial district. Mr. Daryl Clark, President of Blue Rock, Mr. Doug Mills, CEO of Points West Living and Mr. Toby Lampard were in attendance to speak to this bylaw. As there was no else one present to speak for or against the bylaw, Mayor Flewwelling declared the Public Hearing closed.

Moved by Councillor Cindy Jefferies, seconded by Councillor Tara Veer

SECOND READING: That That Bylaw 3357/F-2013 (Land Use Bylaw amendment to add “Multiple Family Building, “Assisted Living Facility”, “Day Care Facility” and “Day Care Adult” as discretionary uses within the existing C4 Commercial district) be read a second time.



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

**OPPOSED:** Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Cindy Jefferies, seconded by Councillor Tara Veer

THIRD READING: That Bylaw 3357/F-2013 be read a third time.

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

**OPPOSED:** Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

## 7.0 REPORTS – Continued

### 7.1 2019 Canada Winter Games Bid Phase II Summary

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 Recreation, Parks & Culture department, dated August 9, 2013, re: 2019 Canada Winter Games Bid Phase II Summary, hereby:

- I. Agrees to send a delegation from The City of Red Deer to the Official Bid Launch meeting on October 1, 2013.



2. Endorses submitting a letter “Intent to Bid” to host the 2019 Canada Winter Games along with the required first installment of the bid fee.
3. Approves proceeding with the preparation of a Bid to host the 2019 Canada Winter Games based on Option 1: Host all sports locally with the exception of a secondary offsite venue and athletes village for synchronized swimming, with budget implications to be considered during the 10 Year Capital Plan deliberations in November, 2013.
4. Directs administration to seek public input on the options presented, prior to May 2014.

**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 Wytjes

**MOTION CARRIED**

Moved by Councillor Buck Buchanan, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture department, dated August 9, 2013, re: 2019 Canada Winter Games Bid Phase II Summary, hereby agrees to establish the 2019 Canada Winter Games Bid Planning Ad Hoc Committee and approves the following terms of reference for the Committee:

**1. PURPOSE**

The purpose of the 2019 Canada Winter Games Bid Planning Committee is to assist in the development of the Bid for the Games in accordance with the Canada Games Hosting Standards and make recommendations to Council regarding the information submitted throughout the Bid Process.

**2. COMPOSITION**

2.1 The Committee membership will consist of up to 15 members as follows:

- Two (2) members of Council;
- Members of the community representing the various requirements of the Canada Games Council bid criteria assigned



- o according to their expertise;
    - o A Chair selected by Council based on his/her ability to motivate and engage the corporate sector as well as build community capacity.
  - 2.2 A member of city Administration will act as a liaison to the committee.
- 3. APPOINTMENTS
  - 3.1 The Terms shall commence upon appointment and continue until a decision has been rendered by the Canada Games Council as to the successful Host City of the 2019 Canada Winter Games.
  - 3.2 The term may be extended until the Host Society is established and members named.
- 4. MEETINGS
  - 4.1 Meetings shall be called as deemed necessary by the Chair and committee members.
- 5. REPORT TO COUNCIL
  - 5.1 The Committee shall submit reports of activities to Council on an as needed basis, or as requested by Council, together with such other presentations that the Committee may deem advisable.
  - 5.2 Council will approve the final bid documentation prior to submission.

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 Wytjes

MOTION CARRIED

Moved by Councillor Lynne Mulder, seconded by Councillor Tara Veer

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture department, dated August 9, 2013, re: 2019 Canada Winter Games Bid Phase II Summary, hereby appoints the following Council Representatives to the 2019 Canada Winter Games Bid Planning Ad Hoc Committee:



Councillor B. Buchanan  
Councillor D. Wyntjes  
Councillor P. Harris, Alternate

**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

At this time, the following motion to table was introduced:

Moved by Councillor Lynne Mulder, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer hereby agrees to table the following Agenda items to the September 3, 2013 Regular Council Meeting:

Request for Approval: Governance Policies

Notice of Motion – Poverty and Living Wage submitted by Councillor Buchanan

**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

## 8.0 ADJOURNMENT

Moved by Councillor Tara Veer, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer hereby agrees to adjourn the August 19, 2013 Regular Council Meeting of Red Deer City Council at 9:43 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



## **UNAPPROVED MINUTES**

**of the Red Deer City Council Mid-Year Budget Review  
held on Tuesday, August 20, 2013  
commenced at 9:00 a.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  
Director of Community Services, Greg Scott  
Director of Corporate Services, Elaine Vincent  
Director of Planning Services, Kim Fowler  
Director of Development Services, Paul Goranson  
Director of Human Resources, Kristy Svoboda  
Director of Communications & Strategic Planning, Julia Harvie-Shemko  
Director of Corporate Transformation, Lisa Perkins  
City Clerk, Frieda McDougall  
Deputy City Clerk, Jackie Kurylo  
Engineering Services Manager, Frank Colosimo  
Social Planning Manager, Scott Cameron  
Financial Services Manager, Dean Krejci



## **I. INTRODUCTION**

Councillor Buck Buchanan arrived at 9:04 a.m.

City Manager Craig Curtis provided an introduction to the mid-year budget process.

## **2. STRATEGIC IMPLEMENTATION/CHARTER UPDATES**

Lisa Perkins, Director of Corporate Transformation and Julia Harvie-Shemko, Director of Communications & Strategic Planning provided an introduction to the strategic Implementation. The following charter updates were then provided:

Movement Charter - Director of Development Services, Paul Goranson

Identity Charter - Director of Communications & Strategic Planning, Julia Harvie-Shemko

Safety Charter - Director of Community Services, Greg Scott

Economy Charter - Director of Development Services, Paul Goranson;  
Director of Planning Services, Kim Fowler

Councillor Tara Veer left Council Chambers at 10:06 a.m. and returned at 10:08 a.m.

Dialogue Charter - Director of Communications & Strategic Planning, Julia Harvie-Shemko

Julia Harvie-Shemko, Director of Communications & Strategic Planning provided an update on the Dialogue Charter.

Design Charter - Director of Planning Services, Kim Fowler

Kim Fowler, Director of Planning Services provided an update on the Design Charter.

**3. FINANCIAL UPDATE****Financial Services Manager, Dean Krejci****3.1. June 30, 2013 Variance Projection****3.2. Reserve Update****3.3. Flood Costs****3.4. Debt Update**

Dean Krejci, Financial Services Manager, provided an update on the June 30, 2013 Variance Projection, Reserves, Flood Costs and Debt.

**4. CAPITAL UPDATE****4.1. Capital Contingency - City Manager, Craig Curtis**

Craig Curtis, City Manager provided an update on the Capital Contingency report.

**4.2. Centennial Projects - City Manager, Craig Curtis**

Craig Curtis, City Manager provided an update on the Centennial projects.

**5. NEW FUNDING REQUESTS/ADJUSTMENTS****5.1. High Schools and Sports Fields in the Northeast Red Deer**

Moved by Councillor Cindy Jefferies, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer having considered the report from the Planning Department, dated July 31, 2013, re: High Schools and Sports Fields in Northeast Red Deer, hereby:



1. Approves in principle the exemption of school sites including the recreation area from paying off site levies and directs administration to develop the 2014 Off Site Levy Bylaw to exclude the overall sites from the service basin; and
2. Amends the 2013 Capital Budget for this item to \$6,342,000 by approving a revised 2013 Capital Budget Sheet with funding to come from the Capital Project Reserve for the School Site and Recreation Land Acquisition that adds reference to the potential of the Francophone Board having a 7-12 school on the site and deletes reference to the school boards contributing \$3.150M to the project costs but retains the \$6.342M City contribution for the following purpose:
  - a. Land Acquisition and Subdivision
  - b. Site Concept Planning
3. Approves the balance to be used for site services and facility development.

**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 Wytjies

MOTION CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Planning Department, dated July 31, 2013, re: High Schools and Sports Fields in Northeast Red Deer, hereby directs that an advocacy effort be directed to the Province to outline the concerns identified by Council with respect to the responsibilities municipalities have to assume because of provincial downloading with respect to education infrastructure.



**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 12:25 p.m. and reconvened at 1:00 p.m.

Mayor Flewwelling left the meeting at 12:25 p.m. Councillor Buck Buchanan, Deputy Mayor, assumed the Chair at 1:00 p.m.

## 5.2. Transit Projects:

Moved by Councillor Paul Harris, seconded by Councillor Tara Veer

Resolved that Council of The City of Red Deer having considered the report from the Transit Department, dated July 31, 2013, re: Action Bus Purchase and Operations, hereby:

1. Amends the 2013 Capital Budget in the amount of \$70,000 for the purchase of an additional Action Bus to be funded by the Federal Gas Tax Fund Grant.
2. Amends the 2013 Operating Budget in the amount of \$0 with incremental net costs of \$69,510 ongoing in 2014 and incremental net costs of \$4,884 ongoing in 2015.

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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan



Resolved that Council of The City of Red Deer having considered the report from the Transit Department, dated July 31, 2013, re: Action Bus Purchase and Operations, hereby endorses the August 2, 2013 letter from Mayor Flewwelling to Alberta Minister of Transportation, Ric McIvor requesting making specialized transit projects eligible through the next round of Green Trip Funding.

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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

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 Transit Department, dated July 30, 2013, re: Lacombe/Blackfalds Regional Transit Service:

1. Approves administration proceeding with negotiations with The City of Lacombe and The Town of Blackfalds for a regional transit service connecting the three municipalities, with the agreement based on full cost recovery including operating costs, replacement costs plus an administrative fee.
2. Conditional to the successful negotiation of an agreement among the three parties, hereby agrees to:
  - a) Amend the 2013 Capital Budget in the amount of \$900,000 for the purchase of two conventional buses and that The City of Lacombe and The Town of Blackfalds contribute one third of the cost with The City of Red Deer contributing two thirds of the cost by reassigning GreenTrip funds and that ownership of the buses would reside with The City of Red Deer, and,
  - b) Approve a 2013 FAR for the operating costs of the Lacombe/Blackfalds regional service in the amount of \$0 for 2013 with incremental net revenues of \$16,307 ongoing in 2014, and incremental net revenues of



\$16,307 ongoing in 2015 to reflect the recovery of all operating costs and replacement costs by The City of Lacombe and Town of Blackfalds plus an administrative fee.

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

**OPPOSED:** Councillor Chris Stephan

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

### 5.3. Diversity Employment Program

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 Human Resources department, dated August 2, 2013, re: Diversity Employment Program, hereby:

1. Amends the 2013 Operating Budget to approve \$30,000 on a one time basis to fund placements in aboriginal and other diversity-related employment programs in the fall of 2013 (October) to the winter of 2014 (March) with the funds to come from government grants.
2. Amends the 2014 Operating Budget to approve \$60,000 on a one time basis to fund placement in aboriginal and other diversity-related employment programs in the fall of 2013 (October) to the winter of 2014 (March) with the funds to come from government grants in the amount of \$30,000 and from the Tax Stabilization Reserve in the amount of \$30,000.

**IN FAVOUR:** Councillor Buck Buchanan, Deputy Mayor, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor



Frank Wong, Councillor Dianne Wyntjes

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

#### 5.4. 2014 Municipal Census

Moved by Councillor Frank Wong, seconded by Councillor Chris Stephan

Resolved that Council of The City of Red Deer, having considered the report from the Legislative Services department dated July 29, 2013, re: Municipal Census, approves and increase to the 2014 Operating Budget, one-time funding of \$163,000, to conduct an annual census.

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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

#### 5.5. Lancaster East Storm Detention Pond C7 - Budget Approval

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer, having considered the report from the Engineering Services department dated July 22, 2013, re: Lancaster East Storm Detention Pond C7 – Budget Approval, hereby approves amending the 2013 Capital Budget to include the Lancaster East Storm Pond C7 construction with a budget of \$1,200,000 with the source of funds to be the Storm Off Site Levy Fund.



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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

#### **5.6. Red Deer City Soccer Association Financial Support**

Moved by Councillor Chris Stephan, seconded by Councillor Tara Veer

Resolved that Council of The City of Red Deer, having considered the report from the Recreation, Parks & Culture department dated July 25, 2013, re: Red Deer City Soccer Association Request for Financial Support, hereby agrees that this request for funding assistance for the construction of an indoor multi-sports facility at Edgar Industrial Park is to be considered in the context of other capital projects and be discussed as part of the 2014 Capital Budget debate on November 26, 2013.

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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

#### **5.7. Central Alberta Slo-Pitch Association Request for Financial Support**

Moved by Councillor Lynne Mulder, seconded by Councillor Chris Stephan



Resolved that Council of The City of Red Deer, having considered the report from the Recreation, Parks & Culture department dated July 25, 2013, re: Central Alberta Slo-Pitch Association Request for Financial Support hereby agrees that this request for funding assistance, for the installation of water and sewer infrastructure to their slo-pitch diamonds at Edgar Industrial Athletic Park, is to be considered in the context of other capital projects and be discussed as part of the 2014 Capital Budget debate on November 26, 2013.

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

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

## 6. SUMMARY OF MID YEAR BUDGET DECISIONS - DEAN KREJCI, FINANCIAL SERVICES MANAGER

Financial Services Manager provided an overview of the Mid Year Budget decisions in context of The City's overall budget.

## 7. ADJOURNMENT

Moved by Councillor Paul Harris, seconded by Councillor Dianne Wyntjes

Resolved that the August 20, 2012 Regular Meeting of Red Deer City Council be adjourned 1:52 p.m.

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



11 City Council Mid-Year Budget Review Minutes  
UNAPPROVED - Tuesday, August 20, 2013

**ABSENT:** Mayor Morris Flewwelling

MOTION CARRIED

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MAYOR

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CITY CLERK



August 20, 2013

## Request for Approval: Governance Policies and Organization Bylaw 3505/2013

Legislative Services

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

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This report was tabled at the Monday, August 19, 2013 and is now being presented for Council's consideration. The report submitted at the August 19 2013 Council meeting is attached.

### **Proposed Resolution:**

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Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the approval of Governance Policies and the Organization Bylaw 3505/2013.



Report Originally Submitted  
to the Monday, August 19,  
2013 Council Meeting

August 9, 2013

## Request for Approval: Governance Policies and Organization Bylaw 3505/2013

Corporate Services

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

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The Governance & Policy Committee (GPC) reviewed draft Council Management Delegation policies, Purpose Statement policies and Executive Limitation policies at their July 23, 2013 meeting. At that meeting the GPC provided comments with respect to the policies which have since been incorporated. At that same meeting discussion also occurred regarding the principles of aligning the organizational bylaw with the governance framework by ensuring the delegations to the one employee of Council was incorporated into the Bylaw. This has been completed and is attached for approval.

### **City Manager Comments:**

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I support the recommendations of the Governance and Policy Committee and administration. The adoption of the governance policies and the new organizational bylaw reflected in this report constitutes the achievement of the new Red Deer Governance Framework in its first iteration. In relation to the Land Acquisition and Sales I endorse maintaining the current policy with the over 10% variance level requiring the approval of Council.

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 Corporate Services Directorate dated August 9, 2013 re: Executive Limitation Policy EL-D-2.1 Land Acquisition and Sales endorse

Option A: the 10% variance level

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby adopts the following governance policies:

Council-Management Delegations

CMD 1.0	Delegation Principle
CMD 2.0	City Manager's Role & Responsibilities
CMD 2.1	City Manager Compensation
CMD 2.2	City Manager Performance Assessment



Purpose Statements:

PS 1.0	General Purpose
PS-A-2.0	Civic Pride & Ownership
PS-A-2.1	Wellbeing of the Community
PS-A-2.2	Integrated & Accessible Transportation
PS-A-2.3	Safety
PS-A-2.4	Sustained & Enhanced Prosperity
PS-A-2.5	Sustainable Use of Resources

Executive Limitations:

EL 1.0	General Executive Constraints
	<i>A- Human Resources</i>
EL-A-2.0	Interim City Manager
EL-A-2.1	Compensation & Benefits
EL-A-2.2	Treatment of Employees
EL-A-2.3	Treatment of People
EL-A-2.4	Ethical Behaviour
	<i>B- Organizational Effectiveness</i>
EL-B-2.0	Communications & Support to Council
EL-B-2.1	Emergency Management
EL-B-2.2	Public Image
EL-B-2.3	Relationships with other Entities
	<i>D- Financial</i>
EL-D-2.0	Asset Protection
EL-D-2.1	Land Acquisition and Sales
EL-D-2.2	Use of City Owned Land

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby repeals the following Council policies:

1. 2003-C Employee Recognition
2. 3303-C Municipal Integration Strategy
3. 5312-C Staff Year End Cash Bonuses
4. 5317-C Liability Protection for Non-Union Employees
5. 6102-C Billboards on City Property
6. 6203-C Residential Land Sales
7. 6206-C Licenses to Occupy (Rights of Way/Lease of Utility Lots)
8. 6210-C Land Sale Approvals



9. 6212-C Encroachments into City Property / Utility Rights of Way
10. 6213-C Entering Into Option Agreements to Purchase Land Required for Future Municipal Needs
11. EL-D-2.7 relating to Sponsorship which was previously adopted and which has now been included in EL-B-2.4 Relationships with other Entities

It is further recommended that Council of The City of Red Deer consider three readings for Organizational Bylaw 3505/2013.

## Report Details

### **Background:**

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On July 4, 2011 Council adopted the Red Deer Governance Framework which included a work plan and schedule to address the development of Governance Process Policies, Purpose Statements, Executive Limitation Policies, and Council/Management Delegation Policies.

The Governance & Policy Committee (GPC) has since been working through a process which involved the adoption of Governance Process Policies in September 2012. These policies set out how Council operates and behaves - describing its own processes, job, internal workings, connection/relationship with its citizens, and expectations about the performance of itself, its members, its CGO, its committees, and its one employee, the City Manager.

At the meeting of November 19, 2012 the GPC then reviewed the draft Executive Limitation Policies. Executive Limitations are a policy framework that tells the City Manager what he can not do, rather than what to do. They are proscriptive, not prescriptive. Based on the executive limitations imposed, the City Manager is then free to apply reasonable interpretation and develop the operational response based on Council's direction.

Council's input to the Executive Limitations policy was then applied and these policies, in conjunction with the Council Management Delegation policies and Purpose Statement policies were presented for consideration at the Governance & Policy Committee meeting of July 23, 2013.

The Governance and Policy Committee endorsed the policies with modifications on July 23, 2013 and referred them to Council for adoption. The Governance and Policy Committee also endorsed the alignment of the organizational bylaw with the governance framework and for the organizational bylaw to be considered at the same time as the policies. The executive limitation policy on land acquisition and sales required further discussion and administration's analysis of the options is included in this report.

### **Discussion:**

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Council is being asked to first provide direction on the executive limitation level being imposed for land sales and leases. If Council determines a level different than what is in the proposed



policies and the organizational bylaw a resolution indicating the approval level needs to be passed prior to consideration of the policies and the organizational bylaw.

Council is being asked to approve the following Governance Policies:

Council-Management Delegations

- CMD 1.0 Delegation Principle
- CMD 2.0 City Manager's Role & Responsibilities
- CMD 2.1 City Manager Compensation
- CMD 2.2 City Manager Performance Assessment

Purpose Statements:

- PS 1.0 General Purpose
- PS-A-2.0 Civic Pride & Ownership
- PS-A-2.1 Wellbeing of the Community
- PS-A-2.2 Integrated & Accessible Transportation
- PS-A-2.3 Safety
- PS-A-2.4 Sustained & Enhanced Prosperity
- PS-A-2.5 Sustainable Use of Resources

Executive Limitations:

- EL 1.0 General Executive Constraints
  - A- Human Resources*
    - EL-A-2.0 Interim City Manager
    - EL-A-2.1 Compensation & Benefits
    - EL-A-2.2 Treatment of Employees
    - EL-A-2.3 Treatment of People
    - EL-A-2.4 Ethical Behaviour
  - B- Organizational Effectiveness*
    - EL-B-2.0 Communications & Support to Council
    - EL-B-2.1 Emergency Management
    - EL-B-2.2 Public Image
    - EL-B-2.3 Relationships with other Entities
  - D- Financial*
    - EL-D-2.0 Asset Protection
    - EL-D-2.1 Land Acquisition and Sales
    - EL-D-2.2 Use of City Owned Land

Additional policies still under development include:

Service Levels



#### Financial Planning/Budgeting

Financial Conditions & Activities (tied to the work being done in numerous policy fronts at present: Reserves, Capital Grants, Fees & Charges)

Disposal of Unclaimed Items

Leasing to Occupy City Owned Parkland

Parking Fine Revenue Sharing

If Council approves the policies as presented, Council is asked to repeal the following policies as the policy information in each of these policies is captured in respective Governance Process policies and would no longer be needed:

1. 2003-C Employee Recognition
2. 3303-C Municipal Integration Strategy
3. 5312-C Staff Year End Cash Bonuses
4. 5317-C Liability Protection for Non-Union Employees
5. 6102-C Billboards on City Property
6. 6203-C Residential Land Sales
7. 6206-C Licenses to Occupy (Rights of Way/Lease of Utility Lots)
8. 6210-C Land Sale Approvals
9. 6212-C Encroachments into City Property / Utility Rights of Way
10. 6213-C Entering Into Option Agreements to Purchase Land Required for Future Municipal Needs
11. EL-D-2.7 relating to Sponsorship which was previously adopted and which has now been included in EL-B-2.4 Relationships with other Entities

A number of additional policies will be brought to Council for repeal at a later date. At present some policies will remain in place and provide a parallel policy structure until corresponding Corporate policies are developed to ensure no policy gaps are created.

Organization Bylaw 3505/2013 is now aligned with our governance structure ensuring all delegations are to the City Manager as the sole employee of Council with the exception of the one designated officer role which must be maintained in the bylaw which is the City Assessor. The delegations to the City Manager have been updated to include all delegations that were contained in the executive limitations to ensure further alignment with the governance framework.

Land Acquisition and Sales was a topic of discussion at the Governance and Policy Committee. There was a sense that the executive limitation that proposed a limitation of 10% over expenditure on purchases and a limitation of 10% reduction in revenue on leases may not be the appropriate limitation. Options discussed included:

- A) Maintaining the 10% recommendation
- B) Moving to Market Value only
- C) Any option in between those two



In reviewing these options, Administration cited many of the concerns that were raised in the discussion. Nimbleness, ease of negotiation, and flexibility were cited as reasons to keep the policy at its current level of 10% variance. Council will need to debate this item and provide direction prior to approval of the policies and organizational bylaw.

### **Analysis:**

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The policies proposed provide the required level of governance requested by Council and ensures alignment with the authorities granted under the Municipal Government Act. The Organizational Bylaw now aligns with this framework. Both Council and the Governance and Policy Committee have provided substantial input into the formation of these policies and provide the needed clarity on roles, levels of decision making, purpose and process. It is critical to have this new framework approved prior to the election as it will form the basis of orientation for the Council of Election 2013.

**New**

**Governance Policies:**

**Council-Management Delegations**

**Purpose Statements**

**Executive Limitations**

**To Be Approved**

# Council-Management Delegation Policies

CMD

Index

Purpose of Council-Management Delegation Policies

## **CMD 1.0 Delegation Principle**

- CMD 2.0 City Manager's Role & Responsibilities
- CMD 2.1 City Manager Compensation
- CMD 2.2 City Manager Performance Assessment

## Council-Management Delegation Policies

### Purpose

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The purpose of Council-Management Delegation policies is to state the manner Council connects governance to management (through the City Manager and/or designated officers) and delegated authorities.

	Council Policy	
	Delegation Principle	
	Policy Type:	COUNCIL-MANAGEMENT DELEGATION

The sole official connection between Council and the organization is through the City Manager.

1. The MGA establishes the relationship between Council, City Manager and designated officers.
2. Delegations by Council are established through The City's bylaws and policies.

**Document History**

Policy Adopted	Draft
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	Council Policy	
	City Manager's Role & Responsibilities	
Policy Type:	COUNCIL-MANAGEMENT DELEGATION	CMD- 2.0

The City Manager is Council's single official link to the organization. The City Manager is responsible for organization performance.

- I. The City Manager's role is summarized as:
  - a. Accomplishing Council's objectives as established by its Purpose Statements.
  - b. Managing the organization within the boundaries established by Council's Executive Limitation policies, including those responsibilities set out in bylaws.

**Document History**

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>City Manager Compensation</b>	
Policy Type:	COUNCIL-MANAGEMENT DELEGATION	CMD-2.1

### **Compensation will be provided to the City Manager:**

- in the form of annual base salary, allowances, and benefits
- sufficient to attract and retain leadership for the organization
- appropriate to the demands of the roles and their value to the community
- reflective of the size of our community when compared with other Western Canadian communities.

### **Compensation Review and Adjustment**

#### **1. Unless Council directs otherwise:**

##### **1.1 Compensation will be reviewed at Council's mid-term, every four years:**

- 1.1.1 an analysis of a selection of western Canadian (the majority in Alberta) communities' City Manager salaries and populations will be used to determine the competitive salary so that the relative size of our community will be appropriately reflected in compensation
- 1.1.2 adjustments to the City Manager's current salary will be made effective mid-term when the review shows a differential of greater than minus 5%. If there is a differential of greater than plus 5%, the salary will be frozen until analysis shows the salary to be within 5%.
- 1.1.3 benefits may be reviewed so that adjustments can be made to reflect changing practices of City administration or of other communities

- 2. The City Manager's salary and allowances will be adjusted annually by the average percent change in the prior year's *Alberta Average Wage Rates* reflective of average adjustments made to Albertans' wages (as reported by StatsCan - November to October, rounded up to the nearest next dollar, effective January 1<sup>st</sup> of each year)

### **Salary**

- 3. The City Manager will be provided an annual base salary which will be paid on a bi-weekly basis.

	<b>Council Policy</b>	
	<b>City Manager Compensation</b>	
	Policy Type:	COUNCIL-MANAGEMENT DELEGATION
		CMD-2.1

**Allowances**

- 4. The City Manager will be provided an annual vehicle allowance.

**Benefits**

- 5. The City Manager is provided:
  - 5.1 Benefits equivalent to The City's Exempt staff.
  - 5.2 An additional week of vacation.
  - 5.3 Any other benefit required by the contractual employment arrangement.

**Document History**

Policy Adopted	March 18, 2013
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	Council Policy	
	City Manager Performance Assessment	
	Policy Type:	COUNCIL-MANAGEMENT DELEGATION

The City manager is the sole channel through which Council policies and decisions are implemented by the organization. Monitoring City Manager performance is synonymous with monitoring organization performance against Council policies and performance criteria. Monitoring will be as automatic as possible, using sufficient Council time to provide appropriate assurance of organization performance, while enabling Council to spend the majority of its time on future-focused activities.

1. The purpose of monitoring is to determine the degree to which Council expectations and performance criteria, as defined in its policies, are being met.
2. Performance criteria are reviewed and approved by Council annually in advance of the year.
3. Performance may be monitored in several ways. Examples of appropriate means are:
  - a. an **internal report** from the City Manager to Council, disclosing interpretation and compliance information
  - b. an **external report** from an external disinterested third party selected by Council, assessing compliance with Council policies
  - c. **direct assessment** by Council, in whole or in part, of compliance with Council policies
4. The annual performance assessment of the City Manager is carried out with the following objectives:
  - a. to permit in-depth discussion of performance and allow dialogue regarding issues and concerns with both City Manager and Council performance
  - b. to provide a foundation for adjustment of compensation
5. Results of the annual performance assessment are reported in confidence to Council with due respect for privacy, fairness and dignity. The strengths of the organization, and any concerns requiring the attention of Council, are addressed.

#### Document History

Policy Adopted	Draft
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# Purpose Statements

PS

Index

Purpose of Purpose Statements

## **PS 1.0 General Purpose**

PS-A-2.0 Civic Pride & Ownership

PS-A-2.1 Wellbeing of the Community

PS-A-2.2 Integrated & Accessible Transportation

PS-A-2.3 Safety

PS-A-2.4 Sustained & Enhanced Prosperity

PS-A-2.5 Sustained Use of Resources

## Purpose Statements

### Purpose

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The purpose of Purpose Statements is to prescribe the fundamental reason(s) the organization exists by identifying: the benefit the organization should produce; for whom; and at what cost/worth. Purpose Statements direct the City Manager to achieve certain results without violating the limits they set.

	<b>Council Policy</b>	
	<b>General Purpose</b>	
	Policy Type: PURPOSE STATEMENT	PS 1.0

The city of Red Deer is a sustainable, vibrant, thriving community contributing to citizens enjoying a high quality of life wherein acceptable levels of service will be articulated and maintained.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Civic Pride &amp; Ownership</b>	
	Policy Type:	PURPOSE STATEMENT
		PS-A-2.0

The Community has a sense of civic pride and ownership.

- I. Citizens have a sense of ownership and belonging
  - I.1 Citizens understand who lives in their community and how they are connected to this place and one another
  - I.2 Citizens are aware of, and access their communities' history
    - I.2.1 Significant cultural historical resources are preserved
  - I.3. Citizens value and respect diversity
  - I.4 Citizens enjoy the uniqueness of their neighbourhoods

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Wellbeing of the Community</b>	
	Policy Type:	PURPOSE STATEMENT
		PS-A-2.1

1. Citizens have opportunities for healthy active lifestyles
  - 1.1 A broad range of activities is available
  - 1.2 Recreation opportunities are readily accessible and affordable
2. Citizens have opportunity to experience creative expression and innovation
  - 2.1 A broad range of activities is available
  - 2.2 Culture opportunities are readily accessible and affordable
  - 2.3 Citizens experience public art in municipal infrastructure.
3. Citizens have housing options in each neighbourhood for a range of incomes, family types, and “aging in place”
4. Citizens experience reduced inequalities resulting from disparity in income ability and social status
5. Citizens view city spaces and places as welcoming
  - 5.1 Citizens have access to public spaces
    - 5.1.1 Public spaces are barrier free to all citizens regardless of age or ability
  - 5.2 Spaces and places encourage people to meet and interact
6. Citizens have access to utilities to provide for their basic needs

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Integrated &amp; Accessible Transportation</b>	
	Policy Type:	PURPOSE STATEMENT
		PS-A-2.2

The Community has access to an Integrated and Accessible transportation network

1. Citizens have alternatives for movement throughout the city
  - 1.1. Routes conducive to motorized vehicle routes
  - 1.2. Routes conducive to pedestrians and self-propelled transportation
  - 1.3. Mass transit is an attractive alternative to single occupant vehicles
2. Routes enable safe mobility throughout the city
  - 2.1. Citizens can access connections to trails, parks, and other public spaces
  - 2.2. Citizens can access connections to provincial and national transportation systems
3. Citizens have a Safe, Integrated and Accessible transportation network
  - 3.1. Public roads are clear of snow and enable adequate traction.

The following are priorities among roads:

- 3.1.1. Highest priority: public roads, including hills, bridges, overpasses, high hazard locations and hospital accesses, are clear of snow and enable adequate traction within 8 hours of 5 cm snow accumulation; plus in areas with limited storage space and/or on street parking, no windrows 0.5 m high or greater for more than 48 hours after second priority roads are clear.
- 3.1.2. Second priority: arterials with high collision intersections are clear of snow and enable adequate traction within 72 hours of 8 cm snow accumulation; and in areas with limited storage space, no windrows 0.5 m high or greater for more than 48 hours after second priority roads are clear.
- 3.1.3. Third priority: downtown roads are clear of snow and windrows within 4 days of 10 cm snow pack.

	<b>Council Policy</b>	
	<b>Integrated &amp; Accessible Transportation</b>	
	Policy Type:	PURPOSE STATEMENT

PS-A-2.2

- 3.1.4. Fourth priority: collectors, transit routes and residential streets adjacent to schools are clear of snow and windrows within 20 days of 15 cm of snow pack.
- 3.1.5. Fifth priority: roads serving industrial and commercial areas will be plowed on a discretionary basis and select removal of snow and windrows will be completed within 5 days.
- 3.1.6. Sixth priority: roads in residential areas are clear of snow and windrows within 40 days and cul-de-sacs and lanes are clear on request.
- 3.2. Public walkways on at least one side of any street, corridor, or any area designated for pedestrian movement are clear of snow and enable adequate traction.
  - The following are priorities among public walkways:
  - 3.2.1. Highest priority: sidewalks on hills, bridges, high hazard locations, hospital access, and downtown are clear within 4 days of a snowfall event.
  - 3.2.2. All remaining sidewalks are clear within 10 days of a snowfall event
- 3.3. Public trails commonly used for winter activities are clear of snow and enable adequate traction.
  - 3.3.1. Select Waskasoo Park trails are clear within 4 days of 5 cm of accumulation.
- 3.4. Bike lanes are clear of snow and enable adequate traction.
  - 3.4.1. Bike lanes are clear to the same level as the associated roadway.
  - 3.4.2. Other bike lanes are clear in accordance with service requests.
- 3.5. Within 10 days of the conclusion of a snow fall event, transit stops are clear of snow and enable adequate traction.
- 3.6. Roads are passable for emergency services vehicles.
- 3.7. Routes are in good repair.

 <p>THE CITY OF <b>Red Deer</b></p>	<b>Council Policy</b>	
	Integrated & Accessible Transportation	
	Policy Type: PURPOSE STATEMENT	PS-A-2.2

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Safety</b>	
	Policy Type:	PURPOSE STATEMENT
		PS-A-2.3

The Community is safe

1. People and property are safe from crime, harmful activities or other hazards

1.1 Emergency situations are addressed in a timely manner

1.2 Community needs are met through established policing standards

1.2.1 Response to calls for service will be addressed according to the following schedule:

1.2.1 Priority 1 – Very Urgent – Immediate dispatch

1.2.2 Priority 2 – Urgent – Response based on Differential Call Model

1.2.3 Priority 3 – Routine – Response based on Differential Call Model

1.2.4 Priority 4 – NO immediate action

1.2.2 All priority 1 and 2 calls will be responded to in less than 6 minutes  
100% of the time

1.3 Citizens and organizations comply with/abide by the community's standards

1.4 An environment conducive to citizen awareness of potential hazards and dangers

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Sustained &amp; Enhanced Prosperity</b>	
	Policy Type:	PURPOSE STATEMENT
		PS-A-2.4

The Community experiences a Sustained and Enhanced Prosperity

- I. Conditions conducive to a diversified, stable, resilient economy
  - I.1 An environment conducive to business health
    - I.1.2 Community has access to infrastructure for growth and prosperity
  - I.2 An environment conducive to a Vibrant Downtown
  - I.3 An environment conducive to being nationally and internationally competitive for talent and investment
    - I.3.1 Diversified local job opportunities
  - I.4 Community has access to business friendly services

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Sustainable Use of Resources</b>	
	Policy Type: PURPOSE STATEMENT	PS-A-2.5

The Community uses its resources wisely for the needs of current and future generations

1. Land use maximizes the potential of natural environment
  - 1.1 Urban and Natural Spaces are integrated
  - 1.2 Neighborhoods have interconnected networks of open spaces that include existing or enhanced natural and conservation areas or are a response to natural features
2. Resource use minimizes the impact on the natural environment
3. An environment where citizens/organizations minimize their ecological footprint
  - 3.1 Neighbourhoods are in compact urban form
    - 3.1.1 Higher density housing is clustered and located with mixed uses and public transit
  - 3.2 Infrastructure can be easily adapted to alternative energy sources and servicing
4. Neighborhoods can accommodate a variety of future uses that will allow buildings, public spaces, and neighbourhood amenities to be converted, salvaged, or reused

**Document History**

Policy Adopted	
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# Executive Limitation Policies

EL

Index

Purpose of Executive Limitation Policies

## **EL 1.0 General Executive Constraints**

### ***A- Human Resources***

EL-A-2.0 Interim City Manager

EL-A-2.1 Compensation & Benefits

EL-A-2.2 Treatment of Employees

EL-A-2.3 Treatment of Public

EL-A-2.4 Ethical Behaviour

### ***B- Organizational Effectiveness***

EL-B-2.0 Communications & Support to Council

EL-B-2.1 Emergency Management

EL-B-2.2 Public Image

EL-B-2.3 Relationships with other Entities

### ***C- Service Levels***

### ***D- Financial***

EL-D-2.0 Asset Protection

EL-D-2.1 Land Acquisition and Sales

EL-D-2.2 Use of City Owned Land

# Executive Limitation Policies

## Purpose

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Executive Limitation policies identify what decisions and actions the City Manager, and or designated officers may not do in order to achieve Council identified Purpose Statements.

## Document History

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>General Executive Constraint</b>	
	Policy Type: EXECUTIVE LIMITATION	EL 1.0

The City Manager will not allow any organizational practice, activity, decision or circumstance which is unlawful, imprudent, in violation of commonly accepted business and professional ethics and practices or fails to consider the Organizational Sustainability Pillars.

**Document History**

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>Interim City Manager</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-A-2.0

The City Manager will not permit the organization to be without sufficient organizational capacity and current information about City Manager and Council issues and processes for the competent operation of the organization to continue in the temporary absence of the City Manager or in the event of sudden loss of the City Manager’s services.

Further, without limiting the scope of the above statement by the following list, the City Manager will not:

1. In the absence of a City Manager, allow the organization to operate without an acting City Manager.
2. Have fewer than 2 (two) Directors familiar with Council and senior management issues and processes to enable either to act with reasonable proficiency as an interim City Manager.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Compensation &amp; Benefits</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-A-2.1

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the City Manager shall not cause or allow jeopardy to fiscal integrity or public image.

Further, without limiting the scope of the above statement by the following, the City Manager will not:

1. Allow for inequitable compensation and benefits.
2. Provide bonuses to employees.
3. Allow the provision of personal benefits to employees, contractual staff/services and/or family and friends.

**Document History**

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>Treatment of Employees</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-A-2.2

The City Manager will not cause or allow working conditions that are disrespectful, unsafe, disorganized, unclear and/or in conflict with The City's RISE principles.

Further, without limiting the scope of the above statement, the City Manager will not:

1. Operate without sufficient, written personnel policies and procedures to clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
2. Permit employees to be uninformed regarding the performance expectations by which they will be assessed.
3. Allow circumstances in which diversity is not respected.
  - 3.1 Allow those qualified for positions to face unreasonable barriers due to unrelated disabilities.
4. Operate without an employee recognition and appreciation program.
5. Allow employees to be unprotected from liability.

**Document History**

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>Treatment of Public</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-A-2.3

With regard to customers or the public, whether individuals or groups, the City Manager will not allow unsafe, disrespectful interactions or any conflict with the RISE principles.

Further, without limiting the scope of the above statements by the following, the City Manager shall not:

1. Allow conditions or circumstances that prevent or hinder reasonable access and participation.
2. Permit inconsistent treatment of individuals or groups.

**Document History**

Policy Adopted	Draft
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	<b>Council Policy</b>	
	<b>Ethical Behaviour</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-A-2.4

The City Manager shall not operate without internal processes that require a high degree of integrity at all levels of the organization.

Further, without limiting the scope of the above by the following list, the City Manager shall not:

1. Operate without an internal Code of Conduct, of which all employees are made aware, that clearly outlines the rules of expected behaviour for employees.
  - 1.1. Operate without written policies which prevent conflict of interest.
2. Operate without providing employees and others with a mechanism for anonymous and confidential reporting of alleged or suspected improper activities, without fear of retaliation.
  - 2.1. Operate without operational policy, of which all employees are made aware, that clearly outlines how to register a concern, and provides a fair and anonymous process for reporting and investigating allegations of suspected improper activities, which include but are not limited to: financial irregularities; dishonest, deceitful, fraudulent or criminal acts; and other violations of legislation.
  - 2.2. For those incidents that are delegated to the City Manager's direct responsibility for investigation, permit there to be a conflict or direct reporting relationship between the person conducting the investigation and the person alleged to have engaged in improper activities.
  - 2.3. Permit disclosure of the identity of whistle blowers or the subject matter of the investigation unless it is necessary to do so to conduct a comprehensive investigation, or required by law or other board policy.
  - 2.4. Permit any employee to be adversely affected because the employee refuses to carry out a directive which would result in an improper activity.
  - 2.5. Allow the Council to be uninformed about any potential reputation exposure related to these matters.
  - 2.6. Fail to maintain detailed records of all matters raised under this Policy.

	Council Policy	
	Ethical Behaviour	
	Policy Type: EXECUTIVE LIMITATION	EL-A-2.4

**Document History**

Policy Adopted	
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	Council Policy	
	Communication & Support to Council	
	Policy Type:	EXECUTIVE LIMITATION
		EL-B-2.0

The City Manager will not allow Council to be uninformed or unsupported in its work.

Further, without limiting the scope of the above by the following, the City Manager shall not:

1. Allow Council to be without adequate information to support informed Council decisions, including relevant environmental scanning data, a representative range of staff and external points of view, and significant issues or changes within the external environment which may have a bearing on any existing Council policies, along with alternatives and their respective implications.
2. Neglect to submit monitoring data required by Council in a timely, accurate, and understandable fashion, including explicit City Manager interpretations of the Council policies being monitored and evidence of compliance.
3. Let Council be unaware of any actual or anticipated non-compliance with any Purpose Statements or Executive Limitations policy, regardless of Council's monitoring schedule.
4. Let Council be unaware of any incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.
  - 4.1 Let the Mayor [Council] be aware of The City's assistance for emergencies in neighboring municipal jurisdictions.
5. Present information:
  - a. in an untimely manner
  - b. in unnecessarily complex or lengthy form.
  - c. in a form that does not clearly differentiate among monitoring, decision preparation, and general incidental or other information.
  - d. without City Manager options and implications
6. Allow Council to be without a workable mechanism for official Council, and/or Council committee communications.

	<b>Council Policy</b>	
	<b>Communication &amp; Support to Council</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-B-2.0

7. Deal with Council in a way that favors or privileges certain Council members over others.
8. Allow Council to be without reasonable administrative support for Council Activities, based upon approved funding.
9. Let Council be unaware that, in the City Manager’s opinion, Council is not in compliance with its own policies on Governance Process or Council-Management Delegation & Relationship, particularly in the case of Council behaviour that is detrimental to the work relationship between Council and the City Manager.

Reference:

- I. Organizational Bylaw 3457/2010

**Document History**

Policy Adopted	
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 <b>THE CITY OF Red Deer</b>	<b>Council Policy</b>	
	<b>Emergency Management</b>	
	EXECUTIVE LIMITATION	EL-B-2.1

The City Manager will not allow employees and volunteers to be unprepared to deal with emergency situations.

References:

1. Municipal Emergency Management Plan (MEMP), adopted April 2012 , Emergency Management Committee
2. Emergency Management Bylaw 3468/2011

**Document History**

Policy Adopted	
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	Council Policy	
	Public Image	
	Policy Type: EXECUTIVE LIMITATION	EL-B-2.2

The City Manager will not endanger the organization’s public image, credibility, integrity or its ability to accomplish Council stated Purposes.

Further, without limiting the scope of the above by the following, the City Manager shall not:

1. Permit presentations to be made to the media which are contrary to Council positions.
2. Engage in any form of support, marketing, or promotion of alcohol, tobacco products, pornography, weapons, stereotyping or denigration of individuals or groups.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Relationships with other Entities</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-B-2.3

The City Manager shall not enter into or renew agreements or collaborative relationships with other persons or entities that jeopardize the organization’s ability to achieve Council stated Purposes.

Accordingly, the City Manager shall not enter into or renew any agreement or relationship which:

1. Imposes or implies conditions that would limit or appear to limit, the ability of The City to carry out its functions fully or impartially.
2. Results in The City relinquishing its right to manage and control facilities and services.
3. Requires or implies The City’s endorsement of a company, commercial product(s) and/or service(s).
4. Results in political advertising from any level of government or individual.
5. Has been deemed unsatisfactory by the City Solicitor.
6. Inconsistency with equal participation, rights and accessibility for all groups in the community.
7. Personal benefits to Council, City employees, contractual staff/services and/or family/friends.
8. Sponsors to influence The City at the administrative (operational) level.
9. Marketing of, or have any relationship with, including but not limited to: alcohol, tobacco products, pornography, weapons, stereotyping or denigration of individuals or groups.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Asset Protection</b>	
	Policy Type: EXECUTIVE LIMITATION	EL-D-2.0

The City Manager will not cause or allow unprotected, inadequately maintained, or unnecessarily risked corporate assets including, but not restricted to, tangible capital assets.

Further, without limiting the scope of the above statements by the following, the City Manager shall not:

1. Allow assets to be without proper physical protection from damage and misappropriation.
2. Subject property, plant, and equipment to improper wear and tear or insufficient maintenance.
3. Allow infrastructure maintenance expenditures to drop below sufficient levels.
  - 3.1 Allow infrastructure maintenance to be inadequately funded.
4. Sell tangible capital assets to fund ongoing operating expenses.
5. Permit the organization to be without adequate insurance.
6. Operate without adequate safeguards to protect intellectual property, information and files from loss or significant damage.
7. Unnecessarily expose the organization, its board, or staff to claims of liability.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Land Acquisition and Sales</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-D-2.1

The City Manager shall not enter into land transactions which do not represent optimized value for The City.

Further, without limiting the scope of the above statement by the following, the City Manager shall not:

1. Enter into an agreement to purchase land when the purchase price for the land is outside 10% of the appraised market value.
2. Purchase land if the purchase has not been allocated in the capital budget for the year.
3. Sell City owned land for less than 90% of the appraised market value unless it can be shown that for a variety of reasons (e.g. shape, size, location, etc.) the offer reflects market value.

**Document History**

Policy Adopted	
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	<b>Council Policy</b>	
	<b>Use of City Owned Land</b>	
	Policy Type:	EXECUTIVE LIMITATION
		EL-D-2.2

The City Manager shall not allow City owned land to be improperly used, unprotected, or undervalued.

Further, without limiting the scope of the above statement by the following, the City Manager shall not:

1. Enter into a lease agreement on behalf of The City below the appraised rental value, unless it can be shown that for a variety of reasons (e.g. shape, size, location, etc.) the offer reflects rental value.
2. Allow City owned property to be leased for the placement of billboard signs except as otherwise permitted under prior policy.
3. Allow inappropriate use of City property, rights of way, or utility lots.
  - 3.1 Allow encroachments into City property or utility rights of way that are not regulated under the Municipal Government Act.

**Document History**

Policy Adopted	
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# **Council Policies**

**To Be**

**Repealed**



**Purpose:**

The purpose of this policy is to provide guidelines for recognition and appreciation of City employees for long service, safety and special merit.

**Policy Statement(s):**

1. A civic employee dinner to be held annually.
2. Long Service Awards to be as follows:
 

10 years	-	Approximately \$30.00 value
15 years	-	Approximately \$50.00 value
20 years	-	Approximately \$150.00 value
25 years	-	Approximately \$500.00 value
30 years	-	Approximately \$525.00 value
35 years	-	Approximately \$550.00 value
- 3.<sup>1</sup> Upon retirement, with 15 or more years of continuous service, an employee will receive one additional day of vacation for each year of service.

**Authority/Responsibility to Implement:**

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

**References/Links:**

- Corporate policy 2017-CA Safe Work Practice Awards

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<sup>1</sup> December 16, 1996



**Document History:**

Approved: September 9, 1996
Revised: December 16, 1996
Administrative Revision (new template): March 9, 2010

**Purpose:**

The purpose of this policy is to promote the positive integration of persons with physical and mental disabilities into programs and services for which the City is responsible.

**Policy Statement(s):**

1. The City will promote the positive integration of persons with disabilities in a systematic way through three major areas:
  - a. Employment - The City will endeavour to work towards increasing employment opportunities for persons with disabilities in City departments;
  - b. Accessibility/Mobility - The City will endeavour to improve access to facilities and programs and reduce barriers to mobility for persons with disabilities;
  - c. Education/Awareness - The City will promote a greater community awareness of ways to integrate persons with disabilities into many facets of living in the community.
  
2. The City Manager will appoint a Municipal Integration Strategy Committee consisting of at least one representative from each of the following:
  - a. Community Services Division;
  - b. Corporate Services Division;
  - c. Development Services Division;
  - d. Personnel Department.
  - e. An Outside Department.



3. The Committee will be responsible for facilitating initiatives which will educate City staff and assist in the implementation of the corporate and departmental objectives.
4. The Committee will monitor the implementation of the Municipal Integration Strategy and report annually to the Senior Management Team.
5. Department Heads will implement the corporate and departmental objectives outlined in the administrative policy entitled the "Municipal Integration Strategy".
6. Department Heads will annually review and update their departmental objectives.

#### **Scope/Application:**

This policy applies to all departments.

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

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

#### **Document History:**

Approved: September 9, 1996
Administrative Revision (new template): March 9, 2010

**Purpose:**

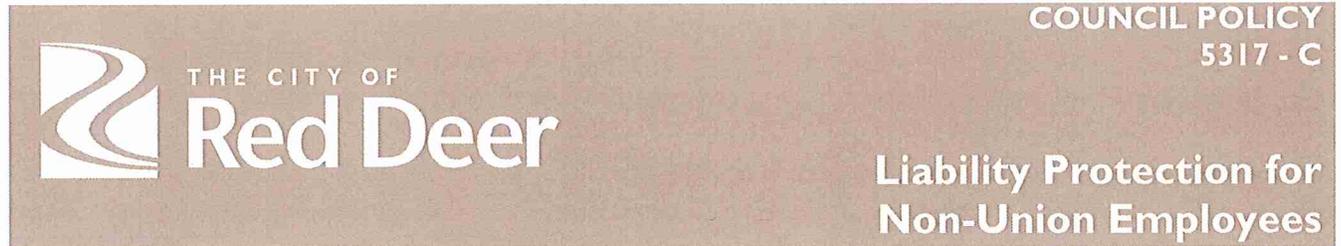
The purpose of this policy is to provide guidance on the use of year end staff bonuses.

**Policy Statement(s):**

City employees or employees reporting to City boards, committees or commissions shall not, in addition to their regular salary, be paid cash bonuses unless Council authorizes such an expenditure.

**Document History:**

Approved: September 9, 1996
Administrative Revision (new template): March 12, 2010



**Purpose:**

The purpose of this policy is to indicate assistance that will be provided to non-union employees for legal costs to defend against criminal charges or claims made by third parties for actions performed by employees in the course and scope of their employment with the City.

**Policy Statement(s):**

All reasonable expenses and costs, including indemnification against judgements awarded by a Court, in respect to any criminal or civil action taken against a non-union employee of The City as a result of carrying out his normal work duties in the course of his employment will be reimbursed by The City provided the employee's actions do not constitute a gross disregard or neglect of his duty.

Notwithstanding the foregoing, should a non-union employee be found guilty of a criminal charge, The City shall not be liable for any expense, cost or indemnification in relation to the employee's defence or for any fines assessed on that charge or related charges.

**Authority/Responsibility to Implement:**

City Manager

**Document History:**

Approved: September 9, 1996
Administrative Revision (new template): March 12, 2010

**Purpose:**

The purpose of this policy is to control the placement of billboards on City property.

**Policy Statement(s):**

Space on City owned property shall not be leased for the placement of billboard signs.

**Authority/Responsibility to Implement:**

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

**Document History:**

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

Date:	Revision:
March 9, 2010	New template
May 14, 2010	Policy number changed from 4402 to 6102

**Purpose:**

To provide direction for residential land sales.

**Policy Statement(s):**

1. The Land and Economic Development Department shall collaborate with all City departments concerned with development, to determine and formulate proposals to City Council, for their approval, on where and when new subdivisions should and/or will be located and developed to maintain an adequate supply of residential lots for sale in the City.
2. The Land and Economic Development Department shall analyze trends to determine market values of residential land throughout the city, as determined by an independent fee appraiser, and shall make recommendations to City Council for approval of sale prices.
3. <sup>1</sup>The Land and Economic Development Department shall make recommendations to City Council for their approval regarding lot sales to be advertised and sold to purchasers on a first come basis.
4. City policy, as approved by Council, establishes terms of sale, dates that construction must commence and be completed, and procedures for return of lots should purchaser(s) not proceed with development as agreed to in Land Sale Agreements.
5. Residential land sales are all handled through the Land and Economic Development Department.

**Authority/Responsibility to Implement:**

City Manager

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<sup>1</sup> December 1, 1997

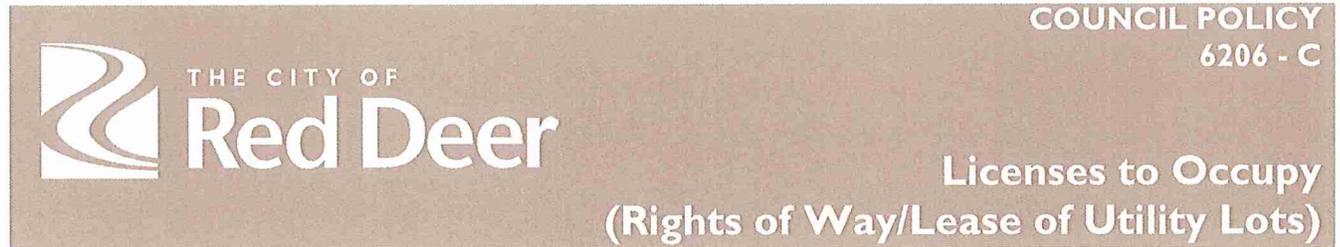


### Document History:

Approved: September 9, 1996
Revised: December 1, 1997

### Administrative Revisions:

Date:	Revision:
March 9, 2010	New template
May 13, 2010	Policy number changed from 4503 to 6203
June 7, 2010	Deleted "Parkland Community Planning Services" from #1.

**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



**COUNCIL POLICY**  
6206 - C

**Licenses to Occupy**  
**(Rights of Way/Lease of Utility Lots)**

- 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

**Purpose:**

The purpose of this policy is to improve response time to offers made on industrial and commercial land.

**Policy Statement(s):**

1. Purchase and lease prices for City owned industrial and commercial land are to be established by Council. The Land and Economic Development Manager shall have the authority to enter into an agreement on behalf of The City on all offers which conform with Council approved prices, and meet other requirements contained within the current industrial and commercial land sale policies.
2. In cases where offers are at less than prices established by Council, but where it can be shown that for a variety of reasons (e.g. shape, size, location, etc.) the offer reflects market value, the City Manager shall have the authority to approve such sales.

**Authority/Responsibility to Implement:**

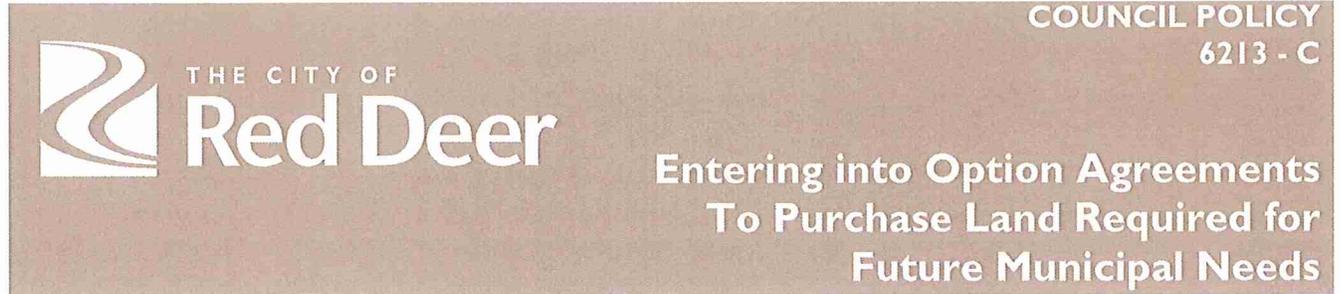
City Manager

**Document History:**

Approved: February 9, 1998
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**Administrative Revisions:**

Date:	Revision:
March 12, 2010	New template
May 13, 2010	Policy number changed from 4510 to 6210

**Purpose:**

This policy establishes the executive limitations and guidelines for the City Manager to enter into option agreements to purchase land required for future municipal needs.

**Policy Statement(s):****Executive Limitations**

The City Manager may enter into option agreements to purchase land required for future City of Red Deer needs providing:

1. Funding is provided in the Council approved Capital Budget or the expenditure has otherwise been approved by Council.
2. The purchase price for the lands is within 10% of the appraised market value.
3. The agreements are in a form satisfactory to the City Solicitor.
4. Council approval is obtained prior to the exercise of the option.

**Authority/Responsibility to Implement:**

- Municipal Government Act (MGA)
- City Manager

**Document History:**

Approved: June 16, 2003
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**COUNCIL POLICY**  
**6213 - C**

**Entering into Option Agreements  
To Purchase Land Required for  
Future Municipal Needs**

**Administrative Revisions:**

Date:	Revision:
March 12, 2010	New template
May 13, 2010	Policy number changed from 4513 to 6213

	Council Policy	
	Sponsorship	
	Policy Type: EXECUTIVE LIMITATION	EL-D-2.7

The City Manager will use reasonable interpretation in applying all limitations.

I. The City Manager **will not allow**:

- a. Any sponsorship agreement imposing or implying conditions that would limit or appear to limit, the ability of The City of Red Deer to carry out its functions fully or impartially.
- b. The City to relinquish its right to manage and control facilities and services.
- c. The City's identity to be negatively impacted, considering its reputation, image, and integrity.
- d. A requirement to, or imply The City's endorsement of the company, commercial product(s) and/or services(s).
- e. Excessive advertising of sponsor brand(s).
- f. Preferential treatment of the sponsor, including consideration outside of the sponsorship agreement.
- g. Preferred or preferential access of the sponsor to any City events, products and services based on sponsorships.
- h. Inconsistency with equal participation, rights and accessibility for all groups in the community.
- i. Sponsorship naming in perpetuity.
- j. Personal benefits to Council, City employees, contractual staff/services and/or family/friends.
- k. Sponsors to influence The City at the administrative (operational) level.
- l. Political advertising from any level of government or individual.
- m. Marketing of, or have any relationship with, including but not limited to: alcohol, tobacco products, pornography, weapons, stereotyping or denigration of individuals or groups.

	Council Policy	
	Sponsorship	
	Policy Type: EXECUTIVE LIMITATION	EL-D-2.7

**Document History**

Policy Adopted	February 4, 2013
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**New**

**Organization Bylaw**

**3505/2013**

### **BYLAW NO. 3505/2013**

Being a bylaw of The City of Red Deer to establish, in accordance with the Municipal Government Act, the organizational structure of the City's administrative team and to define clearly the roles of chief elected official, chief administrative officer and designated officers, and their respective powers, duties and functions.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

#### **Short Title**

1. The short title of this bylaw is the "Organization Bylaw".

#### **Definitions**

2. In this Bylaw, the following terms shall have the meanings shown:

Administration	the general operations of the City, including all personnel, financial and other related resources;
City	the Municipal Corporation of the City of Red Deer;
City Manager	the chief administrative officer for the City within the meaning of the <i>Municipal Government Act, RSA 2000, Ch. M-26 (the "MGA")</i> ;
Council	the Municipal Council of the City, consisting of nine (9) members including the Mayor, each of whom except the Mayor has the title: "Councillor";
Mayor	the chief elected representative of the City, whether elected or appointed as described in the <i>MGA</i> .
MGA	the <i>Municipal Government Act</i> RSA 2000, c M-26 as amended and the regulations thereunder.

#### **Municipal Office**

3. The municipal office of the City shall be City Hall located at 4914 - 48th Avenue in Red Deer, Alberta.

#### **Council**

4. (1) Council shall consist of 9 members including the Mayor, each of whom except the Mayor shall have the title of "Councillor".

#### **Duties of Councillors Under the MGA**

- (2) Councillors have the following duties as prescribed in MGA s. 153:

- (a) to consider the welfare and interests of the City as a whole and to bring to Council's attention anything that would promote the welfare or interests of the City;
- (b) to participate generally in developing and evaluating the policies and programs of the City;
- (c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- (d) to obtain information about the operation or administration of the City from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public; and
- (f) to perform any other duties or function imposed on Councillors by this or any other enactment or by the Council.

#### **Duties of the Whole Council**

(3) Council as a whole has the following duties:

- (a) as specified in MGA s. 205.1, to provide the City Manager with an annual written performance evaluation of the results the City Manager has achieved with respect to fulfilling the City Manager's responsibilities; and
- (b) to approve the structure of the organization at the division level.

#### **Delegation By Council**

(4) As specified in MGA s. 203(1), Council may by bylaw delegate any of its powers, duties or functions under the MGA or any other enactment or a bylaw to a Council committee, the chief administrative officer or a designated officer, unless the MGA or any other enactment or bylaw provides otherwise.

#### **Mayor**

5. (1) The chief elected official for the City is known as the "Mayor" and is the principal elected link between Council and the City Manager. In addition to performing the duties of a Councillor, and as specified in MGA s. 154 the Mayor shall:

- (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside; and
- (b) perform any other duty imposed on a chief elected official by the MGA or any other enactment or bylaw.

(2) The Mayor shall also:

- (a) review Council agendas with the City Manager;

- (b) represent the City at public functions and ceremonies that Council or the Mayor determines appropriate;
- (c) communicate Council policy to the public and seek public input; and
- (d) liaise with elected officials from other municipalities and other levels of government on matters of concern to the City.

### **City Manager**

6. (1) The chief administrative officer of the City, who shall be known as the City Manager, is the principal administrative link between the Administration and Council. In accordance with the MGA, the City Manager:
- (a) is the administrative head of the City;
  - (b) ensures that the policies and programs of the City are implemented;
  - (c) advises and informs Council on the operation and affairs of the City; and
  - (d) performs the duties and functions and exercises the powers assigned to a City Manager by the MGA and other enactments or assigned or delegated by Council; and
  - (e) has all the powers, duties and functions given to a designated officer under the MGA or any other statute or enactment except the powers, duties and functions expressly given to the City Assessor pursuant to this Bylaw.
- (2) The City Manager shall also review Council agendas and provide administrative recommendations to Council.

### **Authority of the City Manager**

7. The City Manager is authorized to:
- (a) appoint an Acting City Manager to act during absences of the City Manager;
  - (b) coordinate, direct, supervise and review the performance of the Administration;
  - (c) establish the structure of the Administration below the division level;
  - (d) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the City Manager;
  - (e) advise, inform and make recommendations to Council about:
    - (i) the operations of the City;

- (ii) the financial condition of the City; and
  - (iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the City;
- (f) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- (g) conduct audits, investigations and studies of the Administration, as the City Manager deems necessary, subject to the direction of Council;
- (h) subject to any applicable legislation and any contract or agreement binding on the City:
- (i) hire, appoint, transfer or promote any City employee;
  - (ii) evaluate, discipline, suspend, demote, or remove any City employee; and
  - (iii) determine salaries, benefits, hours of work and other working conditions;
- (i) provide corporate leadership in ensuring that all City policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the City as defined by Council;
- (j) prepare and submit to Council such reports and recommendations as may be required by Council; and
- (k) respond to inquiries and requests for information on behalf of the City, including stating the City's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.

### **Financial Powers and Functions**

8. The City Manager is authorized to:

- (a) prepare and submit operating and capital budgets as directed by Council;
- (b) in cases of emergency as determined by the City Manager, expend monies for the emergency that are not in an approved budget, up to a maximum of \$1,000,000 for each event, and subsequently report to Council on the implications of those expenditures;
- (c) establish fees, charges, rates and tariffs, except as otherwise established by Council policy or bylaw;

- (d) monitor and control expenditures within the budgets approved by Council for the Administration, and authorize budget adjustments of up to \$10,000,000 from one budgeted program to another;
- (e) pay any amounts which the City is legally required to pay pursuant to an order or Judgment of a Court, board or other tribunal of competent jurisdiction, relating to an action, claim or demand against the City;
- (f) except as otherwise instructed by Council, and without limitation, instruct legal counsel to provide legal services to the City and Council and retain, instruct and pay for the services of legal counsel;
- (g) approve the:
  - (i) settlement of all uninsured actions, claims, or demands against the City where the amount paid by the City does not exceed \$1,000,000, including prejudgment interest and court costs;
  - (ii) settlement of all uninsured actions, claims, or demands by the City, where the difference between the amount recovered and the amount claimed by the City does not exceed \$500,000, including prejudgment interest and court costs;
  - (iii) settlement of all insured actions, claims, or demands against the City; and
  - (iv) settlement of all insured actions, claims or demands by the City; and
- (h) enter into any agreements necessary to provide insurance coverage and performance bonds for the City.

### **Contracts and Agreements**

9. The City Manager is authorized to:

- (a) approve and enter into all agreements and contracts involving:
  - (i) the sale of City owned land at a sale price which is not less than 90% of the appraised market value, unless it can be shown that for a variety of reasons the offer reflects market value;
  - (ii) the purchase of land, which has been allocated in the City capital budget, and is for a purchase price which is not greater than 10% above the appraised market value;
- (b) notwithstanding subsection 9(a), approve and enter into all contracts and agreements involving leases of land to non-profit organizations at or below market value where the fair market value of the lease does not exceed \$500,000 for the term and the term does not exceed 10 years (including

renewals), subject to any approved policies, procedures, standards or guidelines;

- (c) approve and enter into all agreements and contracts involving the disposition or conveyance of burial plots at fair market value provided that the consideration does not exceed \$500,000 per year;
- (d) enter into funding agreements with the Province of Alberta and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the *Family and Community Support Services Act* and the *Family and Community Support Services Regulations*;
- (e) approve and enter into all agreements and contracts involving the acquisition of an interest in land (excluding lease) at or below fair market value for the purpose of allowing the City to place its public utilities or roadways across land owned by others provided that the consideration does not exceed \$500,000 per year;
- (f) approve and enter into all agreements and contracts involving the disposition of an interest in land (excluding leases) at or above fair market value for the purpose of allowing a utility operator or transportation provider to cross land owned by the City provided that the consideration does not exceed \$500,000 per year;
- (g) enter into provincial and federal grant funding agreements;
- (h) enter into all agreements and contracts incidental to the development and subdivision of land within the City of Red Deer pursuant to Part 17 of the MGA and complete any and all documents required for or incidental to such development or subdivision; and
- (i) extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with MGA, s. 657.

### **Other Powers and Duties**

10. (1) The City Manager is authorized to:

- (a) consolidate an amending bylaw with the bylaw which it amends;
- (b) alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, title, marginal note, diagram or example of a bylaw;
- (c) correct clerical, grammatical and typographical errors;
- (d) designate any highway as one which is closed temporarily in whole or in part to traffic, as authorized by MGA, s. 25 or any other enactment and cause such highway to be marked;

- (e) register on behalf of the City and pursuant to any statute or enactments, all forms of intellectual property, including, without limitation, Trademarks, official marks, copyright, industrial designs and patents; and
- (f) grant an application for a leave of absence without pay to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*.

(2) The City Manager:

- (a) is appointed as Returning Officer for the purposes of the *Local Authorities Election Act*;
- (b) is the head of the City of Red Deer within the meaning of the *Freedom of Information and Privacy Act* (FOIP) and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities;
- (c) shall provide resources and administrative support to the Assessment Review Board, and appoint the Clerk of the Assessment Review Board in accordance with the provisions of the MGA;
- (d) shall provide resources and administrative support to the Subdivision and Development Appeal Board, and appoint the Clerk of the Board;
- (e) shall monitor the RCMP contract with the federal government and K Division;
- (f) shall provide oversight and direction to the RCMP Superintendent of the Municipal Police Service in enforcing the bylaws of the City; and
- (g) shall ensure that the Municipal Police Service reports as required on the implementation of the objectives, priorities and goals of the Municipal Police Service as set by the City Manager and Council.

**Delegation by City Manager**

11. As provided for in MGA s. 209, the City Manager is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the City Manager by Council under the MGA and under this or any other bylaw, to a designated officer or an employee of the City.

**Delegation of Other Authority**

12. The matters assigned to the City Manager by this Bylaw are in addition to any other duties assigned or to a delegation of authority made by Council to the City Manager or to any other City employee.

**City Assessor**

13. (1) The City Assessor is a designated officer under the MGA for purposes of carrying out the duties and responsibilities of an "assessor" under the MGA, and without limiting the general nature of that authority, in particular for those portions of the MGA that pertain to:
- (a) contents of assessment notices;
  - (b) admissible evidence at hearings - assessment rolls and assessment notices; and
  - (c) certifying copies of assessment rolls and assessment notices.
- (2) The City Assessor shall perform such other duties and exercise such other powers and functions assigned to the City Assessor by the MGA, any other act, any other bylaw or resolution, or by the City Manager.
- (3) As provided for in MGA s. 212, the City Assessor may delegate any of the City Assessor's powers, duties or functions under an enactment or bylaw to an employee of the City.

**Budget**

14. Until an operating budget is approved for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year. The City Manager may incur obligations and make expenditures in accordance with the interim operating budget unless Council otherwise directs.

**Accountability**

- 15.(1) Council is accountable to the City as a whole.
- (2) The City Manager is accountable to Council for the exercise of all powers, duties and functions assigned to the chief administrative officer under the MGA or delegated to the City Manager by Council.
  - (3) Members of the Administration are accountable to the City Manager.

**General**

- 16.(1) Except for the purposes of general inquiry, Council and its members will deal with and control the City's Administrative services through the City Manager and will not give directions to any employee or contractor of the City either publicly or privately.
- (2) The City Manager's signature, and the signatures of any other City employees to whom Council or the City Manager delegates signing authority, may be printed, lithographed or otherwise reproduced.





Current Copy of  
Organization Bylaw  
3457/2010

## **ORGANIZATION BYLAW**

**NO. 3457/2010**

**OFFICE CONSOLIDATION**

**(AS AT FEBRUARY 4, 2013)**

**BYLAW NO. 3457/2010**

Being a bylaw of The City of Red Deer to establish, in accordance with the Municipal Government Act, the organizational structure of the City's administrative team and to define clearly the roles of chief elected official, chief administrative officer and designated officers, and their respective powers, duties and functions. The intent and purpose of this bylaw is to provide a foundation for other bylaws, and to create an organizational structure which facilitates a corporate culture of responsive leadership and service delivery, based on the involvement, voice and will of all constituents.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

**Short Title**

1. The short title of this bylaw is the "Organization Bylaw".

**Definitions**

2. In this Bylaw, the following terms shall have the meanings shown:

Administration	the general operations of the City, including all personnel, financial and other related resources;
City	the Municipal Corporation of the City of Red Deer;
City Manager	the Chief Administrative Officer for the City within the powers of the <i>Municipal Government Act, RSA 2000, Ch. M-26 (the "MGA")</i> ;
Council	the Municipal Council of the City, consisting of nine (9) members including the Mayor, each of whom except the Mayor has the title: "Councillor";
Designated Officer	a Designated Officer within the meaning of the <i>MGA</i> ;
Mayor	the chief elected representative of the City, whether elected or appointed as described in the <i>MGA</i> .
Municipality	a city, town, village, summer village, municipal district or specialized municipality or if the context requires, the geographical areas within the boundaries of a municipality

**Municipal Office**

3. The municipal office of the City shall be City Hall located at 4914 - 48th Avenue in Red Deer, Alberta.

**Council**

4. (1) Council shall consist of 9 members including the Mayor, each of whom except the Mayor shall have the title of "Councillor".

**Duties Of Councillors Under the MGA**

- (2) Councillors have the following duties as prescribed in MGA s. 153:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public; and
- (f) to perform any other duties or function imposed on Councillors by this or any other enactment or by the Council.

**Duties of the Whole Council**

- (3) Council as a whole has the following duties:

- (a) as specified in MGA s. 205.1, to provide the City Manager with an annual written performance evaluation of the results the City Manager has achieved with respect to fulfilling the City Manager's responsibilities; and
- (b) to approve the structure of the organization at the division level.

**Delegation By Council**

- (4) As specified in MGA s. 203(1), Council may by bylaw delegate any of its powers, duties or functions under the MGA or any other enactment or a bylaw to a Council committee, the CAO or a designated officer, unless the MGA or any other enactment or bylaw provides otherwise.

**Mayor**

5. (1) The chief elected official for the City is known as the "Mayor" and is the principal elected link between Council and the City Manager. In addition to performing the duties of a Councillor, and as specified in MGA s. 154 the Mayor shall:
- (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside; and
  - (b) perform any other duty imposed on a chief elected official by the MGA or any other enactment or bylaw.
- (2) The Mayor shall also:
- (a) review Council agendas with the City Manager;
  - (b) represent the City at public functions and ceremonies that Council or the Mayor determines appropriate;
  - (c) communicate Council policy to the public and seek public input; and
  - (d) liaise with elected officials from other municipalities and other levels of government on matters of concern to the City.

**City Manager**

6. (1) The chief administrative officer of the City shall be known as the City Manager, who is the principal administrative link between the Administration and Council. In accordance with the MGA, the City Manager:
- (a) is the administrative head of the municipality;
  - (b) ensures that the policies and programs of the municipality are implemented;
  - (c) advises and informs Council on the operation and affairs of the municipality; and
  - (d) performs the duties and functions and exercises the powers assigned to a City Manager by the MGA and other enactments or assigned or delegated by Council.
- (2) The City Manager shall also review Council agendas and provide administrative recommendations to Council.

**Authority of the City Manager**

7. The City Manager is authorized to:

- (a) appoint an Acting City Manager to act during absences of the City Manager;
- (b) coordinate, direct, supervise and review the performance of the Administration;
- (c) establish the structure of the Administration below the division level;
- (d) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the City Manager;
- (e) advise, inform and make recommendations to Council about:
  - (i) the operations of the City;
  - (ii) the financial condition of the City; and
  - (iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the City;
- (f) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- (g) conduct audits, investigations and studies of the Administration, as the City Manager deems necessary, subject to the direction of Council;
- (h) subject to any applicable legislation and any contract or agreement binding on the City:
  - (i) hire, appoint, transfer or promote any City employee;
  - (ii) evaluate, discipline, suspend, demote, or remove any City employee; and
  - (iii) determine salaries, benefits, hours of work and other working conditions;
- (i) provide corporate leadership in ensuring that all City policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the City as defined by Council; and

- (j) prepare and submit to Council such reports and recommendations as may be required by Council.

#### **Delegation by City Manager**

- 8. As provided for in MGA s. 209, the City Manager is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the City Manager by Council under the MGA and under this or any other bylaw, to a designated officer or an employee of the City.

#### **Delegation of Other Authority**

- 9. The matters assigned to the City Manager by this Bylaw are in addition to any other duties assigned or to a delegation of authority made by Council to the City Manager or to any other City employee.

#### **Financial Powers and Functions**

- 10. The City Manager is authorized to:
  - (a) prepare and submit operating and capital budgets as directed by Council;
  - (b) in cases of emergency as determined by the City Manager, expend monies for the emergency that are not in an approved budget, up to a maximum of \$1,000,000 for each event, and subsequently report to Council on the implications of those expenditures; and
  - (c) establish fees, charges, rates and tariffs, except as otherwise established by Council policy or bylaw.

#### **Budget**

- 11. Until an operating budget is approved for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year. The City Manager may incur obligations and make expenditures in accordance with the interim operating budget unless Council otherwise directs.

#### **City Assessor**

- 12. The City Assessor is a designated officer for purposes of carrying out the duties and responsibilities of an "assessor" under the MGA, and without limiting the general nature of that authority, in particular for those portions of the MGA that pertain to:
  - (a) contents of assessment notices;
  - (b) admissible evidence at hearings - assessment rolls and assessment notices; and

(c) certifying copies of assessment rolls and assessment notices.

**<sup>1</sup>Legislative Services Manager / City Clerk**

<sup>2</sup>13. The Legislative Services Manager shall also be known as the City Clerk and is a designated officer for the following purposes:

- (a) exercising the powers set out in MGA s. 213, namely:
  - (i) signing minutes of Council meetings, minutes of Council committee meetings and bylaws; and
  - <sup>3</sup>(ii) acting alone in the signing or authorizing of agreements.
- (b) handling matters related to assessment and tax appeals under MGA s. 460 to 482 inclusive, including:
  - (i) receiving complaints in respect of assessment and tax matters under MGA s. 460;
  - (ii) setting and giving notice of the time, date and location for hearings before the assessment review board under MGA s. 461 and 462;
  - (iii) giving notice of decisions of Assessment Review Boards under MGA s. 469; and
  - (iv) certifying decisions of the Assessment Review Board under MGA s, 483;
- (c) certifying proper advertising under MGA s. 606; and
- (d) certifying copies of bylaws and records under MGA s. 612; and
- (e) <sup>4</sup>maintaining custody of the corporate seal under MGA s. 208.

<sup>5</sup>14. The Legislative Services Manager:

- (a) has the authority to consolidate an amending bylaw with the bylaw which it amends;

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<sup>1</sup> 3457/A-2013

<sup>2</sup> 3457/A-2013

<sup>3</sup> 3457/A-2013

<sup>4</sup> 3457/A-2013

<sup>5</sup> 3457/A-2013

- <sup>1</sup>(b) has the authority to alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, title, marginal note, diagram or example of a bylaw;
- <sup>2</sup>(c) has the authority to correct clerical, grammatical and typographical errors.
- (d) is appointed as Returning Officer for the purposes of the Local Authorities Election Act;
- (e) is the head of the City of Red Deer within the meaning of the *Freedom of Information and Privacy Act* (FOIP) and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities;
- (f) shall provide resources and administrative support to the Assessment Review Boards, and appoint the Clerk of the Assessment Review Board in accordance with the provisions of the Municipal Government Act;
- (g) shall provide resources and administrative support to the Subdivision and Development Appeal Board, and appoint the Clerk of the Board; and

#### **Director of Corporate Services**

15. The Director of Corporate Services is a designated officer for the following purposes:

- (a) signing cheques and other negotiable instruments under MGA s.213(4);
- (b) issuing tax notices under MGA s. 333;
- (c) contents of tax notices under MGA s. 334;
- (d) certifying date of sending tax notices under MGA s. 336;
- (e) allocating tax payments under MGA s. 343;
- (f) issuing tax certificates under MGA s. 350;
- (g) obtaining possession of lands or mobile homes sold to collect tax arrears under MGA s. 420 and 436.11;

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<sup>1</sup> 3457/A-2013

<sup>2</sup> 3457/A-2013

- (h) issuing distress warrants related to the recovery of tax arrears under MGA s. 439;
- (i) opening and closing bank accounts to hold the City's money as provided in MGA s. 270 and for that purpose shall also have the authority to designate in which bank, credit union, loan corporation, treasury branch, or trust corporation the City shall establish accounts;

16. The Director of Corporate Services shall:

- (a) have the authority to pay any amounts which the City is legally required to pay pursuant to an order or judgment of a Court, board or other tribunal of competent jurisdiction, relating to an action, claim or demand against the City.
- <sup>1</sup>(b) except as otherwise instructed by Council, and without limitation, shall instruct legal counsel to provide legal services to the City and Council and retain, instruct and pay for the services of legal counsel.

#### **Director of Development Services**

17. The Director of Development Services is a designated officer for the purpose of applying to court for an order re: inspection of meters under MGA s. 544.

#### **Director of Planning Services**

18. The Director of Planning Services is a designated officer for the following purposes:

- (a) entering on land to inspect, remedy, and enforce bylaws under MGA s. 542;
- (b) <sup>2</sup>issuing orders to remedy contraventions of any bylaw as provided in MGA s. 545; and
- (c) issuing orders to remedy dangerous or unsightly property as provided in MGA s. 546;

#### **Director of Community Services**

19. The Director of Community Services shall:

- (a) monitor the RCMP contract with the federal government and K Division;
- (b) provide oversight and direction to the RCMP Superintendent of the Municipal Police Service in enforcing the bylaws of the municipality;

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<sup>1</sup> 3457/A-2013

<sup>2</sup> 3457/A-2013

- (c) ensure that the Municipal Police Service reports as required on the implementation of the objectives, priorities and goals of the Municipal Police Service as set by the City Manager and Council.

#### **Additional Powers and Duties of Named Officers**

- 20. The persons holding the positions described in this Bylaw shall perform such other duties and exercise such other powers and functions assigned to them by the MGA, any other act, any other bylaw or resolution, or by the City Manager.

#### **Delegation by Designated Officer**

- 21. As provided for in MGA s. 212, a designated officer may delegate any of the officer's powers, duties or functions under an enactment or bylaw to an employee of the municipality.

#### **Accountability**

- 22.(1) Council is accountable to the municipality as a whole.
  - (2) The City Manager is accountable to Council for the exercise of all powers, duties and functions assigned to the chief administrative officer under the MGA or delegated to the City Manager by Council;
  - (3) Members of the Administration are accountable to the City Manager.

#### **General**

- 23.(1) Except for the purposes of general inquiry, Council and its members will deal with and control the City's Administrative services through the City Manager and will not give directions to any employee or contractor of the City either publicly or privately.
  - (2) If any provision of this bylaw is declared invalid by a Court, all other provisions remain valid.
  - (3) Bylaw 3284/2001 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this 1 day of November 2010.

READ A SECOND TIME IN OPEN COUNCIL this 1 day of November 2010.

READ A THIRD TIME IN OPEN COUNCIL this 15 day of November 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 15 day of November 2010.

"Morris Flewwelling"

"Elaine Vincent"

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MAYOR

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CITY CLERK



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Elaine Vincent, Director of Corporate Services  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Governance Policies and Organization Bylaw 3505/2013

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**Reference Report**

Corporate Services, dated August 9, 2013.

**Resolutions:**

The following resolutions were passed at the Tuesday, September 3, 2013 Red Deer City Council meeting:

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Executive Limitation Policy EL-D-2.1 Land Acquisition and Sales endorse:

Option A: the 10% variance level

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby adopts the following governance policies:

Council-Management Delegations

- CMD 1.0 Delegation Principle
- CMD 2.0 City Manager's Role & Responsibilities
- CMD 2.1 City Manager Compensation, as amended by deleting the word "up" in item 2
- CMD 2.2 City Manager Performance Assessment

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby adopts the following governance policies:

Purpose Statements:

- PS 1.0 General Purpose
- PS-A-2.0 Civic Pride & Ownership
- PS-A-2.1 Wellbeing of the Community
- PS-A-2.2 Integrated & Accessible Transportation
- PS-A-2.3 Safety

- PS-A-2.4 Sustained & Enhanced Prosperity
- PS-A-2.5 Sustainable Use of Resources

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby adopts the following governance policies:

Executive Limitations:

- EL 1.0 General Executive Constraints
- A- Human Resources
  - EL-A-2.0 Interim City Manager
  - EL-A-2.1 Compensation & Benefits
  - EL-A-2.2 Treatment of Employees
  - EL-A-2.3 Treatment of People
  - EL-A-2.4 Ethical Behaviour
- B- Organizational Effectiveness
  - EL-B-2.0 Communications & Support to Council
  - EL-B-2.1 Emergency Management
  - EL-B-2.2 Public Image
  - EL-B-2.3 Relationships with other Entities
- D- Financial
  - EL-D-2.0 Asset Protection
  - EL-D-2.1 Land Acquisition and Sales, as amended by replacing the word “outside” with the words “greater than” in item 1
  - EL-D-2.2 Use of City Owned Land, as amended by deleting items 3.1 in its entirety

Resolved that Council of The City of Red Deer, having considered the report from the Corporate Services Directorate dated August 9, 2013 re: Request for Approval: Governance Policies hereby repeals the following Council policies:

1. 2003-C Employee Recognition
2. 3303-C Municipal Integration Strategy
3. 5312-C Staff Year End Cash Bonuses
4. 5317-C Liability Protection for Non-Union Employees
5. 6102-C Billboards on City Property
6. 6203-C Residential Land Sales
7. 6206-C Licenses to Occupy (Rights of Way/Lease of Utility Lots)
8. 6210-C Land Sale Approvals
9. 6212-C Encroachments into City Property / Utility Rights of Way

- 10.6213-C Entering Into Option Agreements to Purchase Land Required for Future Municipal Needs
- 11. EL-D-2.7 relating to Sponsorship which was previously adopted and which has now been included in EL-B-2.4 Relationships with other Entities

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council gave all three readings to Bylaw 3505/2013 (New Organization Bylaw to Repeal Organization Bylaw 3457/2010).

**Report back to Council:** No

**Comments/Further Action:**



Frieda McDougall  
Legislative Services Manager

/attach.

c: Policy Analyst  
Financial Services Manager  
Corporate Meeting Coordinator

## BYLAW NO. 3505/2013

Being a bylaw of The City of Red Deer to establish, in accordance with the Municipal Government Act, the organizational structure of the City's administrative team and to define clearly the roles of chief elected official, chief administrative officer and designated officers, and their respective powers, duties and functions.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

### Short Title

1. The short title of this bylaw is the "Organization Bylaw".

### Definitions

2. In this Bylaw, the following terms shall have the meanings shown:

Administration	the general operations of the City, including all personnel, financial and other related resources;
City	the Municipal Corporation of the City of Red Deer;
City Manager	the chief administrative officer for the City within the meaning of the <i>Municipal Government Act, RSA 2000, Ch. M-26 (the "MGA")</i> ;
Council	the Municipal Council of the City, consisting of nine (9) members including the Mayor, each of whom except the Mayor has the title: "Councillor";
Mayor	the chief elected representative of the City, whether elected or appointed as described in the <i>MGA</i> .
MGA	the <i>Municipal Government Act</i> RSA 2000, c M-26 as amended and the regulations thereunder.

### Municipal Office

3. The municipal office of the City shall be City Hall located at 4914 - 48th Avenue in Red Deer, Alberta.

### Council

4. (1) Council shall consist of 9 members including the Mayor, each of whom except the Mayor shall have the title of "Councillor".

### Duties of Councillors Under the MGA

- (2) Councillors have the following duties as prescribed in MGA s. 153:

- (a) to consider the welfare and interests of the City as a whole and to bring to Council's attention anything that would promote the welfare or interests of the City;
- (b) to participate generally in developing and evaluating the policies and programs of the City;
- (c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- (d) to obtain information about the operation or administration of the City from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public; and
- (f) to perform any other duties or function imposed on Councillors by this or any other enactment or by the Council.

#### **Duties of the Whole Council**

(3) Council as a whole has the following duties:

- (a) as specified in MGA s. 205.1, to provide the City Manager with an annual written performance evaluation of the results the City Manager has achieved with respect to fulfilling the City Manager's responsibilities; and
- (b) to approve the structure of the organization at the division level.

#### **Delegation By Council**

(4) As specified in MGA s. 203(1), Council may by bylaw delegate any of its powers, duties or functions under the MGA or any other enactment or a bylaw to a Council committee, the chief administrative officer or a designated officer, unless the MGA or any other enactment or bylaw provides otherwise.

#### **Mayor**

5. (1) The chief elected official for the City is known as the "Mayor" and is the principal elected link between Council and the City Manager. In addition to performing the duties of a Councillor, and as specified in MGA s. 154 the Mayor shall:

- (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside; and
- (b) perform any other duty imposed on a chief elected official by the MGA or any other enactment or bylaw.

(2) The Mayor shall also:

- (a) review Council agendas with the City Manager;

- (b) represent the City at public functions and ceremonies that Council or the Mayor determines appropriate;
- (c) communicate Council policy to the public and seek public input; and
- (d) liaise with elected officials from other municipalities and other levels of government on matters of concern to the City.

### **City Manager**

6. (1) The chief administrative officer of the City, who shall be known as the City Manager, is the principal administrative link between the Administration and Council. In accordance with the MGA, the City Manager:

- (a) is the administrative head of the City;
- (b) ensures that the policies and programs of the City are implemented;
- (c) advises and informs Council on the operation and affairs of the City; and
- (d) performs the duties and functions and exercises the powers assigned to a City Manager by the MGA and other enactments or assigned or delegated by Council; and
- (e) has all the powers, duties and functions given to a designated officer under the MGA or any other statute or enactment except the powers, duties and functions expressly given to the City Assessor pursuant to this Bylaw.

(2) The City Manager shall also review Council agendas and provide administrative recommendations to Council.

### **Authority of the City Manager**

7. The City Manager is authorized to:

- (a) appoint an Acting City Manager to act during absences of the City Manager;
- (b) coordinate, direct, supervise and review the performance of the Administration;
- (c) establish the structure of the Administration below the division level;
- (d) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the City Manager;
- (e) advise, inform and make recommendations to Council about:
  - (i) the operations of the City;

- (ii) the financial condition of the City; and
  - (iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the City;
- (f) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- (g) conduct audits, investigations and studies of the Administration, as the City Manager deems necessary, subject to the direction of Council;
- (h) subject to any applicable legislation and any contract or agreement binding on the City:
- (i) hire, appoint, transfer or promote any City employee;
  - (ii) evaluate, discipline, suspend, demote, or remove any City employee; and
  - (iii) determine salaries, benefits, hours of work and other working conditions;
- (i) provide corporate leadership in ensuring that all City policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the City as defined by Council;
- (j) prepare and submit to Council such reports and recommendations as may be required by Council; and
- (k) respond to inquiries and requests for information on behalf of the City, including stating the City's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.

#### **Financial Powers and Functions**

8. The City Manager is authorized to:

- (a) prepare and submit operating and capital budgets as directed by Council;
- (b) in cases of emergency as determined by the City Manager, expend monies for the emergency that are not in an approved budget, up to a maximum of \$1,000,000 for each event, and subsequently report to Council on the implications of those expenditures;
- (c) establish fees, charges, rates and tariffs, except as otherwise established by Council policy or bylaw;

- (d) monitor and control expenditures within the budgets approved by Council for the Administration, and authorize budget adjustments of up to \$10,000,000 from one budgeted program to another;
- (e) pay any amounts which the City is legally required to pay pursuant to an order or Judgment of a Court, board or other tribunal of competent jurisdiction, relating to an action, claim or demand against the City;
- (f) except as otherwise instructed by Council, and without limitation, instruct legal counsel to provide legal services to the City and Council and retain, instruct and pay for the services of legal counsel;
- (g) approve the:
  - (i) settlement of all uninsured actions, claims, or demands against the City where the amount paid by the City does not exceed \$1,000,000, including prejudgment interest and court costs;
  - (ii) settlement of all uninsured actions, claims, or demands by the City, where the difference between the amount recovered and the amount claimed by the City does not exceed \$500,000, including prejudgment interest and court costs;
  - (iii) settlement of all insured actions, claims, or demands against the City; and
  - (iv) settlement of all insured actions, claims or demands by the City; and
- (h) enter into any agreements necessary to provide insurance coverage and performance bonds for the City.

### **Contracts and Agreements**

9. The City Manager is authorized to:

- (a) approve and enter into all agreements and contracts involving:
  - (i) the sale of City owned land at a sale price which is not less than 90% of the appraised market value, unless it can be shown that for a variety of reasons the offer reflects market value;
  - (ii) the purchase of land, which has been allocated in the City capital budget, and is for a purchase price which is not greater than 10% above the appraised market value;
- (b) notwithstanding subsection 9(a), approve and enter into all contracts and agreements involving leases of land to non-profit organizations at or below market value where the fair market value of the lease does not exceed \$500,000 for the term and the term does not exceed 10 years (including

renewals), subject to any approved policies, procedures, standards or guidelines;

- (c) approve and enter into all agreements and contracts involving the disposition or conveyance of burial plots at fair market value provided that the consideration does not exceed \$500,000 per year;
- (d) enter into funding agreements with the Province of Alberta and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the *Family and Community Support Services Act* and the *Family and Community Support Services Regulations*;
- (e) approve and enter into all agreements and contracts involving the acquisition of an interest in land (excluding lease) at or below fair market value for the purpose of allowing the City to place its public utilities or roadways across land owned by others provided that the consideration does not exceed \$500,000 per year;
- (f) approve and enter into all agreements and contracts involving the disposition of an interest in land (excluding leases) at or above fair market value for the purpose of allowing a utility operator or transportation provider to cross land owned by the City provided that the consideration does not exceed \$500,000 per year;
- (g) enter into provincial and federal grant funding agreements;
- (h) enter into all agreements and contracts incidental to the development and subdivision of land within the City of Red Deer pursuant to Part 17 of the MGA and complete any and all documents required for or incidental to such development or subdivision; and
- (i) extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with MGA, s. 657.

#### **Other Powers and Duties**

10. (1) The City Manager is authorized to:

- (a) consolidate an amending bylaw with the bylaw which it amends;
- (b) alter the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, title, marginal note, diagram or example of a bylaw;
- (c) correct clerical, grammatical and typographical errors;
- (d) designate any highway as one which is closed temporarily in whole or in part to traffic, as authorized by MGA, s. 25 or any other enactment and cause such highway to be marked;

- (e) register on behalf of the City and pursuant to any statute or enactments, all forms of intellectual property, including, without limitation, Trademarks, official marks, copyright, industrial designs and patents; and
- (f) grant an application for a leave of absence without pay to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*.

(2) The City Manager:

- (a) is appointed as Returning Officer for the purposes of the *Local Authorities Election Act*;
- (b) is the head of the City of Red Deer within the meaning of the *Freedom of Information and Privacy Act* (FOIP) and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities;
- (c) shall provide resources and administrative support to the Assessment Review Board, and appoint the Clerk of the Assessment Review Board in accordance with the provisions of the MGA;
- (d) shall provide resources and administrative support to the Subdivision and Development Appeal Board, and appoint the Clerk of the Board;
- (e) shall monitor the RCMP contract with the federal government and K Division;
- (f) shall provide oversight and direction to the RCMP Superintendent of the Municipal Police Service in enforcing the bylaws of the City; and
- (g) shall ensure that the Municipal Police Service reports as required on the implementation of the objectives, priorities and goals of the Municipal Police Service as set by the City Manager and Council.

**Delegation by City Manager**

11. As provided for in MGA s. 209, the City Manager is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the City Manager by Council under the MGA and under this or any other bylaw, to a designated officer or an employee of the City.

**Delegation of Other Authority**

12. The matters assigned to the City Manager by this Bylaw are in addition to any other duties assigned or to a delegation of authority made by Council to the City Manager or to any other City employee.

**City Assessor**

13. (1) The City Assessor is a designated officer under the MGA for purposes of carrying out the duties and responsibilities of an "assessor" under the MGA, and without limiting the general nature of that authority, in particular for those portions of the MGA that pertain to:
- (a) contents of assessment notices;
  - (b) admissible evidence at hearings - assessment rolls and assessment notices; and
  - (c) certifying copies of assessment rolls and assessment notices.
- (2) The City Assessor shall perform such other duties and exercise such other powers and functions assigned to the City Assessor by the MGA, any other act, any other bylaw or resolution, or by the City Manager.
- (3) As provided for in MGA s. 212, the City Assessor may delegate any of the City Assessor's powers, duties or functions under an enactment or bylaw to an employee of the City.

**Budget**

14. Until an operating budget is approved for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year. The City Manager may incur obligations and make expenditures in accordance with the interim operating budget unless Council otherwise directs.

**Accountability**

- 15.(1) Council is accountable to the City as a whole.
- (2) The City Manager is accountable to Council for the exercise of all powers, duties and functions assigned to the chief administrative officer under the MGA or delegated to the City Manager by Council.
  - (3) Members of the Administration are accountable to the City Manager.

**General**

- 16.(1) Except for the purposes of general inquiry, Council and its members will deal with and control the City's Administrative services through the City Manager and will not give directions to any employee or contractor of the City either publicly or privately.
- (2) The City Manager's signature, and the signatures of any other City employees to whom Council or the City Manager delegates signing authority, may be printed, lithographed or otherwise reproduced.

(3) If any provision of this bylaw is declared invalid by a Court, all other provisions remain valid.

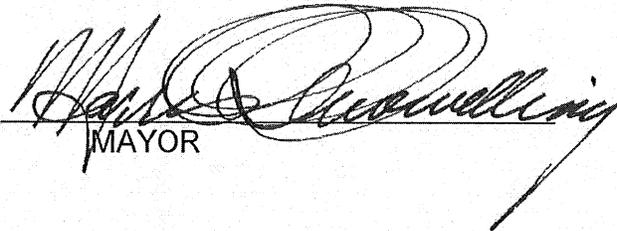
(4) Bylaw 3457/2010 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013.

READ A SECOND TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013.

READ A THIRD TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013.

AND SIGNED BY THE MAYOR AND CITY CLERK this 3<sup>rd</sup> day of September 2013.

  
MAYOR

  
CITY CLERK

*HANDLED OUT  
AT SEPT 3RD  
COUNCIL MEETING  
- SCAN  
- GOVERNANCE  
POLICY ITEM*

Revised Version

The City Manager shall not enter into land transaction optimized value for The City.

Further, without limiting the scope of the above statement by the following, the City Manager shall not:

1. Enter into an agreement to purchase land when the purchase price for the land is outside 10% of the appraised value.
  - a. In the event that appraisals are not available, current assessed values will be used as benchmarks instead of appraised values.
2. Purchase land if the purchase has not been allocated in the capital budget for the year.
3. Sell City owned land for less than 90% of the appraised value unless it can be shown that for a variety of reasons (e.g. shape, size, location, etc.) the offer reflects market value.

**Definitions**

1. Appraised Value: An opinion of the value of a property at a given time based on facts regarding the location, improvements etc., of the property and the surroundings.
2. Assessed Value: Value placed upon property for property tax purposed by the tax assessor.
3. Market Value: The highest price a willing buyer would pay and a willing seller accept, both being fully informed and the property exposed for a reasonable period of time. The market value may be different from the price a property can actually be sold for at a given time.

**Document History**

Policy Adopted	
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August 20, 2013

## Notice of Motion submitted by Councillor Buck Buchanan re: Poverty and Living Wage

Legislative Services

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

---

This Notice of Motion was introduced by Councillor Buck Buchanan at the Monday, July 22, 2013 Council meeting and was tabled at the Monday, August 19, 2013 Council Meeting. This item is now being presented for Council's consideration.

### **City Manager Comments:**

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The Social Planning Department presently supports and works with the Central Alberta Poverty Reduction Alliance through a staff member attending its meetings and with ongoing communication and messaging relating to poverty initiatives.

Administration is supportive of the intent of the Notice of Motion. However, our role may change depending on the future development of the Social Master Plan. It is therefore suggested that the last three points of the Notice of Motion be amended to read as follows:

“THEREFORE BE IT RESOLVED THAT The City of Red Deer continue to support initiatives relating to defining and communicating the impact of poverty in Red Deer.  
AND BE IT FURTHER RESOLVED THAT The City continue to have active participation in the Central Alberta Poverty Reduction Alliance pending further direction in The City's Social Master Plan currently scheduled for 2014.  
AND BE IT FURTHER RESOLVED THAT Administration bring back information on the City's role in poverty reduction as part of the process in the development of the Social Master Plan.”

Craig Curtis  
City Manager



### **Proposed Resolutions:**

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Resolved that Council of The City of Red Deer hereby lifts from the table consideration of the Notice of Motion submitted by Councillor Buck Buchanan – re: Poverty and Living Wage.

WHEREAS Poverty is the condition of a human being who is deprived of the resources, means, choices and power to acquire and maintain self-sufficiency, ability to be an active participant in society.<sup>i</sup>

WHEREAS Poverty costs all Albertans. A recent report estimated the annual cost of Poverty for Albertans to be between \$7.1 and \$9.5 billion dollars.<sup>ii</sup>

WHEREAS the Province of Alberta is committed to ending child poverty in five years, and overall poverty in 10 years. 91,000 children in Alberta, live in poverty<sup>iii</sup>

WHEREAS there are more Albertans living in or on the verge of poverty than our society should tolerate, more than our economy can afford, and far more than existing programs and services can cope with.<sup>iv</sup>

WHEREAS Red Deer is one of 8 municipalities in Alberta, working on a poverty reduction initiative through the collaboration of a number of agencies and community groups called the Central Alberta Poverty Reduction Alliance (CAPRA). Red Deer is one of 100 Cities in Canada focused on reducing poverty coordinated by the Vibrant Communities Canada – Cities Reducing Poverty initiative.

WHEREAS a thorough framework for a comprehensive provincial approach to poverty reduction has been suggested and includes 10 areas of intervention: affordable housing, early childhood development, education, literacy, training and employment, income supplementation/replacement, disability income, creation of assets, social infrastructure and place-based interventions.<sup>v</sup>

WHEREAS poverty is significantly greater for newcomers (2828<sup>vi</sup> Red Deer citizens), persons with disabilities, Indigenous Peoples (4595 Red Deer citizens) and those with low educational attainment (10,120 Red Deer citizens over age 25).<sup>vii</sup> Women living in poverty are especially vulnerable.<sup>viii</sup>

WHEREAS the minimum wage is not enough income for individuals and families to earn and keep up with rising costs of living. A place based “living wage”<sup>ix</sup> determined through research is a necessary measure that will indicate vulnerable citizens and assist with the awareness of rising costs.<sup>x</sup>

WHEREAS Red Deer citizens will all benefit to ensure Red Deer remains a vibrant community.



THEREFORE BE IT RESOLVED that the City of Red Deer supports the Central Alberta Poverty Reduction Alliance to: Define and communicate about the impact of poverty in Red Deer, starting with supporting the research, determination and publication of a Living Wage for Red Deer.

AND BE IT FURTHER RESOLVED that the City of Red Deer continue to have active participation in the Central Alberta Poverty Reduction Alliance.

AND BE IT FURTHER RESOLVED that the City of Red Deer assists the Central Alberta Poverty Reduction Alliance with recruitment of multi-sectoral partners (individuals with lived experience, along with business, government and the voluntary sector).

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<sup>i</sup> Unleashing Our Communities' Resources to Drive Down Poverty in Calgary, Kerby Centre (2013).

<sup>ii</sup> Briggs, A. & Lee, C.R. (2012). Poverty Costs, An Economic Case for a Preventative Poverty Reduction Strategy in Alberta. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.

<sup>iii</sup> Government of Alberta (2013). Together We Raise Tomorrow: Alberta's Poverty Reduction Strategy.

<sup>iv</sup> Gibson, Diana. A Social Policy Framework for Alberta: Fairness and Justice for All (Alberta College of Social Workers, October, 2012).

<sup>v</sup> Torjman, S. (2008). Poverty Policy: Caledon Institute of Social Policy.

<sup>vi</sup> Statistics Canada. Focus on Geography: Census agglomeration of Red Deer, Alberta. (2011)

<sup>vii</sup> Hudson, C.A. (2013). Poverty Costs 2.0: Investing in Albertans. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.

<sup>viii</sup> The Women's Centre of Calgary. A Gendered Analysis for Alberta's Provincial Poverty Reduction Plan (November 2012).

<sup>ix</sup> Vibrant Communities Calgary (2012).

<sup>x</sup> Haener, M. (2013). A Living Wage for Grande Prairie. The City of Grande Prairie and M. Haener Consulting Services.



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Greg Scott, Director of Community Services  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Notice of Motion – Poverty and Living Wage

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**Reference Report:**

Legislative Services, dated August 20, 2013

**Resolution:**

The following resolutions were passed at the Tuesday, September 3, 2013 Red Deer City Council meeting:

WHEREAS Poverty is the condition of a human being who is deprived of the resources, means, choices and power to acquire and maintain self-sufficiency, ability to be an active participant in society.

WHEREAS Poverty costs all Albertans. A recent report estimated the annual cost of Poverty for Albertans to be between \$7.1 and \$9.5 billion dollars.

WHEREAS the Province of Alberta is committed to ending child poverty in five years, and overall poverty in 10 years. 91,000 children in Alberta, live in poverty

WHEREAS there are more Albertans living in or on the verge of poverty than our society should tolerate, more than our economy can afford, and far more than existing programs and services can cope with.

WHEREAS Red Deer is one of 8 municipalities in Alberta, working on a poverty reduction initiative through the collaboration of a number of agencies and community groups called the Central Alberta Poverty Reduction Alliance (CAPRA). Red Deer is one of 100 Cities in Canada focused on reducing poverty coordinated by the Vibrant Communities Canada – Cities Reducing Poverty initiative.

WHEREAS a thorough framework for a comprehensive provincial approach to poverty reduction has been suggested and includes 10 areas of intervention: affordable housing, early childhood development, education, literacy, training and employment, income supplementation/replacement, disability income, creation of assets, social infrastructure and place-based interventions.

WHEREAS poverty is significantly greater for newcomers (2828 Red Deer citizens), persons with disabilities, Indigenous Peoples (4595 Red Deer citizens) and those with low educational attainment (10,120 Red Deer citizens over age 25). Women living in poverty are especially vulnerable.

WHEREAS the minimum wage is not enough income for individuals and families to earn and keep up with rising costs of living. A place based “living wage” determined through research is a necessary measure that will indicate vulnerable citizens and assist with the awareness of rising costs.

WHEREAS Red Deer citizens will all benefit to ensure Red Deer remains a vibrant community.

THEREFORE BE IT RESOLVED that the City of Red Deer supports the Central Alberta Poverty Reduction Alliance to: Define and communicate about the impact of poverty in Red Deer, starting with supporting the research, determination and publication of a Living Wage for Red Deer.

AND BE IT FURTHER RESOLVED that the City of Red Deer continue to have active participation in the Central Alberta Poverty Reduction Alliance.

AND BE IT FURTHER RESOLVED that the City of Red Deer assists the Central Alberta Poverty Reduction Alliance with recruitment of multi-sectoral partners (individuals with lived experience, along with business, government and the voluntary sector) and requests that administration bring back a report in due course for Council’s consideration.

- Unleashing Our Communities’ Resources to Drive Down Poverty in Calgary, Kerby Centre (2013).
- Briggs, A. & Lee, C.R. (2012). Poverty Costs, An Economic Case for a Preventative Poverty Reduction Strategy in Alberta. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.
- Government of Alberta (2013). Together We Raise Tomorrow: Alberta’s Poverty Reduction Strategy.
- Gibson, Diana. A Social Policy Framework for Alberta: Fairness and Justice for All (Alberta College of Social Workers, October, 2012).
- Torjman, S. (2008). Poverty Policy: Caledon Institute of Social Policy.
- Statistics Canada. Focus on Geography: Census agglomeration of Red Deer, Alberta. (2011)
- Hudson, C.A. (2013). Poverty Costs 2.0: Investing in Albertans. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.
- The Women’s Centre of Calgary. A Gendered Analysis for Alberta’s Provincial Poverty Reduction Plan (November 2012).
- Vibrant Communities Calgary (2012).
- Haener, M. (2013). A Living Wage for Grande Prairie. The City of Grande Prairie and M. Haener Consulting Services.
- Unleashing Our Communities’ Resources to Drive Down Poverty in Calgary, Kerby Centre (2013).

- Briggs, A. & Lee, C.R. (2012). Poverty Costs, An Economic Case for a Preventative Poverty Reduction Strategy in Alberta. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.
- Government of Alberta (2013). Together We Raise Tomorrow: Alberta's Poverty Reduction Strategy.
- Gibson, Diana. A Social Policy Framework for Alberta: Fairness and Justice for All (Alberta College of Social Workers, October, 2012).
- Torjman, S. (2008). Poverty Policy: Caledon Institute of Social Policy.
- Statistics Canada. Focus on Geography: Census agglomeration of Red Deer, Alberta. (2011)
- Hudson, C.A. (2013). Poverty Costs 2.0: Investing in Albertans. Calgary: Vibrant Communities Calgary and Action to End Poverty in Alberta.
- The Women's Centre of Calgary. A Gendered Analysis for Alberta's Provincial Poverty Reduction Plan (November 2012).
- Vibrant Communities Calgary (2012).
- Haener, M. (2013). A Living Wage for Grande Prairie. The City of Grande Prairie and M. Haener Consulting Services.

Resolved that Council of The City of Red Deer hereby agrees to add "THEREFORE BE IT RESOLVED THAT The City of Red Deer continue to support initiatives relating to redefining and communicating the impact of poverty including a living wage in Red Deer," to the Motion as presented with respect to Poverty and a Living Wage.

**Report back to Council:** Yes

**Comments/Further Action:**

Administration to bring back a report on the City's role in poverty reduction for Council's information.



Frieda McDougall  
Legislative Services Manager

- c: Social Planning Manager  
Councillor Buck Buchanan  
Councillor Dianne Wyntjes  
Corporate Meeting Coordinator



August 14, 2013

## 2012 Environmental Master Plan Annual Report

Environmental Services

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

---

The Environmental Master Plan (EMP) is the City of Red Deer's chief environmental policy document and serves as a "pillar" for sustainability objectives contained in the City's strategic plan. The Environmental Master Plan sets out a broad range of environmental goals and targets with actions to propel our community in the right direction. Key in seeing these actions implemented is tracking how well progress is going and how our actions are impacting the community. Therefore, the Environmental Master Plan promised to provide annual reporting to the community. The attached document serves as the 2012 Annual Report. It covers the calendar year of January-December 2012. The annual report details the achievements of the plan over 2012 alongside the results reported in 2011. The reports also describes the partnerships established, presents a status update on the top priority actions of the plan, and gives measurement readings related to the plan's 18 metrics.

It is the EMP's second annual report; the first was published last year.

City Council is being asked to endorse the document. In addition, Council is being asked to support recommending that two metrics be adjusted, specifically the dwelling unit within 400 metres metric and the development density metric as proposed within the 2012 Annual Report. Following Council consideration, the annual report will be shared with our community residents, stakeholders and partners in the form of a community report card.

### **City Manager Comments:**

---

I support the recommendation of Administration that Council endorse the 2012 Environmental Master Plan Annual Report, along with the changes to the metrics.

Craig Curtis  
City Manager

### **Proposed Resolution**

---

Resolved that Council of The City of Red Deer having considered the report from Environmental Services department, dated August 14, 2013, re: 2012 Environmental Master Plan Annual Report, hereby:

- I. Supports the changes proposed under the Dwelling Units within 400 metres metric on Page 14 of the 2012 Environmental Master Plan Annual Report as follows:



- a. Change Item 2) – At least 5 basic amenities to read: “At least 5 basic amenities as represented by commercial zoned properties or school sites”
  - b. Change Item 3) – Transit Stops with 20 minutes service to read: “Track transit stops”
2. Endorses the 2012 Environmental Master Plan Annual Report as presented to the Tuesday, September 3, 2013 Council Meeting.

## Report Details

### **Background:**

---

#### The Environmental Master Plan

In April 2011, with a strong supporting recommendation from the Environmental Advisory Committee, Red City Deer Council adopted the Environmental Master Plan. The EMP identifies seven environmental focus areas and creates a set of actions within these focus area categories to protect our city’s environmental sustainability. The plan provides a set of goals and targets related to each focus area. These targets include metrics which measure progress in moving forward towards our goals and targets.

### **Discussion:**

---

#### Annual Report Findings

The specific findings of the Annual Report are documented within the report itself. In summary, the metrics measurement indicates:

- Progress in the right direction for 7 metrics. These include water conservation, natural and man-made park dedication, integrated pest management, and renewable energy purchase.
- Negative progress for one metric relating to air quality measures where some improvement is needed.
- Flat-lined progress for 3 metrics including modal split, waste diversion, and waste generation.
- Assessment still underway for the remaining 7 metrics. We’re still determining appropriate targets or baselines or we are awaiting data reports such as stream and tributary data. For these metrics our results are unknown as of the year end of 2012. We expect in 2013 to have more complete data.

And the reporting on the top priority actions indicates:

- In total there are 118 actions recommended in the EMP, of which 27 were immediate/top priority.
- As top priority, the plan’s expectation was that these actions would have been completed by end of 2012.



- The majority of the top priority actions, 23 of the 27, are either complete or underway as of the end of 2012. The remaining four have been delayed or deferred for a future start due to resourcing or other constraints.
- Many more actions are labeled short term priority. In 2013 to 2015 these will be monitored with expectation of completion by 2015.
- Details around short, medium and longer term actions are noted in the Environmental Master Plan directly.

#### Our Best Measurement

The Annual Report is a document intended not just to promote what has been accomplished but also to identify any adjustments in actions or measures that are needed or that could benefit our efforts. As part of the 2011 Annual Report, City Council supported some changes to the plan's metrics, such as moving to fuel consumption data in place of vehicle kilometres travelled because the data was readily available, these adjustments were accepted and have now been integrated into our annual reporting as noted where appropriate in the report itself.

#### Recommended Adjustments

This year, there are two suggested changes recommended for consideration in the metrics. The first deals with the area of transportation specifically around the metric of dwelling unit proximity to amenities that people could walk to or take alternative transportation to. Currently, the metric is "dwelling units within 400 metres of 1) public trails, parks, or other green spaces; 2) at least 5 basic amenities; and 3) transit stops with 20 minute service." The concept is that if we have a community where people live close to places they go frequently it makes it more likely they would walk or cycle (i.e not drive). In collecting and reporting on data for this metric however, it's been determined that our Geographic Information System (GIS) which provides mapping, records information differently than what this metric asks for. GIS does not list every possible amenity separately – such as grocery stores, hair salon, day cares, convenience store, or coffee shops. Instead, because of the way we collect permitting data and due to zoning, it maps only broad land use categories such as commercial land use or school. Since many of the types of places we would consider neighbourhood amenities are contained in schools or in commercial land use zoning we are recommending that the metric be adjusted to be within 400 metres of "2) at least 5 basic amenities as represented by commercial zoned properties or school sites". Both commercial properties and school sites show up in the GIS mapping and will be able to be consistently tracked each year.

Also within this metric, our GIS system does not have information mapped about transit stop frequency; it does have all the bus stop locations, just not if the service is 20 minutes or otherwise. It is recommended that this metric be adjusted to simply track transit stops (no reference to frequency). It should be noted that there is no 20 minute service in the city for transit.

The park and trail element can be reported on as is.



The second metric that is being recommended for some tweaking falls under the built environment, related to the development density measure. The Environmental Master Plan suggests measuring a total density for residential dwelling units per hectare and also industrial, commercial, institutional density by floor space index. The Planning Department has not traditionally tracked these numbers and we have only density for new neighbourhoods. Since the EMP is a plan for the whole city tracking only new neighbourhoods didn't seem the best option. Further, Planning staff feel that these density numbers are not the best reflection of what we are trying to achieve, which is that Red Deer lessen its overall land consumption/footprint. Therefore, staff are recommending that the metric be changed to one measure which looks at "per capita land consumption". This measure would be defined as the total amount of land within the city that is zoned or used for the major types of land use such as residential, commercial, park, road, institutional, and industrial development divided by the city population. The resulting number in square metres provides a sense of how much land is used to support our built environment per capita and helps individuals see their own role in land consumption. In Red Deer, we have the data to begin reporting per capita land consumption annually, and to move forward we are recommending initial targets for reduction of a proposed 1% per year over 2011 baseline.

## **Analysis:**

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### **Environmental Advisory Committee**

The Environmental Advisory Committee (EAC) reviewed the annual report on May 15, 2013. The Committee considered the highlights and results as well as the recommended adjustments to the transportation and built environment metrics. While the EAC endorsed the report and the recommended adjustments, in their review of the report the committee identified two questions/supporting pieces of information that they felt would be important in assisting Council to determine if the changes to the metrics are feasible.

Firstly, with regard to the transit stop frequency metric, the Committee identified that while the city presently has no 20 minute service (noting that 0% of the city is served by 20 minute service) it may be helpful to understand at what density thresholds this type of service becomes more feasible.

Transit staff have indicated that based on their research, a frequency of 15 to 20 minute service has been shown to become feasible and sustainable at around 25 dwelling units per hectare. A 30 minute frequency can be sustained at approximately 17 dwelling units per hectare. Transit additionally noted that various options are being considered in Red Deer to improve busing service. The Mobility Playbook and the upcoming review of the Transit Master Plan will provide more direction for future decision making. In addition to more frequent service, feedback to Transit has indicated that residents would like to see main-line routes in the future (for instance direct service along arterial roads such as Gaetz Avenue) or enhanced service during peak periods. At this time, the recommended adjustment to the EMP transportation metric is supported by transit staff, however in the future if busing changes are made or as The Mobility Playbook and review of the Transit Master Plan are



implemented, it may be necessary to consider additional adjustments to the transportation metric.

Secondly, to assist in understanding the recommended adjustment to the built environment density metric, the EAC inquired about the density per capita land consumption of other comparable cities. While staff have tried to collect this information, unfortunately, there is not a solid, direct comparable city to Red Deer. Primarily because not all cities our size/scope track this data/report on this data but also because the cities that do measure, measure different factors. For example, in looking at The City of Calgary ecological footprint from their state of environment reporting Calgary's ecological footprint (2010) is 8.59 global hectares per capita (gha)<sup>1</sup>[1]. This includes not just density measures like the ones Red Deer is interested in such as land for residential, commercial development, roads or other uses but also looks at the amount of energy consumed and the land that is needed to produce that energy, the amount/type of food consumed and the land to produce that food (even when it falls outside city limits), land/energy required to deal with waste, and consumer goods purchased. Calgary has specific staff devoted to collecting and tracking this data using set methods. The Canadian ecological footprint, considering the same full range of factors, is 5.76 gha per capita<sup>2</sup>[2]. Vancouver's is 4.76 gha<sup>3</sup>[3].

Because Red Deer is trying to find a suitable metric to help us track our development density, per capita land consumption is a reliable measure. In the future, as we begin to make achievements in energy, waste, transportation and the other aspects of sustainability we may wish to investigate the use an overall metric/comprehensive measure in addition to our focus area metrics such as the ecological footprint. At this point our Environmental Master Plan has opted to consider metrics under each focus area rather than one overall measure. It is interesting to note how other leading cities have approached this concept and, from a staff point of view for the future, it may be something to consider at the time the EMP is reviewed. The EAC will be made aware of this information and as stewards of Red Deer's Environmental Master Plan it may be something they wish to consider for future reporting.

After having reviewed the EMP and considering the above questions/aspects, the Environmental Advisory Committee passed the following resolution:

**“Resolved** that the Environmental Advisory Committee, having considered the report from Environmental Services dated June 2013 re: the Environmental Master Plan 2012 Annual Report, hereby:

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1[1] City of Calgary, Environmental and Safety Management. 2010 State of the Environment Report. Chapter 1: Land. Pages 8-14. Published January 2011.

2[2] City of Calgary, Environmental and Safety Management. 2010 State of the Environment Report. Chapter 1: Land. Pages 8-14. Published January 2011.

3[3] Moore, Jennie, Meidad Kissinger, and William E. Rees “An urban metabolism and ecological footprint assessment of Metro Vancouver” published in the Journal of Environmental Management 124 (2013) pages 51- 6. Available on Line April 19, 2013



1. Endorses amendments to the report incorporating the recommendations from Administration with respect to the transport metric and built environment metric;
2. Forwards this report, as amended, to Council for their consideration; and
3. Accepts the Environmental Master Plan 2012 Annual Report.”

### **Next Steps**

In addition to seeking Council’s endorsement of the annual report as an information item and asking for endorsement of the proposed two adjustments to our metrics, there are several other steps that will occur in the future related to ongoing EMP reporting:

- Produce public report card to distribute to partners and community sharing the report’s key metrics and our partnerships in a visual and easily understood format
- Make full report (as attached here) available to the community and stakeholders who may want more detailed information than will be available in the report card (summary). This can be done through the City webpage and by providing a copy at Red Deer Library.
- At city staff level, continue to work to confirm and clarify procedures for tracking metrics and actions in 2013 and beyond to continually improve our procedures/methodology
- Continue throughout 2013 and 2014 to seek resources, partnerships, funders, and community support for plan implementation
- Continue to work with The EMP Champion, the EAC as plan ambassadors, and with our partners to promote the plan’s top priorities and overall goals.



## ENVIRONMENTAL ADVISORY COMMITTEE

**DATE:** July 17, 2013  
**TO:** City Council  
**FROM:** Environmental Advisory Committee  
**RE:** Environmental Master Plan 2012 Annual Report

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At the Wednesday, July 17, 2013 meeting of the Environmental Advisory Committee, the Committee discussed the Environmental Master Plan 2012 Annual Report dated June 2013. Following the discussion, the motion as set out below was introduced and passed:

**“Resolved** that the Environmental Advisory Committee, having considered the report from Environmental Services dated June 2013 re: the Environmental Master Plan 2012 Annual Report, hereby:

1. Endorses amendments to the report incorporating the recommendations from Administration with respect to the transport metric and built environment metric;
2. Forwards this report, as amended, to Council for their consideration; and
3. Accepts the Environmental Master Plan 2012 Annual Report.”

Respectfully submitted,

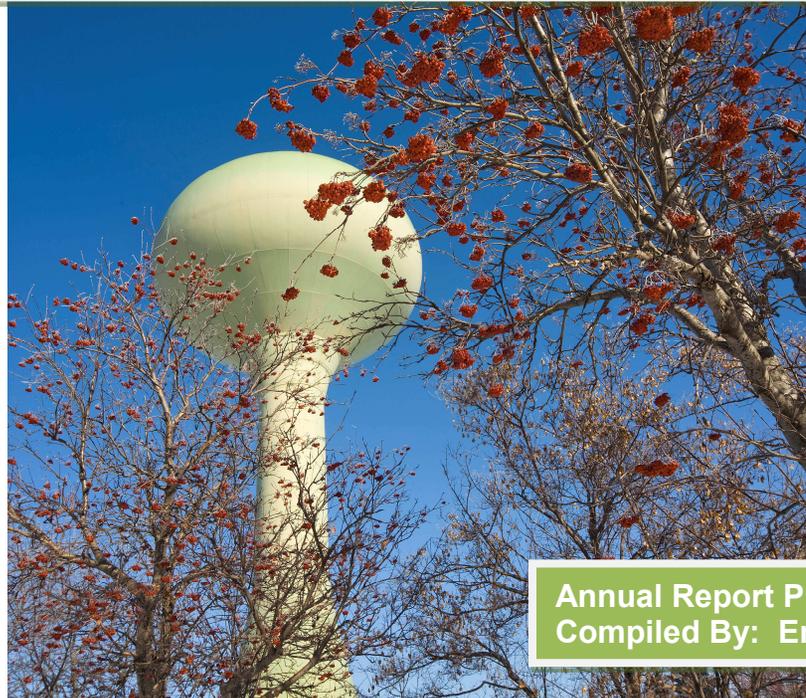


Andrea Pagee  
Chair, Environmental Advisory Committee

c: Nancy Hackett, Environmental Initiatives Supervisor

# Environmental Master Plan 2012 Annual Report: Reporting on Benchmarks, Metrics, and Targets

(January - December 2012)



Annual Report Produced: June 2013  
Compiled By: Environmental Initiatives, ENVS

## Environmental Master Plan 2012 Annual Report: Reporting on Benchmarks, Metrics, and Priority Actions

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## Introduction

The City of Red Deer demonstrated an ongoing commitment to understanding, protecting and improving its environmental performance through the adoption and implementation of an Environmental Master Plan (EMP) beginning in April 2011. The EMP is an important tool in the implementation of the environmental component of The City's Municipal Sustainability Framework. Striving for sustainability is about more than patting ourselves on the back because we care about our planet and our local community; we do, of course. But environmental sustainability is really about wise use of resources. These resources can include natural resources such as air or trees, but can also include wise use of operating and capital funds, human resources, and careful management of our assets, buildings, and facilities. Using only what we really need, being mindful of the longer term impact of our actions, being efficient and reducing waste, desiring to show leadership, and seeking to leave things better than you found them are at the core of the environmental sustainability in Red Deer.

The intent of the EMP when adopted in 2011 was, and remains, to provide The City and the people of Red Deer with a road map to improved environmental sustainability. To achieve this, the Plan presents clear goals and measureable environmental targets, as well as recommendations for actions for both The City of Red Deer and the greater community. Just as community involvement was integral to developing the plan in 2010-11, the actions of local Red Deerians are key to ongoing improvement of our environmental performance. The 2011 annual report (covering the eight months from April's plan adoption to year end 2011) demonstrated that the plan inspired action not just by government but also by many partners and residents. In 2012, we've continued momentum with some new and important results such as our corporate green house gas measures. The City has committed to report annually to the community on progress towards the various targets in order to continue and grow our connections and our actions – keeping our community informed and involved. Some elements of the annual report will be similar to 2011 since our targets and objectives generally have not changed; but some aspects will differ given the fact that we are building on previous results, have introduced selected new programs and actions, and have secured some new as well as expanded existing partnerships.

### ***The Plan's Focus Areas***

The intent of the EMP is to benefit every area of Red Deer's environment; therefore the plan identifies seven broad but encompassing focus areas: Water, Ecology, Transportation, Built Environment, Air, Energy, and Waste. Each focus area has



an over-arching goal and identifies either two, three, or four metrics to measure progress towards this goal. The metrics include targets so that we know what we are striving for. There are 18 metrics total, each with a target we expect to achieve over the life of the plan. The 2011 annual report explained what progress occurred for each of the metrics to that point and provided results for corresponding targets. The current annual report presents this progress information for 2012 alongside the 2011 results allowing us to compare and to continue to be conscious of the commitment involved in improving our long term performance.

In addition to establishing a benchmark and target, each metric includes actions that are recommended to help Red Deer achieve the EMP goals. Because we can't do everything at once, the actions are divided into immediate (top priority), short, medium, and long term timeframes. The annual report provides a list of the top priority actions and notes the progress or status of each action. This information can be found in **Table B: At a Glance – Top Priority Action Progress 2012**.

### ***The Goal of the Annual Report***

Just as was indicated last year, the idea behind providing the Community, The Environmental Advisory Committee, Council and City administration with an annual report is to track our progress and determine if we are on course to meet our goals. The annual report will help us identify our accomplishments but also to pinpoint what needs to be reconsidered or reset if we are not moving ahead in the way we anticipated or in the way the community expected. Last year it became evident where some initial adjustments were needed. Those changes were recommended to the Environmental Advisory Committee and to City Council and accepted. They have now been incorporated into the annual reporting as identified within the body of this report. For this year, there are some new recommendations for ongoing improvement.

This report also explores the achievements, progress, and actions of the Environmental Master Plan in 2012. It is important to keep in mind that the Environmental Master Plan is a 25 year plan and not everything can be or needs to be done in the first one or two years. Some actions have been carried forward to 2013 or 2014 due to resource constraints or other factors, a few actions were tackled in 2012 ahead of schedule / advanced for various reasons, still others are deferred for longer. That's part of the reason for an annual report – to answer and clarify for ourselves, the community, and our partners - what happened, what was achieved, and what still needs to be done?

Finally this report is also about celebrating achievements and inspiring progress. One of the chief ways to inspire others is to explain current status, talk about what has been done, and describe what still needs to be done. We were proud to share the



2011 annual report results not just in the form of this-style larger, detailed document but also as a report card to the community issued late in the Fall of 2012. The report card was available on our City webpages but also in the form of an eight page printed version. Evidently, the report card had an impact because we received comments from various groups responding to our report. Such as:

*From Other Government Agencies*

*“I recently received a copy of the 2011 Report to the Community, “Our Environment, Our Future” and I am impressed with the accomplishments and progress reported in this document. This is an excellent brief report and provides measureable evidence of your hard work to address environmental issues in the community. I am particularly impressed with the City’s progress on reducing water consumption and decreasing pesticide use on municipal land. Your plans to monitor the water quality of the river and creeks within the city in the future are also encouraging news. “*

*Phil Boehme, Alberta Environment and Sustainable Resource Development*

*From One the Consultants involved in helping draft the original Environmental Master Plan:*

*“Thanks for the 2011 Report to the Community. It looks great and is impressive how you have kept right on track with the EMP process.”*

*Melanie Hare MCIP RPP LEED AP, Partner, Urban Strategies Inc*

*From Those Working in other Jurisdictions:*

*“I just wanted to send you a quick note to thank you for sending your Report to the Community. It does a great job of putting often difficult information across in a really approachable and understandable way. The timing of its arrival couldn’t have been better too. I picked it up from the mailbox right after I came home from running a workshop for the Calgary Regional Partnership on performance indicators on Friday. The team met on Monday to map out next steps for the project, so I was able to distribute the copies I received as food for thought to the CRP team. How perfect is that?”*

*John Lewis, President, Intelligent Futures*



*From City Staff:*

*“Just a note to let you know the 2011 Report to the Community is wonderful, I very much enjoyed reading about the achievements and progress! “*

*Andrea Sutherland, The City of Red Deer – Legislative Services*

## **2012 Year Highlights**

Certainly, we know that there was a significant amount of work to approve the Environmental Master Plan and to get us through the first year of implementation. However, to make a difference in our city we have to keep going. In other words, year one was great. But what's next?

Well, during 2012 (our second year post EMP adoption) we worked hard to continue progress and to continue to seek the most relevant actions and efforts for environmental priorities in the city. In year two, there were several noteworthy milestones for the Environmental Master Plan. These milestones are described here and presented in photographs from the various events or initiatives. Council intended the Plan guide The City and residents to improved environmental performance - we're continuing to strive for that.

### ***Support and Advocacy***

Support and advocacy for the Environmental Master Plan came forward in many ways. The Environmental Advisory Committee brought attention to the goals of the plan and some of the key environmental issues to be tackled by the plan by relying on it as a key base for the review and recommendation of environmental issues within their mandate of advising Council or Administration.



As part of their role as ambassadors to the plan the Environmental Advisory Committee's role included raising public awareness and garnering input at events such as Let's Talk at Parkland Mall in April 2012.



*Environmental Advisory Committee 2012*



*Environmental Advisory Committee promote Plan at Let's Talk Event, April 2012*



### Celebration and Education Events

The plan was celebrated throughout the year in various ways within the community. During Environment Week in June 2012 a variety of speakers covered pertinent topics within the plan's seven focus areas. These ranged from waste reduction through composting, healthy yards under ecology, cycling as a clean air transportation alternative, a talk on how to include sustainable urban food into our built environment, and environmentally aware buildings (considering water and energy as well as the built environment). Approximately 80 residents attended these events to learn more about what they can do in their own lives to contribute to sustainability and assist in reaching the targets of the Environmental Master Plan.



*Environment Week Speaker*

In order to reinforce the messages of the Environmental Master Plan even further, particularly about the focus areas, seven distinct celebration days were planned for 2012 to highlight each of the plan's seven areas and take the opportunity to educate the public about the goals of the Environmental Master Plan in conjunction with recognized national or international event days.



Internationally recognized Earth Hour held in March reminded the public about the importance of conserving energy which linked to the Environmental Master Plan's energy targets. Events for World Water Day in March focused on the international and local goals of protecting and respecting our water supplies. April and the return of spring focused on Earth Day involving local families in thinking about the role and importance of ecology and the ecology goals of the EMP.

Programs for Jane's Walk the first weekend of May invited residents to walk within their community and consider built environment and how we can improve our neighbourhoods consistent with the goals of our environmental plans and good planning policies. Clean Air Day in June involved a free testing clinic for local vehicles



to look at emissions reduction, idle free vehicle operation, and other measures to protect local air. World Car Free Day in September linked to the Environmental Master Plan's Transportation goals and



sought to get people to try transit service or another way of moving around other than their single occupancy vehicle. Kick it to the Curb was held to tie into the Waste Reduction goals of our Plan and interrelated with Waste Reduction Week in October. Staff made sure to include the links to the goals of the Environmental Master Plan in their planning role in these events.



*Celebration Days, such as Jane's Walk and World Car Free Day were held under the Environmental Master Plan 2012*



*The Culture Services staff were winners of the World Car Free Day department challenge receiving the World Car Free Day trophy.*

The EMP was shared with attendees at the various conferences and presentations in 2012, including the feature presentation at Red Deer River Watershed Alliance Ambassador's breakfast March 16, 2012.



The Alberta Council for Environmental Education (ACEE) also provided a very unique opportunity to be a participant in the Cenovus Energy Environmental Education Leadership Clinic held in November 2012. One of only a handful of organizations selected from a long list of applicants across Alberta, ACEE and Cenovus funded the sessions in which the City of Red Deer Environmental Initiatives Section represented the Environmental Master Plan. The sessions specifically focused on implementing the air emissions targets. Staff worked with ACEE and their experts and facilitators to build capacity to deliver the air programs recommended within the Environmental Master Plan. Ongoing partnership and support is being provided by ACEE into 2013 to ensure we continue to make progress on our air emissions goals and projects.



*ACEE Clinic Participants from across Alberta – collaborating with us on Air Emissions Project November 2012*



## ***We Weren't Alone***

We were not alone in advancing plan implementation during 2012. Our progress benefited from the assistance of key partners who also wanted to see action advance. In 2012 local partners such as The Red Deer Public Library, Kerry Wood Nature Centre, Parkland Airshed Management Zone, Re-Think Red Deer, and AB Environment as well as national partners such as ICLEI provided tremendous effort, action oriented assistance, and in kind donations to ensure the actions of the plan came to fruition. In addition, one of the plan's Waste Diversion initiatives (specifically a new backyard composting program) was the recipient of a FuellingChange grant from Shell Canada (grant was 2011-12). Our successes in working with community organizations and outside agencies during 2012 signals to us that we would be wise to continue to seek partnerships and leverage funding opportunities over the life of the plan.

## **Results Reporting**

The key reason for producing an annual report is to track progress. The following table, **Table A: 2012 Report on Metrics and Measures**, presents the progress related to our 18 metrics. In most cases we've looked at the following information: first, we analyzed our 2009 baseline measure (some baselines are for a later year in instances where data was not available or had to be collected and tabulated), second, we've reported on the 2011 and 2012 results, and third we're noting our critical target point - mostly set for 2015, and fourth we advise whether the results to date mean we are on track to meet our 2015 target or whether additional action or measures may be necessary.

In reviewing the results and metrics of **Table A**, they demonstrate we have made some progress. We have seen:

- ⌘ Success or Solid Progress in the right direction for 7 metrics. These include water conservation, natural and man-made park dedication, integrated pest management, trail kilometres per resident, community gardens, and renewable energy purchase.
- ⌘ Concerning, negative progress for 1 measure, air quality. Through various programs and initiatives, and by working with the Province of Alberta, we will be aiming to address this issue in 2013.
- ⌘ Flat-lining on 3 measures – waste diversion, waste generation, and modal split – and it's not clear why. During 2011 we had achieved some success and progress towards our goals, but that is not reflected in 2012. There could be a



variety of reasons perhaps even as simple as having a higher than assumed population growth rate but regardless of why, both transportation and waste are key priority issues for The City with the new Waste Management Master Plan and the Mobility Playbook so we will be exploring and seeking to continue or expand previous progress.

- ✘ Uncertain or unknown results for the remaining 7 metrics as we're still determining appropriate targets or baselines or we are awaiting data reports or confirmation. So these results are indefinite at the time of preparing this document.

Beyond just admiring our results the next step is for The City to work with partners and particularly with our community agencies, businesses, and residents to continue to stimulate action. Let's not get complacent in the areas where we are doing well and let's figure out how to advance in the areas where we need to see progress. In the 2011 Public Report Card The City began to illustrate a sampling of the things individuals in our community can do to further advance the Environmental Master Plan progress and goals. The report card is about more than just reporting results (e.g. in the transportation goals it was suggested that an alternative form of transportation be tried once per week such as walking, cycling, boarding, blading, carpooling, or riding the bus to work once a week in place of driving). For the 2012 report card we will expand on this action message with new ideas, new options, and new motivation to go with our new results!

*Composting Program Pilot Workshop Underway in 2012*



**Table A: 2012 Report on Metrics and Measures**

**Benchmarks and Metrics Results 2009-2012**

EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
<b>WATER</b>					
<b>Potable water consumption</b> provided through municipal water supply, per capita (L/cap/day)	Residential: 242 (L per capita per day) Industrial/ Commercial (ICI): 135 (L per capita per day)	Residential: 211 L/cap/day  ICI: 122 L/cap/day  * Data from Environmental Services. **Note that water consumption can be dependant on weather conditions.	Residential: 210 L/cap/day  ICI: 120 L/cap/day  * Data from Environmental Services.	Decrease by 8% (to 222.64 and 124.2 L)	Yes – achieved success in both 2011 and 2012.
<b>Water Quality of Receiving Bodies</b>  *Measurement will be defined by results from the Urban Impact Risk Assessment for AB Environment	TBD – 2013  Collection of baseline data not yet complete.	* River Monitoring started in 2012. However, it is not yet complete. Targets will be established in 2015 in conjunction with the Urban Impact Risk Assessment for Alberta Environment.		To be set in 2015	In progress, no results until 2013.
<b>ECOLOGY</b>					
<b>Natural Areas:</b> Land within the city's developed area devoted to native natural features	863 ha	Total Natural Area = 939.46 ha	Total Natural Area = 990.06 ha	Increase by 5% (to 906 ha)	Yes – achieved success in 2011 and 2012.



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
(native tree stands, wetlands, seasonal streams, grasslands, and associated biodiversity)					
<b>Man Made Green Areas:</b> land devoted to man-made natural features (city parks, turf areas shrub beds and naturalization areas)	809 ha	Total Man-Made Green Area = 830.08 ha	Total Man-Made Green Area = 838.32 ha	Increase by 5% (to 849 ha)	Yes – on track to meet our target
<b>Integrated Pest Management:</b> Volume of toxic pest control product used per acre of municipally owned land (ml/acre)	210 ml/acre	2011: 798,120 ml of toxic pest control product used / 4,264 acres of municipally owned land (total Parks maintenance area) = 187 ml/acre	2012: 681,063 ml herbicide + 22,249 ml insecticide = 703,312 ml  703,312 ml /4,518 acres = 156 ml/acre	Decrease by 2% (to 205.8 ml/acre)	Yes – achieved success in 2011 and 2012.
<b>Urban Forestry:</b> Urban forest coverage (percentage of area within city's developed area covered by tree canopy)	TBD by 2014	Urban Forestry Planning and Target setting is scheduled for 2014.		To be set in 2014.	Not in progress – upcoming 2014



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
<b>TRANSPORTATION</b>					
<b>Total Fuel</b> (gasoline and diesel) consumption data for the city annually <i>(Note this metric replaces Vehicle Kilometres Travelled (VKT) per capita/day by car used in 2011)</i>	1257 litres/capita  Total gasoline and diesel consumption: 112,998,927 litres	1219 L/cap  Total gasoline and diesel 112,027,048 litres	1203 L/cap  Total gasoline and diesel 112,727,914 litres	TBD 2013	We have collected results for 2009-2012. Results are variable. In 2013 we will be reviewing this metric and proposing a target for 2015.
<b>Modal Split:</b> Percentage of different modes of transportation used to travel to work	Car: 88% Transit: 4% Pedestrian or Bike: 7% Other: 1%  <i>*From 2006 Federal Census</i>	Car: 89% Transit: 4% Pedestrian or Bike: 5% Other: 2%	* Note – most recent results are 2011 Statistics Canada Census figures. Next federal census will be 2016.	2016: Car: 86% Transit: 5% Pedestrian or Bike: 8% Other: 1%	Recent Census shows little change from baseline. Shifts to alternative forms of transportation needed to meet targets by 2016.
<b>Dwelling Units within 400 metres of:</b> <ol style="list-style-type: none"> <li>public trails, parks or other green space,</li> <li>At least 5 basic amenities, and</li> <li>Transit stops with 20 minute service</li> </ol>	TBD – 2012, recommending adjustments / tweaks to reflect: ** Commercial zoned properties and schools were substituted for at least 5 basic amenities *** All transit stops are included in this measure it is not specific to transit stops with 20 minute service * Note: Baseline	<ol style="list-style-type: none"> <li>Public trails, parks or other green space = 100%</li> <li>Commercial zoned property = 55% and existing schools = 39%</li> <li>Transit stops = 98%</li> </ol> Dwelling units within 400 meters of all of these parameters = 23%	<ol style="list-style-type: none"> <li>Public trails, parks or other green space = 100%</li> <li>Commercial zoned property = 56% and existing schools = 38%</li> <li>Transit stops = 97%</li> </ol> Dwelling units within 400 meters of all of these	TBD 2020	Target not set in 2012 – upcoming  GIS / Planning gathered baseline data for dwelling units within 400 meters of set amenities relating to a target. Measurements can be done annually.



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
	calculation does not include residential units that are not in a neighbourhood. For example, Central Park is not included in the calculation	* Measures were completed as the crow flies.	parameters = 23%  * Measures were completed as the crow flies.		
<b>Length of trail infrastructure</b> (km/capita)  ** Note: Detailed definition developed in 2012 to ensure clarity and specify types of trails included that reflect transportation goals of the EMP	1 km ratio to every 672 residents  (2009 Municipal Census = 89,891 persons)	1 km ratio to every 620 residents  (2011 Municipal Census = 91,877 persons)	1 km ratio to every 610 residents  (2012 Population Assuming 2% increase over 2011 Municipal Census = 93,715 residents)	Increase by 5% (to 1 km ratio to every 639 persons)	Yes – achieved success in 2011 and 2012.
<b>BUILT ENVIRONMENT</b>					
<b>Development Density</b> ; total density by type 1. Residential (dwelling units per hectare)  2. Industrial / Commercial/ Institutional (ICI) (Floor Space Index)	Residential = 14.8 DU/ha new neighbourhoods being approved (this density minimum is under review)  ICI= Unknown (to be determined)	Dwelling unit count = 39227 (2011 Municipal Census), City area = 10711.80 ha, Urban developed area/zoned for development = 6,807 ha Overall Urban density is 13.5 persons per hectare.	No results as no 2012 Municipal Census	To be Determined	Not clear, there has been difficulty in monitoring this and measuring this precisely. Therefore, Planning is recommending that the residential metric be re-considered/ changed.



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
<p>Note: Planning Department feels this metric is no longer a solid fit or best reflection of the type of information we are seeking to monitor. Stating:                      “The existing metric, 14.8 dwellings per net developable hectare, originates from Policy 10.2 in the MDP, However, it only applies to <u>new residential</u> areas, so it does not reflect what already exists and does not reflect the overall picture regarding how much urban land, not just residential, is consumed by Red Deerians. It’s also focused only on <u>dwelling</u> density (which is focused only on residential areas), not <u>people</u> density (which can be viewed city wide).”</p>		<p>Overall Urban Dwelling Unit Density: 5.76 du / ha (39,227 du / 6,807 ha)                      Dwelling Unit Density on Land with a RES type zoning: 21.33 du / ha (39,227 / 1,839 ha)</p> <p>Development Density (ICI) –The City is unable to provide this number but density protocol to be established in 2012.</p>			



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
<p>Recommended Change: <b>"Per Capita Land Consumption"</b></p> <p>Definition: "Per Capita Land Consumption" means the total amount of land within the city that has an urban type zoning (and is or will be imminently used for urban uses) plus the roads that serve those areas divided by the current population of Red Deer. This provides an overall figure of how much land each person in Red Deer "consumes" or uses as their "footprint".</p>	<p>2011 would be baseline year: This figure is broken down by various categories of land use:</p> <ul style="list-style-type: none"> <li>Commercial: 40.7m<sup>2</sup>/person</li> <li>Industrial: 96.2m<sup>2</sup>/person</li> <li>Institutional: 91.0m<sup>2</sup>/person</li> <li>Parks / Open Space: 151.5m<sup>2</sup>/person</li> <li>Residential: 200.2m<sup>2</sup>/person</li> <li>Roads: 161.2m<sup>2</sup>/person</li> </ul> <p><b>TOTAL: 740.8 m<sup>2</sup>/person</b></p>	<p>The 2011 results are noted as the baseline year.</p>	<p>None.</p>	<p>Recommending a 1% overall reduction per year from 2011 numbers.</p> <p>2005: Decrease by 4% from 2011 (711.2 m<sup>2</sup>/person)</p> <p><i>*Note: This target will be reviewed in 2015 to determine if 1% per year is feasible moving into the 2020 and 2035 periods.</i></p>	<p>Target currently being recommended, tracking would occur in 2013 and forward.</p>
<p><b>Community Gardens:</b> Land devoted to community gardens and urban agriculture in area (m<sup>2</sup>/capita)</p>	<p>0.4 m<sup>2</sup>/cap</p> <p>Note: This combined the total garden plot area as per the City Garden Plot Program with the raised bed garden space as per</p>	<p>2011: Population of 91,877 (census data)</p> <p>Number of City plots: Total City managed large gardens: 99</p>	<p>2012: population 93,715 (assuming 2% increase over 2011 census)</p> <p>Total City</p>	<p>Increase to 0.5 m<sup>2</sup>/capita by 2015</p>	<p>On Track – making progress although the 2015 target is ambitious.</p>



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
	the Community Garden model (smaller, raised bed gardens that are funded by City and managed by community).	(11,880 m <sup>2</sup> ). Total City managed medium gardens: 91 (5,460 m <sup>2</sup> ) Total community partnership raised beds: 71 (377 m <sup>2</sup> )  TOTAL GARDEN AREA = 11,880+5,460 + 377 = 17,717 m <sup>2</sup> 17,717 m <sup>2</sup> / 91,877 population = <b>0.19 m<sup>2</sup> / capita</b>	managed plots: Large: 101 (12,120m <sup>2</sup> ) + Med - 127 (7,620 m <sup>2</sup> ) = 19,740m <sup>2</sup> Total community partnership gardens: 71 raised beds (377m <sup>2</sup> )  TOTAL GARDEN AREA = 19,740 + 377 = 20,117 m <sup>2</sup> / 93,715 or <b>0.21 m<sup>2</sup> / capita</b>		
<b>AIR</b>					
<b>Green House Gas</b> emissions per capita in tonnes (CO <sub>2</sub> equivalent)	Baseline 2010:  Corporate= 137,000 tCO <sub>2</sub> e or 1.2 tonnes per person.  Community: TBD	2011 Results:  Corporate= 139,478 tCO <sub>2</sub> e or 1.5 tonnes per person.  Community: TBD  <i>** Note: still need to confirm Wastewater data; may alter numbers</i>	2012 Results:  Corporate= 145,000 tCO <sub>2</sub> e or 1.55 tonnes per person  Community: TBD  <i>** Note: still need to confirm Wastewater</i>	TBD	Uncertain. We will not have our community GHG inventory and data until 2014. Therefore, no overall target has been set. In addition, we wish to confirm some of our corporate data for 2011-12.



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
			<i>data; may alter numbers</i>		
<p><b>Air Quality:</b> maintain and lower ambient concentrations of airborne pollutants, not exceeding maximums defined by the Canada Wide Standard and AB Environment</p>	<p>PM2.5: 15.9µg/m<sup>3</sup> (2007-2009)</p> <p>Canada Wide Standard metrics for: Ozone: 57.5 ppb (2007-2009)</p> <p>Sulphur Dioxide SO<sub>2</sub>: 0.44 ppb (2005-2009)</p> <p>Nitrogen Dioxide NO<sub>2</sub> : 12.1ppb (2005-2009)</p> <p>Carbon Monoxide CO: 0.25ppm (2005-2009)</p>	<p>PM2.5: 24.4µg/m<sup>3</sup> (2008-2010) * data AB Environment</p> <p>Ozone: 55.8 ppb (2008-2010) * data AB Environment</p> <p>SO<sub>2</sub>: 0.43 ppb (2007-2011)</p> <p>NO<sub>2</sub>: 11.7 ppb (2007-2011)</p> <p>CO: 0.20 ppm (2007-2011)</p>	<p>PM2.5: 31.4 µg/m<sup>3</sup> (2009-2011) * <b>exceeds CWS trigger</b></p> <p>Ozone: 54.8 ppb (2009-2011)</p> <p>SO<sub>2</sub>: 0.42 ppb (2008-2012)</p> <p>NO<sub>2</sub>: 11.9 ppb (2008-2012)</p> <p>CO: 0.19 ppm (2008-2012)</p>	<p>By 2015: PM2.5: 20µg/m<sup>3</sup></p> <p>Canada Wide Standard metric Ozone: 58</p> <p>SO<sub>2</sub>: 0.42 ppb</p> <p>NO<sub>2</sub>: : 11.5 ppb</p> <p>CO: 0.24ppm</p>	<p>Not on track. While some air quality measures are moving in the right direction towards 2015 target levels, our particulate matter measures and nitrogen dioxide measures have not. The increase in PM2.5 (particulate matter levels) places Red Deer at a level where the Canada Wide Standard has been exceeded and a management plan will be put into place spearheaded by AB Environment. The NO<sub>2</sub> level is also slightly above our expected target and up slightly from 2011 results.</p>



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
<b>ENERGY</b>					
<b>Building Energy:</b> Average Building Intensity (equivalent KWh/m <sup>2</sup> )	Baseline is for 2010 36.4 ekWh/sq. ft.	No Results		Delayed as data collection is in coordination with GHG data, therefore - TBD 2013	Upcoming (2013)
<b>Renewable Energy Sources:</b> percentage of energy utilized by The City of Red Deer that is produced through green sources (such as renewable resources and energy captured from waste)	15%	22%  * Civic yards vehicle wash is producing some power with excess generation being sold to the grid with a 62% increase from 2010 to 2012. ** Data provided By Electric Light & Power.	24%  * Civic Yards vehicle wash produced and sent approx. 6,480 kWh of electricity to the grid. Civic Yards solar panels generated 1,345 kWh of solar energy which was used within Building 300. ** Data provided By Electric Light & Power.	Increase to 30%	Yes – on track to achieve.
<b>WASTE</b>					
<b>Residential Solid Waste:</b> total weight of solid waste generation by single-family residences	183 kgs / capita /year  <i>Note: calculated by the total amount of residential waste collected by the garbage</i>	178 kgs/capita/year  16,381 metric tonnes x 1000 kg per tonne/ 91,877 residents =	183 kgs/capita/year (assuming 2% population growth)	Decrease by 10% by 2015 (to 164.7)	Not Clear – it appeared we were achieving some progress but for 2012 our numbers



EMP Metrics by Focus Area	2009 Baseline	2011 Results	2012 Results	2015 Target	On Track?
(kgs / capita /year)  <i>Note: With the adoption of the Waste Management Master Plan in 2013, we will likely be recommending some changes to the EMP metrics to align the two in 2013.</i>	<i>contractor multiplied by 1000 to convert to kg and divided by population (from census).</i>	178 kg/capita			do not show movement from the baseline
<b>Waste Diverted:</b> percentage of waste diverted per year per tonne of waste land filled  <i>Note: With the adoption of the Waste Management Master Plan in 2013, we will likely be recommending some changes to the EMP metrics to align the two in 2013.</i>	10% Calculated by total weight of materials diverted (diverted at the WMF, yard waste, and residential recycling) divided by total weight of materials landfilled.	15%  Total weight of materials diverted 5549+3146+4200=12895 Divided by total weight of materials landfilled 86192 total tonnes buried	12%	Increase to 20%	Not Clear – it appeared we were achieving some progress but for 2012 our numbers do not show movement from the baseline



## 2012 Year End Status of Actions and Initiatives of Environmental Master Plan

This report has reviewed and presented the EMP metrics as a way of reporting progress at a broad level. It also considers the Plan's recommended actions which were put forth to assist us in achieving our targets. The table below identifies general year end status and progress of the top priority actions. More detailed information has been provided to The City's Departments and to the Senior Managers at the Corporate Leadership Team in order that they have current, complete status specifics and so that they can continue to ensure ongoing implementation progress.

In total the Environmental Master Plan contains 118 actions, of which 27 are listed as immediate/top priority. As top priority, the plan's expectation was that these actions will be completed by end of 2012. To summarize the status dealing with immediate/top priority actions:

- α The majority of the actions, 23 of the 27, are either complete or underway as of the end of 2012. Completed actions include GHG (corporate) inventory and the Water and Wastewater rate structure review.
- α With the immediate/top priority actions 4 have been deferred or placed on hold. These actions were placed on hold or are inactive due to various factors. As of the end of 2012, these included: Advanced Metered Infrastructure for Water metering, Advanced Metered Infrastructure for electrical metering, Urban Forest Management Plan, and exploration of District Energy potential in high-density neighbourhoods.

Many more actions are labelled short term priority. Between 2013 and 2015 these will be monitored with expected completion for 2015. Details around short, medium, and longer term actions can be found directly in The Environmental Master Plan.



**Table B: At A Glance - Top Priority Action Progress January- December 31, 2012**

	Action	Responsible Department	Description of Progress	Status
	<b>Water (4 Top Priority actions)</b>			
1	Prepare an Integrated Storm Water Management Plan	Engineering	<b>Scoping Study:</b> completion target Q4 2012. <b>Integrated Storm Water Management Plan:</b> target for completion Q3 of 2013.	In Progress
2	Develop environmental standards for City buildings including water conservation measures	Public Works/ Environmental Services	Water actions under way, other actions (other environmental standards) are for future start up.	In Progress
3	Review water and wastewater rate structures, which will draw attention to the value of water.	Environmental Services	Project completed in 2012. Now being implemented.	Complete
4	Replace water meters with Advanced Metered Infrastructure (AMI) technology in conjunction with replacement for electrical meters.	Environmental Services	Reviewing business planning strategies for future AMI implementation.	Inactive
	<b>Ecology (3 Top Priority actions)</b>			
5	Enhance the existing City set-back policy to include water body and ecological protection related to Environmental Reserve setbacks under the Municipal Government Act	RPC	Completion in 2013	In Progress
6	Prepare and implement an Urban Forest Management Plan	RPC	Urban Forest Management Plan is slated for 2014 pending Council Approval.	Deferred
7	Partner with community and development stakeholders to share ideas, explore opportunities and develop conservation tools to preserve green space such as a land conservation trust, land purchase, land swaps, tax incentives and reserve dedications.	RPC	In Progress.	In Progress.
	<b>Transportation (3 Top Priority actions)</b>			
8	Incorporate high level core directions of the EMP into the Integrated Transportation/Movement Study as appropriate; Integrate sustainability principles such as active transportation.	Development Services		In Progress
9	Engage the community to participate in walkability audits in their neighbourhoods.	Engineering		In Progress, extending to 2013.
10	Partner to establish regional commuting resources such as transit services, carpooling, shuttle and emergency ride	Transit	Potential completion of planning and negotiation in Q4 2012 to Q1 2013	In Progress.



	Action	Responsible Department	Description of Progress	Status
	programs.			
11	Partner with school boards to implement a walking school bus program to encourage students to walk to school in 3 or more schools.	Engineering	This is tied to the Integrated Movement Study.	In Progress
	<b>Built Environment (4 Top Priority actions)</b>			
12	Develop city-wide infill guidelines and standards that emphasize minimum densities, compact form and environmental design standards.	Planning Department	Underway. Expected completion of new document titled Neighbourhood Planning and Design Standards is anticipated in 2013.	In Progress
13	Undertake studies of both residential and commercial/industrial density in Red Deer to establish informed baselines and goals for future density targets.	Planning Department	In Progress	In Progress
14	Partner with a developer to identify an infill pilot project on City land to demonstrate environmental design standards.	Land & Economic Development;		In Progress.
15	Work with the community and developers to create a community garden stewardship initiative to facilitate the establishment and stewardship of additional community garden plots. Aim to introduce a new community garden each year for ten years.	RPC	This has been a successful program to date.	In Progress.
	<b>Air (4 Top Priority actions)</b>			
16	Conduct a GHG inventory analysis, and develop a corporate GHG emissions reduction plan	Environmental Services	GHG inventory analysis report has been completed and accepted as a planning tool by City Council.	Complete
17	Identify large emitters of pollution within The City's corporate operations. Identify strategies to mitigate the effects.	Environmental Services	Recreation facilities are conducting audits/assessment. Other facilities reviewing data.	In progress.
18	Develop a Climate Change Adaptation and Mitigation Plan	Environmental Services	Project is underway for plan delivery in 2013.	In progress.
19	Work with industries that have the most opportunity to reduce air pollution by identifying large emitters and potential strategies to mitigate their effects.	Environmental Services	Partners identified to assist and planning/scoping underway for 2013 launch.	In progress.
	<b>ENERGY (4 Top Priority actions)</b>			
20	Replace electrical meters with Advanced Metered Infrastructure (AMI) technology for both residential and Industrial, Commercial, and Institutional (ICI) customers to allow them to better track, understand and modify	EL&P		Deferred



	Action	Responsible Department	Description of Progress	Status
	consumption.			
21	Expand energy efficient street light program and work towards reducing the effects of light pollution.	EL&P		In Progress
22	Explore District Energy potentials in high-density neighbourhoods.	EL&P	No report	Deferred/On Hold
23	Partner with renewable energy providers and community stakeholders to provide information about private renewable energy options.	EL&P	EL&P works with retailers	Ongoing
	<b>WASTE (4 Top Priority actions)</b>			
24	Update the Waste Management Master Plan	Environmental Services	Waste Management Master Plan (WWMP) will be presented to Council in early 2013 for consideration of approval.	In Progress.
25	Review tipping fee structure to identify opportunities to encourage (incent) diversion	Environmental Services	Will be reviewed in the WWMP.	Upcoming 2013
26	Create an education campaign, toolkits and pilot projects around household and community composting	Environmental Services	Program was launched in 2012 and ran very successfully. Will continue in 2013.	In Progress
27	Partner with developers and builders to advance recycling and diversion of construction waste on development sites	Environmental Services	Shingle and drywall recycling have been extremely successful. Will be investigating additional opportunities.	In Progress.



## Conclusion

This annual report details the progress made in 2012 related to Red Deer's environmental sustainability targets and the results achieved thus far in moving us closer to our set goals. Measuring our achievements through metric reporting, the results show positive movement particularly in the areas of water, energy, and ecology. In addition, based on a review of the actions underway and those proposed for 2013 there is tremendous potential for ongoing positive results in the 2013-2015 reporting periods.

In addition to the numbers, success should also be measured in terms of promoting the Plan and widening awareness among residents and stakeholders. The participation levels in Environmental Master Plan events coordinated by staff, partners, and the Environmental Advisory Committee have led the way for increasing awareness.

While, there is evidence that the Environmental Master Plan has had many successful achievements and many progressive aspects there are two areas where changes and/or re-charting our course is necessary. These suggested changes link to the built environment focus area and to the transportation focus area. The annual report recommendations detail the suggestions for future reporting improvements. The suggested changes or updates are to be presented to City Council for their consideration.

We're proud of the interest in the Environmental Master Plan in our community and with partners. The Environmental Advisory Committee has been invaluable as plan ambassadors and this role is envisioned to continue to be critical in achieving plan success. We wish to continue to seek out new funding sources to assist with plan implementation and to collaborate with partners and engage Red Deerians in meeting our goals. We will take these steps all with the intent of improving and advancing Red Deer's environmental well-being in the immediate term but also for the long run.



## **Recommendations**

1. Council endorse the 2012 Environmental Master Plan Annual Report as presented, and in doing so that they review and provide direction on the proposed updated metrics and benchmarks as detailed for the built environment (density) component and in the dwelling unit proximity metric in the transportation component. The recommended adjustments are intended, as explained in the body of the annual report, to best address reporting clarity and to allow for a metric that can realistically be measured and is seen as reasonable by our community.
2. That the Environmental Advisory Committee continue to promote and steward the Environmental Master Plan and its objectives, working as ambassadors of the Plan.
3. That Council consider during the 2014 budget time funding requests and priorities for implementation of the Environmental Master Plan.
4. That Staff continue to review and consider each metric and document how reporting and tracking is being calculated. Year One revealed that there may be different ways to tally, estimate, figure and account and therefore numbers can vary from year to year simply because figures were counted differently. In Year Two we worked to address this and provide clear documentation procedures of what the “number” reflects and numbers or metrics are arrived at (with what data source). Continuing this process will assist with reporting consistency in the coming years and provide the community with a more accurate picture of sustainability progress.
5. That the Environmental Master Plan Champion and staff working to implement the Plan continue to seek out new community and regional partners including funding and grant opportunities.
6. That celebration of achievements to date be noted and seen as important to maintain momentum and recognize the breadth of accomplishments.



## **2012 Actions and Big Undertakings**

In 2011 City of Red Deer funds in the amount of \$250,000 were approved by City Council for implementation of the Environmental Master Plan. These funds were from the City's four utilities and a share from the tax base. The earmarked funds jump started plan implementation; which continued into 2012. The initial funding provided the means for several significant actions from the plan to move forward beginning in 2011 and also in 2012. Some of the initiatives which got under way as a result of these special funds were:

- green house gas inventory analysis and development of a corporate green house gas emissions reduction plan
- establishment/reaffirming of a community idle-free program (to reduce/eliminate vehicle idling)
- promotion of home energy audits and tool kits to help citizens make their homes more energy efficient (partnership with Red Deer Public Library)
- climate change adaptation and mitigation planning (partnership with ICLEI)
- developing environmental standards for City owned buildings - water conservation standards component
- integrated rain water management plan including storm water management policies
- community residential composting education program to divert waste

## **Looking Forward: 2013 and 2014**

City Administration proposed that funds be allocated in 2013 as a special funding request in order to continue implementation of the priority actions of the Environmental Master Plan. With these funds approved, and with the support of other partners and funding, implementation of the plan will be continuing, The Environmental Master Plan has successfully set a foundation for advancing environmental leadership within our city, and as this report presents, many actions are underway and several community partnerships are in place. The requested 2013 funds will allow for the following key priorities to continue moving forward. Specifically, the funds were allocated for the following 2013 actions from the EMP:



→ *Top Priorities from Environmental Master Plan*

- Partnerships with surrounding municipalities and local employers to establish regional community resources such as carpooling, shuttle, transit options (Lead Department: Engineering)
- Environmental standards for City buildings (water conservation) (Lead Department: Environmental Services)
- Strategies to mitigate effects of large air pollution emitters within City operations. (Lead Department: Environmental Services).
- Assist large industrial air pollution emitters with potential strategies for reduction (Lead Department: Environmental Services)

→ *Short Term Priorities from Environmental Master Plan*

- Environmental standards for City buildings and facilities (energy conservation) (Lead Department: Recreation, Parks, and Culture).
- Brownfields redevelopment strategy (Lead Department: Inspections and Licensing)
- Community Idle Free education program (Lead Department: Environmental Services)
- Environmental Master Plan progress monitoring and reporting (Lead Department: Environmental Services/All Departments)

→ *Medium Term Priorities from Environmental Master Plan*

- Strategies to “green” the municipal fleet (Lead Department: Public Works)
- Climate Change Adaptation Plan: initial actions recommended by Red Deer Climate Change Adaptation Plan (Lead Department: Environmental Services)

The actions we tackled in 2012 and those we’re looking at in 2013 link to other initiatives such as the Integrated Movement Study, the updates to the Neighbourhood Planning and Design Standards, and the implementation of Red Deer’s Downtown Plan.



### ***Closing Thought***

In closing, Years One and Two have revealed pronounced commitment to the objectives of the plan and we have solid momentum to continue to move forward. We are building greater links and capacity in our organization and community. We continue to consider how to improve and fine tune our plan reporting. We know that funding requests need to be sought out and resources need to continue to be dedicated to the important work of the plan. In addition, its essential that Red Deer celebrate and recognize our achievements – there’s a long way to go – but by the same token much has been done since 2011 when the plan was first approved by City Council.

Thank you to our Environmental Master Plan partners, community stakeholders, and thank you Red Deerians! Way to go!





**Council Decision – September 3, 2013**

**DATE: September 9, 2013**  
**TO: Tom Warder, Environmental Services Manager**  
**FROM: Frieda McDougall, Legislative Services Manager**  
**SUBJECT: 2012 Environmental Master Plan Annual Report**

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**Reference Report:**

Environmental Services, dated August 14, 2013.

**Resolution:**

The following resolution was passed at the Tuesday, September 3, 2013 Red Deer City Council meeting:

Resolved that Council of The City of Red Deer having considered the report from Environmental Services department, dated August 14, 2013, re: 2012 Environmental Master Plan Annual Report, hereby:

1. Supports the changes proposed under the Dwelling Units within 400 metres metric on Page 14 of the 2012 Environmental Master Plan Annual Report as follows:
  - a. Change Item 2) – At least 5 basic amenities to read: “At least 5 basic amenities as represented by commercial zoned properties or school sites”
  - b. Change Item 3) – Transit Stops with 20 minutes service to read: “Track transit stops”
  - c. Adjust the built environment density metric to reflect per capita ecological footprint and establish a metric of reducing the current figure by 1% annually.
2. Accepts the 2012 Environmental Master Plan Annual Report as presented to the Tuesday, September 3, 2013 Council Meeting.

**Report back to Council: No**

A handwritten signature in blue ink, appearing to read 'F. McDougall', written over the printed name.

Frieda McDougall

Legislative Services Manager

c: Director of Development Services  
Environmental Initiatives Supervisor, N. Hackett  
Environmental Advisory Committee, Andrea Pagee, Chair

DM 1387630



August 08, 2013

## Wood Fire Boilers

Environmental Services

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

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In 2011 the Steering Committee for the Environmental Master Plan noted that alongside elements such as fresh water, natural areas, and less waste; clean air was a life-enhancing quality that Red Deer residents valued and wanted to protect. The importance of this value became integrated into the City's Environmental Master Plan which set the broad goal "to improve the air quality and reduce emissions". Based on this goal and the importance of clean air, the Environmental Advisory Committee (EAC) has been considering air quality issues over the last two years. After weighing various factors, listening to public submissions, and reviewing preliminary research, the Committee is now recommending City Council consider further steps around regulatory action for air quality protection, specifically with regard to regulating wood fire boilers.

To date, staff have conducted only preliminary research on wood fire boilers as presented in the following report, but concur with the Environmental Advisory Committee that there may be an opportunity to act proactively to protect local air quality. Staff recommend undertaking additional research over the coming months and developing potential options such as regulations, restrictions, or siting criteria around wood fire boilers for Council to review and consider in early 2014.

### **City Manager Comments:**

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I support the recommendation of Administration that additional research be undertaken around wood fire boilers.

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 Environmental Services department, dated August 8, 2013, re: Wood Fire Boilers, hereby supports the recommendation from the Environmental Advisory Committee to act proactively and protect local air quality and supports the staff recommendation to undertake additional research over the coming months and develop potential options such as regulations, restrictions or siting criteria around wood fire boilers for consideration by Council in early 2014.



## Report Details

### **Background:**

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#### ***What are Wood Fire Boilers?***

Wood fire boilers are defined by the Government of British Columbia on their BC Air Quality website as outdoor wood-fired heaters. They are situated in sheds outside the home and function like a boiler system. Each unit operates by heating water that runs through pipes between the outdoor shed and the main home to heat the home or building. They can be used to heat multiple buildings, including homes, garages, workshops, outbuildings, and greenhouses or farm buildings. (They are also known as outdoor wood-fired boilers.)

The BC Government also states: “These appliances have nowhere near the low-emission standards of wood stoves and can cause significant smoke impacts in populated areas.”

Source: <http://www.bcairquality.ca/topics/outdoor-boilers.html>

#### **Current Status**

Wood fire boilers are not common in Red Deer, however, it has been noted that units are being marketed locally to residents at home improvement shows. There are also reports of people within the region installing these boilers as a heat source.

Given the concerns with smoke pollution from wood fire boilers, Administration confirmed regulations currently in place in the city with regard to the construction/installation of wood fire boilers and looked preliminarily at possible courses of action to address this issue.

### **Discussion:**

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#### **Why are Wood Fire Boilers of Concern?**

Air is one of the seven focus areas of the City’s Environmental Master Plan (EMP). The EMP identifies the need to protect air quality in our community. In fact, one of the plan’s metrics is to maintain and lower ambient concentrations of airborne pollutants, not exceeding maximums defined by the Canada Wide Standard and Alberta Environment. As a result, Administration have been looking at many air related topics such as green house gas emissions reduction, idle free education, and air quality monitoring stations (Parkland Airshed Management Zone). Despite the interest in protecting local air quality The City has received word from both Parkland Airshed Management Zone and Alberta Environment and Sustainable Resource Development that Red Deer is exceeding air quality thresholds. It is expected that we will shortly be involved in an air quality management planning process to be led by The Province of Alberta. Air pollution is a concern environmentally and for human health reasons.



Wood Fire Boilers were discussed by the EAC as a contributor to air pollution. The Lung Association details concerns with high toxin levels and particulate matter given the fact that the boilers operate daily/almost year round, fluctuate in temperate by getting hotter and cooler leading to smoldering of the wood which releases much smoke, have smoke stacks relatively close to the ground which lead to poor dispersal of the smoke, are large units, and the concern that people may burn dirty wood. *Source:*  
[http://www.bc.lung.ca/airquality/wood\\_boilers\\_control.html](http://www.bc.lung.ca/airquality/wood_boilers_control.html)

### **City of Red Deer Regulations**

The City of Red Deer Inspections and Licensing Department Safety Codes Officers are not aware of any wood fire boilers operating within the city. Wood fire boilers would be deemed by the City's Safety Codes officers as wood burning appliances under the Alberta Building Code. A permit would be required to install one in the city. The permit would be issued at the discretion of the Safety Codes Officer who could apply distance setbacks from other city lots for safety reasons (but air quality rationale is not part of the Alberta Building Code parameters). There are no specific written policies/specific municipal restrictions in Red Deer for wood boilers aside from the Alberta Building Code's general requirements. Other municipalities in North America have put regulations in place for wood fire boilers. Inspections and Licensing provided information from the City of Anchorage, Alaska. Anchorage passed code requirements regulating installation of wood boilers in order to prevent air pollution. These regulations deal with setback distances from adjacent residences, stack height, Phase 2 environmental standards compliance, approvals by air pollution control officers, submission of detailed drawings, and use of clean, untreated wood only.

Staff have not yet researched Canadian municipal regulations. Should Council direct that staff undertake additional research and/or draft recommendations or regulations for consideration, Environmental Services would seek to work collaboratively with the Inspections and Licensing Department to provide this information to Council.

Because there are presently no known wood boilers within city boundaries staff recognize the opportunity to be proactive in preventing, regulating or placing some restrictions on these types of wood burning appliances. The timing may be seen as appropriate not only because we will be undertaking air management planning with the Government of Alberta but also because taking action prior to residents making a substantial investment in a boiler and prior to these appliances become operational is far more effective than trying to control or regulate installation after the fact. Defining clear regulations/policy would also assist Safety Codes Officers in that each application could be handled consistently against the same parameters or expectations. Residents inquiring about permits for such appliances/structures could also be advised consistently of any regulations ahead of their application/prior to investing in the wood fired appliance.



## **Analysis:**

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### **Environmental Impact**

Recent air quality readings have indicated that particulate matter levels are becoming worse since 2009 and are exceeding the threshold set by the Environmental Master Plan. Air quality is certainly impacted by numerous factors both local and regional, and even by factors on a provincial or national scale. However, actions we take to protect air quality in our community show environmental leadership and do contribute to bettering the situation. In fact, local actions are important in protecting our overall environmental sustainability and protecting the health of our residents, wildlife, and ecology.

### **Options**

Several options have been considered by Administration relating to addressing future potential issues with wood fire boilers. These options range from taking no action to developing preventative regulations. The potential action options available include:

1. Accept the background provided as information, take no further action at this time
2. Direct staff to investigate in more depth the issue of wood fire boilers now with the intent of having staff return with research, analysis, and a recommendation about developing and adopting regulations to prohibit, restrict, or establish regulations around the use wood fire boilers within city limits.
3. Direct Administration that the issue of wood fire boilers be reviewed at a future time such as when the Environmental Master Plan is updated (2015-16) or when the Air Quality Management Plan is launched with the Province of Alberta (2013-14).

### **Environmental Advisory Committee**

At the October 2011 meeting of the Environmental Advisory members received a presentation from a city resident/member of the Canadian Clean Air Alliance with regard to concerns around wood burning impacts on local air quality. There were several sources of wood smoke pollution identified in the presentation including wood fire boilers. It also came to the attention of EAC members in March 2012 that these boilers are available for sale and installation locally.

Environmental Advisory Committee further considered this matter at their April, May, and June 2013 meetings. A letter from a concerned resident reviewed in June by the Committee also requested EAC make recommendations to limit or prohibit wood burning in the city including wood fire boilers. Based on these requests, on the Environmental



Master Plan and the mandate and terms of reference, the EAC made the following resolution:

*“Resolved that the Environmental Advisory Committee, having considered the report from Environmental Services dated April 3, 2013 with respect to wood fire boilers, hereby recommends that Council give consideration to regulating (prohibit, restrict or provide regulations) the use of wood fire boilers within city limits, as part of their efforts to protect air quality.”*

### **Summary**

Based on the direction of the Environmental Advisory Committee, the goals and targets of the Environmental Master Plan, and the ability to act proactively with regard to air quality issues, both Inspections and Licensing staff and Environmental Initiatives staff believe that undertaking additional research and developing possible options such as regulations, restrictions, or siting criteria around wood fire boilers for Council to review and consider is a viable and appropriate action. If Council directs staff to conduct this research and prepare a detailed report, the report could be brought back to Council within 7 months, in early 2014.



ENVIRONMENTAL ADVISORY COMMITTEE

**DATE:** June 19, 2013  
**TO:** City Council  
**FROM:** Environmental Advisory Committee  
**RE:** Wood Fire Boilers

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At the Wednesday, June 19, 2013 meeting of the Environmental Advisory Committee, the Committee discussed the use of wood fire boilers in Red Deer.

Following the discussion, the motion as set out below was introduced and passed:

**“Resolved** that the Environmental Advisory Committee, having considered the report from Environmental Services dated April 3, 2013 with respect to wood fire boilers, hereby recommends that Council give consideration to regulating (prohibit, restrict or provide regulations) the use of wood fire boilers within City limits, as part of their efforts to protect air quality.”

The above is submitted for Council’s consideration.

Respectfully submitted,

Andrea Pagee  
Chair, Environmental Advisory Committee

c: Nancy Hackett, Environmental Initiatives Supervisor



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Tom Warder, Environmental Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Wood Fire Boilers

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**Reference Report:**

Environmental Services, dated August 8, 2013

**Resolution:**

The following resolution was passed at the Tuesday, September 3, 2013 Red Deer City Council meeting:

Resolved that Council of The City of Red Deer having considered the report from the Environmental Services department, dated August 8, 2013, re: Wood Fire Boilers, hereby supports the recommendation from the Environmental Advisory Committee to act proactively and protect local air quality and supports the staff recommendation to undertake additional research over the coming months and develop potential options such as regulations, restrictions or siting criteria around wood fire boilers for consideration by Council in early 2014.

**Report back to Council:** Yes

**Comments/Further Action:**

Administration to bring back a report outlining potential options on regulations, restrictions and criteria around wood fire boilers for Council's information in early 2014.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Development Services  
Environmental Initiatives Supervisor, N. Hackett  
Environmental Advisory Committee, Andrea Pagee, Chair



August 20, 2013

## Combative Sports Commission – Going Forward

Legislative Services

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

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Council has received several reports from administration on the issue of combative sports within the City. In November of 2012 letters were sent to the cities of Edmonton and Calgary asking if they would consider acting as our commission. The City of Edmonton has responded positively to this request.

Administration is requesting endorsement and authorization to enter into negotiations with the City of Edmonton to have their commission oversee Red Deer events.

Following successful negotiation administration would bring back for Council's consideration the appropriate bylaw and related operating budget request.

### **City Manager Comments:**

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I support the recommendation of administration that The City of Red Deer enter into negotiation with The City of Edmonton for the purposes of establishing a partnership to have The City of Edmonton's Combative Sport Commission act as Red Deer's Combative Sport Commission.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer, having considered the report from Legislative Services, dated August 20, 2013, re: Combative Sports Commission – Going Forward, hereby endorses the establishment of a partnership with The City of Edmonton to act as the combative sports commission to oversee events within the city of Red Deer subject to the successful negotiation of a cost model and the passage of a joint bylaw authorizing Edmonton to act as Red Deer's Combative Sport Commission.



## Report Details

### **Background:**

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Under the Criminal Code of Canada, any boxing or martial arts competition is referred to as a 'prize fight' and is illegal unless it is held by an Athletic Commission established by bylaw under the authority of the MGA. The City of Red Deer does not have a bylaw establishing a Commission. Since April 2011 Council has been passing resolutions offering no objection to outside commissions overseeing events in Red Deer. However, to properly comply with s. 12 of the MGA, both municipalities involved must pass bylaws approving an agreement to have one municipality permit Commission oversight in another municipality.

Council has received several reports from administration on this issue. The chronological history is as follows:

- July /August 2011: Administration reported to GPC who directed administration to explore feasibility of establishing commission.
- October 2012: Council received a report regarding the feasibility of establishing a commission. Council referred the issue back to GPC. The report estimated costs of an initial \$35,000 capital with on-going operational costs of \$25,000 per year.
- November 2012: At a Council workshop, members requested administration explore potential partnerships with existing commissions prior to consideration of establishing a Red Deer Commission.

In November of 2012, letters were sent to the cities of Edmonton and Calgary asking if they would consider acting as Red Deer's commission. The City received confirmation from Mayor Mandel that the Edmonton Combative Sports Commission supports exploring this opportunity further, subject to the development of a full cost recovery model. Based on this, it is reasonable to presume that Edmonton City Council would endorse both a bylaw and agreement which would provide for proper oversight of events in Red Deer.

### **Discussion:**

#### **Options:**

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Council has previously considered the option of prohibiting events in Red Deer as well as the feasibility of establishing a Red Deer commission independently.

#### **Financial Implications:**

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There are two components to consider when developing a cost model: commission costs and administration costs.



Commission Costs: The amount paid to Officials<sup>1</sup> at a typical event in Edmonton is \$9,200. This would be recovered from the event promoter. An event in Red Deer would have higher commission costs due to the travel and accommodation needed for Edmonton Officials to attend in Red Deer. The City of Edmonton has estimated these to be \$5,815. While The City could choose to pass these costs on to the promoter, doing so would be self-defeating as it would effectively out price Red Deer as a location for events. Further, it would also increase the risk of driving events underground, which would negate one main objective in establishing a commission – to ensure the safety (to the extent possible) of the fighters.

Administrative Costs: Edmonton Administration has advised that their typical administration costs are \$3,000 per event. Dependent on negotiations, The City of Red Deer can be expected to incur some administrative costs (operational support, regulation oversight) which can be absorbed internally.

Potential Revenue: Typically, Municipalities require the promoter to share 5% of the gate. The potential for each event to generate revenue for The City is estimated as:

Event with 500 patrons: 5% of gate is approx. \$1000.

Event with 1500 patrons: 5% of gate is approx. \$3000.

Event with 3000 patrons: 5% of the gate is approx. \$6000.

### **Recommendation**

Administration is requesting Council's endorsement to enter into negotiation with The City of Edmonton to develop the appropriate funding model and agreement, and the required bylaw.

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<sup>1</sup> Officials: (1) chief inspector, (8) dressing room inspectors, (2) referees, (4-5) judges, (1) ring general, (1) scorer, (1) timer, (1) pay master, (3) ringside physicians, (2) Executive Director & 1 other Commission member.

**FILE COPY**



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Jackie Kurylo, Deputy City Clerk  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Combative Sports Commission – Going Forward

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**Reference Report:**

Legislative Services, dated August 20, 2013

**Resolution:**

The following resolution was passed at the Tuesday, September 3, 2013 Red Deer City Council meeting:

Resolved that Council of The City of Red Deer, having considered the report from Legislative Services, dated August 20, 2013, re: Combative Sports Commission – Going Forward, hereby endorses the establishment of a partnership with The City of Edmonton to act as the combative sports commission to oversee events within the city of Red Deer subject to the successful negotiation of a cost model and the passage of a joint bylaw authorizing Edmonton to act as Red Deer's Combative Sport Commission.

**Report back to Council:** No

**Comments/Further Action:**

Administration to proceed with negotiating a partnership with The City of Edmonton to act as the combative sports commission to oversee events within the city of Red Deer.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall  
Legislative Services Manager

c: Director of Corporate Services  
Financial Services Manager

DM 1387630



August 29, 2013

## Red Deer County Water Supply Agreement Amendment

Environmental Services

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

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The purpose of this report is to provide information to City Council in support of a proposed amendment to the Water Supply Agreement with Red Deer County.

We recommend that City Council authorize City Administration to amend the Water Supply Agreement with Red Deer County in accordance with the attached Amending Agreement.

### **City Manager Comments:**

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer, having considered the report from Environment Services dated August 29, 2013 re: Red Deer County Water Supply Agreement, hereby agrees to amend the Water Supply Agreement with Red Deer County in accordance to the recent negotiations between Red Deer County and The City of Red Deer.



## Report Details

### **Background:**

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The City entered into an agreement with Red Deer County in 2004 to supply water to the Gasoline Alley and Liberty Park areas. In 2007, the City and County adopted an Intermunicipal Development Plan (IDP) that, among other things:

- Established areas around the city perimeter designated for City growth and other areas for County growth
- Agreed to “jointly identify and explore opportunities to collaborate in the planning of, or, where mutually agreed upon, in providing access to, Intermunicipal infrastructure and services to provide cost efficiency and avoid duplication.”

City and County administration have recently negotiated an amendment (see attachment) to the Water Supply Agreement that is in keeping with the IDP and allows the County to utilize the water supplied by the City within the areas designated for County growth.

### **Discussion:**

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Although Red Deer County plans to expand the area that City water will be supplied to, the maximum volume of water that the City is committed to provide will not change from the original agreement. Based on current growth projections, it would take 20 to 30 years to exceed the maximum.

The current water supply to Red Deer County accounts for approximately 1.5% percent of the total water treatment plant production. With the amendment, the rate is predicted to increase to roughly 2.4%. This will have a negligible effect on the City’s water infrastructure capacity.

# WATER SUPPLY AGREEMENT AMENDING AGREEMENT

Amendment dated \_\_\_\_\_, 2013

**Between:**

**RED DEER COUNTY**  
("the County")

- and -

**THE CITY OF RED DEER**  
("the City")

**BACKGROUND**

- A. The County and the City entered the Water Supply Agreement, dated August 26, 2004 (the "Agreement"), whereby the County agreed to purchase potable Water from the City and the City agreed to supply potable Water to the County, up to an agreed Maximum Daily Quantity.
- B. The City and the County are parties to an Intermunicipal Development Agreement (IDP) dated July 5, 2007 (as amended) which establishes an area of County land around the fringe of the City, which is known as the City of Red Deer Growth Area. The two parties agree that the area identified as the City Growth Area in that plan is reserved for future city growth. The two parties also agree that water servicing in the City Growth Area will not occur unless either the land is annexed into the City or there is a mutual agreement between the two parties.
- C. The IDP provides the following direction regarding provision of infrastructure:
  - 3.5.2 Objective – To coordinate, where mutually agreed, in the Intermunicipal planning and provision of infrastructure and services.
  - 3.5.3 Policies (6) – The municipalities may jointly identify and explore opportunities to collaborate in the planning of, or, where mutually agreed upon, in providing access to, Intermunicipal infrastructure and services to provide cost efficiency and avoid duplication.

- D. Under the Water Supply Agreement, the County agreed to pay a Connection Fee in lieu of Off-site Levies to the City. The Connection Fee was based on a peak hour demand of 58 litres per second and a corresponding Equivalent Development Area of 136 hectares (see Schedule "H"). It was agreed that the Connection Fee would be paid on a monthly basis, including interest over a period of 240 months (20 years). The County wishes to pay the remaining balance of the Connection Fee in a lump sum.
- E. The County agreed to limit the sale of Water supplied under the Water Supply Agreement to customers located within an area defined in Schedule "B" as the Customer's Boundaries. The County no longer wishes to utilize water wells to supplement the supply of water to their customers within the Customer Boundaries and wishes to expand the Customer's Boundary to be the same as the boundary of the Gasoline Alley/Liberty Crossing Growth Area identified in the IDP.
- F. The parties now wish to amend the Agreement to reflect these details and to better clarify their mutual and respective rights and obligations.

NOW THEREFORE THE PARTIES AGREE TO AMEND THE AGREEMENT AS FOLLOWS:

1. Section 1. (g) of the Definitions part of the Agreement is deleted and replaced with the following new Section 1. (g):
  - (g) **Customer's Boundaries** means those areas of the County colored pink on the plan (Map 1 of the IDP as amended) included in Schedule "B" of this Amending Agreement and identified as "Gasoline Alley, Liberty Crossing"
2. Section 1 of Part 1, Annual Quantity of Schedule "A" of the Agreement is deleted and replaced with the following new Section 1.
  1. Subject to Section 2 of this Schedule, the County and the City agree that the Annual Quantity of Water for each of the years in the following table shall be the quantity set forth opposite that year.

Year	Annual Quantity in Cubic Metres
2013	250,000
2014	340,000
2015	350,000
2016	360,000
2017	370,000

3. Section 1 of Part 2, Maximum Daily Quantity of Schedule "A" of the Agreement is deleted and replaced with the following new Section 1.
1. The Maximum Daily Quantity for each day shall be equal to the quantity set forth opposite that year.

Year	Maximum Daily Quantity in Cubic Metres
2013	1,130
2014	1,540
2015	1,580
2016	1,630
2017	1,670

4. As the County no longer wishes to utilize well water to supply their customers within the area covered by this agreement, Section 3 of Part 2, Maximum Daily Quantity of Schedule "A" of the Agreement is no longer applicable and is therefore deleted from the Agreement.
5. Schedule "B" The Customer's Boundaries of the Agreement is deleted and replaced by the attached Schedule "B" (Map 1 of the IDP as amended).
6. The County agrees that the City is not obliged to supply water to the County at a rate exceeding 58 litres per second, nor an amount exceeding 3,130 cubic metres during any 24 hour period, nor an amount exceeding 693,000 cubic metres during any calendar year. Any increase in flow rate beyond any of these limits would be subject to an amending agreement between the Parties and may require water system improvements and additional Connection Fees. Furthermore, the County may be required to obtain their own water withdrawal license from the province for water withdrawal from the Red Deer River, at the City's water treatment plant.

- 7. Upon payment by The County to the City the remaining balance owing of the Connection Fee identified in the Agreement Section 4 and Table 1 – Schedule of Payments in Schedule “H” of the Agreement will no longer be needed and will be deleted from the Agreement.
  
- 8. If in the future, the IDP is amended in such a way that the provisions of the Water Supply Agreement including any amendments thereto are in conflict with IDP, then the provisions of the IDP will prevail. However, if at any time no IDP exists between the parties, then this agreement will nevertheless continue in full force and effect.
  
- 9. In all other respects, the Agreement is confirmed and ratified.

**THE CITY OF RED DEER**

**RED DEER COUNTY**

Per: \_\_\_\_\_  
(c/s)

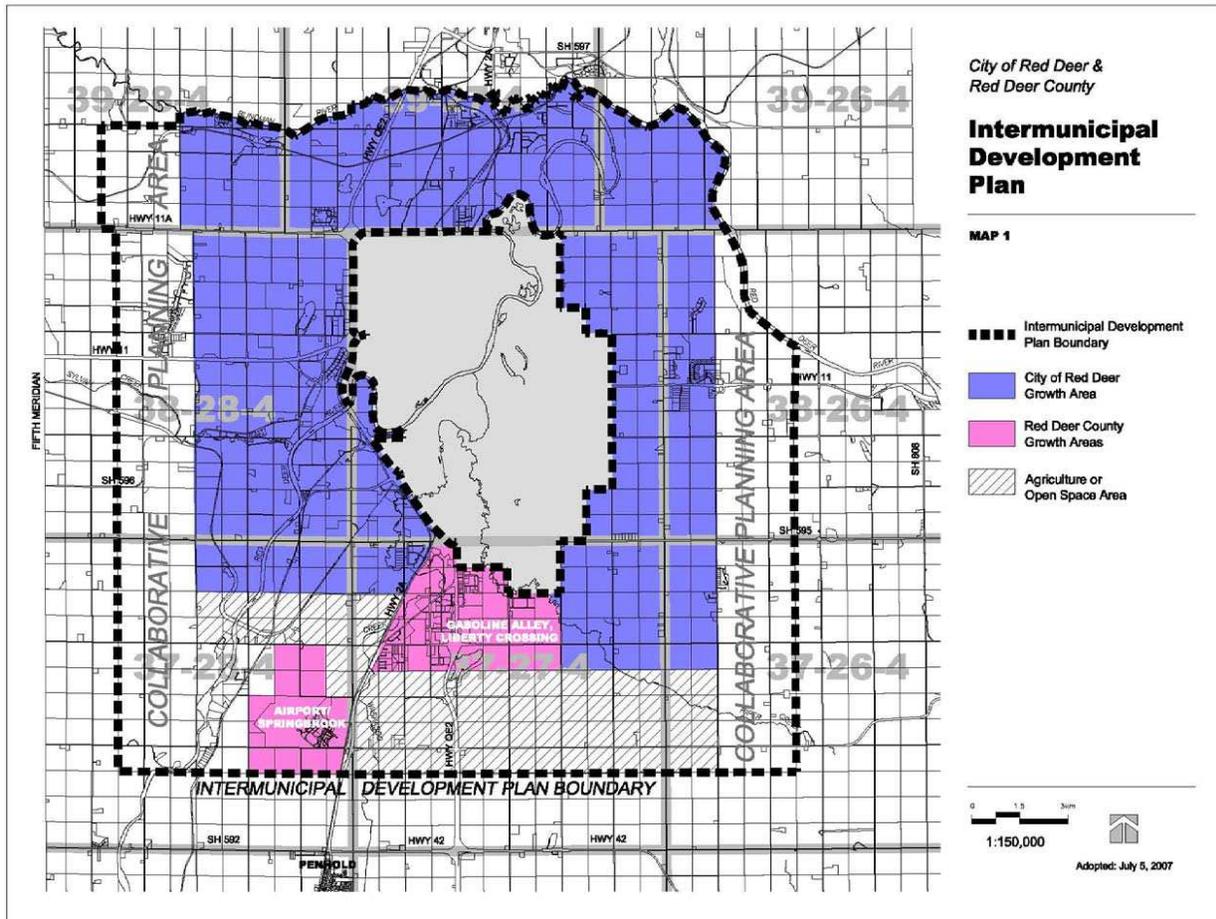
Per: \_\_\_\_\_  
(c/s)

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**SCHEDULE "B"**  
**THE CUSTOMER'S BOUNDARIES**

The Customer's Boundaries shall be the same as the Gasoline Alley/Liberty Crossing Growth Area identified in the IDP as amended.





August 19, 2013

## Bylaw 3357/I-2013 - Land Use Bylaw Amendment Omnibus Amendments

Planning Department

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

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The Planning and Inspections and Licensing Departments have initiated this Land Use Bylaw amendment to correct known formatting errors, conflicts in standards and requirements, typographical irregularities and errors as well as minor changes for consistency.

The proposed amendments are fully supported by legal counsel and the Planning and Inspections & Licensing Departments.

Planning staff recommend that Council give first reading to Land Use Bylaw amendment 3357/I-2013 to eliminate present areas of confusion, address omissions and provide consistency, ease and clarity in Bylaw interpretation and implementation.

### **City Manager Comments:**

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I support the recommendation of Administration that Council consider first reading of Land Use Bylaw Amendment 3357/I-2013. Following the required advertising this bylaw will come back to Council in four weeks' time for a Public Hearing to be held on Monday, September 30, 2013 at 6:00 p.m.

Craig Curtis  
City Manager

### **Proposed Resolution**

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That Council consider first reading of Land Use Bylaw Amendment 3357/I-2013 at this time.



## Report Details

### **Background:**

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Various areas within the Land Use Bylaw inadvertently contain omissions, formatting irregularities, grammar mistakes, conflicting cross-references, bylaw requirements that are routinely relaxed or, are complicated or arduous to implement.

The proposed changes will clarify several areas within the bylaw that have been identified by legal counsel, Planning and Inspections & Licensing staff as errors and/or being problematic in current implementation and application of the Land Use Bylaw.

### **Discussion:**

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While no substantial Bylaw changes are being proposed, the following highlights are noted:

- Modification of 2 existing definitions (Multi-attached Building & Multiple Family Building) and the addition of 2 new definitions (Minimum Gravel Parking Standard & Stacked Town/Row Housing).
- Clarity and distinction between the R2 & R3 District maximum height standard for multiple family developments to tie the current maximum 3 storey R2 District height standard to the “use”. This eliminates the ability to relax for 4 storey buildings in the R2 District, while the R3 District will continue to allow 4 storey buildings.
- Modification of triplex and 4-plex frontage requirements that have become routine relaxations by the Development Authority.
- Clarification of Development Permit application submission requirements including alignment with new Provincial requirement to submit documentation from the Alberta Energy Regulator (formerly ERCB) regarding existing or abandoned oil & gas wells.
- Clarification to issuance of occupancy permits to include non-residential buildings where ownership or tenancy has changed.
- Correction to various signage height, size and permit fee requirements so that all signage standards within the “Sign Regulations” section are consistent.
- Addition to “Parking Standards” that requires a physical separation between landscaped and parking areas by the use of curb stops or any other means to the satisfaction of the Development Authority.
- Clarification to “drinking establishment” regulations to clearly support current practice and policy that a drinking establishment cannot be an accessory use in the I1 or I2 Industrial Districts.
- Direct Control District 27 (Clearview North Neighbourhood Centre) modified to allow the Development Authority to approve Discretionary Use applications in existing approved buildings.

**Analysis:**

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The proposed amendments address shortfalls within the Land Use Bylaw that when corrected will provide both City staff and the public with clearer interpretation and implementation of Land Use Bylaw requirements.

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

The proposed amendments are fully supported by legal counsel, Planning staff and other applicable City departments. There are no financial or budget implications resulting from the proposed amendments.

**LAND USE BYLAW AMENDMENT NO. 3357/I-2013**

**Listing of Existing Sections and proposed Amendments thereto  
(for illustrative purposes only)**

<b>Existing Sections to be Amended</b>	<b>Proposed Amendments</b>
<p><b><u>Section 1.3 Definitions</u></b></p> <p><b>Multi-attached Building</b> means a residential building containing three or more dwelling units which share common walls and each of which has a separate entrance, whether located on a single site or adjoining individual lots.</p> <p><b>Multiple Family Building</b> means a building containing three or more dwelling units.</p>	<p><b>Multi-attached Building</b> means a residential building containing three or more dwelling units separated by common walls and located either on a single lot or each unit on its own individual lot, and each dwelling unit having a separate, direct entrance from the exterior. This definition applies to forms of housing that include, but is not limited to, townhouses, row houses, triplexes and fourplexes.</p> <p><b>Multiple Family Building</b> means a residential building containing three or more dwelling units having shared entrance facilities, in which the dwelling units are arranged in any horizontal or vertical configuration.</p> <p><u>Add:</u>  <b>Minimum Gravel Parking Standard</b> means a layer of packed gravel, rock, or crushed concrete or rock which is a minimum of 4 inches in depth, or greater if determined by the Development Authority based on adverse soil conditions.</p> <p><b>Stacked Town or Row Housing</b> means a Multi-attached Building which is constructed such that at least 1 dwelling unit is located totally or partially above another multi-attached dwelling unit.</p>
<p><b><u>Section 2.4 Plans and Information Required for Development Permit</u></b></p> <p>(1) Every application for a development permit shall be accompanied by the following:              (a) site plans in the quantity specified by the Development Officer, showing the following information:                  (vii) side yard requirements,</p>	<p>(vii) side, front, rear yard requirements shown and labeled,</p>

Existing Sections to be Amended	Proposed Amendments
<p>shown and labelled,  <b>(viii)</b> location of sidewalks and curbs,  <b>(x)</b> dimensioned layout of parking areas, entrances and exits,  <b>(xii)</b> existing utilities shown in streets, avenues and lanes,  <b>(xiii)</b> all easements shown and labeled,</p> <p><b>(b)</b> plans showing floor plans, elevations and perspective of the building, including a description of exterior finishing materials, in the quantity specified by the Development Officer,</p>	<p><b>(viii)</b> location of existing and proposed sidewalks and curbs,  <b>(x)</b> dimensioned layout of parking areas including accessible parking design, entrances, exits and pedestrian access to and from the site,  <b>(xii)</b> existing and proposed utilities shown in streets, avenues and lanes”  <b>(xiii)</b> all easements and utility right of ways shown and labeled,  <u>Add:</u>  <b>(xiv)</b> location of existing and proposed enclosed garbage and recycling containers, and collection routes,  <b>(xv)</b> a comprehensive hard and soft landscaping plan showing botanical and common names of all species, size, space and surface material,  <b>(xvi)</b> a lighting plan for all outdoor commercial and multiple family parking lots showing location and height of all light poles, illumination levels, aiming direction and angle of light source,  <b>(xvii)</b> documentation from the Alberta Energy Regulator as per Directive 079 which identifies the location of the existence or non-existence of abandoned oil and gas wells,</p> <p><b>(b)</b> plans showing floor plans, elevations and perspective of the building, including a description of exterior finishing materials, in the quantity and form specified by the Development Officer,</p>
<p><b><u>Section 2.18 Certificate of Occupancy</u></b></p> <p><b>(2)</b> No development may be occupied before an occupancy permit has been issued and the conditions of such permit, if any, have been complied with. This provision applies to newly-constructed buildings, newly-renovated buildings and to existing buildings whose use has changed.</p> <p><b>(3)</b> An occupancy permit must be issued before premises may be occupied, if:</p>	<p><b>(2)</b> No development may be occupied before an occupancy permit has been issued and the conditions of such permit, if any, have been complied with. This provision applies to newly-constructed buildings, newly-renovated buildings, existing buildings whose use has changed and non-residential buildings where ownership or tenancy has changed.</p>

Existing Sections to be Amended	Proposed Amendments
<p>(b) in the case of existing premises, the use has changed.</p> <p>(6) On completion of a building or alterations and additions thereto, or in the event that the use of land is changed, the owner or occupant of the land shall apply to the Development Authority for an occupancy permit.</p>	<p>(b) in the case of existing premises, the use, ownership or tenancy has changed.</p> <p>(6) On completion of a building or alterations thereto, or in the event that the use, ownership or tenancy of land has changed, the owner or occupant of the land shall apply to the Development Authority for an occupancy permit.</p>
<p><b>3.2.3 Parking and Landscaping Separation</b></p>	<p><u>Add:</u></p> <p>(1) Parking areas shall be physically separated from any landscaped areas either by the use of curb stops or any other means satisfactory to the Development Authority.</p>
<p><b><u>Section 3.4 Sign Regulation by Type</u></b></p> <p>(6) (f)(ii) the maximum sign area shall be 9.3 m<sup>2</sup>; (h)(iii) in the C1, C2A, C2B, C1A, I1 and I2 Districts is 12.0 m<sup>2</sup>;</p> <p>(9) (e) Permit and Fees: (i) no portable sign shall be erected without a permit and if applicable, a validating marker or ID tag from The City of Red Deer Inspections and Licensing Manager; the fee payable for a sign permit for a portable sign shall be \$85.00;</p> <p>(f)(i) on application the Inspections and Licensing Manager may in his/her sole discretion permit the placement of a portable sign for short term seasonal activities but in any event for a period not exceeding 30 days. The license fee for such permit shall be \$25.00.</p>	<p>(f)(ii) the maximum sign area shall be 12.0 m<sup>2</sup>; (h)(iii) in the C1, C1A, I1 and I2 Districts is 12.0 m<sup>2</sup>;</p> <p>(e) Permit Requirements (i) no portable sign shall be erected without a permit and if applicable, a validating marker or ID tag from The City of Red Deer Inspections and Licensing Manager;</p> <p>(f)(i) on application the Inspections and Licensing Manager may in his/her sole discretion permit the placement of a portable sign for short term seasonal activities but in any event for a period not exceeding 30 days.</p>
<p><b><u>Section 3.7 Loading Spaces</u></b></p> <p>(2) Loading Space Standard: (d) A loading space shall be at least 2.6 m wide, having an area of at least 28.0 m<sup>2</sup>, and have an overhead</p>	<p>(d) A loading space shall be at least 2.7 m wide, having an area of at least 29 m<sup>2</sup>, and have an overhead clearance of at</p>

Existing Sections to be Amended	Proposed Amendments
clearance of at least 3.6 m.	least 3.6 m.
<p><b><u>Section 4.1 R1 Residential (low density) District</u></b></p> <p>(2) <b>R1 Residential (Low Density) District Regulations</b>  (a) Table 4.1 R1 Regulations</p> <p>Site Coverage</p>	<p>Site Coverage Maximum</p>
<p><b><u>Section 4.2 R1A Residential (Semi-detached) District</u></b></p> <p>(2) <b>R1A Residential (Semi-detached) District Regulations</b>  (c) Table 4.2 R1A Regulations</p> <p>Site Coverage</p>	<p>Site Coverage Maximum</p>
<p><b><u>Section 4.4 R2 Residential (Medium Density) District</u></b></p> <p><b>R2 Permitted and Discretionary Uses Table</b>  (b) Discretionary Uses</p> <p>(xi) Multiple family building</p>	<p>(xi) Multiple family building up to three storeys</p>
<p><b>R2 Residential (medium Density) Regulations</b>  (d) <b>Table 4.4 R2 Regulations</b>  <u>Site Coverage</u></p> <p><u>Building Height Maximum</u></p> <p>2 storeys with a maximum of 10.0 m measured from the average of the lot grade except apartments which shall be allowed three storeys</p> <p><u>Lot Area Minimum</u></p> <p>Detached dwelling 360.0 m<sup>2</sup>  Semi-detached dwelling unit: 232.0 m<sup>2</sup> per dwelling unit  Multi-attached :185.0 m<sup>2</sup>per internal unit, 240.0</p>	<p>Site Coverage Maximum</p> <p>2 storeys with a maximum total height of 10.0 m measured from the average of the lot grade except:</p> <ul style="list-style-type: none"> <li>§ Multiple family building as per subsection 4.4 (1)(b)(xi)</li> <li>§ 3 storeys for an Assisted Living Facility</li> </ul> <p>Detached dwelling unit: 360.0 m<sup>2</sup>  Semi-detached: 232.0 m<sup>2</sup> per dwelling unit  Multi-attached: 185.0 m<sup>2</sup> per dwelling unit</p>

Existing Sections to be Amended	Proposed Amendments
<p>m<sup>2</sup> per end unit  Multi-family (no separate bedroom): 74.0 m<sup>2</sup> per dwelling unit  Multi-family (one bedroom): 111.0 m<sup>2</sup> per dwelling unit  Multi-family (more than one bedroom): 139.0 m<sup>2</sup> per dwelling unit</p> <p><u>Frontage Minimum</u></p> <p>Detached dwelling 12.0 m  Semi-detached dwelling unit 7.6 m per unit  Multi-attached building: 22.0 m, 6.1 m per each unit  Multiple family building: 19.5 m</p>	<p>Multiple family:</p> <ul style="list-style-type: none"> <li>§ no separate bedroom: 74.0 m<sup>2</sup> per dwelling unit</li> <li>§ one bedroom: 111.0 m<sup>2</sup> per dwelling unit</li> <li>§ more than one bedroom: 139.0 m<sup>2</sup> per</li> </ul> <p>Detached dwelling unit: 12.0 m  Semi-detached: 7.6 m per dwelling unit  Multi-attached building: 15.0 m except, if all units are side by side town or row housing units: 6.1 m per dwelling unit  Multiple family building: 18.0 m<sup>2</sup> dwelling unit</p>
<p><u>Section 4.5 R3 Residential (Multiple Family) District</u></p> <p>R3 Permitted and Discretionary Uses Table  (b) Discretionary Uses</p> <p><b>Table 4.5 R3 Regulations</b></p> <p><u>Building Height Maximum</u></p> <p>2 storeys with a maximum of 10.0 m measured from the average of the lot grade except apartments which shall be allowed 3 storeys.</p> <p>For multi-family, assisted living facility or temporary care facilities 4 storeys, except on sites located within the boundaries of the Greater Downtown Action Plan, where there is no maximum</p> <p><u>Lot Area Minimum</u></p> <p>Detached dwelling 360.0 m<sup>2</sup>  Semi-detached dwelling unit: 232.0 m<sup>2</sup> per dwelling unit  Multi-attached : 185.0 m<sup>2</sup> per internal unit, 240.0 m<sup>2</sup> per end unit  1- deleted  For multi-family, assisted living facility or</p>	<p><u>Add:</u>  <b>(xiv)</b> Municipal Services limited to Police, Emergency Services and/or Utilities.</p> <p>2 storeys with a maximum height of 10.0 m measured from the average of the lot grade except:</p> <ul style="list-style-type: none"> <li>§ 4 storeys for an Assisted Living Facility, Temporary Care Facility or Multiple family building unless site is located within the downtown commercial core area in which case there is no specified maximum</li> </ul> <p>Detached dwelling unit: 360.0 m<sup>2</sup>  Semi-detached: 232.0 m<sup>2</sup> per dwelling unit  Multi-attached: 185.0 m<sup>2</sup> per dwelling unit  Multiple family, Assisted living facility or Temporary care facility:</p> <ul style="list-style-type: none"> <li>§ in all cases subject to section 4.5(3)(a)</li> <li>§ no separate bedroom: 55 m<sup>2</sup> per dwelling unit</li> </ul>

Existing Sections to be Amended	Proposed Amendments
<p>temporary care facility:</p> <ul style="list-style-type: none"> <li>§ In all cases subject to section 4.5(3)(a).</li> <li>§ No separate bedroom and unit in an assisted living facility: 55.0 m<sup>2</sup> per unit</li> <li>§ One Bedroom: 82.0 m<sup>2</sup> per unit</li> <li>§ More than one bedroom :102.0m<sup>2</sup> per unit</li> </ul> <p><u>Frontage Minimum</u></p> <p>Detached dwelling: 12.0 m  Semi-detached dwelling: 7.6 m per unit  Multi-attached building: 22.0 m, 6.1 m per each unit  Multiple family building: 19.5 m</p> <p>R3 Residential (Multiple Family) Site Development</p> <p>(a) Notwithstanding the minimum site area requirements of Table 4.5, when an area has a density designation in accordance with section 7.10(2), the minimum site area is subject to approval of the Commission.</p>	<ul style="list-style-type: none"> <li>§ one bedroom: 82.0 m<sup>2</sup> per dwelling unit</li> <li>§ more than one bedroom: 102.0 m<sup>2</sup> per dwelling unit</li> </ul> <p>Detached dwelling unit: 12.0 m  Semi-detached: 7.6 m per dwelling unit  Multi-attached building: 15.0 m except, if all units are side by side town or row housing units: 6.1 m per dwelling unit  Multiple family building: 19.5 m</p> <p>(a) Notwithstanding the minimum site area requirements of Table 4.5, when an area has a density designation in accordance with section 7.10(1), the minimum site area is subject to approval of the Commission.</p>
<p><b><u>Section 4.6 R4 Residential (Manufactured Home) District</u></b></p> <p><b>R4 Permitted and Discretionary Uses Table</b></p> <p><b>(b) Discretionary Uses</b></p>	<p><u>Add:</u></p> <p>(vi) Municipal Services limited to Police, Emergency Services and/or Utilities.</p>
<p><b>Section 4.7(5) Projections over Yards</b></p> <p>(a) On a site in a residential district:</p> <p>(i) Front Yard: An unenclosed veranda, porch, balcony, bay window, bow window, or chimney, which projects not more than 1.5 m over or on a minimum front yard,</p> <p>(ii) Rear Yard: A canopy, eaves, chimney, or steps which projects not more than 1.5 m over or on a minimum rear yard, and unenclosed</p>	<p>(i) Front Yard: An unenclosed veranda, porch, balcony, barrier free ramp, bay window, bow window or chimney, which projects not more than 1.5 m over or on a minimum front yard,</p> <p>(ii) Rear Yard: a canopy, eaves, chimney, or steps which projects not more than 1.5 m over or on a minimum rear yard, and an unenclosed</p>

Existing Sections to be Amended	Proposed Amendments
veranda or balcony, which projects not more than 3.0 m over or on a minimum rear yard,	veranda, balcony or barrier free ramp, which projects not more than 3.0 m over or on a minimum rear yard.
<b>Section 4.7(6) Corner Sites Restrictions (Site Lines)</b>	<b>Section 4.7(6) Corner Sites Restrictions (Sight Lines)</b>
<u><b>Section 5.7 General Commercial District Regulations</b></u>  <b>(8) (a)(iv) Drinking Establishments</b>  <b>(8) (b)(iv) Drinking Establishments</b>	<u>Add:</u> <b>(4)</b> not be allowed as an accessory use in any I1 or I2 Industrial District.  <u>Add:</u> <b>(5)</b> not be allowed as an accessory use in any I1 or I2 Industrial District.
<u><b>Section 7.3 P1 Parks and Recreation District</b></u>  <b>P1 Permitted and Discretionary Uses Table (b) (ix) Discretionary Uses</b>	<u>Add:</u> <b>(6)</b> Painted Wall Signs
<u><b>Section 7.5 HP Historical Preservation Overlay District</b></u>  <b>(3) Historical Preservation Buildings and Sites</b>  HP-16 Red Deer Cenotaph	<u>Add:</u>  Address: 4908 – 50 Street Legal: Lot 1, Block 1, 1221959 Designation: Provincial/Municipal
<u><b>Section 7.6 HS Historical Significance Overlay District</b></u>  <b>Inventory of Historical Significance Resources</b>  HS-65 Wong Block Apartment	Wing Block Apartment
<u><b>Section 8.20.7 Direct Control District No. 27 Neighbourhood Centre DC (27)</b></u>  <b>(3) Approving Authority</b>  (a) the Development Authority, in case of applications for a Permitted Use up to 50,000 square feet (4,645 square metres)	<b>(a)</b> the Development Authority in the case of: (i) applications for a Permitted Use up to 4,645 m <sup>2</sup> (50,000 square feet) which are compliant

Existing Sections to be Amended	Proposed Amendments
<p>which are compliant with the provisions of this district and the Site Plan and Design Package; and</p> <p>(b) City Council in the case of:</p> <p>(i) an application for a Permitted Use over 50,000 square feet (4,645 square metres);</p> <p>(ii) an application for a Permitted Use which does not comply with the provisions of this district; and</p> <p>(iii) applications for Discretionary Uses.</p>	<p>with the provisions of this district and the Site Plan and Design Package;</p> <p>(ii) an application for a Discretionary Use in an existing approved building; and</p> <p><b>(b)</b> City Council in the case of:</p> <p>(i) an application for a Permitted Use over 4,645 m<sup>2</sup> (50,000 square feet);</p> <p>(ii) an application for a Permitted Use which does not comply with the provisions of this district; and</p> <p>(iii) an application for a Discretionary Use except as noted in subsection (a)(ii).</p>
<p><b><u>Section 8.22 Exceptions Respecting Land Use</u></b></p> <p><b>(1) Areas Specifically Designated for a Particular Use</b></p> <p><b>(f)(vii)</b> A maximum 4,700 m<sup>2</sup> call centre operation in the south-east portion of the Bower Place Shopping Centre (former Zellers store) on:</p> <p><b>(1)</b> Block 6B, Plan 942 2669 (4900 Molly Banister Drive)</p> <p><b>(r)</b> Notwithstanding Section 4.2 of this Land Use Bylaw, on Lot 15A, Block 18, Plan 76221977 (269 Overdown Drive) a Parent Centre for Supervised Visits shall be a permitted use for up to December 31, 2009;</p> <p><b>(s)</b> Notwithstanding Section 4.2 of this Land Use Bylaw, on Lot 15B, Block 18, Plan 76221977 (271 Overdown Drive), a Safe House for Protection of Children Abusing Drugs (PChAD) shall be a permitted use for up to December 31, 2008 subject to the following conditions:</p> <p>(i) Police attendances shall be primarily at the rear of the facility;</p> <p>(ii) External and internal lights to be shaded to the satisfaction of the Development</p>	<p><u>Delete these sections</u></p>

Existing Sections to be Amended	Proposed Amendments
<p>Authority;</p> <p>(iii) No staff meetings on site;</p> <p>(iv) No staff or residents congregating or smoking outside the house;</p> <p>(v) Yard to be maintained to residential standards to the satisfaction of the Development Authority, and</p> <p>(vi) Regular communication to community to the satisfaction of the Development Authority.</p>	
<p><b><u>Schedule “C” Specified Penalties for Offences under the Land Use Bylaw</u></b></p> <p><u>Description of Offence</u></p> <p>Displaying a Garage Sale Sign, a Open House Sign, Real Estate Sign (Private or Realtor) or Show Home Sign in Contravention of this Bylaw</p>	<p>Displaying an Election Sign, a Garage Sale Sign, an Open House Sign, Real Estate Sign (Private or Realtor) or Show Home Sign in Contravention of this Bylaw</p> <p><u>add:</u></p> <p>Section 2.10 Failure to comply with Development Permit or conditions thereof</p> <p>First Offence: \$500.00 Second Offence: \$1,000.00 Third or Subsequent Offence: \$5,000.00</p>

**BYLAW NO. 3357/I-2013**

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 Section **1.3 Definitions** is amended by deleting the current definition of **Multi-attached Building** and replacing it with the following new definition:

“**Multi-attached Building** means a residential building containing three or more dwelling units separated by common walls and located either on a single lot or each unit on its own individual lot, and each dwelling unit having a separate, direct entrance from the exterior. This definition applies to forms of housing that include, but is not limited to, townhouses, row houses, triplexes and fourplexes.”

- 2 Section **1.3 Definitions** is amended by deleting the current definition of **Multiple Family Building** and replacing it with the following new definition:

“**Multiple Family Building** means a residential building containing three or more dwelling units having shared entrance facilities, in which the dwelling units are arranged in any horizontal or vertical configuration.”

- 3 Section **1.3 Definitions** is amended by adding the following new definitions:

“**Minimum Gravel Parking Standard** means a layer of packed gravel, rock, or crushed concrete or rock which is a minimum of 4 inches in depth, or greater if determined by the Development Authority based on adverse soil conditions.

**Stacked Town or Row Housing** means a Multi-attached Building which is constructed such that at least 1 dwelling unit is located totally or partially above another multi-attached dwelling unit.”

- 4 Section **2.4 Plans and Information Required for Development Permit** is amended by deleting from subsection (1)(a) subsections (vii), (viii), (x) and (xii) and replacing them with the following new subsections:

“(vii) side, front, rear yard requirements shown and labeled,

(viii) location of existing and proposed sidewalks and curbs,

(x) dimensioned layout of parking areas including accessible parking design, entrances, exits and pedestrian access to and from the site,

(xii) existing and proposed utilities shown in streets, avenues and lanes”

5. Section **2.4 Plans and Information Required for Development Permit** is amended by adding to subsection **(1)(a)** the following new subsections:
- “(xiv) location of existing and proposed enclosed garbage and recycling containers, and collection routes,
  - (xv)** a comprehensive hard and soft landscaping plan showing botanical and common names of all species, size, space and surface material,
  - (xvi)** a lighting plan for all outdoor commercial and multiple family parking lots showing location and height of all light poles, illumination levels, aiming direction and angle of light source,
  - (xvii)** documentation from the Alberta Energy Regulator as per Directive 079 which identifies the location of the existence or non-existence of abandoned oil and gas wells,”
- 6 Section **2.4 (1)(a) Plans and Information Required for Development Permit** is amended by deleting subsection **(xiii)** and replacing it with the following new subsection:
- “(xiii) all easements and utility right of ways shown and labeled,”
- 7 Section **2.4 (1) Plans and Information Required for Development Permit** is amended by deleting subsection **(b)** and replacing it with the following new subsection:
- “(b) plans showing floor plans, elevations and perspective of the building, including a description of exterior finishing materials, in the quantity and form specified by the Development Officer,”
- 8 Section **2.18 Certificate of Occupancy** is amended by deleting subsection **(2)** and replacing it with the following new subsection:
- “(2) No development may be occupied before an occupancy permit has been issued and the conditions of such permit, if any, have been complied with. This provision applies to newly-constructed buildings, newly-renovated buildings, existing buildings whose use has changed and non-residential buildings where ownership or tenancy has changed.”
- 9 Section **2.18 Certificate of Occupancy** is amended by deleting subsection **(3)(b)** and replacing it with the following new subsection:
- “(b) in the case of existing premises, the use, ownership or tenancy has changed.”
- 10 Section **2.18 Certificate of Occupancy** is amended by deleting subsection **(6)** and replacing it with the following new subsection:
- “(6) On completion of a building or alterations thereto, or in the event that the use, ownership or tenancy of land has changed, the owner or occupant of the land shall apply to the Development Authority for an occupancy permit.”

11 Section **3.2 Parking Standards** is amended by adding the following new subsection:

**“3.2.3 Parking and Landscaping Separation**

**(1)** Parking areas shall be physically separated from any landscaped areas either by the use of curb stops or any other means satisfactory to the Development Authority.”

12 Section **3.4 Sign Regulation by Type** is amended by deleting from subsection **(6)(f)** subsection **(ii)** and replacing it with the following new subsection:

**“(ii)** the maximum sign area shall be 12.0 m<sup>2</sup>.”

13 Section **3.4 Sign Regulation by Type** is amended by deleting from subsection **(6)(h)** subsection **(iii)** and replacing it with the following new subsection:

**“(iii)** in the C1, C1A, I1 and I2 Districts is 12.0 m<sup>2</sup>.”

14 Section **3.4 (9) Portable, Temporary Inflatable Signs and Banners** is amended by deleting the heading of subsection (e) and replacing it with the following new heading:

**“(e) Permit Requirements”**

15 Section **3.4 (9) Portable, Temporary Inflatable Signs and Banners** is amended by deleting from subsection **(i)** in **(e) Permit and Fees** the following words:

“the fee payable for a sign permit for a portable sign shall be \$85.00;”

16 Section **3.4 (9) Portable, Temporary Inflatable Signs and Banners** is amended by deleting from subsection **(i)** in **(f) Short Term Seasonal Activity Portable Signs** the following words:

“The license fee for such permit shall be \$25.00.”

17 Section **3.7 Loading Spaces (2) Loading Space Standard** is amended by deleting subsection **(d)** and replacing it with the following new subsection:

**“(d)** A loading space shall be at least 2.7 m wide, having an area of at least 29 m<sup>2</sup>, and have an overhead clearance of at least 3.6 m.”

18 Section **4.1 (2)(a) Table 4.1 R1 Residential (Low Density) District Regulations** is amended by deleting the words “Site Coverage” from the table and replacement of them with “Site Coverage Maximum”.

19 Section **4.2 (2)(c) Table 4.2 R1A Residential (Semi-Detached Dwelling) Regulations** is amended by deleting the words “Site Coverage” from the table and replacement of them with “Site Coverage Maximum”.

- 20 Section **4.4 (1)(b) R2 Residential (Medium Density) District Discretionary Uses** is amended by deleting subsection **(xi)** and replacing it with the following new subsection:

“(xi) Multiple family building up to three storeys”

- 21 Section **4.4 (2)(d) Table 4.4 R2 Residential (Medium Density) Regulations** is amended by deleting the existing ‘Site Coverage’ and ‘Building Height Maximum’ Requirements and replacing them with the following new ‘Site Coverage Maximum’ and ‘Building Height Maximum’ Requirements:

“Site Coverage Maximum	40% (includes garage and accessory buildings)
Building Height Maximum	2 storeys with a maximum total height of 10.0 m measured from the average of the lot grade except: § Multiple family building as per subsection 4.4 (1)(b)(xi) § 3 storeys for an Assisted Living Facility”

- 22 Section **4.4 (2)(d) Table 4.4 R2 Residential (Medium Density) Regulations** is amended by deleting the existing Lot Area Minimum Requirements and replacing it with the following new Lot Area Minimum Requirements:

“Lot Area Minimum	Detached dwelling unit: 360.0 m <sup>2</sup>  Semi-detached: 232.0 m <sup>2</sup> per dwelling unit  Multi-attached: 185.0 m <sup>2</sup> per dwelling unit  Multiple family: § no separate bedroom: 74.0 m <sup>2</sup> per dwelling unit § one bedroom: 111.0 m <sup>2</sup> per dwelling unit § more than one bedroom: 139.0 m <sup>2</sup> per dwelling unit”
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- 23 Section **4.4 (2)(d) Table 4.4 R2 Residential (Medium Density) Regulations** is amended by deleting the existing Frontage Minimum Requirements and replacing it with the following new Frontage Minimum Requirements:

“Frontage Minimum	Detached dwelling unit: 12.0 m  Semi-detached: 7.6 m per dwelling unit  Multi-attached building: 15.0 m except, if all units are side by side town or row housing units: 6.1 m per dwelling unit  Multiple family building: 18.0 m“
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- 24 Section **4.5 R3 Residential (Multiple Family) District** is amended by adding to **Discretionary Use Table (1)(b)** the following new Discretionary Use:

“(xiv) Municipal Services limited to Police, Emergency Services and/or Utilities.”

- 25 Section **4.5 (2)(a)** Table 4.5 **R3 Residential (Multiple Family) Regulations** is amended by deleting the existing Building Height Maximum Requirements and replacing it with the following new Building Height Maximum Requirements:

“Building Height Maximum	2 storeys with a maximum height of 10.0 m measured from the average of the lot grade except: § 4 storeys for an Assisted Living Facility, Temporary Care Facility or Multiple family building unless site is located within the downtown commercial core area in which case there is no specified maximum”
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- 26 Section **4.5 (2)(a)** Table 4.5 R3 Residential (Multiple Family) Regulations is amended by deleting the existing **Lot Area Minimum** Requirements and replacing it with the following new Lot Area Minimum Requirements:

“Lot Area Minimum	Detached dwelling unit: 360.0 m <sup>2</sup>  Semi-detached: 232.0 m <sup>2</sup> per dwelling unit  Multi-attached: 185.0 m <sup>2</sup> per dwelling unit  Multiple family, Assisted living facility or Temporary care facility: § in all cases subject to section 4.5(3)(a) § no separate bedroom: 55 m <sup>2</sup> per dwelling unit § one bedroom: 82.0 m <sup>2</sup> per dwelling unit § more than one bedroom: 102.0 m <sup>2</sup> per dwelling unit”
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- 27 Section **4.5 (2)(a)** Table 4.4 R3 Residential (Multiple Family) Regulations is amended by deleting the existing **Frontage Minimum** Requirements and replacing it with the following new Frontage Minimum Requirements:

“Frontage Minimum	Detached dwelling unit: 12.0 m  Semi-detached: 7.6 m per dwelling unit  Multi-attached building: 15.0 m except, if all units are side by side town or row housing units: 6.1 m per dwelling unit  Multiple family building: 19.5 m“
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- 28 Section **4.5 (3) R3 Residential (Multiple Family) Site Development** is amended by deleting subsection (a) and replacing it with the following new subsection:

“(a) Notwithstanding the minimum site area requirements of Table 4.5, when an area has a density designation in accordance with section 7.10(1), the minimum site area is subject to approval of the Commission.”

29 Section **4.6 R4 Residential (Manufactured Home) District** is amended by adding to **Discretionary Use Table (1)(b)** the following new Discretionary Use:

“(vi) Municipal Services limited to Police, Emergency Services and/or Utilities.”

30 Section **4.7 (5) Projections over Yards** is amended by deleting from subsection (a) subsections (i) and (ii) and replacing them with the following new subsections:

“(i) Front Yard: An unenclosed veranda, porch, balcony, barrier free ramp, bay window, bow window or chimney, which projects not more than 1.5 m over or on a minimum front yard,

(ii) Rear Yard: a canopy, eaves, chimney, or steps which projects not more than 1.5 m over or on a minimum rear yard, and an unenclosed veranda, balcony or barrier free ramp, which projects not more than 3.0 m over or on a minimum rear yard.”

31 Section **4.7(6)** in the heading **Corner Sites Restrictions (Site Lines)** is amended by deleting the words “**(Site Lines)**” and replacement of them with “**(Sight Lines)**.”

32 Section **5.7 General Commercial District Regulations** is amended by adding to subsection **(8)(a)(iv) Drinking Establishments** the following new subsection:

“(4) not be allowed as an accessory use in any I1 or I2 Industrial District.”

33 Section **5.7 General Commercial District Regulations** is amended by adding to subsection **(8)(b)(iv) Drinking Establishments** the following new subsection:

“(5) not be allowed as an accessory use in any I1 or I2 Industrial District.”

34 Section **7.3 P1 Parks and Recreation District** is amended by adding to **Discretionary Use Table subsection (1)(b)(ix)** the following:

“(6) Painted Wall Signs”

35 Section **7.5 HP Historical Preservation Overlay** is amended by adding to subsection **(3) Historical Preservation Buildings and Sites HP-16 Red Deer Cenotaph** the following Municipal Address, Legal Description and Designation:

Property Number	Building or Site	Municipal Address	Legal Description	Designation
“HP - 16	16. Red Deer Cenotaph	4908 – 50 Street	Lot 1, Block 1, 1221959	Provincial/Municipal”

- 36 Section **7.6 HS Historical Significance Overlay District** is amended by deleting from the **Inventory of Historical Significance Resources** table Property Number **HS-65** and replacing it with the following:

Property Number	Historical Site Designation Building	Street Address	Legal Description
"HS - 65	Wing Block Apartment	5101 Gaetz Ave	Lots 1 & 2, Block 16, Plan H"

- 37 Section **8.20.7 Direct Control District No. 27 Neighbourhood Centre DC (27)** is amended by deleting Approving Authority subsections **(3)(a)** and **(b)** and replacing them with the following new subsections:

- “(a) the Development Authority in the case of:
- (i) applications for a Permitted Use up to 4,645 m<sup>2</sup> (50,000 square feet) which are compliant with the provisions of this district and the Site Plan and Design Package;
  - (ii) an application for a Discretionary Use in an existing approved building; and
- (b) City Council in the case of:
- (i) an application for a Permitted Use over 4,645 m<sup>2</sup> (50,000 square feet);
  - (ii) an application for a Permitted Use which does not comply with the provisions of this district; and
  - (iii) an application for a Discretionary Use except as noted in subsection (a)(ii).”

- 38 Section **8.22 Exceptions Respecting Land Use** is amended by deleting subsections **(1)(f)(vii), (1)(r)** and **(1)(s)**.

- 39 **Schedule C Specified Penalties for Offences under the Land Use Bylaw** is amended by deleting from the Description of Offence column, the first clause and replacing it with the following new clause:

“Displaying an Election Sign, a Garage Sale Sign, an Open House Sign, Real Estate Sign (Private or Realtor) or Show Home Sign in Contravention of this Bylaw”





**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Tara Lodewyk, Planning Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Land Use Bylaw 3357/I-2013 – Omnibus Amendments

---

**Reference Report:**

Planning Department, dated August 19, 2013

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council gave first reading to Bylaw 3357/I-2013 (Land Use Bylaw Amendment to correct known formatting errors, conflicts in standards and requirements, typographical irregularities and errors as well as minor changes for consistency) be read a first time.

**Report back to Council:** Yes

**Comments/Further Action:**

This bylaw will come back to Council for a Public Hearing to be held on Monday, September 30, 2013.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Planning Department  
Senior Planner, Tony Lindhout  
Corporate Meeting Coordinator



August 13, 2013

## Rezoning Phase 2 of Timber Ridge Land Use Bylaw Amendment 3357/T-2013

Planning Department

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

---

Bylaw 3357/T-2013 proposes to rezone the second phase of the Timber Ridge Neighbourhood Area Structure Plan (NASP) for a variety of residential lots, a municipal reserve parcel, and a public utility lot.

As the rezoning complies with the adopted NASP, the Planning department recommends Council support Bylaw 3357/T-2013.

### **City Manager Comments:**

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I support the recommendation of Administration that Council consider first reading of Land Use Bylaw Amendment 3357/T-2013. Following the required advertising this bylaw will come back to Council in four weeks' time for a Public Hearing to be held on Monday, September 30, 2013.

Craig Curtis  
City Manger

### **Proposed Resolution**

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That Council consider first reading of Land Use Bylaw Amendment 3357/T-2013 at this time.



## Report Details

### **Background:**

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The Timber Ridge NASP was adopted by Council in September 2012 and sets out the future subdivision and development of the SE ¼ Sec 23; 38-27-W4M for a variety of residential, commercial and open space uses. Rezoning is required to facilitate subdivision and development of the land.

### **Discussion:**

---

This rezoning covers approximately 11.88 hectares (29.37 acres) and will allow subdivision to be pursued for the subject area.

Currently the land is zoned AI – Future Urban Development District

Bylaw 3357/T-2013 proposes to change the subject area to the following land use districts:

- RI – Residential (Low Density) District
- RIN – Residential (Narrow Lot) District
- PI – Parks and Recreation District

### **Analysis:**

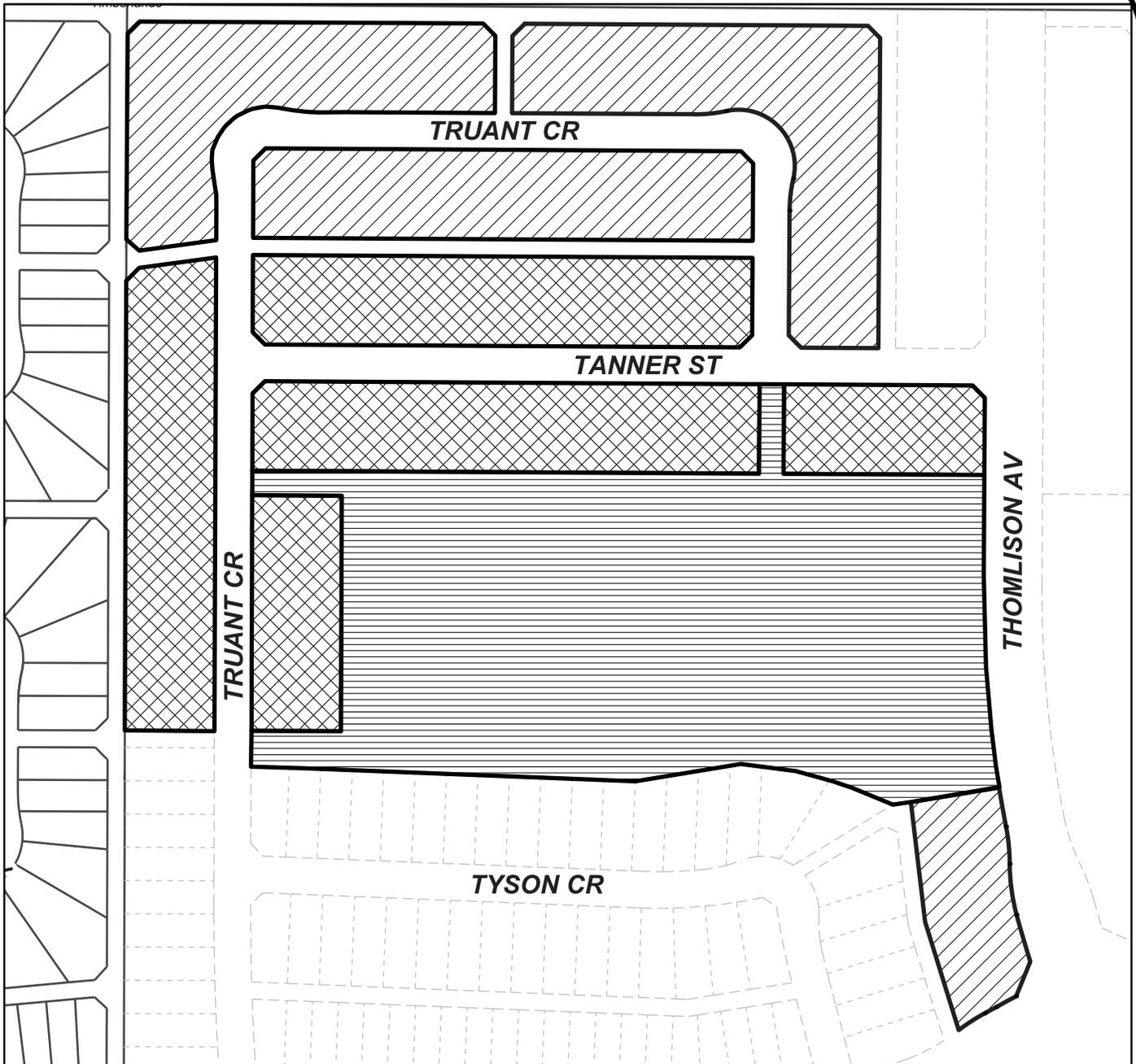
---

The proposed rezoning application conforms to the adopted NASP for the area and no objections were received from any City departments or external agencies. The rezoning application was not referred to adjacent landowners because it does not deviate from the approved NASP.





*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**

**Affected District:**



A1 to R1 Residential (Low Density) District

A1 - Future Urban Development District



A1 to R1N Residential (Narrow Lot) District



A1 to P1 Parks and Recreation District

**Proposed Amendment**  
 Map: **19 / 2013**  
 Bylaw: **3357 / T-2013**  
 Date: **June 5, 2013**



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Tara Lodewyk, Planning Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Rezoning of Phase 2 of Timber Ridge Land Use Bylaw amendment 3357/T-2013

---

**Reference Report:**

Planning Department, dated August 13, 2013

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council gave first reading to Bylaw 3357/T-2013 (Land Use Bylaw Amendment to rezone Phase 2 of the Timber Ridge NASP for a variety of residential lots, a municipal reserve parcel and a public utility lot) be read a first time.

**Report back to Council:** Yes

**Comments/Further Action:**

This bylaw will come back to Council for a Public Hearing to be held on Monday, September 30, 2013.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall  
Legislative Services Manager

- c. Director of Planning Services  
Senior Planner, O. Toews  
Client Support Services, Legislative Services  
Corporate Meeting Coordinator



August 20, 2013

## Land Use Bylaw Amendment 3357/U-2013

### Rezoning of Timberstone Park - Phase 8

Planning Department

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

---

Bylaw 3357/U-2013 proposes to rezone the land within the Timberstone Park Neighbourhood Area Structure Plan (NASP) for a variety of residential lots.

As the rezoning complies with the adopted NASP, the Planning department recommends Council support Bylaw 3357/U-2013.

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

---

I support the recommendation of Administration that Council consider first reading of Land Use Bylaw Amendment 3357/U-2013. Following the required advertising, this bylaw will come back to Council in four weeks' time for a Public Hearing to be held on Monday, September 30, 2013.08.20

Craig Curtis  
City Manager

#### **Proposed Resolution**

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That Council consider first reading of Land Use Bylaw Amendment 3357/U-2013 at this time.



## Report Details

### **Background:**

---

The Timberstone Park NASP was adopted by Council in June 2010 and sets out the future subdivision and development of the SW ¼ Sec 23; 38-27-W4M for a variety of land uses. Rezoning is required to facilitate subdivision and development of the land.

### **Discussion:**

---

This rezoning covers approximately 1.53 hectares (3.77 acres) and will allow subdivision to be pursued for the subject area.

Currently the land is zoned AI – Future Urban Development District.

Bylaw 3357/U-2013 proposes to change the subject area to the following land use districts:

R1 – Residential (Low Density) District

R2 – Residential (Medium Density) District

### **Analysis:**

---

The proposed rezoning application conforms to the adopted NASP for the area and no objections were received from any City departments or external agencies. The rezoning application was not referred to adjacent landowners because it does not deviate from the approved NASP.

**BYLAW NO. 3357/U – 2013**

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 cross hatching in the sketch attached as Schedule A to this Bylaw is redesignated from A1 Future Urban Development District to R1 Residential (Low Density) District.
2. The land shown horizontal hatching in the sketch attached as Schedule A to this Bylaw is redesignated from A1 Future Urban Development District to R2 Residential (Medium Density) District.
3. The “Land Use District Map Q16” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 20 / 2013 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this            day of            2013.

READ A SECOND TIME IN OPEN COUNCIL this            day of            2013.

READ A THIRD TIME IN OPEN COUNCIL this            day of            2013.

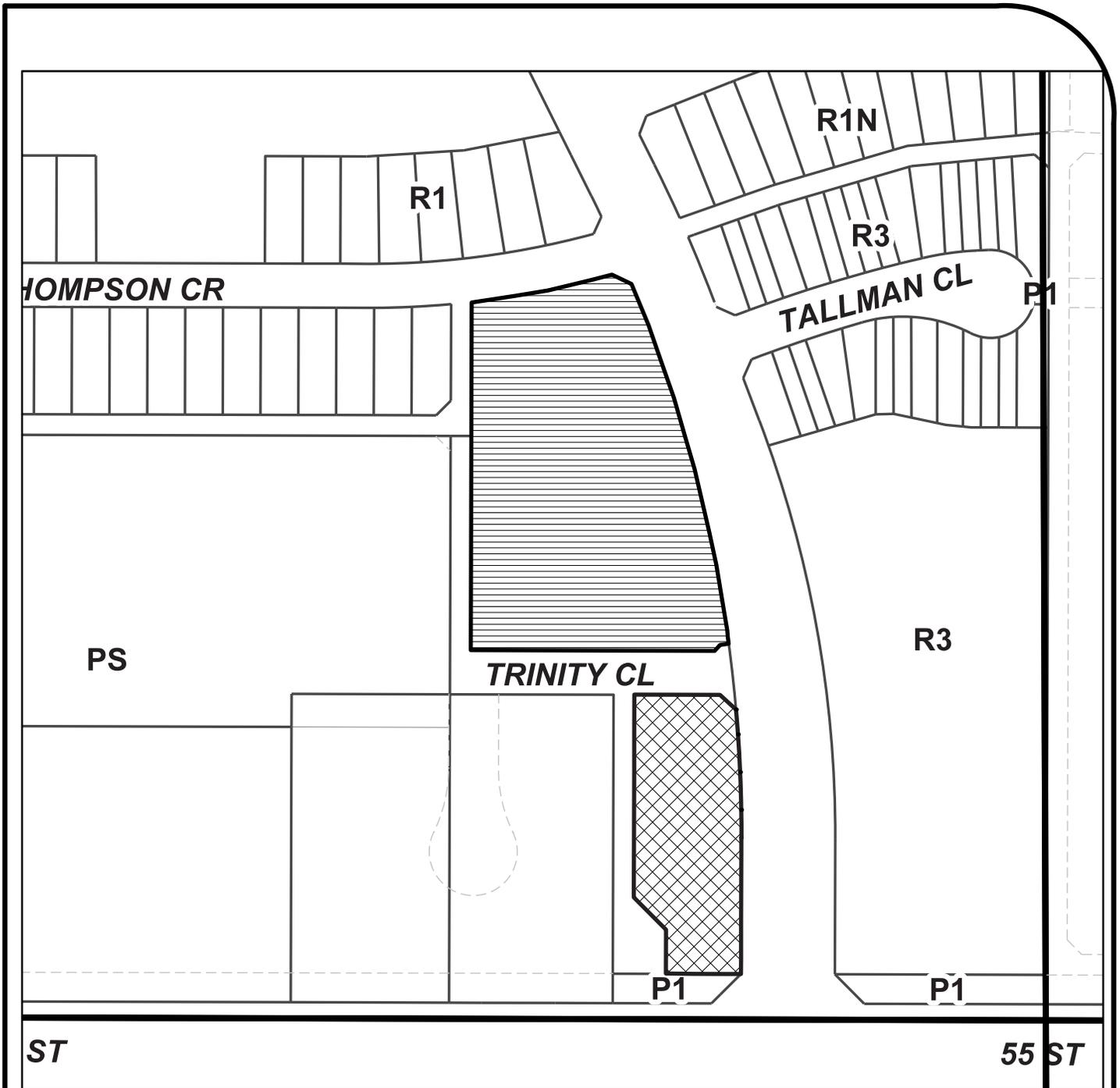
AND SIGNED BY THE MAYOR AND CITY CLERK this            day of            2013.

\_\_\_\_\_  
MAYOR

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



*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**

**Affected District:**



A1 to R1 Residential (Low Density) District

A1 - Future Urban Development District



A1 to R2 Residential (Medium Density) District

Proposed Amendment  
 Map: 20 / 2013  
 Bylaw: 3357 / U-2013  
 Date: Aug. 20, 2013



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Tara Lodewyk, Planning Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3357/U-2013 – Rezoning of Timberstone Park – Phase 8

---

**Reference:**

Planning Department, August 20, 2013

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council gave first reading to Bylaw 3357/U-2013 (Land Use Bylaw Amendment to rezone Phase 8 of the Timberstone Park NASP for a variety of residential lots) be read a first time.

**Report back to Council:** Yes

**Comments/Further Action:**

This bylaw will come back to Council for a Public Hearing to be held on Monday, September 30, 2013.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Planning Services  
Senior Planner, O. Toews  
Client Services Support, Legislative Services  
Corporate Meeting Coordinator



August 15, 2013

## Land Use Bylaw Amendment No. 3357/W-2013

### Proposed Parking Lot

Planning Department

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

---

The Planning Department has received an application to amend the Land Use Bylaw to provide for a parking lot at Lots 44-46, Block A, Plan K8 (4643 50 Street) and Lots 41-43, Block A, Plan K8 (4637 50 Street).

In considering this amendment, Council has the following options:

1. Not support the amendment and defeat LUB Amendment 3357/W-2013 at First Reading;
2. If Council determines that the application has merit, support First Reading to LUB Amendment 3357/W-2013 and direct administration to host a public meeting prior to proceeding to a formal public hearing and final readings.

The amendment is not supported by Municipal Development Plan policies and does not meet the intent of the Low Impact Commercial district in the Land Use Bylaw therefore the Planning Department recommends Council not support the amendment and defeat First Reading of Land Use Bylaw Amendment No. 3357/W-2013.

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

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I support upholding the intent of the Land Use Bylaw and saving the siberian larch tree located on the site.

Craig Curtis  
City Manager

#### **Proposed Resolution**

---

That Council consider defeating first reading of Land Use Bylaw Amendment 3357/W-2013 at this time.



## Report Details

### **Background:**

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Planning administration received an application from Stantec Consulting Ltd. to amend the City of Red Deer Land Use Bylaw (LUB) for the development of a stand-alone parking lot at Lots 44-46, Block A, Plan K8 (4643 50 Street) and Lots 41-43, Block A, Plan K8 (4637 50 Street). The properties are owned by Jackpot Casino Ltd. and the proposed parking lot is proposed for private use by the Jackpot Casino.

The properties that are the subject of the proposed Land Use Bylaw Amendment are located in the Parkvale neighbourhood in Red Deer's downtown. These properties are zoned RIA Residential (semi-detached dwelling) district and are impacted by land use exceptions and overlays including the Parkvale Mature Neighbourhood Overlay, Low-Impact Commercial Use, and Land Use Bylaw exception (K).

Land Use Bylaw Amendment No. 3357/W-2013 proposes to amend the Low-Impact Commercial and Exception districts to allow for the development of a parking lot for the Jackpot Casino located across the street from the subject site. A parking lot is not listed as a use in either the RIA district or in the exception or overlays.

The Jackpot Casino is zoned CI and under this designation no onsite parking is required for commercial uses.

Prior to receiving this application, City Administration had a number of exchanges with the applicant regarding their desire to construct a parking lot in this location. Planning Administration advised the applicant of the concerns and policy that does not support a parking lot at this location.

### **Discussion:**

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#### **Overview of Amendment**

The Amendment 3357/W-2013 proposes to amend both the Low-Impact Commercial and site exception sections of the Land Use Bylaw to allow for the proposed parking lot.

The Low Impact Commercial section of the Bylaw currently outlines that stand-alone parking lots shall not be allowed as low impact commercial uses. The proposed amendment changes this clause to allow for a parking lot by excepting a parking lot at Lots 44-46, Block A, Plan K8 (4643 50 Street) and Lots 41-43, Block A, Plan K8 (4637 50 Street) from the regulation.

Secondly, the proposed amendment adds an additional site exception to the subject properties, 4643 and 4637 50th street. The exception provides for a "parking lot at Lots 44-46, Block A, Plan K8 (4643 50 Street) and Lots 41-43, Block A, Plan K8 (4637 50 Street)



subject to parking regulations established in sections 3.2, 3.2.1, and 3.2.2 of this bylaw”. The exception also outlines that “Additional landscaping and/or design enhancements may be required at the discretion of the Development Authority”.

The underlying RIA Residential (semi-detached dwelling) district remains in place allowing for single family or duplex development.

### **Guiding Policy**

There are a number of plans and policies in place which pertain to the subject properties. These include:

- *The City of Red Deer Municipal Development Plan*
- *The Parkvale Community Modest Infill Design Guidelines*
- *The City of Red Deer Land Use Bylaw*
  - Low-Impact Commercial Use, Land Use Bylaw Exception (k)
  - Parkvale Mature Neighbourhood Overlay

### ***Municipal Development Plan (MDP)***

The MDP speaks to the importance of infill and intensification in the downtown in Policy 11.4:

The City shall continue to promote opportunities for infill and intensification within the Greater Downtown in order to facilitate a mixed use and compact urban form; utilize existing infrastructure efficiently and increase the range of services and amenities available to workers, residents and visitors in the Greater Downtown area (*The City of Red Deer Municipal Development Plan, 2013*).

The proposed amendment would provide for the development of a commercial parking lot on a site currently zoned for low-impact commercial or residential use. Planning Administration views a parking lot as a de-intensification of land use in comparison to other uses which the site is designated for such as a residential or low-impact commercial use.

The subject site is identified as residential, not commercial, on the Generalized Land Use Concept Map in the MDP. This is not in keeping with MDP policy 4.1 which outlines that future development should be directed to the appropriate areas as established through the Generalized Land Use Concept Map.

Although the MDP outlines in policy 12.3 that small scale district and neighbourhood commercial uses may locate in areas identified as residential, the proposed parking lot is associated with a commercial use that draws from beyond the neighbourhood and district. Therefore the proposed parking lot is not in keeping with the direction established for this area in the MDP.



### ***The Land Use Bylaw***

- Low-Impact Commercial Use, Land Use Bylaw Exception (k)  
Land Use Bylaw exception (k) allows for Low-Impact Commercial Uses on the subject properties. The purpose of this district is to allow for low impact commercial uses in areas where there is a transition between low density residential neighbourhoods and the commercial land uses in the downtown, while retaining, preserving and maintaining the low density residential character of the area.

The proposed parking lot does not meet the intent of the Low-Impact Commercial Use section and it is not allowed within exception (k). The Low-Impact Commercial Use section specifically prohibits stand-alone parking lots.

- Parkvale Mature Neighbourhood Overlay  
The regulations in the Parkvale Mature Neighbourhood Overlay district apply to the construction of any new or infill, principle or accessory building and to any major structural renovation, alteration, addition, and/or reconstruction of an existing building on lands in the in the low density areas of Parkvale (*The City of Red Deer Land Use Bylaw 3357/2006*).  
These guidelines are focused on the development of a structure and contain little guidance related to parking lot development.

### **Consultation**

#### **Administration Circulation**

This application was circulated to City departments for comment. Most departments had no objection to the application. The Inspections and Licensing department were not supportive of the application because a stand-alone parking lot does not fit the character of the neighbourhood and it is not the best and highest use of the land given its prominent location in the downtown and in the Parkvale neighbourhood. The Public Works department noted some concerns with the use of a gravel lane to enter the parking lot considering the amount of traffic that will be utilizing it. It was suggested that paving of this lane should be considered. If the zoning is approved this would be considered at the development permit stage.

#### **Stakeholder Consultation**

Stantec Consulting hosted a meeting with the Parkvale Community Association and Planning Administration to discuss the applicant's intent to develop a parking lot at the above noted location. The Community Association was invited to comment on the application but chose not to provide a formal position.

The Planning department contacted adjacent landowners via telephone and they cited both support for and concerns with the application. Some of the points noted are:

- Concern that introducing a commercial parking lot may not be compatible with the existing residential uses adjacent



- Concern with increased traffic in lane if parking lot is approved
- Concern with condition of lane if parking lot is approved
- Concern with noise from parking lot and effect on residential properties nearby
- There is concern over the uncertainty of what else may develop on this property if parking lot does not get built
- If approved, a parking lot may bring more legitimate users to the site and decrease the amount of undesirable activity that is going on.
- A parking lot owned and operated by Jackpot Casino provides some assurance to adjacent property owners about the quality and level of maintenance that they can expect for the parking lot.
- Additional concerns were noted about the area in general. These include concerns about enforcement issues such as unsightly properties and illegal activities occurring in the area.

One letter was received from an adjacent landowner. This letter is attached.

### **Analysis:**

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In reviewing this application, Planning Administration noted a number of plans and policies which do not support a parking lot in the proposed location. The application for a commercial parking lot in an area identified for residential is not supported through our MDP policies.

In addition, the Low-Impact Commercial section of the LUB specifically prohibits parking lots. Parking lots do not meet the intent of the overlay to provide a suitable transition between Parkvale and the commercial land uses in the downtown, while retaining, preserving and maintaining the low density residential character of the neighbourhood.

There are a number of parking spaces currently available in the downtown, both on-street and in City-owned parking lots. While Planning Administration suggested parking options to the applicant in an effort to assist, the applicant has indicated their desire to own the lot they utilize for parking.

Planning Administration consulted with the adjacent landowners and Community Association in regards to the application. Through this consultation it was noted that there was both support for and concerns with the proposed parking lot.

One additional concern noted was with the potential lack of consultation should Council choose to defeat the application at First Reading. Planning will host a public meeting if Council feels there is merit in proceeding with the application by giving First Reading. This would be in addition to a formal public hearing before Council.



Although all applications are evaluated on their own merits, it should be recognized that allowing a commercial parking lot to be built in a residential neighbourhood can be precedent setting and may have a negative impact on an established downtown neighbourhood.

In considering this amendment, Council has the following options:

1. Not support the amendment and defeat LUB Amendment 3357/W-2013 at First Reading
2. If Council determines that the application has merit, support First Reading to LUB Amendment 3357/W-2013 and direct administration to host a public meeting prior to proceeding to a formal public hearing and final readings.

Planning Administration recommend that City Council defeat First Reading.



Aerial photo of site and surrounding Downtown and Parkvale neighbourhoods, 2010.



Lots 44-46, Block A, Plan K8 (4643 50 Street) and Lots 41-43, Block A, Plan K8 (4637 50 Street), August 2013

Above: View from across the street looking south

Right: View from corner of Ross St and 47 Ave looking east



**Stantec**

**Stantec Consulting Ltd.**  
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Fax: (403) 342-0969

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May 22, 2013  
File: 112849424\_01

**Attention: City of Red Deer Planning Department**

To whom it may concern,

**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50<sup>th</sup> Street**

On behalf of our client, Jackpot Casino Ltd, please find the following supplementary information regarding the Land Use Bylaw Amendment Application for 4643 and 4637 50<sup>th</sup> Street. It is intended that this information will provide valuable background information intended to be used for reference purposes.

Letter Organization

- 1.0 Plan Area History
  - 1.1 Background
  - 1.2 Current Zoning
- 2.0 Project Background
  - 2.1 Owner's History
  - 2.2 Parking
- 3.0 Proposed Parking Lot
  - 3.1 Municipal Administrative Response
  - 3.2 Approval Process
- 4.0 Parking Lot Design
  - 4.1 Opportunities and Constraints
  - 4.2 Requirements
  - 4.3 Functional Design
  - 4.4 Public Amenity
  - 4.5 Aesthetics and Charm
- 5.0 Conclusion

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

### 1.0 PLAN AREA HISTORY

#### 1.1 BACKGROUND

Block A, Plan K8, Lot 41-43 and Block A, Plan K8, Lot 44-46, otherwise known as 4643 and 4637 50<sup>th</sup> Street, and hereafter referred to as the “Plan Area”, are part of the historic Parkvale neighbourhood in Red Deer’s downtown. The use of these lots has solely been for residential development, dating back to the early 1900s. The house located at 4637 50<sup>th</sup> Street, was identified by the City of Red Deer as having potential historical significance as it was lived in by William J. Botterill, an early Red Deer settler, former Mayor, past Councilor, and active member in the community.

Both lots, along with their associated houses, were purchased by Jackpot Casino Ltd. and have since remained vacant.

#### 1.2 Current Zoning

The Plan Area is currently zoned as R1A – Residential (Semi-Detached) District with an Exception District. This Exception District is intended to permit a low impact commercial use, as defined by the City of Red Deer Land Use Bylaw. In addition to this zoning, the Plan Area is also identified with two overlay districts: Mature Neighbourhood Parkvale Overlay District and Historical Significance Overlay District. All identified districts are described below:

##### ***R1A – Semi-Detached Residential District***

The general purpose of this District is to provide land which will be used for low density residential development including semi-detached dwellings.

##### *Permitted Uses*

- Accessory building subject to sections 3.5 and 4.7(3)
- Detached dwelling unit
- Home music instructor/instruction (two students), subject to section 4.7(10).
- Home occupations which, in the opinion of the Development Officer, will not generate traffic subject to section 4.7(8).
- Neighbourhood identification signs subject to section 3.4.
- Semi-detached dwelling unit, except in the West Park Overlay district where such use shall be discretionary, subject to sub-section (3).
- Secondary Suite in a detached Dwelling Unit, subject to section 4.7(9).

##### *Discretionary Uses*

- Amateur radio tower.
- Bed & Breakfast in a detached or semi-detached dwelling, subject to section 4.7(11).
- Assisted Living Facility, Day Care Facility, Day Care Adult, Temporary Care Facility, or Place of Worship or Assembly on sites which are so designated in an Area Structure Plan or Area Redevelopment Plan.

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### Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street

- “Existing Special Residential” (approved prior to December 7, 1998): churches, kindergartens, schools, day care facilities.
  - For greater certainty, where approval for any Special Residential Use has been given prior to enactment of this Land Use Bylaw amendment, any other Special Residential Use shall be also deemed to be a Discretionary Use for that site.
- Home music instructor/instruction (six students), subject to section 4.7(10).
- Home occupations which will generate additional traffic subject to section 4.7(8).
- Municipal services limited to Police, Emergency Services and/or Utilities.
- Sales of new homes from a show home.
- Secondary Suite in a detached Dwelling Unit, subject to section 4.7(9).

Secondary Suite in existence in a semi-detached Dwelling Unit on January 1, 2009, subject to section 4.7(9).

#### ***Exception District***

A low impact commercial use which complies with the provisions of section 5.7(6) may be allowed as a discretionary use on any lot along the north side of 49 Street between 46 Avenue and 47 Avenue, along both sides of Ross/50 Street between 46 Avenue and 47 Avenue and the lots adjacent to the east side of 47 Avenue between Ross/50 Street and 55 Street.

#### ***Mature Neighbourhood Parkvale Overlay District***

This Overlay District is intended to ensure that all infill and new low density residential development in this area maintains the traditional character and pedestrian-friendly design of the streetscape and ensures privacy and sun penetration on adjacent properties. The District provides a means to regulate unique design attributes of the mature Parkvale neighbourhood.

If the proposed development does not comply with the existing regulations of the site (R1A Residential), the applicant must contact the Parkvale Community Association and each owner of the property located within 30.0m of the site. The applicant must describe to those affected, in detail, what he/she is proposing; document all comments; document any modifications made to suit the comments of those affected.

#### ***HS Historical Significant Overlay District***

The HS District is intended to promote community awareness of actual of potential heritage and historically significant sites or buildings, and to provide a means whereby identified sites or building may be preserved with available and practical means from time to time.

Regulations regarding demolition:

- The District intended to ensure a building is not demolished until such time that an evaluation of its heritage or historical significance can be carried out.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

- The owner must give 45 days notice to the City prior to the proposed demolition. The City's heritage planner will then organize a historical evaluation be carried out for the property. If the building is deemed to have heritage value, the planner will work with the owner to preserve the building and will propose a recommendation to the Developer Officer. If the Developer Officer and owner are unable to come to an agreement, once the 45 day notice has expired, this bylaw will no longer prevent demolition of the building.
- If the site is found to not have heritage value, the 45 day hold will be waived.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street****2.0 PROJECT BACKGROUND****2.1 OWNER'S HISTORY**

Jackpot Casino Ltd., jointly owned by Franklin Daines, Shirley Daines, Ken Oxtoby, and Darlene Oxtoby; opened in February of 1997 in its current location in downtown Red Deer. Since its initial construction, the City of Red Deer's population has increased by over 30,000 and Jackpot Casino has undergone a major facelift and expansion.

**2.1.2 Business Information**

Jackpot Casino offers 15 table games, has 331 slot machines, and operates a lounge and restaurant.

A large business and property owner in the downtown, Jackpot Casino was assessed at a value of \$3.4 million in 2012 paying an estimated property tax of \$55,000.

**2.1.3 Past Precedent**

Jackpot Casino has set a precedent in the past by going above and beyond municipal requirements to ensure their property is well designed and cared for.

In 2009 Jackpot Casino underwent a major exterior renovation. During this time the Casino worked hard to incorporate high architectural controls in its renovation design, add street furniture and landscape plantings where possible, and worked with Micheal Dawe to showcase Red Deer's history via murals placed on the exterior of the building.

The Casino also has security personnel that monitors their property, including parking areas, every hour and walks patrons to their vehicles if requested.

**2.2 PARKING****2.2.1 Daytime**

Jackpot Casino current has 13 on-site parking spaces available for staff and/or visitors and owns a parking area in front of Only Women's Fitness which provides 38 off-site parking stalls. In addition, the Casino rents 14 off-site parking stalls behind Lexington Place located south of the Casino. In total, the Casino current is able to provide 51 daytime parking stalls.

Jackpot Casino previously had a longstanding agreement with the Coronation Inn to share their 72 space parking lot; however, due to the conversion of this building to seniors housing, this agreement has been terminated.

**2.2.2 Evening**

After 5pm Casino patrons are able to utilize on-street parking along 49<sup>th</sup> Street, 50<sup>th</sup> Street, and 47<sup>th</sup> Avenue, and after 6pm can utilize surface parking in front of the 49<sup>th</sup> Street Community Health Centre building that Jackpot Casino has a lease on.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street****2.2.3 Municipal Requirements**

As per the City of Red Deer's Land Use Bylaw, a gambling or gambling establishment is required to have 1 space per 2.3 seats. Due to the business's location within the C1 Commercial (City Centre) District, the Casino is not required to provide the recommended amount of parking; however, this recommended amount equate to over 160 parking spaces.

**3.0 PROPOSED PARKING LOT**

In 2012, Jackpot Casino became aware of the upcoming termination of their parking agreement with Coronation Inn. As a proactive measure to make up for these lost spaces, the business purchased Block A, Plan K8, Lot 41-43 and Block A, Plan K8, Lot 44-46, otherwise known as 4643 and 4637 50th Street, the two lots directly east of the Casino. The intention of this purchase was to transform the Plan Area into a parking lot for the Casino.

During a series of communications between Jackpot Casino and the City of Red Deer, held between November 2008 and March 2013, Jackpot Casino expressed their intention to complete this project.

**3.1 MUNICIPAL ADMINISTRATIVE RESPONSE**

On several occasions the City of Red Deer's Planning department expressed their overall lack of support for this project identifying to the land owner the process that would be required for the development's approval.

**3.1.1 Recommended Alternatives**

During meetings and in a letter dated March 28, 2013, sent from Kim Fowler to Franklin Daines, the City encouraged Jackpot Casino to explore alternative parking arrangements rather than pursuing this project. The following were identified as recommended parking alternatives:

- Parallel parking along north side of 49<sup>th</sup> Street
  - Parallel parking along the north side of 49<sup>th</sup> Street is not currently in place as there is a driving lane there
  - On-street parking currently surrounding the Casino is 2hr unrestricted paid parking, available without payment only after 5pm and on weekends.
    - 5 on-street parking spaces located near the Casino on the south side of 49<sup>th</sup> Street
    - 7 regular and 1 accessible parking spaces located along 47<sup>th</sup> Avenue
    - 10 parking spaces located near the Casino on the south side of Ross Street
- Shuttle service from Sorenson Station or Lot P4 to the Casino
  - Shuttle service is not a viable parking solution

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

- Partner with the Co-op Plaza
  - This alternative has been explored and is not possible
- Partner with Ding property to build a parkade
  - The construction of a parkade is not a feasible option
- Upgrade/enhance sidewalk and crosswalk at 49<sup>th</sup> St/47<sup>th</sup> Ave
  - The enhancement of this crosswalk does not provide additional parking

### 3.2 APPROVAL PROCESS

As indicated by the City of Red Deer's Planning department, transforming the Plan Area into a parking lot requires a specific process that is led by the City of Red Deer's standard planning and development process.

#### 3.2.1 Demolition of Existing Buildings

The first step in this project is removing the existing buildings which requires a demolition permit from the City of Red Deer.

As per the HS District requirements for demolition, the City of Red Deer's heritage planner was required to inspect the identified potential heritage resource – the Botterill House, prior to the Demolition Permit being given to the applicant.

##### 3.2.1.2 HS Inspection – April 5, 2013

On April 5, 2013 the City's Heritage Planner inspected the house and completed a historical evaluation on the property. The house was in a state of disrepair, and some of the materials from the period of significance had been retained but not properly maintained. There was water damage inside the house and damage to the exterior as well. Renovations over the years have done away with the workmanship from when the house was originally constructed, and an addition was added to the back. The residence received a score of 2 / 7 based on the Province of Alberta and Canada's Historic Places integrity assessment method.

##### 3.2.1.3 Parkvale Community Input

It is our understanding that the City of Red Deer met with residents of Parkvale regarding the demolition of this potential heritage resource. Based on the information presented after this meeting, it is also our understanding that the residents in attendance were in favor of the demolition.

##### 3.2.1.4 Heritage Preservation Committee Presentation – April 11, 2013

The City's Heritage Planner, Randa Wheaton, made a presentation to the City's Heritage Preservation Committee regarding the Botterill House. It was voted at this time that the house was not in a condition to be saved and a demolition permit was supported. At this time, the Heritage Preservation Committee requested that the heritage tree located on site be preserved, the historic fence lining the property be retained for future use elsewhere, and a

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

historical designation marker for placed on/near the property. It was also indicated that the City had previously created the marker and had not yet gotten the opportunity to place it on the property.

### 3.2.1.5 Demolition

Subsequent to the demolition permit being granted, the homes on both sites were demolished and rough grading completed. The heritage tree was not removed and the fence was retained.

## 3.3 LAND USE BYLAW AMENDMENT

### 3.3.1 Application for Amendment

A “parking lot” use is not an approved use under the existing land use designation for these sites. There two main options that would result in having a ‘parking lot’ use being permitted on these sites:

#### a. Land Use Redesignation

Land use districts that permit parking lots include the following, all having a parking lot as a discretionary use:

- C1 Commercial (City Centre)
- C1A Commercial (City Centre West)
- C2A Commercial (Regional Shopping Centre)
- C2B Commercial (Neighbourhood Convenience)
- Direct Control District

The most appropriate land use redesignation would be to C1 Commercial (City Centre) as this use is currently located immediately west of the Subject Lands. An anticipated issue regarding redesignating the property to C1 Commercial (City Centre) is that many of the uses permitted within this district do not match the intended vision of Parkvale. This may not be supported by the residents of Parkvale, nor the City of Red Deer.

An alternative option for land use redesignation would be to utilize a Direct Control District on the site, having a parking lot listed as a discretionary use, along with other uses are guided by the existing vision of the area.

#### b. Land Use Exception

A land use exception would keep the existing zoning for the sites and add an exception statement in the Land Use Bylaw. The exception statement would be added to Section 8.22 (1) d) of the Land Use Bylaw and read as follows:

**(d) On those sites, or portions thereof herein listed, the following uses may be allowed as permitted uses:**

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street****(xii) Parking lot on:****(1) Block A, Plan K8, Lots 41 to 46 (4643 and 4637 50<sup>th</sup> Street)**

By providing an exception rather than a land use redesignation, the intention of the site remains the same, there will be no commercial uses permitted in the future; however, a parking lot is permitted.

This option is the preferred method of having the parking lot permitted.

Regardless of which option is chosen, a Land Use Bylaw amendment will need to be approved by Council. To work through this process, the applicant must meet with the City of Red Deer's planning department.

**3.3.2 Community Input**

As the proposed use of the site does not comply with the existing regulations of the site (R1A Residential); the Parkvale Community Association, and each owner of the property located within 30.0m of the site; must be contacted to solicit input. During this process, the applicant must describe to those affected, in detail, what is being proposing; document all comments; and document any modifications made to suit the comments of those affected.

It should be noted that Jackpot Casino has met with this association in the past with positive end results and views this as a welcome opportunity to share their development concept with the community.

**3.3.3 Council Approval**

All land use bylaw revisions must be done via Land Use Bylaw Amendment, which requires an amendment application being approved by City Council.

***First Reading***

Once the application is put on the Council's agenda, Council may give the first reading to the bylaw amendment during a regularly-scheduled Council meeting. Council may also choose to table or deny a request based on the details presented. If Council does not give first reading to the bylaw, the process stops.

***Public Hearing***

If Council gives first reading to the bylaw, The City of Red Deer is obligated to advertise the proposed land use changes for two consecutive weeks. A Public Hearing is advertised to be held during a council meeting four weeks later, at 6:00 p.m. during Council's regular meeting. The applicant is responsible for the advertising costs and will be invoiced this cost which are approximately \$700.

At the Public Hearing members of the public may make presentations to Council in support or opposition of the proposal. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes.

***Second and Third Reading***

After the Public Hearing, Council may give second and third reading to the bylaw, at which time it is passed by Council. The Land Use Bylaw Amendment comes into effect the date of the third reading.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

If Council does not give second and third reading to the bylaw, the process stops.

### **3.4 DEVELOPMENT PERMIT**

Subsequent to the Land Use Bylaw amendment's approval, the owner/developer must apply for a Development Permit from the City of Red Deer. This application details the proposed construction to take place and uses anticipated for the site. This process provides an opportunity for the Developer to convey their vision of the development to the City.

Should the proposed development meet existing standards set by the City of Red Deer, a development permit will be granted and construction can begin.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

### 4.0 PARKING LOT DESIGN

The success of this project lies in the design details. The Subject Area is a gateway to Red Deer's historic downtown and should highlight the heritage and culture of the community. Undergoing this project is an opportunity to provide a functional amenity, improve the aesthetics of the area, and showcasing heritage in our community.

#### 4.1 OPPORTUNITIES AND CONSTRAINTS

During the design process the following were identified as opportunities and constraints:

- Inclusion of informational signage regarding local heritage – Botterill House and Parkvale
  - Inclusion of public art
- Preservation of Siberian Larch
  - Development of pocket park
- Use of historic fence
- Limited access points
- McIntosh house bed and breakfast – screening required
- Location of underground utility lines beneath tree on southwest portion of site

#### 4.2 REQUIREMENTS

##### 4.2.1 Heritage Tree Preservation

As discussed in Section 3.2.1.4, a Siberian Larch tree located in the central portion of the site has previously been designated as a provincial heritage tree. The design of this parking lot has been done surrounding the tree in order to preserve it, as well as two additional trees: one in the northeast corner of the site and one in the southwest corner. These additional trees were preserved due to concerned with underground utilities beneath the roots.

##### 4.2.2 Landscaping

As per the City of Red Deer's Land Use Bylaw the following will be required for inclusion in the parking lot,

*Where off-street parking for 25 or more vehicles is required and is being provided at grade, dispersed landscaped areas shall be provided within the interior of the parking area(s) for the purpose of providing visual relief and to break up large areas of parking into smaller cells.*

*The landscaping treatment shall be in the form of landscaped islands, particularly at the termini of long rows of parking; tree lines separating facing rows of parking stalls, or some other form or combination of landscaping treatments.*

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

*In all areas other than Major Entryways Areas the following minimum standards shall be met:*

*(a) One tree is required for each 60.0m<sup>2</sup> of landscaped area;*

*(b) One shrub is required for each 30.0m<sup>2</sup> of landscaped area;*

*(c) The proportion of deciduous to coniferous trees or shrubs shall be approximately 2:1.*

*A minimum of 15% of all Landscaped Area of developments requiring a landscaping plan shall consist of Naturescaping.*

*The Developer is responsible for landscaping boulevards and roadway berms adjacent to the lot or development site.*

*In addition to subsection (15), with the exception of mixed use district areas, in the case of non-residential lots adjacent to residential lots, landscaping shall provide a visual buffer between the residential and non-residential uses.*

### 4.3 FUNCTIONAL DESIGN

#### 4.3.1 Capacity

Based on the City of Red Deer's design standards for parking areas, the capacity of this site is 41 regular parking stalls and 2 accessible stalls.

#### 4.3.2 Access

After reviewing the existing constraints on site, the parking lot has been designed with access via the rear alleyway to reduce the possible traffic interference at the corner of Ross Street and 27<sup>th</sup> Avenue. This lane will likely be paved to minimize potential damage to the lane, reduce dust, and increase accessibility for motorists.

#### 4.3.2 Crime Prevention through Environmental Design (CPTED)

Both lighting and landscaping has been considered to enhance safety of the parking lot. Shrub landscaping has been used to act as screening along the McIntosh House; however the shrubs chosen have are relatively short thereby screening the cars without reducing motorist sightlines or providing opportunities for hidden threats. Pedestrian scaled lighting has been used to illuminate the parking lot while reducing glare which can cause deep shadowed areas, and minimize the light spill-over on to adjacent properties.

### 4.4 PUBLIC AMENITY

In addition to providing parking for Casino patrons, this site has been designed with a small area for public art and interpretive signage. Located at the corner of 47<sup>th</sup> Avenue and Ross Street, this area is also intended to draw parking lot users toward the crosswalk, provide a visual anchor for the street.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

### 4.4.1 Streetscape

As identified in the Greater Downtown Action Plan, Ross Street is the primary corridor within the downtown. The corner of 47<sup>th</sup> Avenue and Ross Street is the start of the downtown's commercial core and thus, this particular area could be seen as the gateway into Red Deer's commercial downtown. To highlight this, the corner of 47<sup>th</sup> Avenue and Ross Street has been designed as a pedestrian node, reflective of the treatments seen on corners elsewhere along Ross Street.

In addition to providing continuous landscaping along Ross Street, the streetscape along 47<sup>th</sup> Avenue has also been designed to mirror the streetscape along the Casino on the opposite side of the street.

#### 4.4.1.1 Public Art & Culture

Public art has been incorporated into the parking lot's design in several ways:



- Utility boxes at the corner of Ross Street and 47<sup>th</sup> Avenue provide an opportunity for local artists' to transform them into pieces of art, as seen elsewhere through the downtown.
- A plaque will also be located in the pedestrian node at the corner describing the Botterill house's history and importance to the community.
- The Botterill house's heritage plaque may also identify the Siberian Larch heritage tree located on the property.

The Botterill house itself and Parkvale's historic theme has been used as the design inspiration for this parking lot. The following statements from the Parkvale Modest Infill Guidelines describe the aesthetic of the development's design:

*"A strong characteristic of Parkvale is its wide variety of street edge hedges and fences and screens."*

*"Public spaces are to enhance the traditional character of the neighbourhood properties."*

To build upon the theme of Parkvale, the following design elements have been incorporated:

- The brick wall lining Ross Street will be constructed utilizing salvaged brick from the Botterill house.
- The fence atop the brick wall will be chosen to complement that located in front of the McIntosh House.

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**Reference: Land Use Bylaw Amendment Application – 4643 and 4637 50th Street**

**5.0 CONCLUSION**

After having reviewed the existing site conditions, and planning for the surrounding area, we believe the proposed parking lot design concept respects these conditions and has addressed potential concerns that may arise during municipal or resident review.

Jackpot Casino looks forward to meeting with the residents of Parkvale and moving towards construction of this space.

Regards,

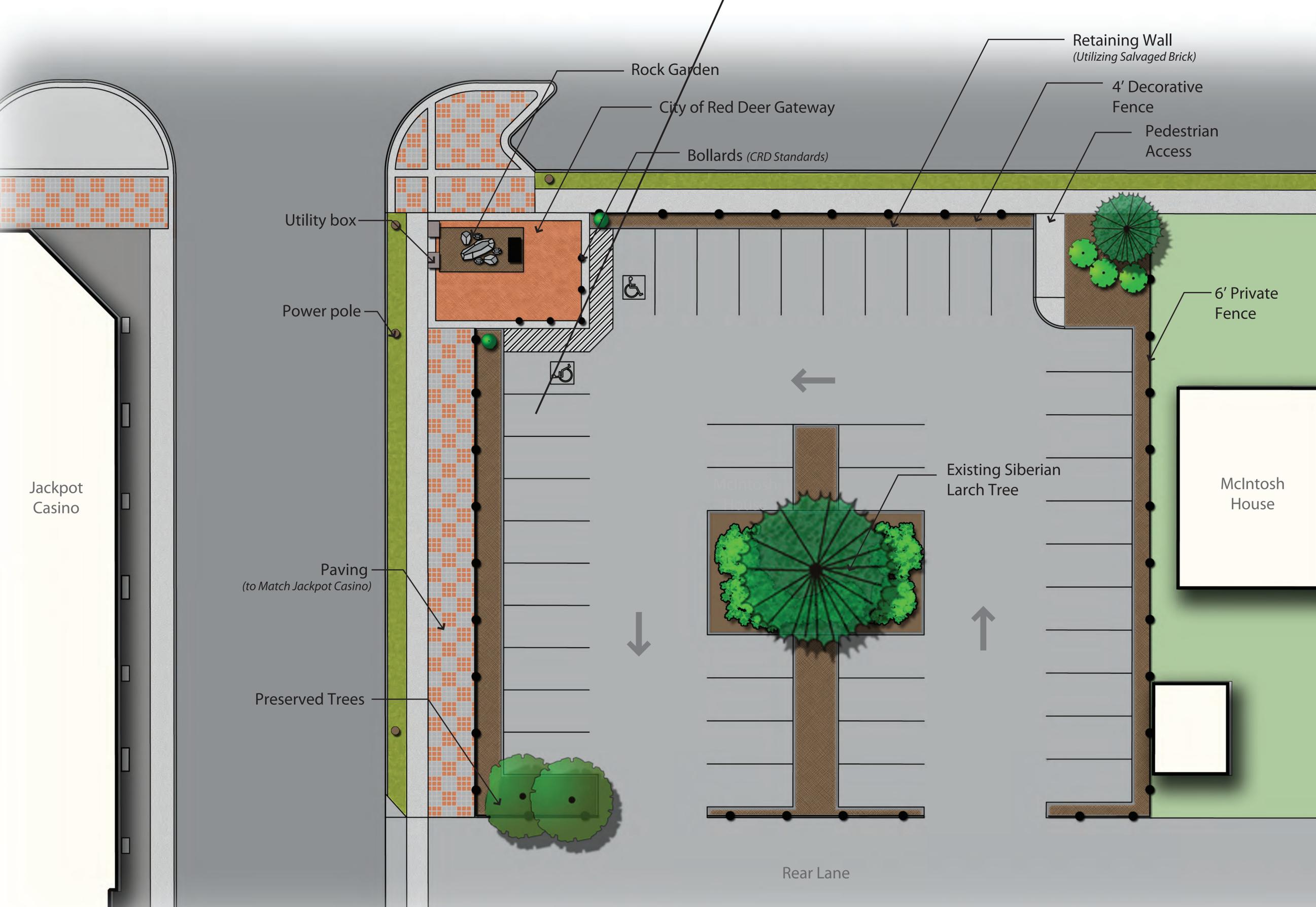
**STANTEC CONSULTING LTD.**

A handwritten signature in black ink, appearing to be 'G. Lau', with a long horizontal stroke extending to the right.

Gordon Lau, LAT, RPP, MCIP  
Associate  
gordon.lau@stantec.com

Attachment: Proposed parking lot design concept

c. Franklin Daines, Brenda Grande, Amanda McConnell



- Capacity**
  - 41 Standard Parking Spaces
  - 2 Accessible Parking Spaces
- Streetscape**
  - 50th Street & 47th Avenue Pedestrian Node
  - Enhanced Sidewalk Along 47th Avenue
- Screening**
  - Decorative Screening Fence Along 50th Street
  - Decorative Screening Fence Along McIntosh House to Match Existing
- Landscaping**
  - Preserved Siberian Larch Heritage Tree
  - Two Preserved Trees in Southwest Corner of Site
  - One Preserved Tree in Northeast Corner of Site
- Heritage**
  - Heritage Plaque Showcasing the History of the Botterill House
  - Retaining Wall Utilizing Salvaged Brick From Botterill House

August 11, 2013

Re Jackpot Casino Application for an exception to R1A zoning for a parking lot-first reading September 3.

I have some concerns as an adjoining property at McIntosh Bed and Breakfast. I am disturbed about the city's lack of consultation of neighbouring properties concerning this proposal. I understand that the Parkvale Community Association was consulted over a week ago, but I only got a phone call on Thursday, August 8. Shouldn't those who live on this block be consulted first? Other neighbours never even got a phone call. I also understand that at first reading no one affected can speak to the motion and that just letters will be accepted. I would think that the city council should seek input from those most directly affected before making a decision. I also understand that the recommendation to council is refusal. Again no consultation-just a decision.

My question is what will happen to the property if the parking lot proposal is refused? I have had a few conversations with Franklin Duines owner of the Jackpot Casino regarding his proposal. He has assured me that the lot will be well lit, secure and kept clean and that he will erect a tall picket fence between our properties at his cost and maintenance. I believe him because his casino property is always kept clean and maintained. He has told me if his proposal is refused he will move his casino elsewhere. What we will have is another empty building downtown and two empty lots next to me. It has been suggested to me by someone with the city that high density housing could go there if it was rezoned. I would not be in favour of high density housing. I'd rather have a parking lot. At present the row houses and other rental houses and duplexes on this block are uncared for, with garbage overflowing from dumpsters, old cars and junk. The police have made drug raids and arrests.

In my opinion the best thing that has happened to this block since I moved here in 1998 was the introduction of low impact designation as a discretionary use. The houses that have small businesses in them have been fixed up and maintained. The concern of business owners on this block is that the city has been remiss in keeping the lane maintained since our customer parking must be at the back. Numerous phone calls and emails are ignored. For the amount we pay in property taxes we should have a lane that is graded and maintained regularly..

I hope that city council will give some serious thought to this proposal and not just refuse it without thinking of the implications of this decision. I would also suggest that city council walk one block east of city hall and have a look at the property in question and the laneway to see for themselves what I am talking about. The city has recently designated McIntosh House as a municipal historic building and I am proud to own and maintain this beautiful building. I am very concerned about the future of this business and neighbourhood. Surely the city designation holds the city responsible for its future preservation

Sincerely

owner McIntosh Bed and Breakfast

AUG 15/13

RE: JACK POT CASINO  
 APPLICATION FOR AN EXCEPTION TO R1A  
 ZONING FOR A PARKING LOT. FIRST READING  
 SEPTEMBER 3, 2013.

As a property of [redacted] at [redacted] and [redacted] I am  
 concerned about the safety of our  
 neighbourhood.

In the past 8 years there has  
 been

- Drug raids
- Domestic disputes
- Fights
- Drug deals
- Arrests
- Robbery (I personally was the victim)

All of the above has resulted from  
 the residential properties. Not the  
 commercial properties.

I am in favor of a safe, secure  
 and well lit parking lot. I believe  
 this parking lot will be an asset.  
 I would not be in favor of high  
 density housing. Vicki Maddox

---

**Subject:** FW: Jackpot Casino Parking Lot application

---

**From:** herons  
**Sent:** Friday, August 16, 2013 10:40 AM  
**To:** Haley Mountstephen  
**Subject:** Re: Jackpot Casino Parking Lot application

Haley, thank you for our conversation the other day. Sorry my phone died at the end. Just to clarify I have no arguments on rezoning the land to accommodate parking. The removal of the two houses has opened up the site lines and the alley behind our house is much safer since. Having lived in close proximity to the casino for the past 9 years we have had no problems or witnessed any trouble there. I do not think more single family housing is appropriate for that location, as it is a very busy urban intersection.

Thank you  
Angela Sommers

---

**From:** "Haley Mountstephen" <[Haley.Mountstephen@reddeer.ca](mailto:Haley.Mountstephen@reddeer.ca)>  
**To:** "[herons](mailto:herons@reddeer.ca)"  
**Sent:** Thursday, August 8, 2013 11:31:10 AM  
**Subject:** Jackpot Casino Parking Lot application

Hi Angela,

I am writing to you today in regards to an application that The City has received to allow for the development of a parking lot for the Jackpot Casino at 4643 and 4637 50<sup>th</sup> Street. As you are an adjacent landowner, I was just looking to provide you with an update as to where things are at with the application and to gather any feedback you may have about the application. Both of the phone numbers I have here for you are not working so perhaps you could give me a call and we can have a quick chat?

Thanks,

Haley Mountstephen, RPP, MCIP  
Senior Planner  
The City of Red Deer  
Ph: 403-406-8701  
[haley.mountstephen@reddeer.ca](mailto:haley.mountstephen@reddeer.ca)

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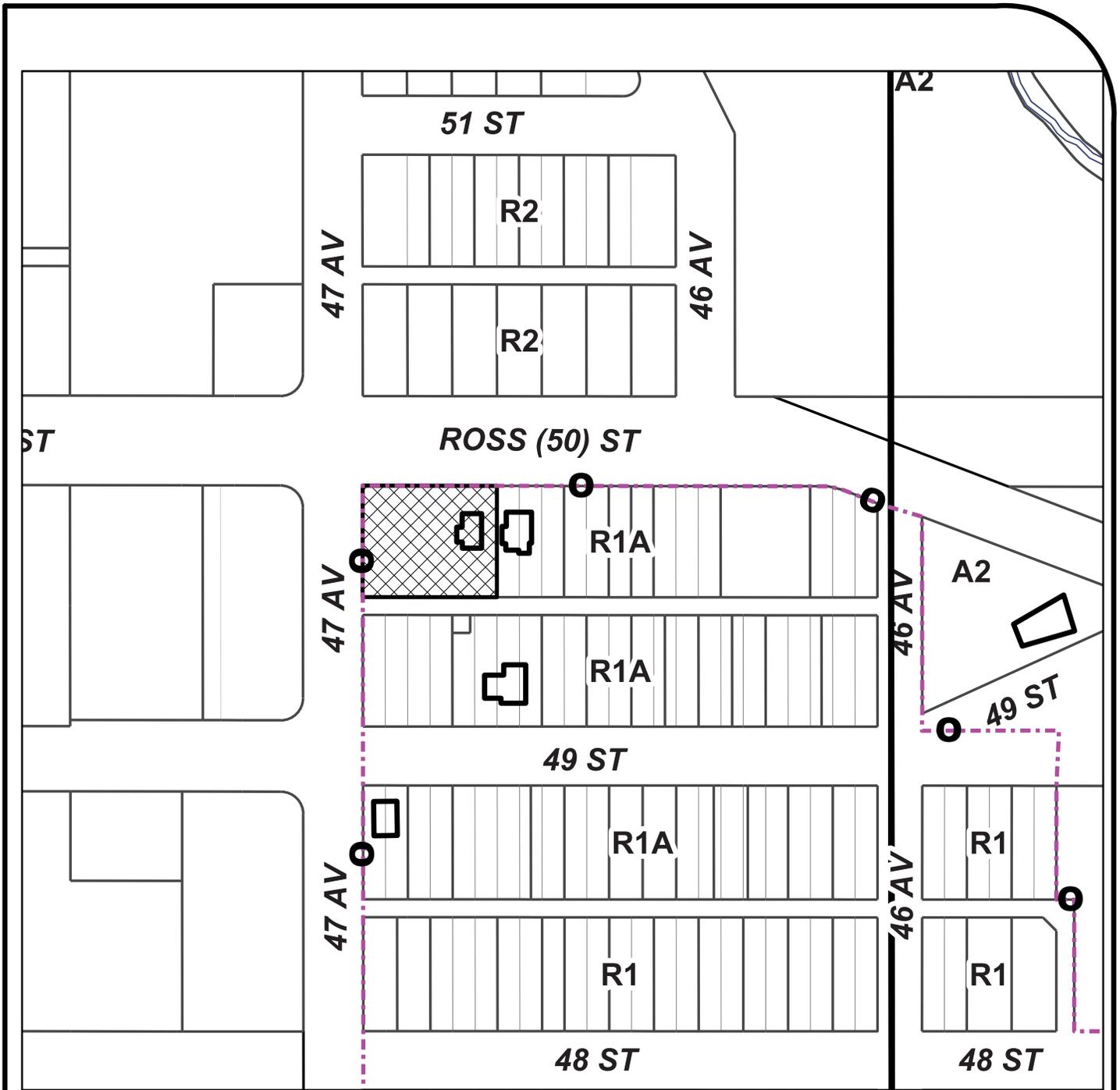
This e-mail is intended for the original recipient(s) only. If you have received it in error, please advise the sender and then delete this message.

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*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**



R1A (k) to R1A (k) (e) (vi)

**Affected District:**

R1A (k) - Residential (Semi-Detached Dwelling) District

**Constraints**



Historical Site



Overlay District

**Proposed Amendment**  
 Map: 22 / 2013  
 Bylaw: 3357 / W-2013  
 Date: Aug. 13, 2013

**FILE COPY**



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Tara Lodewyk, Planning Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3357/W-2013 – Proposed Parking Lot

---

**Reference:**

Planning Department, dated August 15, 2013.

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council defeated first reading to Bylaw 3357/W-2013 (Land Use Bylaw Amendment to provide for a parking lot at 4643 – 50 Street and 4637 – 50 Street for the private use by the Jackpot Casino).

**Report back to Council:** No

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall  
Legislative Services Manager

c: Director of Planning Services  
Senior Planner, H. Mountstephen  
Corporate Meeting Coordinator

DM 1387630

**FILE COPY**



LEGISLATIVE SERVICES

September 9, 2013, 2013

Mr. Franklin Daines  
c/o Jackpot Casino  
4950-47 Avenue  
Red Deer, AB T4N 6P8

**RE: Council Decision – September 3, 2013  
Land Use Bylaw Amendment 3357/W-2013  
Proposed Parking Lot**

Dear Mr. Daines:

At the Tuesday, September 3, 2013 Red Deer City Council Regular Meeting, Council defeated first reading to Land Use Bylaw Amendment 3357/W-2013 – to provide for a parking lots at Lots 44-46, Block A, Plan K8 (4643-50 Street) and Lots 41-43, Block A, Plan k8 (4637-50 Street).

Should you have any questions, please contact Haley Mountstephan, Senior Planner, Planning Department at 403.406.8700.

Sincerely,

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall  
Legislative Services Manager

c: Haley Mountstephan, Senior Planner, Planning Department

Mr. Craig Curtis  
Red Deer City Manager  
City of Red Deer  
4914 – 48 Ave  
Red Deer, AB  
T4N 3T3

August 28, 2013

2 AD IN  
2 LETTERS  
HAND OUT AT  
SEPT 3RD COUNCIL  
MEETING

Dear Mr. Curtis,

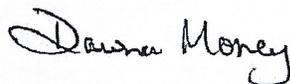
This letter is to address the request [redacted] 7Ave, Red Deer  
Alberta request for rezoning of Block A, plan K8, Lots 41 -43 and Block A, Plan K8, Lot 44- 46.

As Past President of the Parkvale Community Association (PCA) and former Chair of the Land use Committee for the PCA I must state my objection to this request. During my time on the Executive and specifically as President of the Association I was extremely pleased with the work that we together with our residents took on to consider the development of a Low Impact Commercial (LIC) zone within our neighbourhood. Working with Parkland Community Planning Services, the then contracted planning authority for the City of Red Deer, the PCA took great strides to involve our residents in the long term vision of our historical community.

We recognized the vision within the Greater Downtown Action Plan suggesting that we needed a buffer to the commercial district that we lived adjacent to. The zoning allowed for smaller based businesses (larger than home-based) to operate out of a residential property hence allowing for the neighbourhood to maintain its residential feel. Through that process there was much discussion of what would be allowable uses, development guidelines were developed and supported by our residents and ultimately by the Council of the day. Those guidelines have allowed for what has been a tremendous asset to Parkvale as well as to Downtown Red Deer. We have seen growth in the number of LIC uses and interest continues as properties evolve. Clearly in those guidelines and in the bylaw there are parking requirements that business owners must adhere to and at the same time it is very clear that stand alone parking lots are not an acceptable use. In fact I would suggest that allowing for a parking lot would increase traffic on the laneway and impact the residents that live and already share that laneway. It is my opinion from having been involved with those discussions that Parkvale did not believe that it was in the long term vision for our neighbourhood or gateway to our downtown to allow for this type of use and that in effect such development would discourage any further LIC development allowing for more parking lots and ultimately brownfields in our neighbourhood.

I would therefore request that Red Deer City Council take the position to continue to support this historical neighbourhood and the present LIC bylaw, therefore refusing this and any future requests to rezone parcels of property in the Parkvale neighbourhood into parking lots.

Respectfully,



Dawna Morey  
Past President , Parkvale Community Association

---

**Subject:** FW: Land Use Bylaw for Jack Pot Casino

---

**From:** Jennifer O'Brien  
**Sent:** Thursday, August 29, 2013 3:35 PM  
**To:** MayorMailbox  
**Cc:** [buck.buchanan@redeer.ca](mailto:buck.buchanan@redeer.ca)  
**Subject:** RE: Land Use Bylaw for Jack Pot Casino

Dear Council Member,

RE: Land Use Bylaw for Jack Pot Casino

Please be advised that the Board of the Parkvale Community Association **does not support** the change in land use put forward by Jack Pot Casino. Our association was involved in the creation of the low impact commercial regulations. We saw these regulations as a compromise to allow existing commercial activities to remain but prevent further erosion of the residential character of the north boundary of Parkvale. We continue to support the regulations as they are currently worded (meaning no stand alone parking lots). We do not see any circumstances that have changed to warrant a change in the regulations.

Thank you,

Jennifer O'Brien, President, Parkvale Community Association  
Craig Teal, Land Use Committee, Parkvale Community Association

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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 consider the environment before printing this e-mail.]



August 16, 2013

Sullivan Quarter (Water / Sanitary) Servicing

Local Improvement Bylaw 3504/2013

Consideration of Three Readings

Engineering Department

**Report Summary & Recommendation:**

---

Based on Administration's interpretation of the Municipal Government Act (MGA) and having received no objections for the abovementioned Local Improvement, Administration is recommending that Council approve the Sullivan Quarter (Water / Sanitary) Servicing Local Improvement Bylaw No. 3504/2013.

**City Manager Comments:**

---

I support the recommendation of Administration that Council consider three readings of Local Improvement Bylaw 3504/2013. This local improvement will be funded through grants and development levies, with no impact on the tax levy.

Craig Curtis  
City Manager

**Proposed Resolution**

---

That Council consider three readings of Local Improvement Bylaw 3504/2013.



## Report Details

### **Background:**

---

In December of 2009, Council considered a petition for a Local Improvement for the provision of water and sanitary services to the industrial development located NE 25-38-28 W4, commonly referred to as the Sullivan Quarter. Council's resolution is as follows:

December 14, 2009 –

“ Resolved that Council of The City of Red Deer having considered the Petition for Local Improvement, Water and Sanitary Service to NE 25-38-28-W4, Sullivan Quarter Section, as submitted by Mr. Dave Richter on November 20, 2009, hereby agrees that Administration prepare a local improvement plan for the proposed water and sanitary services in the area specified.”

April 6, 2010 –

“Resolved that Council of The City of Red Deer having considered the report from the Development Engineer and Engineering Services Manager, dated March 26, 2010, re: Water and Sanitary Services to Sullivan Quarter (NE 25-38-28-W4) – Local Improvement Costs hereby approves the budget amount of \$300,000 to be funded through the Capital Project Reserve (CPR), to be used towards engineering costs required to prepare the Local Improvement Plan for the water and sanitary services in the Sullivan Quarter Section.”

In 2010, an engineering consultant was retained to assist in preparation of the Plan by undertaking detailed servicing study and detailed design.

On June 10, 2013 a Notice of Intention was mailed out to impacted landowners in relation to the Sullivan Quarter Local Improvement which detailed the expected costs associated with the Local Improvement. There were no petitions objecting to the Local Improvement received. However, prior to bringing the bylaw forward for Council approval, we were required to change the original Plan, resulting in a need to re-issue the Notice of Intention.

The updated Plan was completed and on July 26, 2013, notices to those land owners who will be responsible to pay the local improvement tax were mailed out. There have been no petitions objecting to the local improvement filed with Legislative Services within the 30 day period allowed for in the MGA.

Preparation of the Local Improvement Plan has been challenging. At the time of responding to the original request, it was understood that this assignment would be significantly more complex than a typical local improvement but the following unforeseen items delayed the plan preparation:



- Capacity needs: significant work was required reviewing capacities of lines to ensure the new servicing plan will work with existing infrastructure and that the servicing plan will accommodate future growth areas.
- Land negotiations: Extending water and sanitary trunks to the development required easements across adjacent lands.
  - A water trunk is required to be extended northerly and tie into Queens's reservoir and pump station. Negotiations with the land owner to the immediate north for a utility easement along the future 75 Avenue road rights-of-way have been ongoing since 2009 with no success. The land owner to the northwest of this development has entered into an agreement to sell an easement for the extension water trunk subject to Council approval of the Local Improvement.
  - An extension to the sanitary trunk is required to the east through private industrial lots, across QE2, through Edgar Industrial Park, and across Red Deer Soccer Association sports field, all of which required evaluation of alternative utility routing and different construction methodologies. Significant time and effort was spent negotiating with land owners for the final approved routes.
- Limitation of directional drilling – The original servicing concepts to extend the sanitary trunk across QE2 and through existing industrial properties was to use directional drilling. This technique was recommended after consultation with contractors and formed the basis for the detailed design. During the course of preparing final estimates, a second round of consultation with directional drilling contractors was undertaken and due to shallow grades of the trunk crossings, directional drilling limits were changed and a redesign of the crossing was required.

### Discussion:

The estimated cost of the Local Improvement Plan is within the 2013 Capital Budget approved by Council. The following is an outline of the anticipated costs:

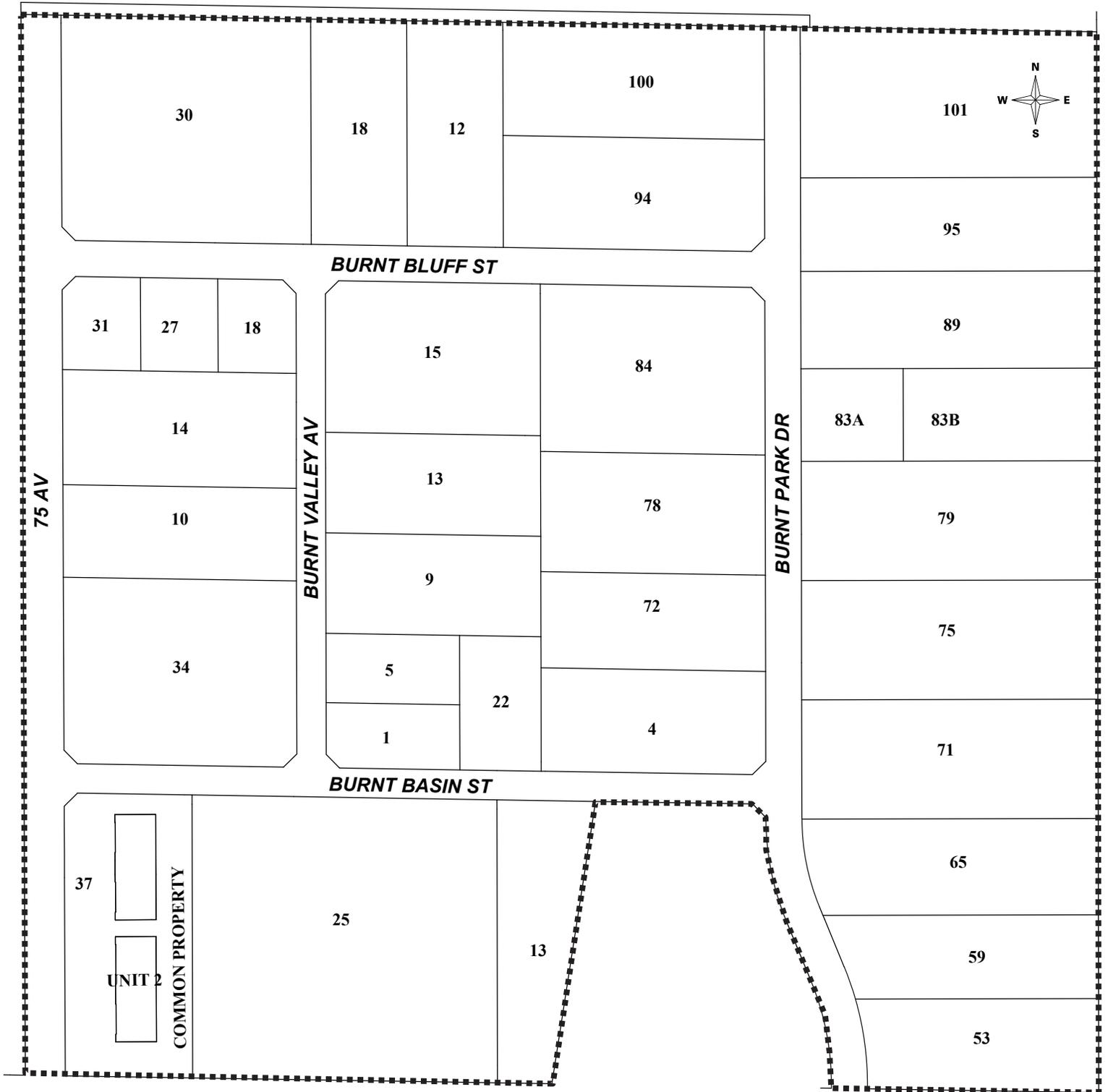
	Budget	Revised Project Cost	Funding Source
Local Improvement	\$ 7,035,000	\$ 5,072,535	90% MSI, 10% CPR
Water Trunk	\$ 1,600,000	\$ 1,600,000	Water Offsite Levy
Sanitary Trunk	\$ 1,750,000	\$ 1,750,000	Sanitary Offsite Levy
<b>TOTAL</b>	<b>\$ 10,385,000</b>	<b>\$ 8,422,535</b>	

The total cost of the local improvement tax for an average one hectare property would result in a one-time payment of \$96,616.36 or an annual payment of \$6,867.72 for twenty years. This cost is less than the original 2009 Local Improvement Plan estimate of \$7,286,319 which results in an average one hectare property requiring a one-time payment of \$138,500 or an annual payment of \$10,425.



The Local Improvement project cost originally included the connection fees in order to reflect the original petition submitted by landowners. The City has confirmed it does not have the authority to include a connection fee as part of a Local Improvement Tax; therefore the estimated cost of the Local Improvement has been reduced to \$5,072,535.50. The affected landowners were notified through a revised Notice of Intention that a connection fee will be charged at the time each property owner applies to connect to utility services, as per Utility Bylaw 3464/2011. Based on 2013 rates, the service connection fee for a one hectare parcel of land would be \$37,702.

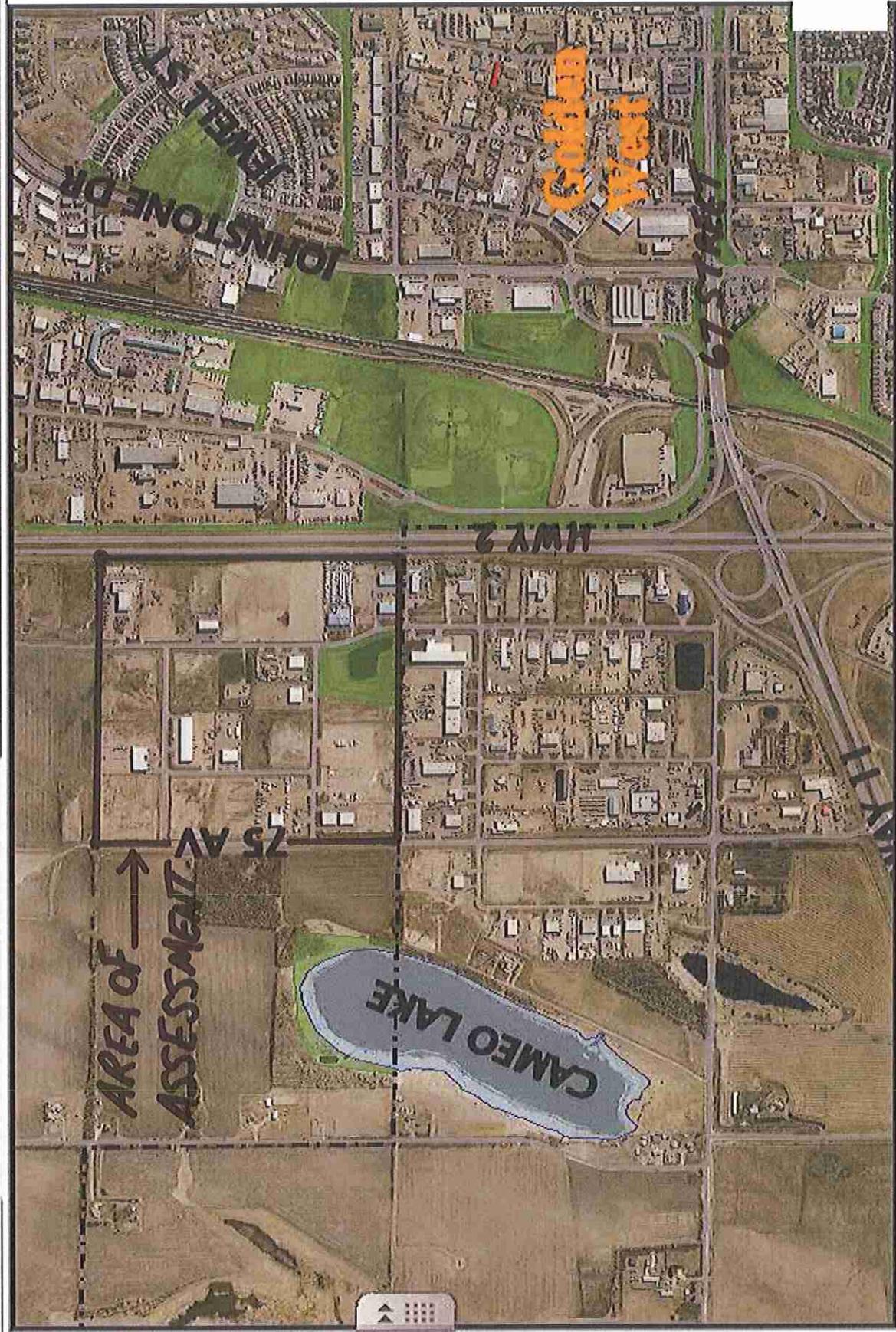
If the Local Improvement is approved, construction could begin in late September 2013 in order to proceed with the extension of sanitary trunks through the Edgar Industrial soccer fields this year and allow for turf re-establishment throughout 2014. Final completion of construction is anticipated for fall of 2014.



----- Local Improvement Project Boundary -----

### Sullivan Quarter

Figure #1



*Sullivan Quarter Water & Sanitary Services*

*Figure #1*

**BYLAW NO. 3504/2013**

Being a Bylaw to authorize the Municipal Council of The City of Red Deer to impose a special assessment for the construction of the Sullivan Quarter water & sanitary servicing.

WHEREAS it is deemed expedient and proper pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, that the Council shall issue a bylaw to authorize undertaking, completing, and levying a special assessment for construction of water & sanitary services;

AND WHEREAS plans, specifications and estimates for such work have been made by the Engineering Services Manager, whereby the total cost of the said project is \$ 8,422,536;

AND WHEREAS the estimated lifetime of the project is 20 years;

AND WHEREAS the proposed construction will serve about 52.502 ha of assessable land;

AND WHEREAS pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, the Council has given proper notice of intention to undertake and complete the construction of the Sullivan Quarter water & sanitary services, the cost or a portion of the costs thereof to be assessed against the abutting (or benefiting) properties in accordance with the attached Schedule "A", and no sufficiently signed and valid petition against the said proposal has been received by the Council.

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

1. The Municipal Council of The City of Red Deer is hereby empowered to enter into contracts for the purpose of constructing the Sullivan Quarter water & sanitary services as may be necessary.
2. That for the purpose aforesaid, the sum of five million, seventy-two thousand, five hundred, thirty-five dollars (\$5,072,535) will be loaned from the Capital Projects Reserve (CPR) and Municipal Sustainability Initiative (MSI) funding (10% CPR, 90% MSI) of which amount the sum of \$0.00 is to be paid by The City at large and the sum of \$5,072,535 is to be collected by way of special assessment as herein provided in attached Schedule "A". The remaining project costs in the sum of \$3,350,000 will be funded by The City's offsite levy fund.
3. During the currency of the said loan there shall be raised annually for payment of the owner's portion of the cost and interest thereon, by special assessment under the Municipal Government Act, R.S.A., 2000, as amended, the respective sums shown as yearly payments on Schedule "A" hereby attached, and there is

hereby imposed on all privately owned lands within the Sullivan Quarter fronting or abutting on that portion of the streets or places whereon the said improvements are to be constructed, a special assessment sufficient to cover the owner's portion of the cost of the said work and the interest payable at the unit rate or rates set forth in said Schedule "A". The said special assessment shall be in addition to all other rates and taxes.

- 4. Nothing in this Bylaw shall prohibit the owner of the lands herein described from making payment in full of the balance of the assessment and interest accruing thereon which may be owing from time to time at any time prior to the expiration of the term of 20 years.
- 5. This Bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL this                    day of                    2013

READ A SECOND TIME IN OPEN COUNCIL this                    day of                    2013

READ A THIRD TIME IN OPEN COUNCIL this                    day of                    2013

AND SIGNED BY THE MAYOR AND DEPUTY CITY CLERK this    day of                    2013

\_\_\_\_\_  
MAYOR

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

**Schedule "A"****BYLAW NO. 3504/2013****LOCAL IMPROVEMENT - SPECIAL ASSESSMENT  
FOR CONSTRUCTION OF THE SULLIVAN QUARTER  
WATER & SANITARY SERVICING**

1. Properties to be assessed:

See Figure #1

2. Total Area 52.502 ha
3. Total Special Assessment against all properties \$ 5,072,535
4. Annual Repayment rate based on assessable area for a period of 20 years calculated at 3.613% interest. \$ 6,867.72 / ha
5. One-time payment amount based on Assessable area \$ 96,616.36 / ha

July 26 2013 Letter to  
Affected Property  
Owners and Notice of  
Intention - Sullivan  
Quarter - Local  
Improvement - Updated  
Plan

July 26, 2013

Dear Sir/Madam:

**Re: Proposed Construction of Water & Sanitary Services to a portion of NE 25-38-28 W4  
Local Improvement Project Sullivan Quarter**

On June 10, 2013 a Notice of Intention was mailed to you in relation to the Sullivan Quarter Local Improvement which detailed the expected costs associated with the Local Improvement, as well as your proportional share of these costs as a property owner in the area. Unfortunately, the following deficiencies with this process have been noted:

- The original notice did not identify all the parcels of land in respect of which the Local Improvement Tax will be imposed, if approved by Council. Attached is a list of those properties, as well as a map, defining the area of assessment.
- The Local Improvement project cost identified in the original notice included connection fees in order to reflect the original petition submitted by landowners. The City has confirmed it does not have the authority to include a connection fee as part of a Local Improvement Tax; therefore the project cost has been reduced to \$5,072,535.50. Be advised, a connection fee will be charged at the time each property owner applies to connect to utility services, as per Utility Bylaw 3464/2011. Based on 2013 rates, the connection fee for a one hectare parcel of land would be \$37,702.

As a result of these changes, The City is required to issue a new Notice of Intention and once again allow 30 days in which affected property owners may petition against the Local Improvement. Enclosed with this letter is a Revised Notice of Intention.

If you wish to object to this local improvement, please send a petition to the Legislative Services Manager at The City of Red Deer. If you propose to submit a petition, it must be submitted on the appropriate forms available from the Office of the Legislative Services Manager.

**Any petition against the improvement must be received by August 30, 2013.**

If a sufficient petition objecting to the local improvement is not received by the above date, on September 3, 2013, Council may undertake the local improvement and impose the Local Improvement Tax at any time within 3 years.

If Council approves the project, construction will likely begin in early October 2013, continuing into the summer of 2014.

The City will review the Local Improvement Bylaw rate once construction is complete and all costs are confirmed. Following the rate review, the Revenue and Assessment Services Department will prepare and send a final notice confirming the amount to be paid by each property owner. **Please do not submit any payments to The City until the Revenue and Assessment Services Department has sent this notice to you.**

In order to install the service connections to your property line, the contractor will be giving each lot owner an opportunity to select where the services are to be stubbed out on the property line.

If you have any questions, please call Andrew Phillips at (403) 342-8158.

Yours truly,



Frank Colosimo, P. Eng  
Engineering Services Manager

AP/mvb  
Attachments

- c. Director of Corporate Services  
City Clerk  
City Assessor

**NOTICE OF INTENTION  
TO CONSTRUCT A LOCAL IMPROVEMENT  
IN THE CITY OF RED DEER**

Pursuant to Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, Notice is hereby given that the Council of The City of Red Deer intends to undertake the proposed construction of Water & Sanitary Services to a portion of NE 25-38-28 W4 / Sullivan Quarter as a local improvement. The cost of the aforementioned local improvement is \$ 8,422,536; of which amount the sum of \$ 5,072,535.50 is to be paid by special assessment as provided herein and the sum of \$ 3,350,000 is to be paid by The City of Red Deer at large.

The following information regarding the above noted local improvement project is shown in the attached Appendix A, Part 1:

1. The local improvement project estimate.
2. The annual interest rate.
3. The local improvement repayment (assessment) period.
4. The estimated annual payment amount based on hectares (ha) of land for this local improvement project.
5. The estimated one-time payment amount based on hectares (ha) of land for this local improvement project.

The rates noted in Appendix A, Part One may be subject to amendment once construction is completed and costs are finalized.

The following information and costs applicable to your property are shown in the attached Appendix A, Part 2:

1. The name of the registered property owner.
2. The mailing address of the property owner.
3. The civic address of your property.
4. The legal description of your property.
5. The area (ha) of your property.

Notice of Intention to Construct a Local Improvement

6. The estimated annual payment amount for each year of the noted payment period.
7. The estimated one-time payment amount for your property.

Notice is also given that this local improvement project will not proceed if the property owners submit a petition against the proposed local improvement project. For a local improvement project not to proceed, the following conditions must be met:

1. If a petition is submitted, it must be signed by at least two-thirds (67%) of the property owners who would be liable to pay the local improvement tax and the owners who sign the petition must represent at least 50% of the value of the property assessment for the parcels of land subject to the local improvement tax.
2. If a Municipality, school, or health authority is the owner of any lands affected by the local improvement, and as such, is entitled to sign the petition; its name and assessment may be exempted from a determination of sufficiency of the petition, should the municipality, school, or health authority so elect.
3. If a parcel of land is owned by more than one owner, the owners are considered as one owner for the purpose of determining the validity of a petition.

If no petition or an insufficient petition has been received by the City objecting to the local improvement within the time limited specified, the local improvement may be undertaken and the cost of it assessed to the property owners by the system of assessment referred to in this Notice.

Council may undertake to construct the proposed local improvement at anytime within three years of the giving of this Notice.

Where the property owner(s) proposes to make annual payments for the noted repayment period, the owner(s) may pay the outstanding balance at anytime, including any interest and penalties less any previously amount paid.

Dated at The City of Red Deer this **July 26, 2013**.

Att.

## Notice of Intention to Construct a Local Improvement

Page 3

**APPENDIX A**  
**THE CITY OF RED DEER**  
**ENGINEERING SERVICES DEPARTMENT**  
**LOCAL IMPROVEMENT TAX INFORMATION**

**PRELIMINARY COSTS FOR CONSTRUCTION OF**  
**Proposed Water & Sanitary Services to a portion of NE 25-38-28 W4**  
**Sullivan Quarter**  
**AS A LOCAL IMPROVEMENT PROJECT**

The personal information contained on this form is collected under the authority of the Municipal Government Act, Division 7, Local Improvement Tax and will be used for the purpose of implementing a local improvement and a local improvement tax. If you have any questions about this collection, please contact the Engineering Services Manager, The City of Red Deer, 4914 - 48 Avenue, Red Deer, Alberta, T4N 3T4 or telephone (403) 342-8158.

**Part 1: Local Improvement Project Information**

a. Estimated Local Improvement Project Cost	\$5,072,535.50
b. Interest Rate	3.613%
c. Local Improvement Repayment Period	20 Years
d. Estimated Annual Repayment Rate based on Assessable Area	\$6,867.72 /hectare
e. Estimated One-time Payment Amount based on Assessable Area	\$96,616.36 /hectare

**Part 2: Property Information**

a. Tax Roll Number	8800417		
b. Property Owner	WOODY PAYLOR ENTERPRISES LTD		
c. Mailing Address	1702 49 AVE RED DEER AB T4R 2N7		
d. Municipal Address	71	BURNT PARK DR	
e. Legal Description	Lot 10	Block 1	Plan 1021413
f. Additional Legal			
g. Assessable Area		1.99105	hectares
h. Estimated Annual Payment Amount for Noted Repayment Period		\$13673.97	/annum
i. Estimated Total One-time Payment Amount		\$192368	

Attachment A - Letter to affected property owners and Notice of Intention - Sullivan Quarter Local Improvement
---

June 10, 2013

Dear Sir/Madam:

**Re: Proposed Construction of Water & Sanitary Services to NE 25-38-28 W4  
Local Improvement Project Sullivan Quarter**

---

At the December 2, 2009 Council Meeting, Council approved the initiation of a local improvement for the proposed construction of Water & Sanitary Services to NE 25-38-28 W4 / Sullivan Quarter. Attached is a Notice of Intention to Construct a Local Improvement that provides information on the charges applicable to your property based on a 20-year payment period or a "one-time" payment.

If you wish to object to this local improvement, please send a petition to the Legislative Services Manager at The City of Red Deer. If you propose to submit a petition, it must be submitted on the appropriate forms available from the Office of the Legislative Services Manager.

**Any petition against the improvement must be received by July 16, 2013.**

In the event that an insufficient number of objections have been received opposing the proposed Bylaw, as outlined in the attached Notice, Council will likely consider approval of this Bylaw on August 19, 2013.

If Council approves the project, construction will likely begin in early October 2013, continuing into the summer of 2014.

The City will review the Local Improvement Bylaw rate once construction is complete and all costs are confirmed. Following the rate review, the Revenue and Assessment Services Department will prepare and send a final notice confirming the amount to be

paid by each property owner. **Please do not submit any payments to The City until the Revenue and Assessment Services Department has sent this notice to you.**

In order to install the service connections to your property line, the contractor will be giving each lot owner an opportunity to select where the services are to be stubbed out on the property line.

If you have any questions, please call Andrew Phillips at (403) 342-8158.

Yours truly,



Frank Colosimo, P. Eng  
Engineering Services Manager  
City of Red Deer

AP/mvb  
Att.

- c. Director of Corporate Services
- City Clerk
- City Assessor

**NOTICE OF INTENTION  
TO CONSTRUCT A LOCAL IMPROVEMENT  
IN THE CITY OF RED DEER**

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The following information regarding the above noted local improvement project is shown in the attached Appendix A, Part 1:

1. The location of the proposed local improvement.
2. The local improvement project estimate.
3. The annual interest rate.
4. The local improvement repayment (assessment) period.
5. The estimated annual payment amount based on hectares (ha) of land for this local improvement project.
6. The estimated one-time payment amount based on hectares (ha) of land for this local improvement project.

The rates noted in Appendix A, Part One may be subject to amendment once construction is completed and costs are finalized.

The following information and costs applicable to your property are shown in the attached Appendix A, Part 2:

1. The name of the registered property owner.
2. The mailing address of the property owner.
3. The civic address of your property.
4. The legal description of your property.
5. The area (ha) of your property.

Page 2

Notice of Intention to Construct a Local Improvement

6. The estimated annual payment amount for each year of the noted payment period.
7. The estimated one-time payment amount for your property.

Notice is also given that this local improvement project will not proceed if the property owners submit a joint petition against the proposed local improvement project. For a local improvement project not to proceed, the following conditions must be met:

1. If a petition is submitted, it must be signed by at least two-thirds (67%) of the property owners who would be liable to pay the local improvement tax and the owners who sign the petition must represent at least 50% of the value of the property assessment for the parcels of land subject to the local improvement tax.
2. If a Municipality, school, or health authority is the owner of any lands affected by the local improvement, and as such, is entitled to sign the petition; its name and assessment may be exempted from a determination of sufficiency of the petition, should the municipality, school, or health authority so elect.
3. If a parcel of land is owned by more than one owner, the owners are considered as one owner for the purpose of determining the validity of a petition.

If no petition or an insufficient petition has been received by the City objecting to the local improvement within the time limited specified, the local improvement may be undertaken and the cost of it assessed to the property owners by the system of assessment referred to in this Notice.

Council may undertake to construct the proposed local improvement at anytime within three years of the giving of this Notice.

Where the property owner(s) proposes to make annual payments for the noted repayment period, the owner(s) may pay the outstanding balance at anytime, including any interest and penalties less any previously amount paid.

Dated at The City of Red Deer this **June 10, 2013**.

Att.

Notice of Intention to Construct a Local Improvement  
Page 3

**APENDIX A**  
**THE CITY OF RED DEER**  
**ENGINEERING SERVICES DEPARTMENT**  
**LOCAL IMPROVEMENT TAX INFORMATION**

PRELIMINARY COSTS FOR CONSTRUCTION OF A  
**Proposed Construction of Water & Sanitary Services to NE 25-38-28 W4/ Sullivan  
Quarter**  
AS A LOCAL IMPROVEMENT PROJECT

The personal information contained on this form is collected under the authority of the Municipal Government Act, Division 7, Local Improvement Tax and will be used for the purpose of implementing a local improvement and a local improvement tax. If you have any questions about this collection, please contact the Engineering Services Manager, The City of Red Deer, 4914 - 48 Avenue, Red Deer, Alberta, T4N 3T4 or telephone (403) 342-8158.

**Part 1: Local Improvement Project Information**

a. Estimated Local Improvement Project Cost	\$7,035,000
b. Interest Rate	3.613%
c. Local Improvement Repayment Period	20 Years
d. Estimated Annual Repayment Rate based on Assessable Area	\$9,524.71 /hectare
e. Estimated One-time Payment Amount based on Assessable Area	\$133,995.33 /hectare

**Part 2: Property Information**

a. Tax Roll Number	8800100		
b. Property Owner	BRANDT TRACTOR PROPERTIES LTD		
c. Mailing Address	PO BOX 3856 HWY 1 EAST REGINA SK S4P 3R8		
d. Municipal Address	101	BURNT PARK DR	
e. Legal Description	1	1	524232
f. Additional Legal			
g. Assessable Area		2.46858	hectares
h. Estimated Annual Payment Amount for Noted Repayment Period		\$23,512.51	/annum
i. Estimated Total One-time Payment Amount		\$330,778.19	

Petitions and Delegations Item No. 1

Back up information from the  
December 14, 2009 Council  
meeting re: Sullivan Quarter Local  
Improvement

November 20, 2009

The City of Red Deer  
Box 5008  
Red Deer, AB T4N 3T4

Dear Sir/Madam:

Re: Petition for Local Improvement – Burnt Lake Park / Sullivan Quarter Section

Enclosed for your information is a Local Improvement Petition related to the Burnt Lake Park / Sullivan Quarter Section. The Petition for Local Improvement requests the construction of water and sanitary services in the NE 25-38-28, W4 - Sullivan quarter section.

In discussions with Engineering Services over recent months, indication has been given that this project will be scheduled into their 2010 work plan, see attached letter dated June 26, 2009. It is our hope that this work plan can still be accomplished and request that the sufficiency of this petition be considered as quickly as possible so that this application can be brought before Red Deer City Council.

Thank you for your consideration of this request.

Sincerely,



Dave Richter  
4, 83A Burnt Park Drive  
Red Deer, AB T4P 0J7

PETITION FOR LOCAL IMPROVEMENT

(Pursuant to the Municipal Government Act, Chapter M-26, of the RSA 2000, and amendments thereto)

To: The Council of The City Of Red Deer, in the Province of Alberta.

The undersigned persons, being electors of the City of Red Deer, in the Province of Alberta, hereby petition Council to construct water and sanitary services in the NE 25-38-28, W4 – Sullivan quarter section as a local improvement to be assessed by way of a unit rate to be fixed by council, in accordance with the provisions of the Municipal Government Act and the Bylaws of The City Of Red Deer.

Each petitioner, by signing this petition, certifies that he or she is an elector of The City Of Red Deer. Persons acting as signing authority on behalf of a business/corporate entity must complete a declaration of signing authority.

The estimated cost to provide these services is \$5,475,000. An average lot with an area of 1 hectare could pay approximately \$8,700 a year for twenty years or choose a one time payment of approximately \$104,000. These costs are preliminary only. A special tax will be charged of approximately \$34,500 for an average 1 hectare lot. Property owners would receive a detailed cost estimate after a valid petition is approved.

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	COMMERCIAL LAND SALES LTD. 850104 ALBERTA LTD.	BURNT PARK DRIVE #2-83A BURNT PARK DRIVE	Nov 10/09	
	850104 ALBERTA LTD.	112483A BURNT PARK DRIVE	Nov. 10/09	
	850104 ALBERTA LTD.	83 B BURNT PARK DRIVE	Nov 10.09	
	858484 AB LTD)	30+24 BURNT PARK DRIVE	Nov 12/09	
	1190150 ALBERTA LTD.	84 BURNT PARK DRIVE	Nov. 12/09	
	Santa Cruz Properties Ltd.	B1-37 BURNT PARK DRIVE	Nov 12/09	
	1333789 AB LTD	A1-A8 37 BURNT PARK DRIVE	Nov 12/09	
	"	B3	Nov 12/09	
	"	B5+B6	Nov 12/09	
	Providence Trucking Inc	94+100 BURNT PARK DRIVE	12-Nov-09	
	1403368 ACTA LTD	A4-B2 BURNT PARK DRIVE	2-Nov-09	

*Witnessed*  
*Nov 20 2009*

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	Woody Payne	71x77 BURNT PARK DRIVE	Nov 18/09	
	ENTERPRISES LTD 1387220 ALBERTA LTD	BURNT PARK DR. BURNT PARK DR.	Nov 18/09	
	SHAW INTERNATIONAL INC. 1422468 ALBERTA LTD	34 BURNT BASIN	Nov 18, 09	
	STARS AND HOLDINGS INC. 1380090 ALBERTA LTD	11, 23, 4, 5, 6, 7, 8, 9, 10 15 BURNT BLVD ST	Nov 19, 2009	
	BIRCH CREEK DEVELOPMENT 412575 AB LTD	22 BURNT BASIN ST	Nov 19, 2009	
	BIRCH CREEK DEVELOPMENT 412575 AB LTD	27 BURNT BLVD ST.	Nov 19, 2009	
	BIRCH CREEK DEVELOPMENT 803969 AB LTD	53 BAYS 4, 5 59 BURNT PARK DR.	Nov 19/09	
	BIRCH CREEK DEVELOPMENT 803969 AB LTD	B6 53 BURNT PARK DR	Nov. 19/09	
	John Stigge, Verter	15 BURNT PARK DR	Nov 19/09	
	John Stigge, Verter	B4 37 BURNT BASIN	Nov 19/09	

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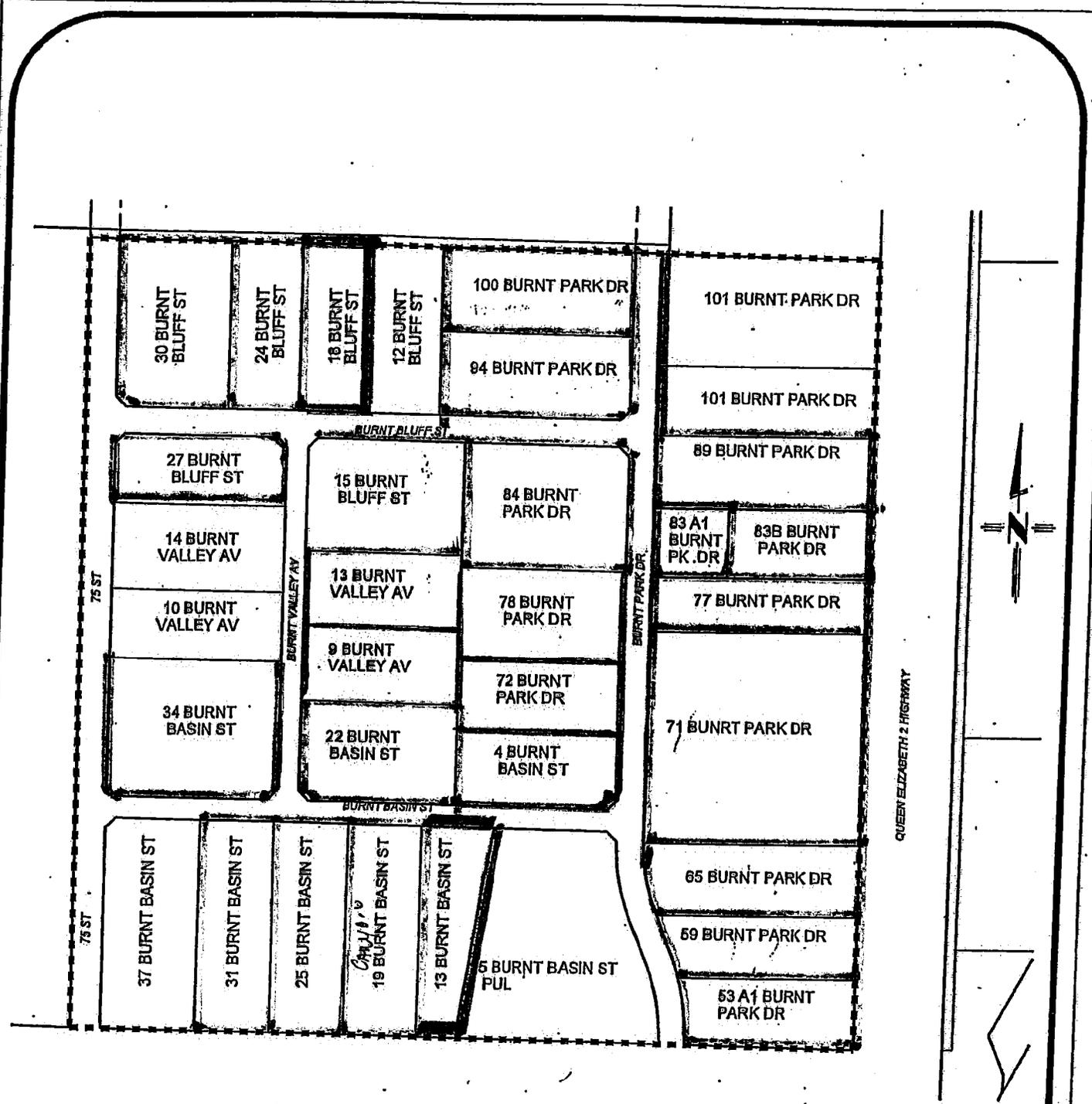
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	CANYON TECHNICAL SERVICES LTD	19. 25, 191 BURNT BRIM ST	NOV. 20 2009	
	1389655 1160th LTD/KMS TOOLS	111, 112, 113 53 BURNT PARK DR	NOV. 20/09	
	WATSON + WATSON RESOURCES LTD	89 BURNT PARK DR	NOV. 20/09	

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...SULLIVAN QUARTER8.5X11.dgn 2009/06/05 6:47:20 AM



**BURNT LAKE BUSINESS PARK PHASE 2**

POTENTIAL LOCAL IMPROVEMENT PROJECT  
TO INSTALL  
SANITARY & WATER MAINS

--- BOUNDRY OF POTENTIAL LOCAL IMPROVEMENT ---

AREA OF POTENTIAL LOCAL IMPROVEMENT 62.448 ha.

**Legislative & Administrative Services**

**DATE:** December 2, 2009

**TO:** Legislative & Administrative Services Manager

**FROM:** Deputy City Clerk

**SUBJECT:** Local Improvement Petition / Water & Sanitary Services to NE 25-38-28 W4 / Sullivan Quarter Section

---

A local improvement petition was filed with Legislative & Administrative Services on November 20, 2009 requesting that The City provide water and sanitary services to lands as noted above. To determine sufficiency, Assessment & Tax examine the petition as it relates to section 392(2) of the Municipal Government Act and this office reviews the petition in light of provisions outlined in sections 224 and 225 which relate to the way in which a petition is completed: printed surname and given name, signature, street/civic address, signature witnessed, affidavit of the witness, exclusion of any names that are not witnessed and/or incomplete submissions. Additionally, because the petitioners in this instance are corporate bodies, this office required, in accordance with section 392(5) of the MGA, that a certificate authorizing the person to sign the petition also be provided. Certificates of signing authority were also verified.

Based on the above noted criteria and the sufficiency of section 392(2) as identified by Assessment & Tax, this petition meets the requirements for a local improvement petition as set out in the MGA.

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

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

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

**Recommendation**

That Council approves proceeding with the local improvement plan.

Frieda McDougall  
Deputy City Clerk

**Assessment & Taxation Services**

**DATE:** December 1, 2009

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

**FROM:** Debra Stott, Tax Collector

**SUBJECT:** Petition for Local Improvement – Water and Sanitary Services to NE 25-38-28, W4 – Sullivan Quarter Section

---

There are 60 properties, with a total assessment value of \$53,859,699 which will be affected by this proposed local improvement. In order to be valid:

1. A minimum of 41 registered owner signatures must appear on the petition. Forty-seven registered owners signed this petition, and
2. Assessment value of the properties whose registered owners signed the petition must total a minimum of \$26,929,850. The assessment value of the properties whose registered owners signed the petition totals \$34,830,270.

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

"A petition is not a sufficient petition unless

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

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

Debra Stott, CMA  
Tax Collector

***Comments:***

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

**"Morris Flewwelling"**  
**Mayor**

**"Craig Curtis"**  
**City Manager**

**Unfinished Business Item 1**

Back up information from the April 6, 2010 Council Meeting re: Sullivan Quarter Local Improvement

**Date:** March 26, 2010

**To:** Legislative & Administrative Services Manager

**From:** Development Engineer  
Engineering Services Manager

**Re:** **Water & Sanitary Services to Sullivan Quarter (NE 25-38-28 W4)  
Local Improvement Costs**

---

In December of 2009, Council considered a petition for a local improvement regarding water and sanitary services to NE 25-38-28-W4 (Sullivan Quarter section). Engineering Services has been directed to prepare a Local Improvement Plan for the water and sanitary services in the area.

**A. Background**

Typically, local improvement requests are of small magnitude (i.e. lane paving, etc.) and are designed and estimated with "in house" Engineering Services staff, and the cost is absorbed in Engineering's operating budget until a local improvement bylaw is approved. However, this local improvement request is significantly more complex than typical improvement projects.

This quarter section was previously constructed as a rural development meeting Red Deer County's standards with individual wells and septic systems. This local improvement project will require a servicing study to be completed in order to:

- Review the water and sanitary servicing requirements within the quarter section;
- Provide an evaluation of the existing storm drainage system;
- Determine over-sizing of water and sanitary sewer mains to pick up adjacent quarter sections;
- Determine if major repair/reconstruction of roadways and ditches will be required;
- Design the extension of levy funded infrastructure into the serviced area.

Upon completion of the servicing study, a detailed design and an associated cost estimate can be prepared for a potential local improvement bylaw. Based on the above tasks identified, the cost associated will be significant.

Legislative & Administrative Services Manager  
 March 26, 2010  
 Page 2

**B. Approved and Required Budgets**

Based on the initial estimates of the local improvement petition, the following is a summary of anticipated costs.

**Table 1 - Anticipated Cost Summary**

	<b>Offsite Levy Component</b>	<b>Onsite Component</b>
Engineering - Design	\$160,000	\$300,000
Construction	\$3,403,000	\$5,180,000
<b>Total</b>	<b>\$3,563,000</b>	<b>\$5,480,000</b>

**Offsite Levy Funded Component**

The City's approved 2010 Capital Budget has included the amount of \$3.563 M to design (2010) and construct (2011) the required water and sanitary offsite levy funded infrastructure to support this development and the surrounding area.

**Onsite Improvement Component**

The 2010 budget is not carrying funds to front end the costs associated with the servicing study, design or construction of the infrastructure required to service the Sullivan Quarter. Engineering Services has prepared an initial cost estimate related to servicing the Sullivan Quarter with water and sanitary sewer services of approximately \$5.48 M. Note: This excludes the offsite levy funded infrastructure.

Typically, engineering fees and services for design of a project such as this are anticipated to be approximately 5% of the estimated construction cost. Engineering Services is estimating \$300 K will be required to be spent at the onset of this project (\$50 K servicing study costs plus \$250 K design costs). Currently, no funding source has been identified to cover the cost associated with the study and design component of the preparation of the local improvement plan.

Legislative & Administrative Services Manager

March 26, 2010

Page 3

**C. Funding Source**

In consultation with Financial Services, the requested amount of \$300,000 for engineering costs related to onsite work should be funded through Capital Project Reserve (CPR). If the local improvement tax bylaw is approved, the \$300,000 in engineering costs, as well as the associated construction costs, would be recovered. It should be noted that if the local improvement tax bylaw is not approved, the \$300,000 spent on the engineering cost will not be recovered.

At this point in time, this request does not consider the funding of construction costs. Once the local improvement plan is developed and this study informs the actual costs of this development, financial implications will be known and will be presented to Council for consideration. Financial sustainability will need to be closely examined as this expenditure is currently not considered in our Capital Plan.

**D. Recommendation**

We respectfully recommend that City Council approve the new budget amount of \$300,000 from CPR to be used towards engineering costs required to prepare the Local Improvement Plan for the water and sanitary services in the Sullivan Quarter Section.



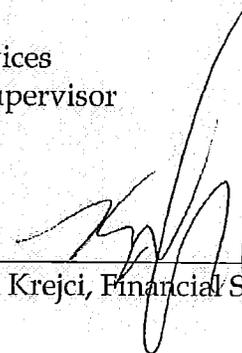
Lee Birn, P.Eng.  
Development Engineer



Frank Colosimo, P.Eng.  
Engineering Services Manager

LB/ldr

- c. Paul Goranson, Director of Development Services
- Teresa Truant, Engineering Administrative Supervisor
- Sean LaFrance, Project Coordinator



Dean Krejci, Financial Services Manager

Originally Presented to Council on  
Monday, December 14, 2009

November 20, 2009

The City of Red Deer  
Box 5008  
Red Deer, AB T4N 3T4

Dear Sir/Madam:

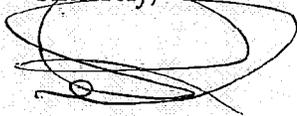
Re: Petition for Local Improvement – Burnt Lake Park / Sullivan Quarter Section

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In discussions with Engineering Services over recent months, indication has been given that this project will be scheduled into their 2010 work plan, see attached letter dated June 26, 2009. It is our hope that this work plan can still be accomplished and request that the sufficiency of this petition be considered as quickly as possible so that this application can be brought before Red Deer City Council.

Thank you for your consideration of this request.

Sincerely,



Dave Richter  
4, 83A Burnt Park Drive  
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	"	B3	Nov 12/09	
	"	B5+B6	Nov 12/09	
	Providence Trucking Inc	94+100 BURNT PARK DRIVE	12-Nov-09	
	1403368 ALTA LTD	A9. B2 BURNT PARK DRIVE	2 Nov 09	

*Handwritten notes:*  
 Nov 20 2009  
 [Signature]

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PETITION FOR LOCAL IMPROVEMENT

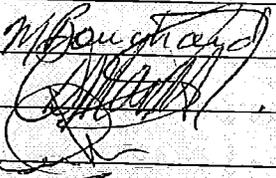
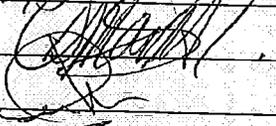
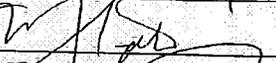
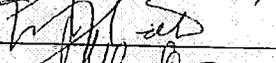
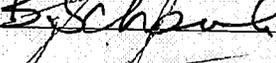
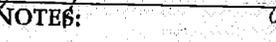
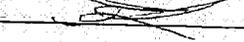
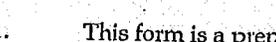
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2. Each page of this petition shall contain an accurate and identical statement of the purpose and objectives of the petition. As the wording of the petition is critical, legal advice should be obtained.
3. In the absence of a municipal address, indicate legal description of property which petitioner owns.
4. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signatures they witnessed are electors of the municipality.
5. All signatures must be obtained within the 60 days prior to the date the petition is received by The City of Red Deer.

PETITION FOR LOCAL IMPROVEMENT

(Pursuant to the Municipal Government Act, Chapter M-26, of the RSA 2000, and amendments thereto)

To: The Council of The City Of Red Deer, in the Province of Alberta.

The undersigned persons, being electors of the City of Red Deer, in the Province of Alberta, hereby petition Council to construct water and sanitary services in the NE 25-38-28, W4 – Sullivan quarter section s a local improvement to be assessed by way of a unit rate to be fixed by council, in accordance with the provisions of the Municipal Government Act and the Bylaws of The City Of Red Deer.

Each petitioner, by signing this petition, certifies that he or she is an elector of The City Of Red Deer. Persons acting as signing authority on behalf of a business/corporate entity must complete a declaration of signing authority.

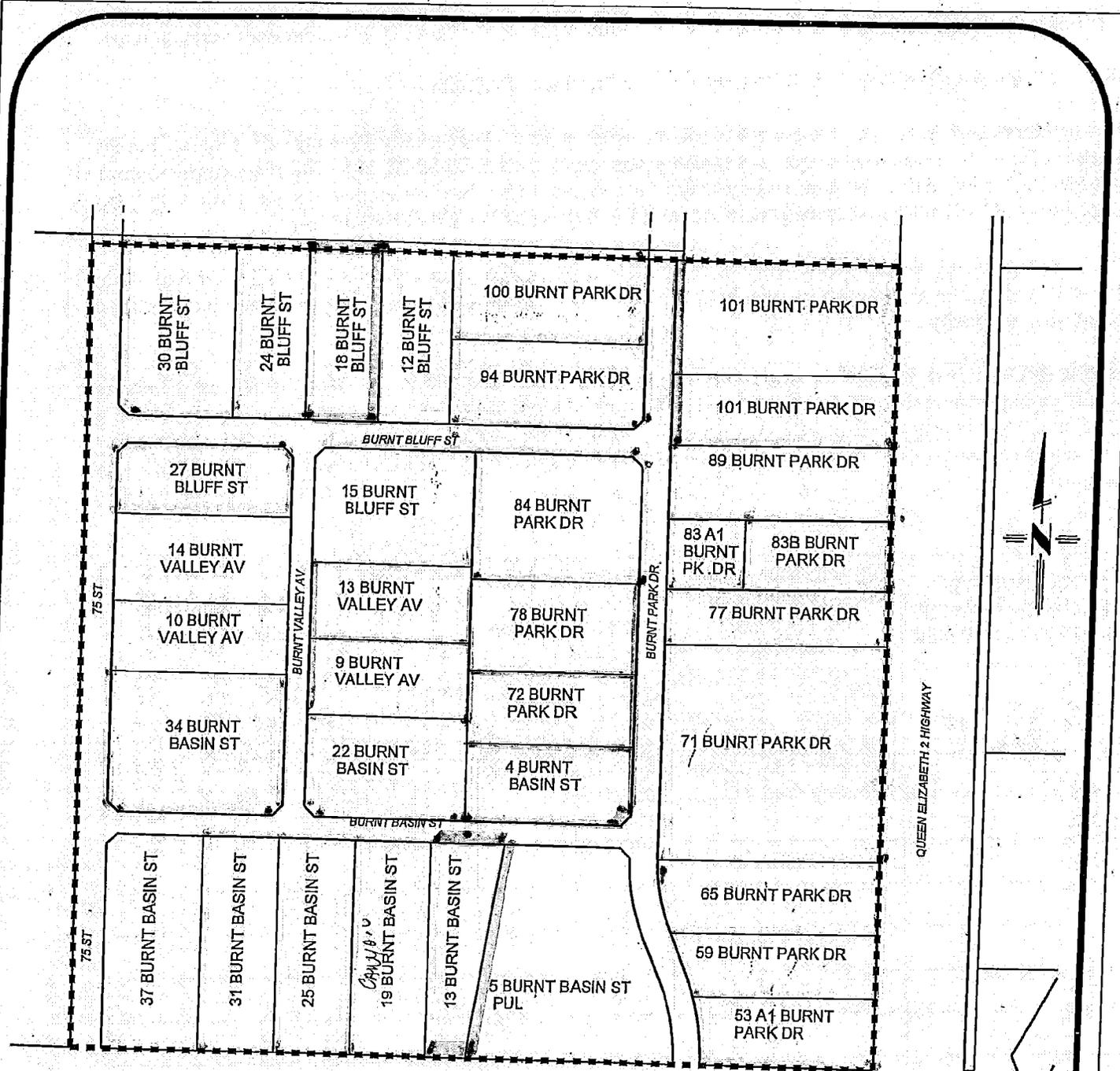
The estimated cost to provide these services is \$5,475,000. An average lot with an area of 1 hectare could pay approximately \$8,700 a year for twenty years or choose a one time payment of approximately \$104,000. These costs are preliminary only. A special tax will be charged of approximately \$34,500 for an average 1 hectare lot. Property owners would receive a detailed cost estimate after a valid petition is approved.

SIGNATURE OF REGISTERED OWNER OR ASSESSED OWNER	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	STREET ADDRESS OR LEGAL DESCRIPTION OF LAND	DATE	SIGNATURE OF ADULT-WITNESS
	CANYON Technical Services Ltd	19, 25, 31 Burnt Braem St	Nov. 20 2009	
	1389655 1160-117 LTD/KMS 70015	11, 12, 13 53 Burnt Park Dr	Nov. 20/09	
	WATSON + WATSON RESOURCES LTD	89 Burnt Park Dr	Nov. 20/09	

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..:SULLIVAN QUARTER:8.5X11.dgn 2009/06/05 6:47:20 AM



QUEEN ELIZABETH 2 HIGHWAY



**BURNT LAKE BUSINESS PARK PHASE 2**

POTENTIAL LOCAL IMPROVEMENT PROJECT  
TO INSTALL  
SANITARY & WATER MAINS

■■■■ BOUNDARY OF POTENTIAL LOCAL IMPROVEMENT ■■■■

AREA OF POTENTIAL LOCAL IMPROVEMENT 52.448 ha.

**Legislative & Administrative Services**

**DATE:** December 2, 2009  
**TO:** Legislative & Administrative Services Manager  
**FROM:** Deputy City Clerk  
**SUBJECT:** Local Improvement Petition / Water & Sanitary Services to NE 25-38-28 W4 / Sullivan Quarter Section

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A local improvement petition was filed with Legislative & Administrative Services on November 20, 2009 requesting that The City provide water and sanitary services to lands as noted above. To determine sufficiency, Assessment & Tax examine the petition as it relates to section 392(2) of the Municipal Government Act and this office reviews the petition in light of provisions outlined in sections 224 and 225 which relate to the way in which a petition is completed: printed surname and given name, signature, street/civic address, signature witnessed, affidavit of the witness, exclusion of any names that are not witnessed and/or incomplete submissions. Additionally, because the petitioners in this instance are corporate bodies, this office required, in accordance with section 392(5) of the MGA, that a certificate authorizing the person to sign the petition also be provided. Certificates of signing authority were also verified.

Based on the above noted criteria and the sufficiency of section 392(2) as identified by Assessment & Tax, this petition meets the requirements for a local improvement petition as set out in the MGA.

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

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

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

**Recommendation**

That Council approves proceeding with the local improvement plan.

Frieda McDougall  
Deputy City Clerk

**Assessment & Taxation Services****DATE:** December 1, 2009**TO:** Elaine Vincent, Legislative & Administrative Services Manager**FROM:** Debra Stott, Tax Collector**SUBJECT:** Petition for Local Improvement – Water and Sanitary Services to NE 25-38-28, W4 – Sullivan Quarter Section

There are 60 properties, with a total assessment value of \$53,859,699 which will be affected by this proposed local improvement. In order to be valid:

1. A minimum of 41 registered owner signatures must appear on the petition. Forty-seven registered owners signed this petition, and
2. Assessment value of the properties whose registered owners signed the petition must total a minimum of \$26,929,850. The assessment value of the properties whose registered owners signed the petition totals \$34,830,270.

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

“A petition is not a sufficient petition unless

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

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

Handwritten signature of Debra Stott in cursive.

Debra Stott, CMA  
Tax Collector

***Comments:***

We support the recommendation of Administration.

"Morris Flewwelling"  
Mayor

"Craig Curtis"  
City Manager



**Council Decision – September 3, 2013**

**DATE:** September 9, 2013  
**TO:** Frank Colosimo, Engineering Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Sullivan Quarter (Water/Sanitary) Servicing Local Improvement Bylaw 3504/2013

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**Reference:**

Engineering Services, dated August 16, 2013.

**Bylaw Reading:**

At the Tuesday, September 3, 2013 Council meeting, Council gave all three readings to Bylaw 3504/2013 (Local Improvement Bylaw for construction of Sullivan Quarter water and sanitary servicing).

**Report back to Council:** No

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

Frieda McDougall  
Legislative Services Manager

c: Director of Development Services  
Corporate Meeting Coordinator

## **BYLAW NO. 3504/2013**

Being a Bylaw to authorize the Municipal Council of The City of Red Deer to impose a special assessment for the construction of the Sullivan Quarter water & sanitary servicing.

WHEREAS it is deemed expedient and proper pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, that the Council shall issue a bylaw to authorize undertaking, completing, and levying a special assessment for construction of water & sanitary services;

AND WHEREAS plans, specifications and estimates for such work have been made by the Engineering Services Manager, whereby the total cost of the said project is \$ 8,422,536;

AND WHEREAS the estimated lifetime of the project is 20 years;

AND WHEREAS the proposed construction will serve about 52.502 ha of assessable land;

AND WHEREAS pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, the Council has given proper notice of intention to undertake and complete the construction of the Sullivan Quarter water & sanitary services, the cost or a portion of the costs thereof to be assessed against the abutting (or benefiting) properties in accordance with the attached Schedule "A", and no sufficiently signed and valid petition against the said proposal has been received by the Council.

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

1. The Municipal Council of The City of Red Deer is hereby empowered to enter into contracts for the purpose of constructing the Sullivan Quarter water & sanitary services as may be necessary.
2. That for the purpose aforesaid, the sum of five million, seventy-two thousand, five hundred, thirty-five dollars (\$5,072,535) will be loaned from the Capital Projects Reserve (CPR) and Municipal Sustainability Initiative (MSI) funding (10% CPR, 90% MSI) of which amount the sum of \$0.00 is to be paid by The City at large and the sum of \$5,072,535 is to be collected by way of special assessment as herein provided in attached Schedule "A". The remaining project costs in the sum of \$3,350,000 will be funded by The City's offsite levy fund.
3. During the currency of the said loan there shall be raised annually for payment of the owner's portion of the cost and interest thereon, by special assessment under the Municipal Government Act, R.S.A., 2000, as amended, the respective sums shown as yearly payments on Schedule "A" hereby attached, and there is hereby imposed on all privately owned lands within the Sullivan Quarter fronting or abutting on that portion of the streets or places whereon the said improvements are to be constructed, a special assessment sufficient to cover the owner's portion of the cost

of the said work and the interest payable at the unit rate or rates set forth in said Schedule "A". The said special assessment shall be in addition to all other rates and taxes.

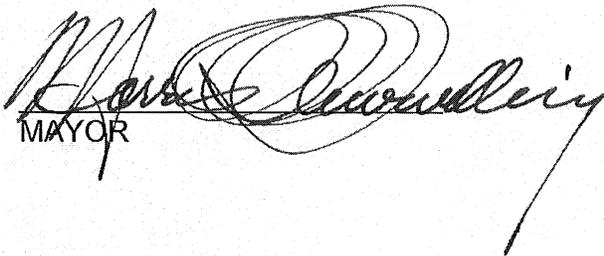
- 4. Nothing in this Bylaw shall prohibit the owner of the lands herein described from making payment in full of the balance of the assessment and interest accruing thereon which may be owing from time to time at any time prior to the expiration of the term of 20 years.
- 5. This Bylaw shall take effect on the day of the final passing thereof.

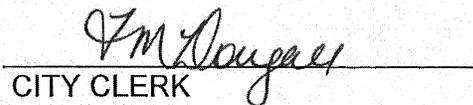
READ A FIRST TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013

READ A SECOND TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013

READ A THIRD TIME IN OPEN COUNCIL this 3<sup>rd</sup> day of September 2013

AND SIGNED BY THE MAYOR AND DEPUTY CITY CLERK this 3<sup>rd</sup> day of September 2013

  
 \_\_\_\_\_  
 MAYOR

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

**Schedule "A"****BYLAW NO. 3504/2013****LOCAL IMPROVEMENT - SPECIAL ASSESSMENT  
FOR CONSTRUCTION OF THE SULLIVAN QUARTER  
WATER & SANITARY SERVICING**

1. Properties to be assessed:

See Figure #1

2. Total Area 52.502 ha
3. Total Special Assessment against all properties \$ 5,072,535
4. Annual Repayment rate based on assessable area for a period of 20 years calculated at 3.613% interest. \$ 6,867.72 / ha
5. One-time payment amount based on Assessable area \$ 96,616.36 / ha