



CITY COUNCIL

AGENDA

Monday, January 23, 2012 – Council Chambers, City Hall

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

1. MINUTES

- 1.1. Confirmation of the Minutes of the Monday, January 9, 2012 Regular Council Meeting

(Agenda Pages 1 – 14)

2. POINT OF INTEREST

3. BYLAWS

4. UNFINISHED BUSINESS

- 4.1. A decision making process for fluoride Request to Table

(Agenda Pages 15 – 16)

- 4.2. Information on Place of Worship Site in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP)
Land Use Bylaw Amendment 3357/T-2011
Request to Table

(Agenda Pages 17 – 40)

5. REPORTS

- 5.1. Repeal of Council Policy 5304-C Use of Bid Depository
(Agenda Pages 41 – 43)

- 5.2. Kevin Latimer - Sign to Permit Angle Parking - Connell Close
(Agenda Pages 44 – 48)

6. BYLAWS

- 6.1. Proposed Francophone School in Aspen Ridge
Consideration of First Reading of the East Hill Major Area Structure Plan
Amendment 3207/A-2012
Consideration of First Reading of the Aspen Ridge Neighbourhood Area
Structure Plan Amendment 3217/A-2012
(Agenda Pages 49 – 70)

- 6.2. Annual Supplementary Assessment Bylaw 3477/2012
Consideration of First Reading of the Bylaw
(Agenda Pages 71 – 73)

- 6.3. Business Revitalization Zone Business Tax Bylaw Amendment 3196/A-2012
Consideration of First Reading of the Bylaw
(Agenda Pages 74 – 77)

- 6.4. New Committees Bylaw 3478/2012
Inclusion of Recommended Changes
Consideration of First Reading of the Bylaw
(Agenda Pages 78 – 160)

- 6.5. Procedure Bylaw Amendment 3358/A-2012
Inclusion of Changes Regarding Council Agenda Process
Consideration of First Reading of the Bylaw
(Agenda Pages 161 – 185)

- 6.6. Borrowing Bylaw Amendment 3376/A-2012 - Sanitary Offsite Levy Fund
Consideration of Second and Third Reading of the Bylaw
(Agenda Pages 186 – 190)

- 6.7. Emergency Management Bylaw Amendment 3468/A-2012
Changes to Sections 13 and 24 (c)
Consideration of Second and Third Reading of the Bylaw
(Agenda Pages 191 – 202)

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



UNAPPROVED - M I N U T E S

**of the Red Deer City Council Regular Meeting
held on Monday, January 9, 2012
commenced at 2:01 P.M.**

Present:

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

City Manager, Craig Curtis
Acting Director of Community Services, Greg Scott
Director of Corporate Services, John Knoch
Director of Development Services, Paul Goranson
Director of Planning Services, Paul Meyette
Human Resources Manager, Marge Wray
Legislative & Governance Services Manager, Elaine Vincent
Deputy City Clerk, Frieda McDougall
Corporate Meeting Coordinator, Bev Greter
Acting Recreation, Parks & Culture Manager, Kristina Oberg
Engineering Services Manager, Frank Colosimo
Environmental Services Manager, Tom Warder
Inspections & Licensing Manager, Joyce Boon
City Planning Manager, Tara Lodewyk
City Planner, Quincy Brown
City Planner, Tony Lindhout
Corporate Strategist, Lisa Perkins
Emergency Management Coordinator, Karen Mann



I. MINUTES

2.1. Confirmation of the Minutes of the Monday, December 12, 2011 Regular Council Meeting

Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong

Resolved that the Monday, December 12, 2011 Regular Meeting Minutes of Red Deer City Council be approved with the following amendment:

Page 8 correction of the wording under the Aboriginal Housing Outreach Project to read...’is a project made up of an outreach worker...’

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

2. POINTS OF INTEREST

On a Point of Interest, Councillor Frank Wong indicated that he was able to attend the Safe Harbour Christmas Party and commended their continued good work. Councillor Wong was also pleased to be able to attend the Hockey Alberta reception held for the Junior Hockey Tournament.

3. UNFINISHED BUSINESS

There was no Unfinished Business dealt with at this meeting.

4. REPORTS

4.1. Consideration of Resolutions for Submission to Federation of



Canadian Municipalities (FCM)

4.1.a Federal Funding to Museums Resolution

Moved by Councillor Lynne Mulder, seconded by Councillor Dianne Wyntjes

Whereas the federal government takes a strong role in the fostering, promotion and funding of the arts and cultural sector, as well as providing support for the development of the humanities and science; and

Whereas The City of Red Deer recognizes that successive federal governments have developed an array of policies, programs and other measures to build a national awareness and enjoyment of the rich legacy of Canadian history, artistic impression and scientific achievements; and

Whereas the Canadian Museums Association (CMA) has proposed the creation of a five-year program, the Canadians Supporting Their Museums Fund, which calls upon the federal government to match individual and corporate contributions dollar for dollar to an annual ceiling of \$25 million, to increase private sector investments in Canada's museums and galleries.

Now Therefore be it resolved that The City of Red Deer and FCM lobby the federal government to ensure that Canadian heritage is preserved through continued financial support to local and regional organizations who contribute to objectives related to culture, arts, and heritage including the preservation and presentation of collections and related programs.

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



4.1.b Municipal Infrastructure Funding Initiatives Resolution

Moved by Councillor Paul Harris, seconded by Councillor Buck Buchanan

Whereas municipal governments support quality of life; and

Whereas municipalities are the stewards of civic resources, investing billions of dollars, into physical and social infrastructure; and

Whereas municipalities have had to assume many new – and unfunded – responsibilities without receiving any new revenue-raising tools; and

Whereas the inadequacies of existing municipal revenue-raising tools, like property taxes, have grown more apparent, and has led to a municipal fiscal crisis finding local governments facing increasing expenditure pressures without the proper tools to address them; and

Whereas there is both a deficit in the maintenance of existing infrastructure and a shortfall in funding support to new infrastructure; and

Now Therefore be it resolved that The City of Red Deer requests that the Federation of Canadian Municipalities continue to advance its March 2011 policy statement on Municipal Infrastructure and Transportation with the following clarification:

- Clarify the existing definition of infrastructure to include all facilities as a community may determine is appropriate; and

Further be it resolved that the Federation of Canadian Municipalities strongly urge the Government of Canada to:

- Establish a broad based fund that supports existing infrastructure deficits and responds to the shortfall in new infrastructure funding; and
- To change existing the existing definition of infrastructure to include all quality of life facilities as a community may determine is appropriate; and
- Not specify a specific funding model.



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

4.2. Former Michener Site Buildings (East of Gaetz Lake Sanctuary): Joint Planning Between The City and The Province of Alberta Requested

Moved by Councillor Dianne Wyntjes, seconded by Councillor Cindy Jefferies

Whereas The City has been made aware of plans by the Province to demolish a majority of the buildings on the portion of the former Michener Centre site east of the Gaetz Lakes Sanctuary, and

Whereas the site has many unique natural and built features that could be accommodated as features in the future redevelopment of the site, and

Whereas The City has offered to partner with the Province in joint planning of this area, and

Whereas the Province has recently indicated it will undertake some planning in this area, and

Now Therefore The City of Red Deer request the Province to not proceed further with plans for demolition of buildings within the former Michener Centre site pending the following:

- a) The preparation of a Neighbourhood Area Structure Plan (NASP) with appropriate public input.
- b) The release of studies undertaken by the Province on the condition of the buildings and the Historical Resource Impact Assessment
- c) A discussion with The City on which natural and built features could be preserved within the context of site redevelopment and the continued preservation of the Gaetz Lakes escarpment.



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

5. REPORTS

5.1. Land Use Bylaw Amendment 3357/A-2012: Correction / Clarification Amendments

Moved by Councillor Lynne Mulder, seconded by Councillor Frank Wong

FIRST READING: That Bylaw 3357/A-2012 (Land Use Bylaw Amendment / Correction/Clarification Amendments) be read a first 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

5.2. Waskasoo Park Interpretive Master Plan – Borrowing Bylaw 3476/2012

Moved by Councillor Tara Veer, seconded by Councillor Chris Stephan

FIRST READING: That Bylaw 3476/2012 (Borrowing Bylaw / To Provide for the Waskasoo Master Plan Implementation) be read a first 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

5.3 Sanitary Offsite Levy Fund / Borrowing Bylaw Amendment 3376/A-2012

Moved by Councillor Dianne Wyntjes, seconded by Councillor Buck Buchanan

FIRST READING: That Bylaw 3376/A-2012 (Borrowing Bylaw Amendment / To Include the NW Industrial – South 'IB' Basin within the Current Borrowing) be read a first 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

5.4 Emergency Management Bylaw Amendment 3468/A-2012 / Changes to Sections 13 and 24(c)

Moved by Councillor Cindy Jefferies, seconded by Councillor Paul Harris

FIRST READING: That Bylaw 3468/A-2012 (Emergency Management Bylaw Amendment / To Amend Sections 13 and 24(c)) be read a first 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

5.5 39 Street Water Trunk Twinning (from Springbett Drive to Maxwell Avenue) / Amendment to Water Off-Site Borrowing Bylaw 3459/2010 / Borrowing bylaw Amendment 3459/A-2011

Moved by Councillor Lynne Mulder, seconded by Councillor Buck Buchanan

SECOND READING: That Bylaw 3459/A-2011 (Borrowing Bylaw Amendment / To Include 39 Street Trunk Twinning (from Springbett Drive to Maxwell Avenue) to the Water Off-Site Borrowing Bylaw) 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 Lynne Mulder, seconded by Councillor Buck Buchanan

THIRD READING: That Bylaw 3459/A-2011 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



5.6 Utility Bylaw Revisions / New Utility Bylaw 3464/2011

Moved by Councillor Paul Harris, seconded by Councillor Tara Veer

SECOND READING: That Bylaw 3464/2011 (New Utility Bylaw) be read a second time

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

OPPOSED: Councillor Chris Stephan

MOTION CARRIED

Moved by Councillor Paul Harris, seconded by Councillor Tara Veer

THIRD READING: That Bylaw 3464/2011 be read a third time

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

OPPOSED: Councillor Chris Stephan

MOTION CARRIED

Councillor Harris left Council Chambers at 3:29 p.m. and returned at 3:31 p.m.

6. PETITIONS & DELEGATIONS

There were no Petitions or Delegations submitted to this meeting.



7. NOTICES OF MOTION

7.1 Notice of Motion Submitted by Councillor Tara Veer / Options for the Regulation and Control of Urban Chickens and Other Livestock in the city of Red Deer

Moved by Councillor Tara Veer, seconded by Councillor Dianne Wyntjes

Whereas a recent Red Deer Advocate article reported that there are citizens in the city who are raising chickens in their backyards; and

Whereas The City's Land Use Bylaw does not indicate the keeping of chickens as either a permitted or a discretionary use thereby indicating it is not permitted within the city; and

Whereas some citizens are supportive of the raising of chickens in an urban environment if properly regulated and controlled; and

Whereas some citizens are concerned about the raising of chickens in an urban environments; and

Whereas Council, through its Governance & Policy Committee, has requested administration to prepare a Land Use Bylaw amendment that would permit urban chickens; and

Whereas, a Land Use Bylaw amendment is not the only means of establishing regulations;

Therefore be it Resolved that The City of Red Deer request administration to explore other options for the regulation and control of urban chickens and other livestock through a licensing system such as those used in other jurisdictions as such a system would also allow for the proper regulation of urban chickens and for the revocation of licenses for non-compliance with regulations.

Further be it Resolved that administration provide a report to Council, by February, 21, 2012 in response to this request.



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

OPPOSED: Councillor Cindy Jefferies, Councillor Chris Stephan

MOTION CARRIED

Council recessed at 3:37 p.m. and reconvened at 6:00 p.m.

8. PUBLIC HEARINGS

8.1. Place of Worship Site in Lancaster / Vanier East Neighbourhood Area Structure Plan (NASP) / Land Use Bylaw Amendment 3357/T-2011

Mayor Morris Flewwelling declared open the Public Hearing with respect to Land Use Bylaw 3357/T-2011 which provides for the rezoning of the Lancaster/Vanier East Place of Worship site, if it is not developed as a Place of Worship, from R2 Residential (Medium Density) District to R2.V10. As no one was in attendance to speak for or against the Land Use Bylaw amendment Mayor Flewwelling declared closed the Public Hearing.

Moved by Councillor Lynne Mulder, seconded by Councillor Frank Wong

SECOND READING: That Bylaw 3357/T-2011 (Rezoning of Lancaster/Vanier East Place of Worship site, if it is not developed as a Place of Worship, from R2 Residential (Medium Density) District to R2.V10) be read a second time.

Prior to voting on the preceding motion, the following amending motion was introduced and passed.



Moved by Councillor Tara Veer, seconded by Councillor Paul Harris

Resolved that Council of The City of Red Deer having considered the report from the Planning department dated November 16, 2011, re: Place of Worship site in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby directs administration to prepare a Land Use Bylaw amendment that will allow exceptions, specific to this site, to exclude Temporary Care Facilities and Municipal Services (police, emergency services).

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

OPPOSED: Councillor Cindy Jefferies, Councillor Frank Wong

MOTION TO AMEND CARRIED

A subsequent tabling resolution was then introduced and passed.

Moved by Councillor Paul Harris, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Planning department dated November 16, 2011, re: Place of Worship site in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby agrees to table consideration of the related Land Use Bylaw for two weeks to allow administration to incorporate an amendment that will allow exceptions, specific to this site, to exclude Temporary Care Facilities and Municipal Services (police, emergency services).

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



9 REPORTS - continued

9.1 Downtown Business Association 2012 Budget

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 Legislative & Governance Services Department dated January 3, 2012, Re: Downtown Business Association's 2012 Budget, hereby approves the Downtown Business Association's 2012 Budget as presented to Council on January 9, 2012.

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

OPPOSED: Councillor Chris Stephan

MOTION CARRIED

10. BYLAWS - continued

10.1 Secondary Suite Licensing Bylaw 3475/2011

Prior to consideration of 2nd and 3rd reading of the Secondary Suite Licensing Bylaw 3475/2011, Council agreed to hear members of the public. The following persons were in attendance to speak to this item: Mr. Brian Steer, Mr. Harold Line, Ms. Nancy Brandvold, Mr. Wayne Anderson, Ms. Linda McKay, Ms. Cindy Hagstrom, Mr. Dieter Brandt, Mr. Keith Laycock, Mr. Jason Hanasyk, Mr. Sukh Pritam, Mr. Al Kennedy, Ms. Maggie Best, Mr. Darryl Sim, Ms. Donna Grose, Mr. Lloyd Neufeld, Mr. Dale Reid.

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 Inspections & Licensing department dated December 16, 2011 and the submission and



comments of the public, re: Secondary Suite Licensing Bylaw 3475/2011, hereby agrees to table consideration of this item for six weeks to provide administration time to evaluate the comments in relation to the proposed bylaw and bring recommendations back for Council’s consideration.

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

11. ADMINISTRATIVE INQUIRIES

There were no Administrative Inquiries for this meeting.

12. ADJOURNMENT

Moved by Councillor Lynne Mulder, seconded by Councillor Buck Buchanan

Resolved that the Monday, January 9, 2012, regular meeting of Red Deer City Council be adjourned at 8:40 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 Wytjes

MOTION CARRIED

MAYOR

CITY CLERK



January 06, 2012

A decision making process for fluoride

Communications and Strategic Planning

Report Summary & Recommendation:

Administration requires additional time to complete the last part of consultation around a decision making process for fluoridation of The City's water. As such, administration requests the item be tabled to the Monday, February 6, 2012 Council Meeting.

City Manager Comments:

To allow Administration time to complete the public consultation process, I support tabling this report to the February 6, 2012 Council meeting.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the Communications & Strategic Planning department dated January 6, 2012 re: A Decision Making Process for Fluoride hereby agrees to table consideration of this report to the Monday, February 6, 2012 Regular Council Meeting.



Report Details

Background:

At the October 17, 2011 Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from the Communications & Strategic Planning department, dated October 11, 2011, re: Fluoride – Community Consultation on Decision Making Process, hereby agrees to the implementation of community consultation with face to face consultation to commence on November 1, 2011 with findings being brought back to the last Council Meeting in January, 2012.

With Christmas break and budget debates in early January, administration now requests this item be tabled.

Discussion:

Administration requires additional time to complete the last part of consultation around a decision making process for fluoridation of The City's water. Administration requests the item be tabled to the Monday, February 6, 2011 Council Meeting.

DATE: January 24, 2012
TO: Tara Shand, Senior Communications Consultant
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: A decision making process for fluoride – Request to Table

Reference Report:

Communications and Strategic Planning, dated January 6, 2012.

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, January 23, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Communications & Strategic Planning department dated January 6, 2012 re: A Decision Making Process for Fluoride hereby agrees to table consideration of this report to the Monday, February 6, 2012 Regular Council Meeting.

Report back to Council: Yes

Comments/Further Action:

Administration to prepare a report with recommendations for Council's consideration and bring back to the Monday, February 6, 2012 regular Council meeting.



Elaine Vincent
Legislative & Governance Services Manager

c: Communications & Strategic Planning Manager
Corporate Meeting Coordinator

Home > City Government > News Releases > Archive > 2011 > November > Have your say on how we make a decision about fluoride

Receive news release notifications by e-mail

Have your say on how we make a decision about fluoride

November 1, 2011

(Red Deer, Alberta) – You can have your say on how Council makes the decision about fluoridation of The City's water by visiting www.reddeer.ca next Monday to fill out a survey and tell us what decision making process you like best.

The survey comes on the heels of Council's Monday, October 17 resolution to move forward with public consultation on how we make this decision.

"This consultation doesn't focus on whether The City should or shouldn't fluoridate its water, it focuses on setting out a decision making process to address this issue," said Tara Shand, Senior Communications Consultant. "We want to know if water customers want Council to make this decision based on a plebiscite, public consultation or with the information they already have."

Consultation will be carried out between November 1 and early January. It will include everything from surveys to public meetings and online engagement opportunities for both Red Deerians and regional water customers.

Regional water customers include Lacombe County, Ponoka County, Town of Blackfalds, City of Lacombe and Town of Ponoka.

"We want to make it as easy as possible for people to contribute to this process," said Shand. "We want to talk with residents, get feedback and have a community conversation where people can and influence the decision making process."

The survey will run from Monday, November 7 to Monday, November 21. It will be posted online at www.reddeer.ca or residents can stop by their respective City Halls or City of Red Deer recreation facilities to pick one up.

Stay tuned to www.reddeer.ca for information about upcoming engagement opportunities where you can talk to City Council and tell us what decision making process you like best.

-end-

For more information, please contact:

Tara Shand
Senior Communications Consultant
The City of Red Deer
403-356-8984



January 17, 2012

Rezoning of Place of Worship Site in Lancaster/Vanier East Neighbourhood NASP from R2 Residential (Medium Density) District Site to R2.V210 to Limit Height of Building to 10m (2 Storeys)

Legislative & Governance Services

Report Summary & Recommendation:

This report is to request Council to table consideration of the Land Use Bylaw exceptions specific to the above site to exclude Temporary Care Facilities and Municipal Services (police, emergency service).

City Manager Comments:

To allow Administration sufficient time to obtain legal counsel regarding this item, I support the recommendation to table this report for up to four weeks.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the Legislative & Governance Services department dated January 17, 2012 re: Rezoning of Place of Worship site in Lancaster / Vanier East Neighbourhood NASP from R2 Residential (Medium Density) District Site to R2.V210 to Limit Height of Building to 10m (2 storeys), and related Land Use Bylaw Amendment 3357/T-2012, hereby agrees to table consideration of this report for up to four weeks.



Report Details

Background:

At the Monday, November 28, 2011 Council Meeting, Council gave first reading to Land Use Bylaw 3357/T-2011. Further, at the Monday, January 9, 2012 Council Meeting and after the Public Hearing, Council gave second reading to Land Use Bylaw 3357/T-2011. Prior to proceeding with third reading, the following two resolutions were passed:

Resolved that Council of The City of Red Deer having considered the report from the Planning department dated November 16, 2011, re: Place of Worship site in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby directs administration to prepare a Land Use Bylaw amendment that will allow exceptions, specific to this site, to exclude Temporary Care Facilities and Municipal Services (police, emergency services).

Resolved that Council of The City of Red Deer having considered the report from the Planning department dated November 16, 2011, re: Place of Worship site in Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP) hereby agrees to table consideration of the related Land Use Bylaw for two weeks to allow administration to incorporate an amendment that will allow exceptions, specific to this site, to exclude Temporary Care Facilities and Municipal Services (police, emergency services)



**Report originally submitted at
the Monday, January 9, 2012
Council Meeting.**

January 3, 2012

Land Use Bylaw Amendment 3357/T-2011

Rezoning of Place of Worship Site in Lancaster/Vanier
East Neighbourhood NASP

From R2 Residential (Medium Density) District Site to
R2.V10 to Limit Height of Building to 10 m (2 Storeys)

Legislative & Governance Services

Report Summary & Recommendation:

Summary:

The report attached is being brought forward from the Monday, November 28, 2011
Council Meeting.

Recommendation:

That Council consider giving second and third readings to Land Use Bylaw Amendment
3357/T-2011.



Report Details

Background:

At the Monday, November 28, 2011 Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/T-2011

Land Use Bylaw Amendment 3357/T-2011 provides for the rezoning of the Lancaster/Vanier East Place of Worship site, if it is not developed as a Place of Worship, from R2 Residential (Medium Density) District to R2.V10. This would limit the height of a building erected on the site to 10 m (2 storeys).

Public Consultation Process

A Public Hearing has been advertised for Land Use Bylaw Amendment 3357/T-2011 to be held on Monday, January 9, 2012 at 6:00 P.M. during Council's regular meeting. Advertisements were placed in the Red Deer Advocate on December 9, 2011 and December 16, 2011. The owners of the properties adjacent to the site were notified by letter of the Public Hearing.



Report Originally Submitted
to the Monday, November
28, 2011 Council Meeting

November 16, 2011

Council request for information September 6, 2011
Information on Place of Worship site in
Lancaster/Vanier East Neighbourhood Area Structure
Plan (NASP)

Planning Department

Report Summary & Recommendation:

The following report has been prepared in response to a resolution requesting that Planning staff review residential land use options on the Place of Worship site in *Lancaster/Vanier East NASP*. The site is currently proposed for R2 Residential if the Place of Worship Site is not purchased.

Planning staff recommend that Council rezone the Place of Worship Site to R2.V10 to include the Place of Worship site in the Vertical Overlay District as described in the *Land Use Bylaw*. This option would limit the height of any proposed buildings on the site to ten meters or two storeys therefore addressing public comments regarding privacy and allowing density targets to be achieved.

City Manager Comments:

I support the recommendation of Administration to go with Option 2 and give first reading to Land Use Bylaw Amendment 3357/T-2011. A Public Hearing would be held on Monday, January 9, 2012 at 6:00 p.m. during Council's Regular Meeting.

Craig Curtis
City Manager

Proposed Resolution

That Council consider first reading of Land Use Bylaw Amendment 3357/T-2011.



Report Details

Background:

Council passed the following resolutions on September 6, 2011. The first resolution resolved the concerns with the social care site in the Lancaster/Vanier East NASP. Planning staff have prepared the following report in response to the second resolution regarding the Place of Worship site.

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

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

Two options for residential development on the Place of Worship site are outlined for Council’s consideration including Planning staffs preferred option.

Discussion:

The City of Red Deer *Neighbourhood Planning Guidelines and Standards* currently specify that a site of approximately 1 acre (.405 ha) in size be identified in each new neighbourhood for the use as a Place of Worship. The site is to be held by the developer and advertised for a period of 6 months. If the site is not acquired for a Place of Worship the site reverts to the alternate use as identified in the NASP. In December 2007 Parkland Community Planning Services initiated a survey of existing Place of Worship sites to determine whether existing City policies appropriately addressed the requirements for new Place of Worship sites. Respondents indicated that the short length of time sites were advertised, site size, and land costs were prohibiting factors to land acquisition within new neighbourhoods. Planning is currently looking at options to address these concerns as we review how we do neighbourhood design in Red Deer.

The approved *Lancaster/Vanier East NASP* identifies one 2.2 acre Place of Worship site which is over twice as large as a single quarter section site requirement. Council approved the rezoning of phases 1 and 2 of the neighbourhood with the exception of this Place of Worship site due to community concerns.



In response Planning staff prepared a report that explored land use options for the Place of Worship and Social Care Site(s) and the alternative use of space as inferred previously in a 'shadow plan'. Council did not request changes to the Social Care Site in the resolution. Council asked that administration further explore options for residential development on the Place of Worship site (resolution above).

Currently as described in the NASP, if the Place of Worship Site is not developed as a Place of Worship it is proposed to remain an R2 Residential (Medium Density) District site. R2 Residential (Medium Density) District permits a range of building form as identified in Appendix A.

Public comments collected through the NASP process identified two main issues:

1. Shadow plan and the perception that the area identified in the *Lancaster/Vanier East NASP* as the south Social Care Site would be greenspace/ball diamond, as identified in the original Vanier NASP.
2. Public perception of loss of privacy if the Place of Worship Site is developed as a Place of Worship or higher density residential. The issue of increased vehicles parking on the street was identified as a concern.

Analysis:

Analysis:

The area identified as a Place of Worship Site did not include any shadow planning in the original Vanier NASP. This was related to the social care site which Council addressed on September 6.

The *City of Red Deer Land Use Bylaw* outlines parking standards and requires developments shall accommodate sufficient parking within the site.

The following two options address privacy concerns and are available to Council:

Options	Pros	Cons
<p>I: Additional NASP Text</p> <p>Amend the <i>Lancaster/Vanier East NASP</i> to include text to limit the height of any building constructed on the Place of Worship Site to a maximum of ten metres or two storeys. The Municipal Planning Commission would be the approving authority for any apartment style structure. This option would include a NASP amendment.</p>	<p>Privacy concerns addressed.</p> <p>Original proposed density of the <i>Lancaster/Vanier East NASP</i> should be maintained.</p>	<p>This option does not affect the land use district in the Land Use Bylaw creating a risk that the text could be missed by those not familiar with the NASP.</p> <p>NASP is opened up for review.</p>



<p>2: Vertical Height Overlay R2.V10</p> <p>Include the Place of Worship Site in the Vertical Height Overlay District as described in the <i>City of Red Deer Land Use Bylaw</i>. This is similar to creating a site exception. This option would limit the height of any proposed building(s) on the site to ten metres which is two storeys. The general purpose of this sub-district is to establish the maximum permitted height on any site in any use district.</p> <p>The Lancaster/Vanier East Place of Worship Site would be rezoned to R2.V10 in the <i>Land Use Bylaw</i>, which would limit the height of a building to 10m (2 storeys).</p>	<p>Privacy concerns addressed.</p> <p>Original proposed density of the <i>Lancaster/Vanier East NASP</i> should be maintained.</p>	<p>No additional text in the NASP.</p>
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Note: Planning Administration considered the use of a Direct Control District for the site as a third option. The *Land Use Bylaw* states the general purpose of a direct control district is “to provide for innovative developments, which in the opinion of Council, require specific regulations unavailable in other land use districts”. Administration determined a direct control district was not appropriate.

Planning Administration is **recommending Option 2** for the following reasons:

- 1) The height limit at two storeys (10 metres) addresses the neighbourhood concerns for privacy. The parking regulations in addition to other site regulations in the *Land Use Bylaw* would need to be met as a part of the development permit process.
- 2) Planning staff views the site as appropriate for medium density development given its proximity to neighbourhood entry points, collector roadways and green space. The site is complimentary to surrounding land uses.
- 3) It does not limit the developer to any particular building form under two storeys; therefore maintaining the targeted density of the neighbourhood.

If Council proceeds with Option 2 Bylaw 3357/T-2011 is attached for first reading.

Consultation

The Developer for the *Lancaster/Vanier East NASP* is supportive of Option 2, to limit the vertical height of any building(s) to two storeys.

Those individuals who issued relevant letters to the Planning Department in response to the *Lancaster/Vanier East NASP* have been provided with a copy of this report including the date that Council will be considering this issue.

BYLAW NO. 3357/T-2011

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

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

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

1. The land shown cross-hatched in the sketch attached as Schedule A to this bylaw is superseded from County Ag (Agricultural) District to R2.V10 Residential (Medium Density) District with a vertical height restriction of ten (10) metres.
2. The "Land Use District Map R10" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 14 - 2011 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 28th day of November 2011.

READ A SECOND TIME IN OPEN COUNCIL this 9th day of January 2012.

READ A THIRD TIME IN OPEN COUNCIL this day of 2012.

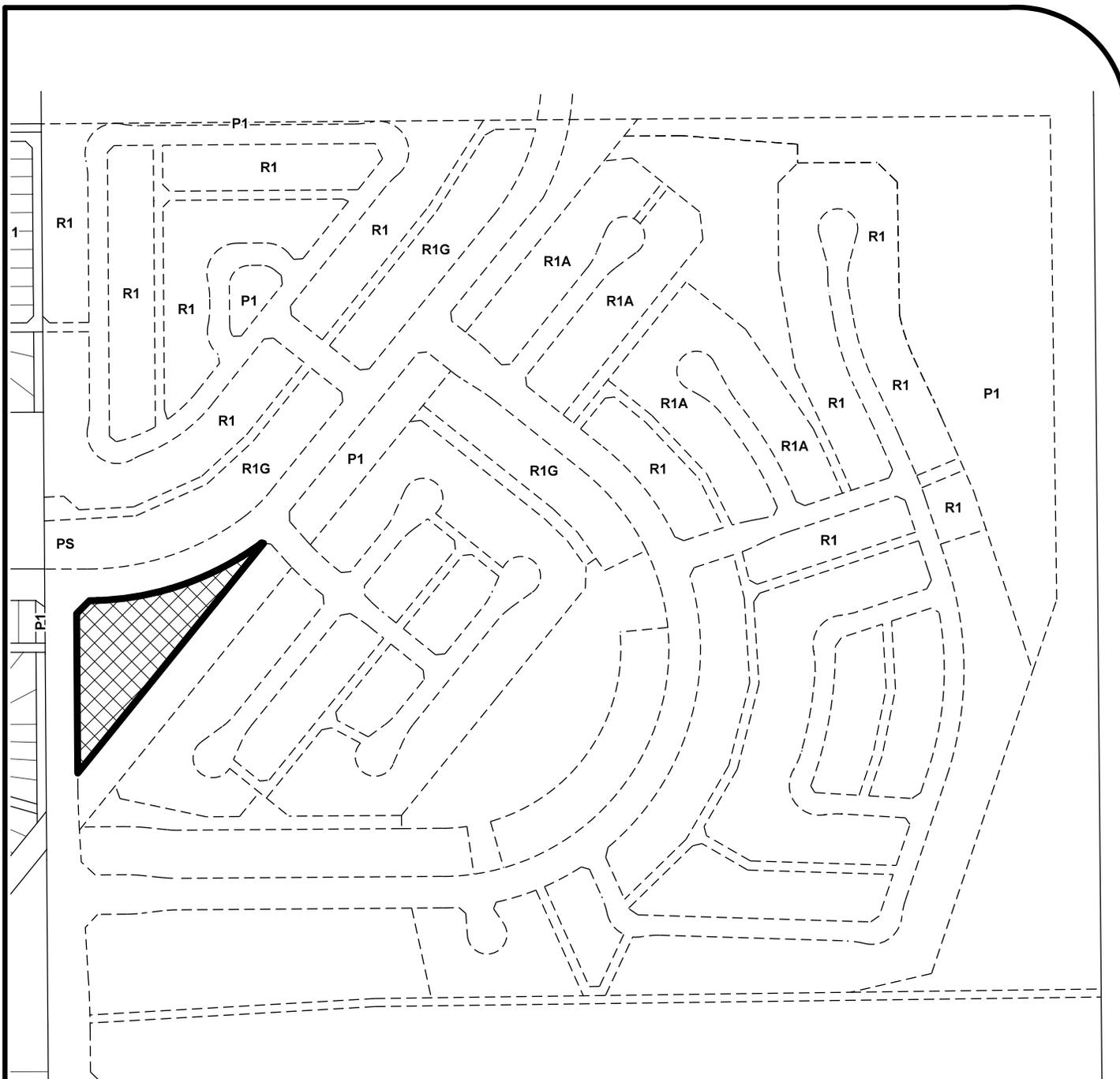
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2012.

MAYOR

CITY CLERK



Proposed Amendment to Land Use Bylaw 3357/2006



HWY 595

Supersede District to:



County AG to R2.V10

Affected District:

AG - Agriculture District (Red Deer County)
R2 - Residential (Medium Density) District

Proposed Amendment

Map: **14 / 2011**
Bylaw: **3357 / T-2011**
Date: **Oct 28, 2011**



PLANNING DEPARTMENT

Report Originally Submitted to
the September 6, 2011
Council Meeting

DATE: August 17, 2011

TO: Craig Curtis, City Manager

FROM: Quincy Brown, Planner

RE: Council request for information May 16, 2011
Information on place of worship and social care site shadow plan in
Lancaster/Vanier East Neighbourhood Area Structure Plan (NASP)

Summary:

Planning staff prepared the following report in response to the resolution passed May 16, 2011 by Council:

“Resolved that Council of The City of Red Deer hereby agree that a report be prepared for Council’s consideration outlining options respecting the dedication of place of worship and social care sites and the alternative use of space as inferred previously as a ‘shadow’ plan to respond to expectations of property owners.”

Four options are outlined for Council’s consideration including Planning Administrations preferred option recommendation.

Background:

The Lancaster/Vanier East NASP and corresponding Land Use Bylaw amendment to rezone phase 1 and 2 of the neighbourhood have been approved by Council. The place of worship site was removed from the rezoning request. The place of worship site still has the County Agricultural Zoning. Figure 1 identifies the location of the place of worship site and the two (2) social care sites as identified in the Lancaster/Vanier East NASP.

The place of worship site was not rezoned due to an issue raised by both City Council and members of the public relating to the original Vanier Woods NASP and the shadow plan of a ball-diamond to be constructed in the new Lancaster/Vanier East Neighbourhood. The location of the ball diamond was planned to be adjacent to the existing soccer field found in the Vanier Woods Neighbourhood. Figure 2 includes the original Vanier Woods NASP land-use concept map which has been overlaid on the Lancaster/Vanier East NASP land-use concept. The figure identifies the shadow planned ball field. The landowners who provided comment indicating concern have been notified of this supplementary report and the date when Council will consider the issue.

Currently both the social care site and the place of worship site in Vanier East are being advertised as available for purchase in accordance with the NASP. Alternative uses in accordance with direction provided by City Council and the approved Lancaster/Vanier East NASP would be permitted to be considered after December 30, 2011 (place of worship site) and June 30, 2012 (social care site).

Discussion:

During development of the original Vanier Woods NASP in 2005/06, The City’s standards for central park sites leaned towards providing a centralized neighbourhood park site. These sites have historically included multiple sports fields. During this same time period, priority was shifting from large neighbourhood park sites to focus on linear parks and the preservation of natural areas within new neighbourhoods. With the limited amount of municipal reserve dedication provided through the NASP process, accomplishing all of these objectives was not a possibility in Vanier Woods (2006). Through the planning and review process, the decision was made to preserve the tree stand in the north east section and provide a linear park trail system in the neighbourhood,

thus foregoing the development of a central park site that would allow for a second sports field. For this reason, even though the land to the east of Vanier Woods was not within Red Deer at the time, a decision was made to show the potential for expansion of the existing Vanier Woods central park site and possible future ball diamond.

During the Lancaster/Vanier East NASP process, five years later, an Ecological Profile was completed. The Ecological Profile outlines natural areas to be considered for preservation. Land encumbrances were also identified (ie., pipeline right of ways and road allowance for the future 20th Avenue). It became clear that the open space design would be a challenge because of a growing emphasis on preservation of natural features and development of linear park systems. A decision was made to eliminate the ball diamond after discussing the current needs for such facilities with the City's Recreation Section and the Public School Board. These decisions will allow for the preservation of a number of key natural features and the development of both a linear park/trail system and smaller park areas throughout the neighbourhood. These areas will contain key recreation amenities while providing important pedestrian and transportation linkages.

Analysis:

Planning Administration recognizes that showing the proposed ball diamond in a shadow plan in the original Vanier NASP was not good planning practice as citizens may have relied on this information in making a purchase of their property.

The following options are available to Council:

Option 1: Purchase the place of worship site and social care site(s) at fair market value and develop them as park/open space. These sites are not ideal for active park uses but could serve a passive recreational purpose such as community gardens. This option is not recommended due to financial implications of the land purchase.

Option 2: Leave the place of worship and social care sites as identified in the Lancaster/Vanier East NASP. If the sites were not developed for their intended uses they would revert to the alternative residential uses as identified in the NASP:

- Place of Worship – R2 Residential (Medium Density) District would remain an R2 Residential (Medium Density) District site (see appendix A for permitted land uses).
- Social Care Site(s) – PS (Public Services) District could be rezoned to R1G Residential (Small Lot) District (see appendix A for permitted land uses).

This is the recommended option. Planning Administration is of the view that the land-use designations are appropriate and should not be amended. The decision to eliminate the ball diamond has allowed the preservation of a number of key natural features and the development of a linear park system through the new neighbourhood.

Planning administration feel that regardless of whether the sites are developed for public uses (social care site, place of worship site) or the alternative residential use, the developments will be complimentary to the existing Vanier Neighbourhood and the new Lancaster/Vanier East neighbourhood. The site requirements as outlined in the Land Use Bylaw will apply. This includes consideration of on-site parking. Please refer to Appendix A for more detailed site analysis of the place of worship and social care sites.

Option 3: Identify a different alternative zone for the place of worship site that does not permit multiple storey buildings. This option is not recommended. This option would require a NASP amendment and additional planning work to determine a land use that is complimentary to the surrounding neighbourhood. If the site was 'downzoned' the density of the neighbourhood would be reduced.

Option 4: Direct administration to explore alternative locations for the place of worship and social care sites within the Lancaster/Vanier East Neighbourhood. This would increase the separation between the proposed land uses and the existing Vanier Neighbourhood. This option would include a NASP amendment. This option is

Page 3 of 7

not recommended. Planning Administration's view is that the sites designated as place of worship and social care are appropriate within the context of the neighbourhood.

Recommendation

That Council proceeds with **Option 2** to leave the place of worship and social care sites as identified in the Lancaster/Vanier East NASP. If the sites are not developed for their intended uses they would revert to the alternative residential uses as identified in the NASP:

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

Quincy Brown
Planner

Tara Lodewyk
Planning Manager

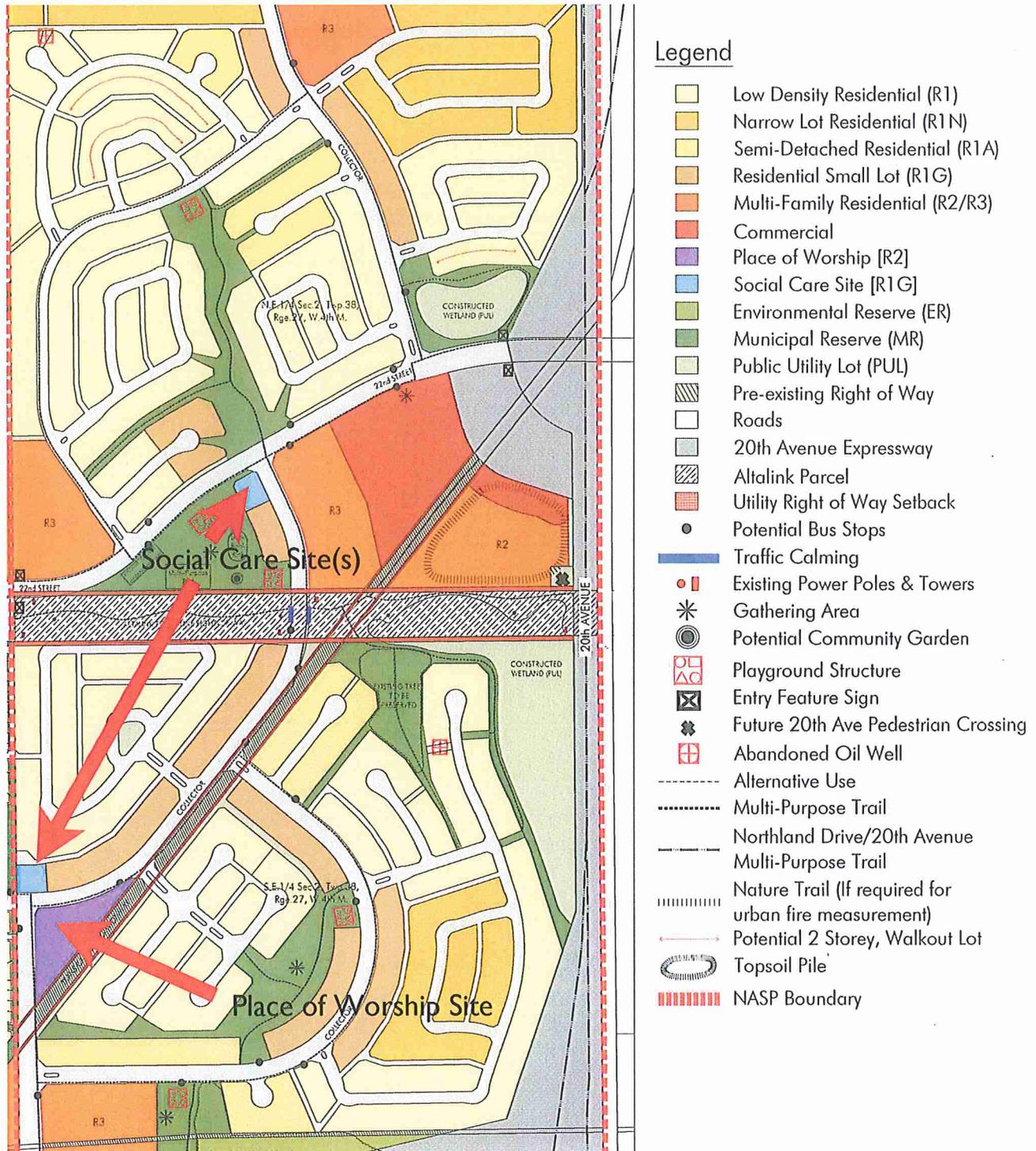


Figure 1: Site Locations

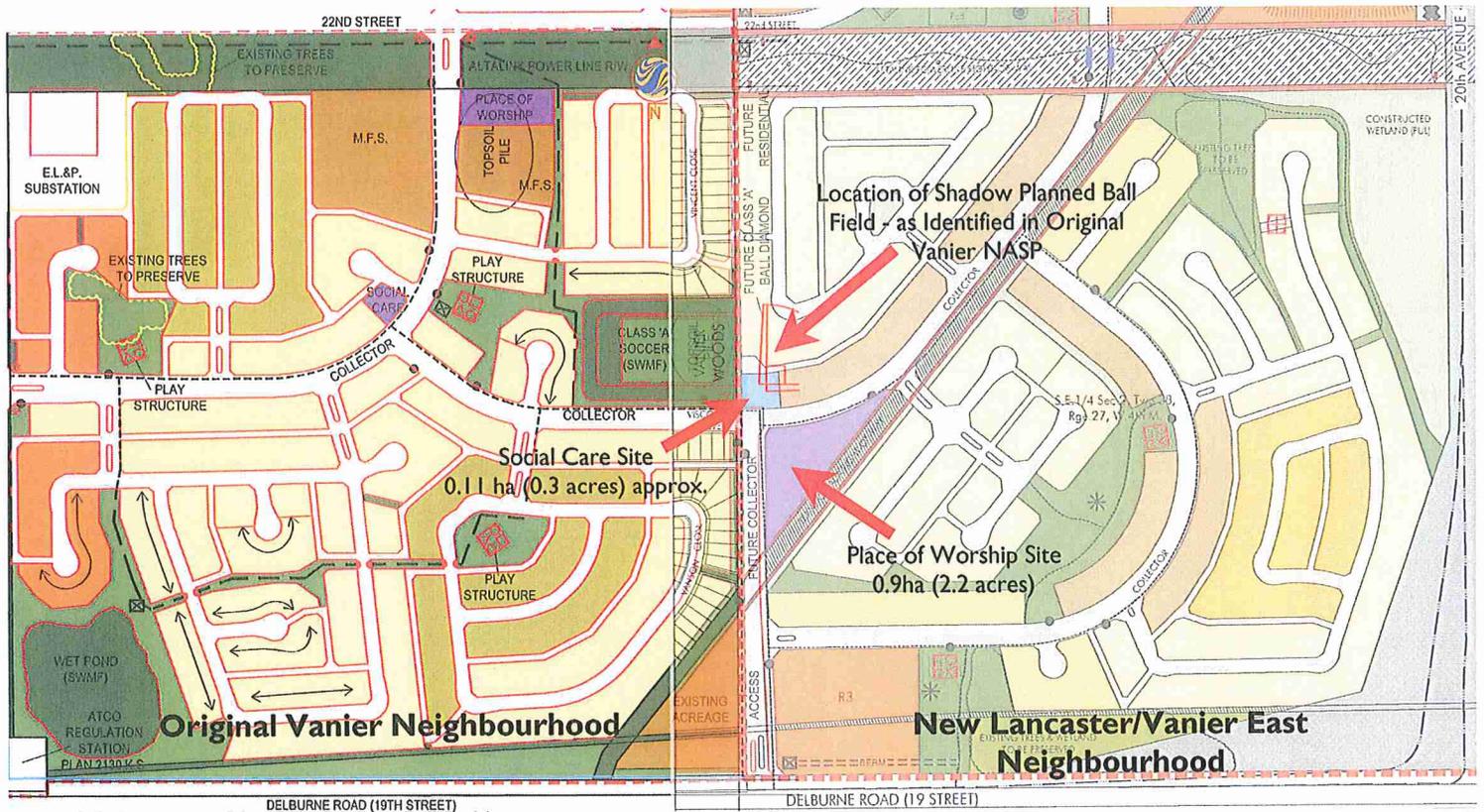


Figure 2.0: Location of Shadow Planned Ball Field

Appendix A**Site Analysis:**

The following site analysis provides an overview of the site constraints, permitted uses and general implications if the sites develop as proposed. The site analysis considers: 1) The proposed Place of Worship site, 2) The social care site located in the south quarter section of the Lancaster/Vanier East NASP.

Place of Worship Site:

Location and Neighbourhood Context	<ul style="list-style-type: none"> • Place of worship site is adjacent to two collector roadways. Site is located at the primary access into the neighbourhood. • The proposed site has strong vehicular and pedestrian links. Proposed location would result in minimal vehicular traffic impacting the surrounding neighbourhood. Parking would be addressed on-site through the development permit process. • Site is in close proximity to the existing Trans Canada Pipeline. Development of the site would be required to meet setback requirements. • The proposed site has limited existing neighbours. Closest residential property in the existing Vanier Neighbourhood is approximately 30m (98 ft) away (edge of property). • If the site were developed as a public use (place of worship) there is opportunity for positive synergies between the neighbours and site uses/facilities.
Site and Zoning Requirements	<ul style="list-style-type: none"> • Size: 0.9 ha (2.2 acres) • Proposed site zoning is R2 Residential (Medium Density) District • Permitted uses would include: <ul style="list-style-type: none"> • Detached Dwelling • Assisted Living Facility • Day Care Facility • Temporary Care Facility • Place of Worship or Assembly • Multi-attached dwelling(s) • Multiple Family Building • Municipal Services (police, emergency services) • Public or quasi-public buildings. • Semi-detached dwelling units • Maximum building height is 2 stories (10m) for all structures except apartments which allow up to a 3 story maximum. ** Developer originally proposed this site as a R3 Residential (Multiple Family) District site but down-zoned the site to R2 Residential (Medium Density) District as a result of public comment.
Implications	<ul style="list-style-type: none"> • Community opposition from existing Vanier residents. Please see attached letters from the public. • Site configuration (potentially challenging for development). • On site parking requirements – If developed as a place of worship site, parking requirement would include: 1 stall per 6 persons, based on maximum occupancy of the primary congregation/sanctuary area. Parking lot area could result in a substantial portion of the lot depending on facility size.

Social Care Site: Please note that two social care sites are proposed in the Lancaster/Vanier East plan – one for each quarter section of development. The following site analysis applies to the social care site in the south quarter section only given its proximity to existing residents.

Location and Neighbourhood Context	<ul style="list-style-type: none"> • Social care site is located in the south quarter section of development and is adjacent to two collector roadways (located at the intersection). • Site located at the primary entry into the neighbourhood – minimal traffic impacts on the surrounding neighbourhood. • Site is immediately adjacent to a greenspace. • Strong pedestrian linkages with the surrounding neighbourhood. • The proposed site has limited existing neighbours. Closest residential property to the existing Vanier Neighbourhood is approximately 25m (82 ft) away (edge of property).
Site and Zoning Requirements	<ul style="list-style-type: none"> • Site currently zoned PS (Public Service) District. Site is proposed to revert to RIG Residential (Narrow Lot) District if not purchased for public services use (rezoning would be required). Permitted uses in the PS District include: <ul style="list-style-type: none"> • Assisted living facility • Day care facility • Institutional service facility • Offices for community oriented groups • Private clubs or organizations • Temporary care facility • Garden plots • Maximum building height in the PS District is: subject to the commissions' approval.
Implications	<ul style="list-style-type: none"> • Community opposition from existing Vanier residents. Please see attached letters from the public.

COMMENTS FROM CITIZENS

REGARDING

VANIER EAST/NORTH

NEIGHBOURHOOD AREA STRUCTURE PLAN



Comment Form

Proposed Vanier East/North Neighbourhood Area Structure Plan
And associated East Hill MASP and MDP Amendments
March 3, 2011

Name: Walter Reynolds

Mailing Address: _____

E-mail Address: _____

Phone: _____

① On original phase plan for existing Vanier woods site adjacent to Soccer Field it shows possible Class A Baseball field. Our property borders the soccer field & would also have cornered to the baseball field. We had bought this property / lot thinking we would have a large green space to our property! Can this be amended??

② Also my opinion on having the back alley run up to the middle of the soccer field might cause danger to kids playing on the field!

Please return your written comments by 4:30 p.m. Tuesday March 8th, 2011. Comment sheets can be submitted in person to The City of Red Deer Planning Department located in City Hall 4914-48th Avenue, by mail to Box 5008, Red Deer, AB T4N 3T4, by fax to (403) 342-8200 or e-mail to haley.horvath@reddeer.ca.

The City is collecting your information to help make decisions on proposed programs, services, and/or plans in/for the city of Red Deer. The personal information on this form is collected under the authority of the *Municipal Government Act, Section 3* and is protected under the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*. An individual choosing to provide a comment to a member of Council, to a member of a committee and/or to City of Red Deer administration must understand that comments, including personal information could be publicly disclosed. The City will seek to balance the dual objectives of open government and protection of privacy. When disclosing public comments, The City will endeavor to disclose only the author's name, unless there is a legislative, privacy or public interest reason to disclose more or less information. If you have any questions about the collection, use and protection of this information, please contact the Manager of the Planning Department, 3rd floor, City Hall, 4914 - 48 Ave, Red Deer, AB 403-406-8700.

Farm Air Properties Inc.

May 2, 2011

Via Email

Elaine Vincent
Legislative & Governance Services Manager
City of Red Deer
4914 - 48 Avenue
Red Deer, AB T4N 3T4

Dear Ms. Vincent:

Re: NASP

Thank you for your letter of April 26, 2011 (attached) advising of the Public Hearing on Monday, May 16, 2011. We own the 80 acres west of 20th Avenue and the proposed 22nd Street, and are in support of the NASP.

Yours truly,

FARM AIR PROPERTIES INC.



Robert A. Manning
President

End

T 403-348-3875

FROM THE DESK OF
RENE RONDEAU

T 403-357-4336

May 10, 2011
 City of Red Deer - Council

Red Deer City Council,

I am writing this letter, to express concerns and suggestions about the plans to develop the new phase of Vanier Woods. I have been living in Red Deer since 1995, and have no plans on moving away from the City anytime soon. One reason, because the City of Red Deer is a great and beautiful place to live. While the City has grown into a major centre over the past number of years, City Planners and Developers have done a great job keeping the area's natural state, the beauty and the importance of Recreation in our Communities. The City's neighbourhoods have great trails, amazing outdoor and indoor sporting facilities, beautiful parks and has easy access to amenities.

Our family built our home in Vanier Woods, and we back onto the east side of Red Deer. When I purchased the home, I was not naive to think the City would not build behind us. In fact, we knew that was going to happen, and we're expecting development to happen sooner than later. Please understand, I have no problem with the development happening. It's what is being planned that concerns our family and many others living in our community.

Our concerns lie in the planning of Vanier Woods East Neighbourhood Area Structure Plan. We want the City Council of Red Deer to definitely question and re-examine the plan in front of all of us. Having lived in 8 neighbourhoods during my time in Red Deer, I have never been really concerned, until now.

After examining the plans, attending the open house, discussing with our neighbours and giving it much thought, I would like you to share some of our concerns.

First of all, Red Deer is known for it's bounty of Multi-use Recreational and Sporting Fields, but apparently not in Vanier Woods. This area's flooding with young families, and yet there is only one Soccer Pitch (Water Retention Area) in the entire neighbourhood and future plans.

I understand they plan to have one in the new Lancaster, but that neighbourhood already has one at the School. Vanier Woods residents need to have a place to go

FROM THE DESK OF
RENE RONDEAU

to, for the abundance of teams to use, and for families to enjoy. The City needs to examine the needs of the community and force developers to have guidelines when it comes to Recreation, Sport and Green Space required per development. Right now, there is a shortage of multi-use fields, centres and facilities in our City. As we grow, our City needs to look to future communities like Vanier as leading examples, not as just another Expansion Plan East. We need the City to look at all Neighbourhood Area Structure Plans and examine what priorities lie in future developments, is it cramming more homes into tight corners or making great places for families to call home and enjoy time outside in our neighbourhood parks and fields.

Another concern is the plan to have a place of worship in new Communities like Vanier Woods East. We have no problem in having them as our neighbours with in reason, but planning for the sake of never having them build here is ridiculous. After speaking to developers at the Open House, we were told straight out that the plan is to have that as a place of worship, but chances are it won't happen. Developers reasoning, the price is typically too expensive for the smaller churches, and the land is too small for the ones that can afford the space. Southern targets are zoned for multi-living (duplex/townhouse).

Currently, we already have one of those lots "sitting empty" on Vanier Drive. It was to be a place of worship, now a developers owns it and it has not been touched and is becoming an eyesore. The City needs to re-examine this and make the proposed corner lots into an attractive Sport/Recreation area easy access for motorists off the Delburne Road and through the Community of Vanier Woods. We are tired of seeing unused lots of land wasting away, while kids play baseball or football on the streets. So please, redevelop the plans so they work for those who live in the area.

Other concerns brought on by neighbours include, the need for the City to investigate thoroughly on future plans to build around the Trans Canada Pipeline. We understand that there will be a rail system on top of the existing Pipeline, we just hope that there are plans to build accordingly around it.

We all understand the need to develop and build on areas to make our City prosper. We are not naive in thinking that the city will stop building outward, but if you build then let us enjoy what you create for years to come. Let it be your Legacy.

Sincerely yours,

Rene Rondeau

Attention: Red Deer City Councillors

The rezoning of the Phase 1 and 2 of the Lancaster/ Vanier Woods East neighbourhood is concerning to me as a homeowner in Vanier Woods. This proposed new neighbourhood is geared towards developing higher density housing through reducing lot sizes, resembling trends in Calgary and Edmonton. This move towards higher density housing in suburban areas will effectively deteriorate the positive, small town feeling that the community of Red Deer currently maintains. In my opinion, that small town feeling is what makes Red Deer such a great place to live.

Further, the current trend towards smaller lot sizes seems to be counterproductive when The City of Red Deer is also promoting projects such as the downtown revitalization. In my opinion, these higher density residential projects should be focused within the city core if The City wants to revitalize downtown. There appears to be little value in making lots smaller in suburban communities, given that we are also trying to attract more people to live in our downtown core.

When purchasing my home in Vanier Woods () in 2009, I purchased the home on the basis of Melcor's original outline for the area, dated 2006. This apparent shadow plan proposed ball diamonds and a soccer field adjacent to our street. Instead, the updated plan now outlines a church, a social gathering site, and narrower residential lots (R1G). These shadow plans should not be included with the original plan, based on the fact that a level of reliance may be placed on this information by prospective residents of the community. In my opinion, a shadow plan is in place to attract residents, giving them an idea of what the community will look like in the future. In this case, I would question as to whether the ball diamonds was ever intended to be built in this area.

Additionally, these new R1G lots appear to be fairly small and would not leave much yard space given the size of the home; during a recent media release City Councillors sited this as a concern. The motion in favour passed based on some councillors stating that there could be potential housing shortages. The small lots will effectively give the new neighbourhood a clustered look, common to areas with high density residential zoning.

I also cannot comprehend why putting larger homes on reduced lots seems necessary at this time. Given the overall supply of homes in Red Deer and the existence of many new neighbourhoods that have room for growth such as Sunnybrook South, Clearview, and Timberlands, the need to put larger homes on reduced lots seems completely unnecessary at this time. It should also be noted that there are approximately 700 listings for used residential properties on MLS, signifying a large supply of inventory in the Red Deer market. As a resident this is a concern, as new developments will add to an already large property inventory and may deteriorate homeowner property values. It could potentially leave neighbourhoods appearing half empty for many more years than necessary. I can personally attest to the difficulties of dealing with construction when moving into a new residential development, and given the excess supply of homes this project could take many more years than necessary to be complete.

Your time to review my concerns is greatly appreciated!

Sincerely,
Nicholas Haycock

DATE: January 24, 2012
TO: Quincy Brown, Planner, Planning Services
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Land Use Bylaw Amendment 3357/T-2011
Rezoning of Place of Worship Site in Lancaster/Vanier East
Neighborhood NASP from R2 Residential (Medium Density) District
Site to R2.V10 to Limit Height of Building to 10m (2 Storeys)

Reference Report:

Legislative & Governance Services, dated January 17, 2012.

Resolution:

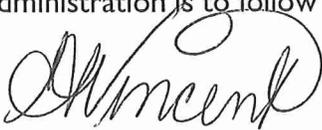
The following resolution was passed during the Regular Council meeting held on Monday, January 23, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Legislative & Governance Services department dated January 17, 2012 re: Rezoning of Place of Worship site in Lancaster / Vanier East Neighbourhood NASP from R2 Residential (Medium Density) District Site to R2.V210 to Limit Height of Building to 10m (2 storeys), and related Land Use Bylaw Amendment 3357/T-2012, hereby agrees to table consideration of this report for up to four weeks.

Report back to Council: Yes

Comments/Further Action:

Administration is to follow up with a report for Council's consideration within four weeks time.



Elaine Vincent
Legislative & Governance Services Manager

c: Director of Planning Services
Manager, Planning Department
Corporate Meeting Coordinator

Bev Greter

From: Quincy Brown
Sent: Tuesday, January 17, 2012 3:44 PM
To: Michelle Baer
Cc: Bev Greter; Frieda McDougall; Tara Lodewyk
Subject: LUB Amendment 3357/T-2011

Attachments: CDL - January 9, 2012 - Land Use Bylaw Amendment 3357 T 2011 Rezoing of Place of Worship Site.pdf; DMPROD-#1162801-v1-October_26__2011_-_LUB_Amendment_3357_T-2011_-_RE__Vertical_Overal_District_on_Place_of_Worship_Site_-_Lancaster_Vanier_East_.DOC; DMPROD-#1167479-v1-November_9__2011_-_LUB_Map14_T-2011_-_Lancaster_Vanier_East_Place_of_Worship.PDF; DMPROD-#1149538-v4-September_14__2011_-_Council_Request_for_Information_-_Lancaster_Vanier_East_NASP_-_Place_of_Worship_Site_-_Residential_Options.DOC

Hi Michelle, at the last Council Meeting a public hearing for LUB amendment 3357/T-2011 was held. The LUB amendment was to rezone a portion of property in Lancaster/Vanier East from County Agricultural District to R2 Residential with a Vertical Height Restriction of 10m (R2V.10) (Please see attached Bylaw and Council Report). The site is the proposed Place of Worship Site. Following the public hearing a new resolution was introduced which would limit the uses identified on the R2 Site (see attached CDL - January 9, 2012....) My question is: should we consider this change substantial enough to require the LUB amendment process to re-start eg. first reading, public hearing etc. or can we proceed with changing the existing 3357/T-2011 Bylaw and requesting Council to consider 3rd Reading?



CDL - January 9, 2012 - Land U... DMPROD-#116280 DMPROD-#116747 DMPROD-#114953
2012 - Land U... 1-v1-October_26_..}v1-November_9_..3-v4-September_1...

Unfortunately, because Council requested a response back 2 weeks later (Jan. 23, 12) Meeting we are in a time crunch. I am hoping that this is a relatively simple answer that you can provide to me by tomorrow (Wednesday Jan. 18). If it is not, I will frame our response back to Council that our Legal folks are reviewing and we require additional time.

Sorry for the very short notice. Feel free to give me a shout.
Thanks,

Quincy Brown, BSc, MCP
Community Planner
The City of Red Deer
Email Quincy.Brown@reddeer.ca
Phone 403.406.8707



Think green: keep it on the screen!

Bev Greter

From: Bev Greter
Sent: Tuesday, January 17, 2012 3:04 PM
To: Quincy Brown
Subject: LUB 3357/T-2011

Attachments: 1188162 - January 17, 2012 - BFM Rezoning of Place of Worhip Site in Lancaster Vanier East (Motion to Table) - 1.DOC

Quincy,

Attached is the Bring Forward Memo requesting that this bylaw be tabled (didn't give a timeline but we should have something here. Please review and let me know if there is anything else you would include in the Recommendation.



1188162 - January
17, 2012 - B...

Thanks,
Bev

Bev Greter
Corporate Meeting Coordinator
Legislative & Governance Services
Phone: 403.342.8201
Bev.greter@reddeer.ca
www.reddeer.ca



January 03, 2012

Repeal of Council Policy 5304-C Use of Bid Depository

Financial Services

Report Summary & Recommendation:

The City is obligated to comply with trade agreements (TILMA and the New West Partnership) that have come into effect since Council Policy 5304 – C was established. These trade agreements have mandatory legislative requirements for competitive bidding that require posting on the Alberta Purchasing Connection (APC). As a result, The City no longer posts on the Red Deer Construction Association Bid Depository, as referenced in Council Policy 5304-C Use of Bid Depository.

Organizations interested in bidding are aware of the legislative requirements and because all public tenders are posted on one location, the APC, (or applicable equivalent in other provinces) it is more efficient for all parties involved. Additionally, subtrades are still able to see the competitions since those marked on APC as “Construction” are automatically posted on COOL Net, which is the official website for the Construction Associations.

In order to ensure that The City is not violating Council Policy 5304-C and because of the requirements of new trade agreements, Council is being asked to repeal the policy.

City Manager Comments:

As this Council Policy is no longer required, I support the recommendation of Administration.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the Financial Services department dated January 3, 2012, re: Repeal of Council Policy 5304-C Use of Bid Depository hereby agrees to repeal Council Policy 5304-C.



Report Details

Background:

The current policy- 5304-C Use of Bid Depository was established and approved by Council in 1996. At that time, the policy directed The City to use the Red Deer Construction Association Bid Depository for all construction projects involving sub-trades to allow easier tendering on City projects by Red Deer sub-trades.

Discussion:

Council is being asked to repeal Council policy 5304-C Use of Bid Depository because it no longer reflects the practice of The City. Instead of using the Red Deer Construction Association Bid Depository, The City is posting on the Alberta Purchasing Connection (APC).

Analysis:

There is no impact to The City or outside parties to not post on the Red Deer Construction Association Bid Depository as all stakeholders are aware of the legislative requirements and use APC.

**Purpose:**

The purpose of this policy is to require the use of the Red Deer Construction Association Bid Depository for all construction projects involving sub-trades to allow easier access to tendering on City projects by Red Deer sub-trades.

Policy Statement(s):

1. The bid depository of the Red Deer Construction Association shall be used for all City construction projects involving sub-trades.
2. The City Manager has authority to choose not to use the bid depository on projects estimated to be under \$250,000 in value, when in his opinion, and on the advice of the consultants involved and in consultation with the Red Deer Construction Association it is considered to be advantageous to do so. Council should be informed prior to tendering the project.

Authority/Responsibility to Implement:

City Manager

Document History:

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

DATE: January 30, 2012
TO: Lisa Francis, Corporate Controller
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Repeal of Council Policy 5304-C Use of Bid Depository

Reference Report:

Financial Services, dated January 3, 2012

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, January 23, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Financial Services department dated January 3, 2012, re: Repeal of Council Policy 5304-C Use of Bid Depository hereby agrees to repeal Council Policy 5304-C.

Report back to Council: No

Comments/Further Action:

Administration to follow up with repealing Council Policy 5304-C.



Elaine Vincent
Legislative & Governance Services Manager

c: Director of Corporate Services
Financial Services Manager
Policy & Research Coordinators



January 17, 2012

Request for Angle Parking at 32 Connell Close

Engineering Services

Report Summary & Recommendation:

Between 2008 and 2011, Mr. Kevin Latimer requested angle parking signs be installed in front of 32 Connell Close on numerous occasions but were denied. On October 16, 2011, Mr. Latimer submitted a formal request to City Council requesting angle parking signs be installed from 32 Connell Close to the east side of his neighbor's house at 40 Connell Close. Engineering Services does not recommend angle parking be allowed on cul-de-sacs; including Mr. Kevin Latimer's request. The recommendation is primarily based on safety; other reasons include additional signing cost, increased winter maintenance cost, and inefficient garbage pickup and firefighting operations caused by angle parking.

City Manager Comments:

I support the long standing policy for vehicles to have easy access to turn in cul-de-sacs. If any rethinking of this policy is to be done it should be considered in an overall neighbourhood review. Therefore, I support the recommendation of Administration.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the Engineering Services department dated January 17, 2012 re: Request for Angle Parking at 32 Connell Close hereby agrees with the recommendation of Administration to not recommend angle parking on cul-de-sacs and denies the request for angle parking on Connell Close.



Report Details

Background:

In April 2008, Mr. Kevin Latimer requested angle parking in front of his house located at 32 Connell Close but was turned down by the Engineering Services Department. Subsequently, Mr. Latimer wrote to past Councillor Larry Pimm, and Legislative and Administrative Services on two separate occasions in the same year; both requests were not supported by Engineering.

In August 2011, Mr. Kevin Latimer wrote to Legislative & Governance Services again on the same subject. The inquiry was forwarded to Engineering Services for response yielding the same response. On October 16, 2011, Mr. Latimer submitted a formal request to City Council requesting angle parking signs be installed from 32 Connell Close to the east side of his neighbor's house at 40 Connell Close.

Discussion:

Angle parking is prohibited in the City of Red Deer in accordance with Traffic Bylaw No. 3186/97 and the Alberta Traffic Safety Act unless signage indicates otherwise.

Over the years, Engineering Services has received numerous requests about allowing angle parking on cul-de-sacs in the City. Angle parking has not been permitted on cul-de-sacs for safety and other reasons that include additional signing cost, increased winter maintenance cost, and inefficient garbage pickup and firefighting operations caused by angle parking.

Analysis:

Cul-de-sacs are designed for vehicles to turn around. The current standard in the City of Red Deer is to provide a 12.5-metre curb radius and a 1.5-metre monolithic sidewalk. In older cul-de-sacs, this may be narrower. If vehicles were allowed to angle park they would overhang the sidewalk by about 0.4 metre to 0.8 metre; thus leaving only 0.7 metre to 1.1 metre width for pedestrians. The rear of the vehicle that is angle parked would extend 5 to 8 metres into the centre of the cul-de-sac. This would leave insufficient space for any vehicle larger than a car or a half-ton truck to turn around (please refer to Appendices 'A' and 'B' for the illustrations). Delivery vehicles, couriers and garbage trucks would be forced to back out of the cul-de-sacs, which may cause safety issues due to limited visibility.



Given the geometry of the cul-de-sac, if angle parking was permitted, there would be a conflict between those vehicles maneuvering to parallel park adjacent to the vehicles angle parked. Confusion may also be resulted if some motorists angle park in the wrong direction against the direction of travel. From a rough record plan count there are about 350 locations within the City that would require angle parking signing. The cost of the sign installation would be in the order of \$105,000 as the Alberta Traffic Safety Act requires all vehicles to parallel park unless signage indicates otherwise.

During winter, Public Works uses the centre area of a cul-de-sac for storage during snow plowing operations. This would not be possible if vehicles were allowed to angle park; snow would have to be trucked out with increased cost.

Garbage collection is primarily accessed from back lanes; however, roughly 30% of garbage pickup services in the City are done from the front of houses. Angle parking would make it less efficient to provide this service as workers would have difficulty in seeing garbage containers and moving them between cars to the collection truck. There would also be an inability to turn a garbage truck around and associated risk with backing a large vehicle all the way out of the cul-de-sacs. It would also be difficult to have different parking rules for different cul-de-sacs, depending on the garbage collection practice for that location. In this case, garbage is collected from the lane on Connell Close, so angle parking would not be a concern for garbage collection at this location.

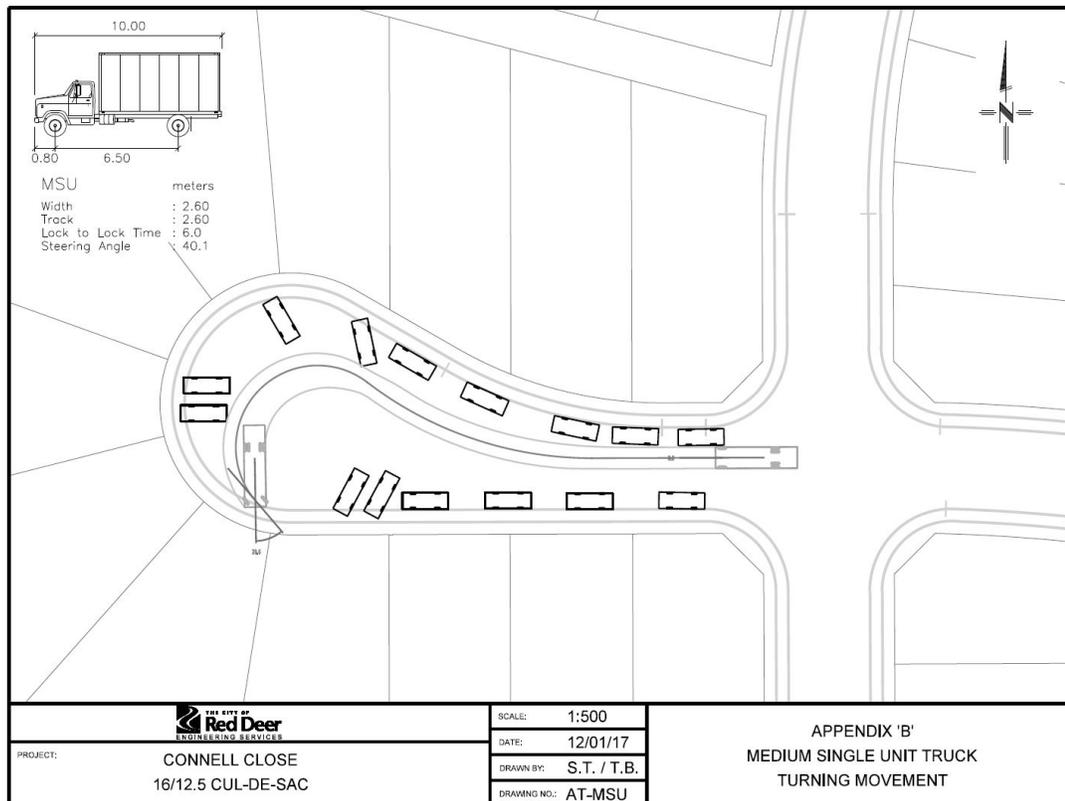
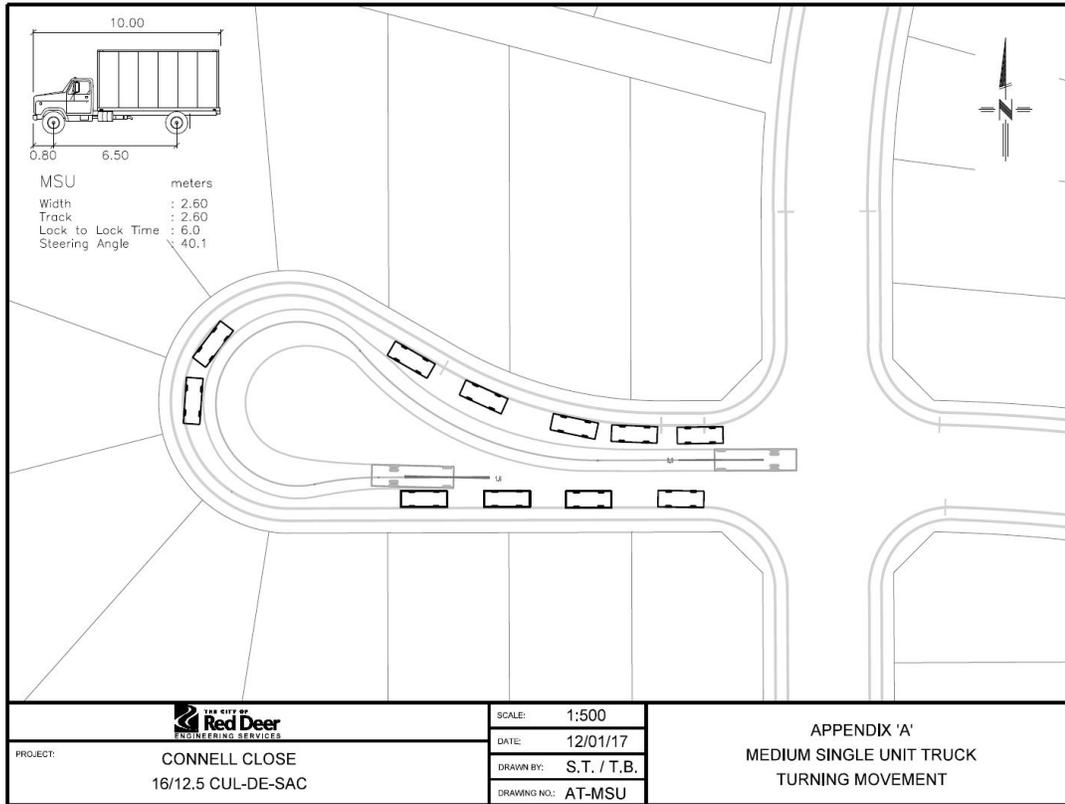
From an emergency services perspective, maximum space is desired to position the fire apparatuses for the best tactical positions. If angle parking was allowed in a cul-de-sac, firefighting operations would be affected due to the reduced space available. During snow plowing operations, when the centre area of a cul-de-sac is used for storage, angle parking would not be permitted as it may jeopardize emergency service's operations. Either snow piles would need to be trucked out or seasonally the permitted angle parking signs would need to be removed which would result in increased operational cost and homeowner frustration with changing parking rules.

On-street parking is considered to be a privilege and not a right of a property owner. Although the property owner may not be able to park directly in front of the house, it is felt that safety, not convenience, should be the main consideration. Engineering Services does not recommend angle parking be allowed on cul-de-sacs for the reasons stated above; including Mr. Kevin Latimer's request for such installation from 32 Connell Close to the east side of 40 Connell Close.



Financial Implications

There are no financial implications with the recommendation in this report.





LEGISLATIVE & GOVERNANCE SERVICES

January 26, 2012

Mr. Kevin Latimer
32 Connell Close
Red Deer, AB T4P 2T8

**Re: Council Decision – January 23, 2012
Sign to Permit Angle Parking – Connell Close**

Dear Mr. Latimer,

The following resolution was passed at the Monday, January 23, 2012 regular meeting of Red Deer City Council:

Resolved that Council of The City of Red Deer having considered the report from the Engineering Services department dated January 17, 2012 re: Request for Angle Parking at 32 Connell Close hereby agrees with the recommendation of Administration to not recommend angle parking on cul-de-sacs and denies the request for angle parking on Connell Close; however, Council further agrees that a policy review of angle parking on cul-de-sacs be undertaken with a report to be brought back for Council's consideration by August 20, 2012.

If you have any questions regarding this matter, please contact Frank Colosimo, Engineering Services Manager directly at 403.342.8168.

Yours sincerely,

Elaine Vincent
Manager

c: Frank Colosimo, Engineering Services Manager

DATE: January 24, 2012
TO: Frank Colosimo, Engineering Services Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Sign to Permit Angle Parking – Connell Close

Reference Report:

Engineering Services, dated January 17, 2012.

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, January 23, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Engineering Services department dated January 17, 2012 re: Request for Angle Parking at 32 Connell Close hereby agrees with the recommendation of Administration to not recommend angle parking on cul-de-sacs and denies the request for angle parking on Connell Close; however, Council further agrees that a policy review of angle parking on cul-de-sacs be undertaken with a report to be brought back for Council's consideration by August 20, 2012.

Report back to Council: Yes

Comments/Further Action:

Administration to prepare a report to be brought back for Council's consideration by August 20, 2012.



Elaine Vincent
Legislative & Governance Services Manager

c: Director of Development Services
Corporate Meeting Coordinator

Bev Greter

From: Bev Greter
Sent: Thursday, January 19, 2012 4:30 PM
To: 'Latimerk@telus.net'
Subject: Kevin Latimer - Sign to Permit Angle Parking - Connell Close

Mr. Latimer,

To confirm our conversation, the above report is coming to Council on Monday, January 23, 2012 for their consideration.

The following link will take you to the Council Agenda Page ([Council Agenda](#)) where you can view the report and Administration's comments. I can not guarantee the time the item will be presented but my best guess would be around 2:15 p.m. You are welcome to attend the meeting or alternatively, the live stream will also be available on our website at the following link: www.reddeer.ca, and then click on the link on the left hand side – Council Meetings – Live Streaming.

I trust this information is useful.

Regards,
Bev

Bev Greter
Corporate Meeting Coordinator
Legislative & Governance Services
Phone: 403.342.8201
Bev.greter@reddeer.ca
www.reddeer.ca

Bev Greter

From: Linda Rehn
Sent: Wednesday, January 11, 2012 8:44 AM
To: Bev Greter
Subject: Council Items

Hi Bev – in my queue it shows a Council item – 32 St Roundabouts – for the Jan 23 meeting. This item won't be coming – so please change to the Feb 6th meeting.

Kevin Latimer – Angle Parking – Frank is intending to submit this one for Jan 23.

Tks Bev.

Linda

Linda Rehn
Administrative Assistant
Engineering Services
The City of Red Deer
(403) 342-8184

Keyin Latimer
32 Connell Close
Red Deer, AB T4P 2T8

October 12, 2011

Red Deer City Council

Your Worship and Members of Council:

I am writing this letter in regards to a parking issue in front of my house of 32 Connell Close. I would like to see a sign installed in front of my house on the south side of my property to the east side of 40 Connell Close to say angel parking is permitted. Also I have pulled into this close and the close was packed full of vehicles parallel parked and I was not even able to parallel park in front of my own house which a stall was open in front of my house but it was to tight to get into. As I see this is a lot easier to park instead of parallel parking as I live at the very end of the close. Now I have pulled in this close with my 22-foot trailer when there were vehicles angled parked and had no problems turning around. As for the winter parking I would have no problem parallel parking if there was a snow pile then. It is not like every day that we use the street to park our vehicles but it would be nice for company to park without an issue.

Sincerely,


Kevin Latimer

Christine Kenzie
October 17, 2011 10:30 AM
Frank Colosimo; Micky Szeto
Melanie Brawn
FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report
Required For Council Meeting

Subject:

Attachments:

Letter from Kevin Latimer - Parking Issue at 32 Connell Close.pdf



Letter from
Kevin Latimer - P

Attached is a letter received from Kevin Latimer -- an official request to Council for a sign to be installed to permit angle parking on the east side of 40 Connell Close. This letter was received at LGS on Friday, October 14, 2011.

Please prepare a report for Council on this matter. Let me know when you anticipate this issue to come to a Council Meeting.

I have included the e-mail thread from Frieda McDougall on this item as well.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Frieda McDougall
Sent: October 16, 2011 11:41 AM
To: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, following my response to Mr. Latimer, he has now submitted a formal request to Council for an amendment to the Traffic Bylaw. This request will be forwarded to you for formal comment on a Council agenda.

Thanks.

Frieda McDougall

Christine Kenzie

From: Linda Rehn
Sent: November 30, 2011 10:31 AM
To: Christine Kenzie
Subject: RE: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Hi Christine – this item will be coming to the Jan 9th meeting. *Jan 23rd*

Linda Rehn
Administrative Assistant
Engineering Services
The City of Red Deer
(403) 342-8184

From: Christine Kenzie
Sent: November 30, 2011 10:03 AM
To: Melanie Brawn
Cc: Linda Rehn
Subject: RE: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Confirming if you have this item on your radar to come to the December 12th Council Meeting??? Would need the report by end of day today.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Melanie Brawn
Sent: November 22, 2011 3:58 PM
To: Christine Kenzie
Cc: Linda Rehn
Subject: RE: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Hi Christine,

I just spoke to Micky and he is talking with other Departments and getting their input. He is still waiting for several responses.

They are still hoping to make the Dec 12 Council.

Thanks,

Melanie Brawn
Engineering Services
The City of Red Deer
403.309.8496

From: Christine Kenzie
Sent: Tuesday, November 22, 2011 2:57 PM
To: Melanie Brawn
Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Wondering where this item is at..... Can you advise.

Thanks.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Christine Kenzie
Sent: October 17, 2011 10:30 AM
To: Frank Colosimo; Micky Szeto
Cc: Melanie Brawn
Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

<< File: Letter from Kevin Latimer - Parking Issue at 32 Connell Close.pdf >>

Attached is a letter received from Kevin Latimer -- an official request to Council for a sign to be installed to permit angle parking on the east side of 40 Connell Close. This letter was received at LGS on Friday, October 14, 2011.

Please prepare a report for Council on this matter. Let me know when you anticipate this issue to come to a Council Meeting.

I have included the e-mail thread from Frieda McDougall on this item as well.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Frieda McDougall
Sent: October 16, 2011 11:41 AM
To: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, following my response to Mr. Latimer, he has now submitted a formal request to Council for an amendment to the Traffic Bylaw. This request will be forwarded to you for formal comment on a Council agenda. Thanks.

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

From: Frieda McDougall
Sent: October 12, 2011 4:15 PM
To: Morris Flewwelling; City Councillors; Craig Curtis; Elaine Vincent
Cc: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, a citizen inquiry and the response provided.

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

From: Frieda McDougall
Sent: October 06, 2011 2:41 PM
To: 'latimerk@telus.net'
Subject: FW: Parking complaint

Hi Kevin. Further to our telephone conversation today, here is the information I received from our traffic section with respect to your request to permit angle parking on Connell Close.

The City understands your concern and would like to improve conditions where possible. However, cul-de-sacs are

designed for vehicles to turn around. If angle parking was allowed, vehicles would overhang the sidewalk and reduce the width by 0.4 m to 0.8 m, leaving only 0.7 m to 1.1 m width for pedestrians. The back end of vehicles would extend to within 6 to 8 m of the centre of the cul-de-sac. This would leave insufficient space to turn around any vehicle larger than a car or half-ton truck. Emergency and service vehicles would be forced to back out of cul-de-sacs, which is unsafe. There is also an increased collision risk to residents and visitors as drivers back out of spaces with inadequate visibility.

Additionally, during winter months, Public Works uses the centre of cul-de-sac bulbs to store high accumulations of snow. This would not be possible if angle parking was allowed and snow would have to be trucked out at higher cost.

For these reasons, the City does not support changing the Traffic Bylaw to allow for angle parking along Connell Close.

As discussed, if you want to pursue a change to the Traffic Bylaw you would need to do this in a formal request to Council. Your request and administration's comments would be evaluated by Council who would then direct what action, if any, is to be undertaken. Please let me know if you want to pursue this option.

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

From: Frieda McDougall
Sent: September 25, 2011 11:46 AM
To: Frank Colosimo; Melanie Brawn
Subject: FW: Parking complaint

Still awaiting a response on this – please and thanks.

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

From: Frieda McDougall
Sent: August 24, 2011 5:18 PM
To: 'latimerk@telus.net'
Subject: FW: Parking complaint

Hi Kevin. Just wanted to let you know that I did get your voicemail but I'm not expecting an immediate response on this. With people being on vacation this may take a week or two for them to action because they'll need to send someone out to evaluate the close, look at our bylaws, explore options, etc. I'll get back to you as soon as I hear anything.

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

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Christine Kenzie

From: Melanie Brawn
Sent: November 22, 2011 3:58 PM
To: Christine Kenzie
Cc: Linda Rehn
Subject: RE: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

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They are still hoping to make the Dec 12 Council.

Thanks,

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Engineering Services
The City of Red Deer
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Wondering where this item is at..... Can you advise.

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D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

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Sent: October 17, 2011 10:30 AM
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Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

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Please prepare a report for Council on this matter. Let me know when you anticipate this issue to come to a Council Meeting.

I have included the e-mail thread from Frieda McDougall on this item as well.

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Frieda McDougall
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Legislative & Governance Services
Phone: 403-342-8136 Fax: 403-346-6195
Email: frieda.mcdougall@reddeer.ca

From: Frieda McDougall
Sent: October 12, 2011 4:15 PM
To: Morris Flewwelling; City Councillors; Craig Curtis; Elaine Vincent
Cc: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, a citizen inquiry and the response provided.

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Deputy City Clerk
Legislative & Governance Services
Phone: 403-342-8136 Fax: 403-346-6195
Email: frieda.mcdougall@reddeer.ca

From: Frieda McDougall
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Frieda McDougall
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Phone: 403-342-8136 Fax: 403-346-6195
Email: frieda.mcdougall@reddeer.ca

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Email: frieda.mcdougall@reddeer.ca

From: Frieda McDougall
Sent: August 24, 2011 5:18 PM
To: 'latimerk@telus.net'
Subject: FW: Parking complaint

Hi Kevin. Just wanted to let you know that I did get your voicemail but I'm not expecting an immediate response on this. With people being on vacation this may take a week or two for them to action because they'll need to send someone out to evaluate the close, look at our bylaws, explore options, etc. I'll get back to you as soon as I hear anything.

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

Christine Kenzie

From: Christine Kenzie
Sent: November 22, 2011 2:57 PM
To: Melanie Brawn
Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Attachments: Letter from Kevin Latimer - Parking Issue at 32 Connell Close.pdf

Wondering where this item is at..... Can you advise.

Thanks.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Christine Kenzie
Sent: October 17, 2011 10:30 AM
To: Frank Colosimo; Micky Szeto
Cc: Melanie Brawn
Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting



Letter from Kevin
Latimer - Pa...

Attached is a letter received from Kevin Latimer -- an official request to Council for a sign to be installed to permit angle parking on the east side of 40 Connell Close. This letter was received at LGS on Friday, October 14, 2011.

Please prepare a report for Council on this matter. Let me know when you anticipate this issue to come to a Council Meeting.

I have included the e-mail thread from Frieda McDougall on this item as well.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

From: Frieda McDougall
Sent: October 16, 2011 11:41 AM
To: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, following my response to Mr. Latimer, he has now submitted a formal request to Council for an amendment to the Traffic Bylaw. This request will be forwarded to you for formal comment on a Council agenda.
Thanks.

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

From: Frieda McDougall
Sent: October 12, 2011 4:15 PM
To: Morris Flewwelling; City Councillors; Craig Curtis; Elaine Vincent
Cc: Frank Colosimo; Melanie Brawn; Micky Szeto
Subject: FW: Parking complaint

For your information, a citizen inquiry and the response provided.

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

From: Frieda McDougall
Sent: October 06, 2011 2:41 PM
To: 'latimerk@telus.net'
Subject: FW: Parking complaint

Hi Kevin. Further to our telephone conversation today, here is the information I received from our traffic section with respect to your request to permit angle parking on Connell Close.

The City understands your concern and would like to improve conditions where possible. However, cul-de-sacs are designed for vehicles to turn around. If angle parking was allowed, vehicles would overhang the sidewalk and

reduce the width by 0.4 m to 0.8 m, leaving only 0.7 m to 1.1 m width for pedestrians. The back end of vehicles would extend to within 6 to 8 m of the centre of the cul-de-sac. This would leave insufficient space to turn around any vehicle larger than a car or half-ton truck. Emergency and service vehicles would be forced to back out of cul-de-sacs, which is unsafe. There is also an increased collision risk to residents and visitors as drivers back out of spaces with inadequate visibility.

Additionally, during winter months, Public Works uses the centre of cul-de-sac bulbs to store high accumulations of snow. This would not be possible if angle parking was allowed and snow would have to be trucked out at higher cost.

For these reasons, the City does not support changing the Traffic Bylaw to allow for angle parking along Connell Close.

As discussed, if you want to pursue a change to the Traffic Bylaw you would need to do this in a formal request to Council. Your request and administration's comments would be evaluated by Council who would then direct what action, if any, is to be undertaken. Please let me know if you want to pursue this option.

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

From: Frieda McDougall
Sent: September 25, 2011 11:46 AM
To: Frank Colosimo; Melanie Brawn
Subject: FW: Parking complaint

Still awaiting a response on this – please and thanks.

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

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Christine Kenzie

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Cc: Melanie Brawn
Subject: FW: Parking complaint - Letter received from Kevin Latimer - October 14, 2011 - Report Required For Council Meeting

Attachments: Letter from Kevin Latimer - Parking Issue at 32 Connell Close.pdf



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Phone: 403-342-8136 Fax: 403-346-6195
Email: frieda.mcdougall@reddeer.ca

OCT 17, 2011

Christine Kenzie

To: latimerk@telus.net
Subject: Parking Complaint

Dear Mr. Latimer:

I would like to acknowledge receipt of your written request to Red Deer City Council for consideration of allowing angle parking along Connell Close.

Administration has been asked to provide a written report in response to your request to present to Council at a future Council Meeting.

I will let you know when this item will be presented to Council for their consideration.

Christine Kenzie | Corporate Meeting Coordinator

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

christine.kenzie@reddeer.ca

BACK UP INFORMATION
NOT SUBMITTED TO COUNCIL

Kevin Latimer
32 Connell Close
Red Deer, AB T4P 2T8

October 12, 2011

Red Deer City Council

Your Worship and Members of Council:

I am writing this letter in regards to a parking issue in front of my house of 32 Connell Close. I would like to see a sign installed in front of my house on the south side of my property to the east side of 40 Connell Close to say angel parking is permitted. Also I have pulled into this close and the close was packed full of vehicles parallel parked and I was not even able to parallel park in front of my own house which a stall was open in front of my house but it was too tight to get into. As I see this is a lot easier to park instead of parallel parking as I live at the very end of the close. Now I have pulled in this close with my 22-foot trailer when there were vehicles angled parked and had no problems turning around. As for the winter parking I would have no problem parallel parking if there was a snow pile then. It is not like every day that we use the street to park our vehicles but it would be nice for company to park without an issue.

Sincerely,


Kevin Latimer

*- send acknowledgment
Request for letter
Comments
→ to Council
→ send to Engineers
cc Melonie Brown.
→*



 THE CITY OF
Red Deer 32 Connell Close

The City of Red Deer does not guarantee the accuracy of the information.
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Printed: 2011/10/14
Scale 1:1,732



January 17, 2012

Proposed Francophone School in Aspen Ridge

Planning Department

Report Summary & Recommendation:

Currently, the East Hill Major Area Structure Plan (MASP) and corresponding Aspen Ridge Neighbourhood Area Structure Plan (NASP) designate the Aspen Ridge neighbourhood school site as a K-9 Public School. The Greater North Central Francophone Education Region No 2 (Conseil scolaire Centre-Nord) has applied to designate this site as a K-12 Francophone School. This report provides the background, planning analysis and recommendation.

The recommendation is first reading of proposed amendments to the East Hill MASP and Aspen Ridge NASP to allow a K-12 Francophone school on Addington Drive in Aspen Ridge.

City Manager Comments:

I recognize people's concerns in the Aspen Ridge area with the change from a K-8 to a K-12 school. This is a designated school site and would not have been brought forward except for the high school consideration. Considering that there will be half the number of students and only 70 high school students, the impact to the neighbourhood is not significantly different than what has been planned for the site.

I recognize this will be a contentious item with impacting the residents; the best way to solicit input is through the Public Hearing process. Therefore, to allow the public to be heard I would recommend first reading of both the East Hill Major Area Structure Plan Bylaw No. 3207/A-2012 and the Aspen Ridge Neighbourhood Area Structure Plan Bylaw No. 3217/A-2012. A Public Hearing will be held on Tuesday, February 21, 2012 at 6:00 p.m. during Council's regular meeting. Council should be reminded that public input should be received through the Public Hearing process prior to commenting.

Further, I would ask Administration to address additional parking requirement needs for this unique site and make those additional requirements known at the time of the Public Hearing so residents will have an understanding of the additional development standards that will have to be met for the site to be approved.

Craig Curtis
City Manager



Proposed Resolution

These bylaws are to be considered for first reading.

Report Details

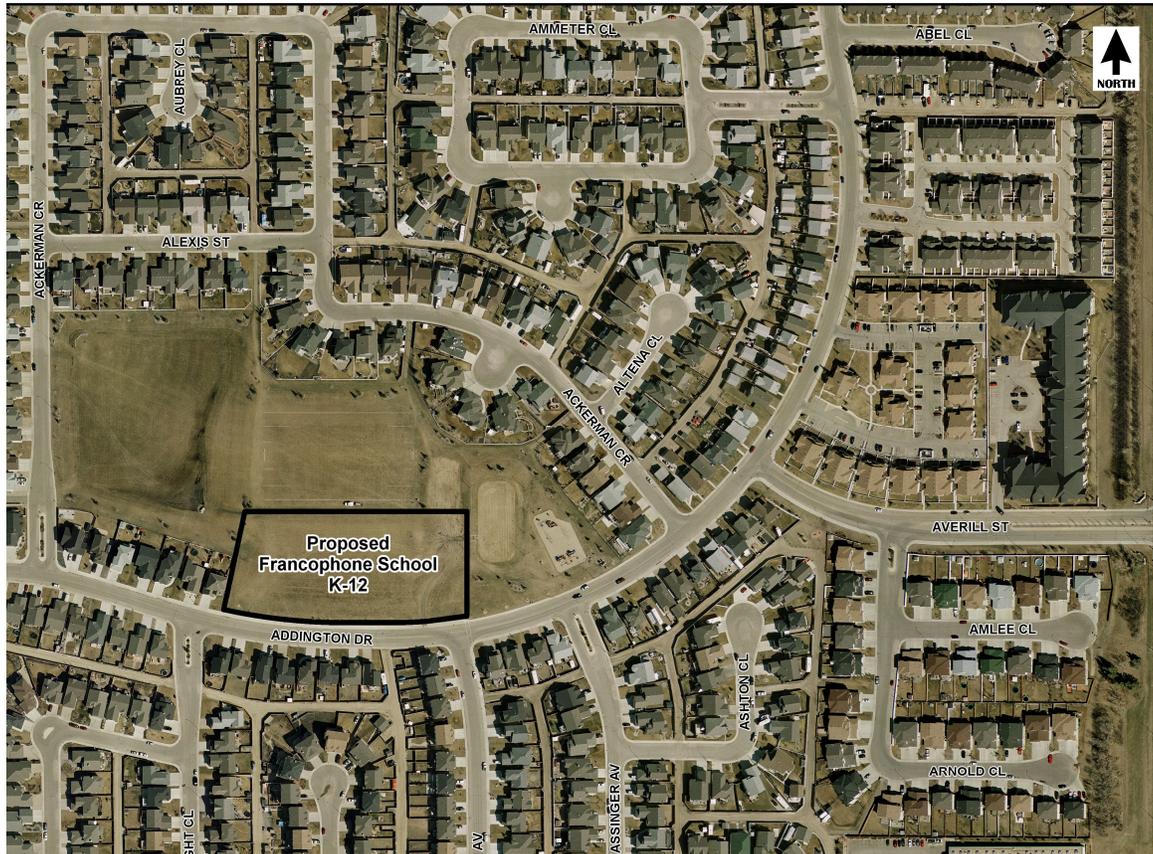
Background:

On May 24th, 2011 three new or replacement schools were approved by the Province of Alberta in Red Deer:

- A new K-5 school for Red Deer School District to be located at 300 Timothy Drive, Timberstone
- A new K-5 school for Red Deer Catholic Regional Division to be located at 60 Clearview Drive, Clearview Ridge
- A replacement school (K-12) for Greater North Central Francophone Education Region to be located at 156 and 230 Addington Drive, Aspen Ridge

The schools in Timberstone and Clearview Ridge are appropriately designated in the East Hill Major Area Structure Plan, in the applicable neighbourhood area structure plans, and the lands are appropriately zoned PS (Public Service). The Municipal Planning Commission (MPC) will consider for approval their discretionary use and the site plan as well as any application for subdivision. MPC is also responsible for consideration of issues related to parking, setbacks, site plan layout, elevations, etc. City Administration is working with the bridging architect, appointed by the Province, to develop the necessary material for a formal submission for consideration by MPC for all three schools. The public will have the opportunity to comment on the applications for development because schools are a discretionary use in the PS district.

The Planning department received an application from the Greater North Central Francophone Education Region No 2 (Conseil scolaire Centre-Nord) on November 21st, 2011 to designate the Aspen Ridge school site on Addington Drive as a location for the new K-12 Francophone School (Ecole La Prairie). This will replace the existing school located at 4810 35 St on the south hill. A map of the site location can be found below:



Previously, on September 2, 2011 the Greater North Central Francophone Education Region No 2 had applied to designate the Anders East school site (Victoria Park) on Allen Street for a K-12 Francophone School. The Francophone Board has indicated that this general area is desirable given the proximity to amenities such as the Collicutt Centre and access to major roads. The preliminary site analysis by Administration for Allen Street had concluded that some of the existing facilities/amenities would have to be removed to allow for the school building. It was established that there was not adequate free space to properly relocate these facilities on the neighbourhood park site once a school was built. In addition, Red Deer Public Schools advised The City in March of 1999 that they had passed a motion "to delete the Anders East (Victoria Park) as a proposed site for a possible future elementary school." Based on these and potentially other factors the application was amended to Aspen Ridge location.

Francophone Schools

Francophone schools have the same Charter rights to operate as any other school. According to the Alberta Education web site:



“Under the law, parents whose first language is French have a constitutional right to have their child educated in French where there are enough students to warrant it. They also have the right to govern these schools themselves” (<http://education.alberta.ca>).

Section 23 of the Charter requires provincial governments to provide education to Canadians in the official language of their choice, even in areas where a minority of residents speak that language.

“In nine provinces and in the Yukon and the Northwest Territories, most people speak English. In these areas, Canadian citizens have the right to have their children educated in French if any of the following three situations apply:

Their first language is French,

They received their own primary education in Canada in French, or

They have a child who has received or is receiving his or her education in French in Canada” (<http://www.pch.gc.ca/ddp-hrd/canada/guide/mnrt-eng.cfm>).

Discussion:

The proposed site has been designated for a public elementary school in both the East Hill Major Area Structure Plan (MASP) and the Aspen Ridge Neighbourhood Area Structure Plan (NASP). The school site has been part of the plan since the original adoption of the then Outline Plan (now an Area Structure Plan) in 1998.

The Aspen Ridge central neighbourhood park and school site contains: a play structure, boarded rink, soccer field and ball diamond (as part of the detention pond). All of these facilities will remain in place even if a school is constructed on the site. The site is zoned (PS) Public Service which permits a school as a discretionary use under the definition of an “Institutional Service Facility”.

Application Referral

The application was circulated to City Departments for comment. No concerns were raised regarding the proposed amendment.

A preliminary Transportation Review was provided by Alberta Infrastructure and the Engineering Services Department has indicated that a Traffic Impact Assessment (TIA) will be required as part of the Development Permit Application. The Transportation Review outlines that the proposed use is suitable for the site from a transportation perspective but notes that a TIA may be required to establish detailed design requirements for the site.

A letter was sent to neighbouring residents within a +/- 200 meter radius of the site. In addition an ad was placed in the Red Deer Advocate and the Francophone newspaper Salut, Bonjour.

The City received 196 letters in total with 3 in support and 193 opposed. In order to make the information more manageable, the letters have been summarized into a table outlining if



they were in support or opposed and the general nature of the comments. A map showing the locations from which the letters originated has also been created and is included with this report. Please note that there were about 23 letters of the 196 received which did not include an address. It is also important to note that of the 196 letters received, 173 were in the form of a standard letter that was distributed to residents. This is why you will see so many of the same comments repeating through the list. There were 23 people who wrote and submitted their own individual letters. The concerns outlined include:

- Traffic
- Parking
- The use of portable classrooms
- Community standards issues such as littering
- The effects on the hospice residents
- Stormwater management
- Conformity with City Planning policy

The majority of the concerns were related to traffic and parking. To address traffic concerns, a TIA will be prepared for the site to ensure that any change in traffic volumes and patterns is addressed in the site plan when presented to the Municipal Planning Commission for consideration. The preliminary Traffic Assessment which has been provided does indicate that the roadways in the study area appear to be able to accommodate the increase in traffic which may come as a result of the Francophone School being built.

In regards to parking, the City of Red Deer Land Use Bylaw does establish parking requirements for both elementary/junior high schools and senior high schools. The parking requirements will be calculated based on the number of classrooms for the elementary/junior high school component and the maximum capacity of students for the senior high school component as outlined in the Land Use Bylaw. This means that the parking requirement for the elementary/junior high school component will be different than that required for the senior high school component.

The parking arrangement for school bus pick-up and drop-off has also not been finalized, but it is expected that busses will be accommodated either using a lay-by on Addington Drive, or alternatively will be accommodated on site.

Analysis:

The East Hill Major Area Structure Plan (MASP) provides policy direction for Catholic K-6 schools, Public K-8 schools and high schools, but does not speak specifically to K-12 schools. The policy has been structured this way to accommodate the types of schools that are typically provided by the different school boards. The K-12 model was not readily used by school boards at the time the MASP was developed, therefore specific policy has not been written into it to provide for this type of school.

In regard to schools, the East Hill MASP outlines that:



“Typically the location of all catholic K-9 and public K-8 school sites are planned to occur in conjunction with a neighbourhood park site internal to the neighbourhood. These sites are preferably located at the intersection of two collector streets, but the minimum access requirement is to provide site access from one collector and one local street. The school site is to be positioned within a neighbourhood park site containing a minimum of one sports field and in close proximity to the trail system.

High school sites are positioned at the edge of quarter sections next to arterial roadways and near a proposed transit stop. These sites are required to have collector roadway frontage and be directly connected to the trail system.

When appropriate, K-9 and K-8 school sites may be placed nearer to the edge of a quarter section so as to be shared by the adjacent neighbourhood.”

East Hill MASP Policy 4.7 Schools – Figure 5

In this case the neighbourhood park site is located along a collector street with local streets on the east and west sides. The site meets the requirements for an elementary/junior high school site but does not meet the requirements for a high school site because it is not located on an arterial road. Based on the information that had been provided by the Francophone School board indicating and expect high school enrollment of a maximum of 70 students, the Planning department is of the opinion that this site should not be viewed as a typical high school site. Given that the maximum enrollment of students is significantly less than either a typical elementary/junior high school or a typical senior high school the requirements outlined in the East Hill MASP for this site as a K-8 site appear to be adequate.

It is important to point out that the proposal is in keeping with higher level City planning policies such as the Municipal Development Plan (MDP).

Because the Public School Board has deemed this site surplus, this is an opportunity to intensify the use of land in this established area. The MDP is generally supportive of this:

“The City shall undertake reviews of potential redevelopment and intensification opportunities in the established areas, including but not limited to:

- Greater Downtown*
- Gaetz Avenue Corridor*
- Michener Centre lands*
- Red Deer College area”*

Municipal Development Plan Policy 5.10 Redevelopment and Intensification

The Greater North Central Education Region, which is the Francophone Board, is part of the joint-use agreement with The City, the Public Board, and the Catholic Board. This agreement allows for joint planning of sites to ensure better planning and maintenance and to avoid duplication of facilities/amenities among other things. This is supported by the MDP:



“The City shall work with school authorities in the planning and location of school sites and joint use sites. Joint use of these sites between the City, School Authorities and community organizations shall be encouraged and pursued wherever practical.”

Municipal Development Plan Policy I 4.6 School sites and Joint Use Sites

Finally, the MDP speaks to the importance of public engagement in the planning process. It also outlines the importance of considering public input in planning matters but points out that Council is not bound by this input. This policy highlights the need to balance the input received with the long term planning interests of the broader community:

“As part of the process of managing physical growth and changes in the community, The City shall facilitate public input on matters of general or specific planning interest, wherever possible. Public input may be obtained using a variety of techniques such as open houses, public meetings, focus groups, citizen advisory groups, workshops and surveys. The techniques and processes used may vary, based on the nature of the plan or matter being considered. Public input may be sought at any or all levels of decision making including concept development, detailed design and implementation. Input should be facilitated as early in the decision making process as possible.

In making a decision on a planning matter, City Council shall consider, but not be bound by, the input received from the public and shall balance the input received with other considerations relating to the long term land use planning interests of the broader community.

The City shall also continue to make existing planning policies available to the public and advise residents of the outcome of key planning decisions”.

Municipal Development Plan Policy I 9.6 Public Engagement

A comparison of the two uses shows that the intensity of the proposed Francophone School does not appear to be greater than the intensity of the K-8 Public School that has already been approved for the site.

	Public School	Francophone School
Capacity	600 Students	300 Students
Grades	K to 8	K to 12
High School Students	0	Up to 70
Buses	Up to 5	Up to 8

Higher level plans and policies support schools in our neighbourhoods. There are a number of potential benefits associated with the establishment of a Francophone School on the proposed site including:



- Utilization of otherwise vacant land on the site
- Encouragement of a sense of community in the area
- Provision of an additional amenity to the city and neighbourhood.

The majority of the concerns raised do not relate directly to the proposed amendment but rather to detailed site design which will be addressed at the development stage by Administration and the Municipal Planning Commission. The public will also have the opportunity to comment on the proposed school development when it is before MPC as schools are a discretionary use under the (PS) district of the Land Use Bylaw.

Although many letters of opposition have been received, the planning rationale for this application is still strong given that the site has been specifically designed to accommodate a school.

Attachments

Letter dated December 5, 2011 to the Residents or Landowner from the Planning Department

Letter dated December 1, 2011 from the Greater North Central Francophone Education Region No 2

Summary of Letters received dated January 11, 2012

East Hill Major Area Structure Plan Bylaw No. 3217/A-2012

Aspen Ridge Neighbourhood Area Structure Plan Bylaw No. 3207/A -2012



December 5, 2011

Dear Resident or Landowner:

Re: Application to redesignate Aspen Ridge Public K-8 School Site to a K-12 Francophone School

The City of Red Deer Planning Department has received a request from the Greater North Francophone Education Region No. 2 for the redesignation of the Aspen Ridge School site located on Addington Drive from a Public K-8 school to a K-12 Francophone School. In order to provide for this request, changes would be required to both the East Hill Major Area Structure Plan and the Aspen Ridge Neighbourhood Area Structure Plan. This site is currently zoned PS (Public Service District), which would allow for the consideration of a school as a discretionary use under the Land Use Bylaw.

The site presently has a sign posted on Addington Drive identifying it as a K-8 Public School site. Please refer to the attached map for clarification of the site location.



The proposed amendments noted above must be considered by City Council and cannot proceed without Council approval. In considering the application, Council is required to hold a Public Hearing on the matter. The purpose of the Public Hearing is to allow any concerned individuals to speak in favour of or in opposition to the application.

The City of Red Deer believes it is important to consult with neighbouring residents prior to the Public Hearing being held. As part of this initial consultation process, we are sending this letter and comment sheet to area residents for their information and feedback. Any comments received will form part of the Administration Report that is submitted to Council when they are considering the application. As noted above, Council must hold a Public Hearing and consider three readings of the proposed amendment bylaw before it can be approved or defeated. This request for comments is an initial consultation being performed prior to the Public Hearing.

Residents should also be aware that Alberta Infrastructure and its consultants have been given permission by The City to access this site for the purposes of conducting Phase I environmental site assessments, geotechnical investigations and other site related investigations. Therefore you may notice some activity on the site in the coming weeks. Alberta Infrastructure has indicated that they will immediately reinstate the site to the condition that existed prior to conducting the work.

You can provide your comments on this proposal by sending them to the City or Red Deer Planning Department via mail, fax or email. A comment sheet is attached for your convenience. Please return all comments no later than December 20th, 2011.

Please feel free to contact me if you have any questions.

Haley Mountstephen, RPP, MCIP
Senior Planner

P.O. Box 5008
Red Deer, AB T4N 3T4

Ph: 403-406-8700
Fax: 403-342-8200
Email: haley.mountstephen@reddeer.ca



301, 8627, Rue Marie-Anne-Gaboury (91 St.)

Edmonton (Alberta) T6C 3N1

Tél. : (780) 468-6440

Télec. : (780) 440-1631

www.csrcn.ab.ca

December 1, 2011

Dear Residents of Aspen Ridge neighbourhood,

The following is to provide you with information relative to our school board's request made to the City of Red Deer to build a francophone school on the Aspen Ridge site.

Greater North Central Francophone Regional Authority No. 2 (*Conseil scolaire Centre-Nord*) operates 14 schools in Edmonton, Fort McMurray, Jasper, Legal, Red Deer, St. Albert and Wainwright. We have been operating École La Prairie in Red Deer since 1996.

Last May, the Province announced the construction of 22 schools, including one each for Red Deer Public, Red Deer Catholic, Chinook's Edge and *Conseil scolaire Centre-Nord*. We considered building on the current site of École La Prairie, but the site is too small to accommodate a 250-student, Pre-K-12 school. Moreover we cannot ensure student safety during the two-year construction process while operating the existing school.

We visited all school reserve sites within the City in view of our criteria for identifying the most appropriate school site including, ease of access to major arterials, traffic flows, proximity to public amenities, size of site, elevations and availability. Initially we identified the Anders East site as the most appropriate for our needs, however we have been asked to reconsider since too many amenities on that site would have to be displaced.

It is our belief that the Aspen Ridge site is the next best option capable of meeting our criteria since it is a designated school site, located near 32th Street and the Colicutt Centre, along a wide street with low traffic, is well elevated and provides an ample footprint for a 3,000 m² facility. The site was originally allocated to Red Deer Public School District but that Board recently adopted a motion indicating their willingness to re-designate Aspen Ridge for use by *Conseil scolaire Centre-Nord*, conditional on municipal approval.

Over the last four years, enrolments at École La Prairie have ranged between 110 and 143. Although opened in 1996, the school has not offered grade 12, but we intend on offering all grade levels either prior to school opening or by the 2014-2015 school year. The school's core capacity is 200 students, however with the inclusion of two portables, the facility will have an opening capacity of 250 with a maximum capacity of 300 with the eventual addition of two more portable classrooms. The projected enrolment in grades 10-12 is 60-75 students.

.../2

Page 2
December 1, 2011
Residents of Aspen Ridge

We believe that the new school will not cause significant increase in traffic since more than 95% of students attending École La Prairie are bused in six school buses, with about 20% coming from outside the City. As a result, there is virtually no parent traffic in the morning or after school while staff generate about 12-15 vehicles.

The City of Red Deer has designed all school reserve lands as future sites for K-8 schools, only. Consequently, we have asked the City to amend the Aspen Ridge designation to allow the construction of a small K-12 school. Normally, the Public and Catholic school districts in Red Deer build K-5 schools for 450 to 600 students, and K to 8 schools for 600 to 700 students. Our new school's footprint will be considerably smaller and less invasive.

On behalf of the students, parents and staff at École La Prairie, we trust that you will welcome our new school in your neighbourhood and we look forward to establishing strong community ties that will enable us to share the facility with all of you.

If you wish to discuss our proposal, please call trustee Nicole Lorrain in Red Deer at 403-340-3725 or myself at 780-468-6440.

Sincerely,

A handwritten signature in cursive script that reads "Paul Dumont".

Paul Dumont
Chairman of the Board

BYLAW NO. 3207 /A -2012

Being a bylaw to amend the text and mapping of the East Hill Major Area Structure Plan adopted by Bylaw No. 3207 / A - 1998.

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

1. Figure 5 Development Concept is AMENDED by deleting the K-8 public elementary school from the Aspen Ridge school site and replacing it with a Francophone K-12 school.
2. Section 4.7 Schools – Figure 5 – is AMENDED by adding the following **bolded** text:

The K-9 Catholic school designation means a school building that could contain kindergarten (K) through grade 9, or grades K-5 (elementary school), or grades 6-9 (middle school). A Catholic High School could contain any grades from 9 to 12.

The K-8 Public school designation means a school building that could contain kindergarten (K) through grade 8, or grades K-5 (elementary school), or grades 6-8 (middle school). A Public High School contains grades 9 to 12.

The K-12 Francophone designation means a school building that could contain grades from kindergarten (K) through grade 12.

As is the case with the park site and trail linkage symbol, the location of proposed school sites is flexible and will be determined at the neighbourhood area structure plan level. However, the school site must be located in the quarter section in which it is shown on Figure 5. 31

Typically the location of all catholic K-9 and public K-8 school sites are planned to occur in conjunction with a neighbourhood park site internal to the neighbourhood. These sites are preferably located at the intersection of two collector streets, but the minimum access requirement is to provide site access from one collector and one local street. The school site is to be positioned within a neighbourhood park site containing a minimum of one sports field and in close proximity to the trail system.

High school sites are positioned at the edge of quarter sections next to arterial roadways and near a proposed transit stop. These sites are required to have collector roadway frontage and be directly connected to the trail system.

When appropriate, K-9 and K-8 school sites may be placed nearer to the edge of a quarter section so as to be shared by the adjacent neighbourhood.

The designation and location of school sites as shown on Figure 5 are pursuant to agreements between Red Deer Public School District No. 104, Red Deer Catholic

Regional Division No. 39, **The Greater North Central Education Region No 2 (Francophone Board)**, and the City of Red Deer. All school locations shown are tentative with actual construction of any school being dependent upon approval of the respective school board.

This plan and the *Neighbourhood Planning Guidelines & Standards* encourages the school boards to decide if a school site is required within a quarter section development as early as possible. This is to ensure that, if municipal reserve is not required for a large school site, then the size of the neighbourhood park site could be reduced and the 'surplus' municipal reserve could be better utilized as smaller parkettes and/or linear parks with neighbourhood trails that are distributed throughout the neighbourhood.

Potential efficiencies for land use and capital costs that could be realized by sharing facilities between the two school authorities, such as parking lots and building envelopes, will be explored.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2012.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2012.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2012.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2012.

MAYOR

CITY CLERK



LEGISLATIVE & GOVERNANCE SERVICES
January 26, 2012

Mr. Paul Dumont
Chairman of the Board
Counceil scolaire Centre-Nord
301, 8627, Rue Marie-Anne-Gaboury
Edmonton, AB T6C 3N1

Dear Mr. Dumont:

**Re: Council Decision – January 23, 2012
Proposed Francophone School in Aspen Ridge**

At the Monday, January 23, 2012 regular meeting of Red Deer City Council, first reading was given to the East Hill Major Area Structure Plan (MASP) Bylaw Amendment 3207/A-2012 and the Aspen Ridge Neighbourhood Area Structure Plan (NASP) Bylaw Amendment 3217/A-2012. For your information, copies of the bylaws are attached.

Further, the following resolution was passed after first reading:

Resolved that Council of The City of Red Deer having considered the report from the Planning Department dated January 17, 2012, re: Proposed Francophone School in Aspen Ridge hereby directs administration to prepare a communication strategy for consultation with the neighbourhood prior to a Public Hearing which will be held on March 5, 2012.

Our office will proceed with advertising for the Public Hearing to be held on Monday, March 5, 2012 at 6:00 p.m. during Council's regular meeting. The bylaws are scheduled to come back for second and third reading on the Monday, March 19, 2012 Regular Council Meeting of The City of Red Deer.

If you have any questions regarding this matter, please contact Haley Mountstephen, Senior Planner, Planning Department directly at 403.342.8703.

Yours sincerely,

Elaine Vincent
Manager
/attach

c: Haley Mountstephen, Senior Planner, Planning Services

BYLAW NO. 3217 /A - 2012

Being a bylaw to amend the mapping of the Aspen Ridge Neighbourhood Area Structure Plan adopted by Bylaw No. 3217.

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

1. Figures 3 Development Concept (colour), Figure 3 Development Concept (Black and White), Figure 6 Storm Sewers, Figure 7 Overland Drainage, Figure 8 Sanitary Sewers, Figure 9 Water Distribution, and Figure 10 Phasing Concept in the Aspen Ridge Neighbourhood Area Structure Plan are AMENDED by deleting any reference to "Public K-8 School and substituting reference on the maps and legend to a "Francophone K-12 School" for the school site on Addington Drive.
2. The title of "Figure 7A Aspen Ridge Public K-8 School, Park Site and Detention Pond Storm Detention Pond Design Grades" is deleted and replaced with "Figure 7A Aspen Ridge Francophone K-12 School, Park Site, and Detention Pond Storm Detention Pond Design Grades"

READ A FIRST TIME IN OPEN COUNCIL this 23rd day of January 2012.
READ A SECOND TIME IN OPEN COUNCIL this day of 2012.
READ A THIRD TIME IN OPEN COUNCIL this day of 2012.
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2012.

MAYOR

CITY CLERK

BYLAW NO. 3207 /A -2012

Being a bylaw to amend the text and mapping of the East Hill Major Area Structure Plan adopted by Bylaw No. 3207 / A - 1998.

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

1. Figure 5 Development Concept is AMENDED by deleting the K-8 public elementary school from the Aspen Ridge school site and replacing it with a Francophone K-12 school.
2. Section 4.7 Schools – Figure 5 – is AMENDED by adding the following **bolded** text:

The K-9 Catholic school designation means a school building that could contain kindergarten (K) through grade 9, or grades K-5 (elementary school), or grades 6-9 (middle school). A Catholic High School could contain any grades from 9 to 12.

The K-8 Public school designation means a school building that could contain kindergarten (K) through grade 8, or grades K-5 (elementary school), or grades 6-8 (middle school). A Public High School contains grades 9 to 12.

The K-12 Francophone designation means a school building that could contain grades from kindergarten (K) through grade 12.

As is the case with the park site and trail linkage symbol, the location of proposed school sites is flexible and will be determined at the neighbourhood area structure plan level. However, the school site must be located in the quarter section in which it is shown on Figure 5. 31

Typically the location of all catholic K-9 and public K-8 school sites are planned to occur in conjunction with a neighbourhood park site internal to the neighbourhood. These sites are preferably located at the intersection of two collector streets, but the minimum access requirement is to provide site access from one collector and one local street. The school site is to be positioned within a neighbourhood park site containing a minimum of one sports field and in close proximity to the trail system.

High school sites are positioned at the edge of quarter sections next to arterial roadways and near a proposed transit stop. These sites are required to have collector roadway frontage and be directly connected to the trail system.

When appropriate, K-9 and K-8 school sites may be placed nearer to the edge of a quarter section so as to be shared by the adjacent neighbourhood.

The designation and location of school sites as shown on Figure 5 are pursuant to agreements between Red Deer Public School District No. 104, Red Deer Catholic

Regional Division No. 39, **The Greater North Central Education Region No 2 (Francophone Board)**, and the City of Red Deer. All school locations shown are tentative with actual construction of any school being dependent upon approval of the respective school board.

This plan and the *Neighbourhood Planning Guidelines & Standards* encourages the school boards to decide if a school site is required within a quarter section development as early as possible. This is to ensure that, if municipal reserve is not required for a large school site, then the size of the neighbourhood park site could be reduced and the 'surplus' municipal reserve could be better utilized as smaller parkettes and/or linear parks with neighbourhood trails that are distributed throughout the neighbourhood.

Potential efficiencies for land use and capital costs that could be realized by sharing facilities between the two school authorities, such as parking lots and building envelopes, will be explored.

READ A FIRST TIME IN OPEN COUNCIL this	<u>23rd</u>	day of <u>January</u>	2012.
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READ A THIRD TIME IN OPEN COUNCIL this		day of	2012.
AND SIGNED BY THE MAYOR AND CITY CLERK this		day of	2012.

MAYOR

CITY CLERK

DATE: January 24, 2012

TO: Haley Mountstephen, Senior Planner, Planning Department

FROM: Elaine Vincent, Legislative & Governance Services Manager

SUBJECT: Proposed Francophone School in Aspen Ridge
Consideration of First Reading of the East Hill Major Area Structure
Plan (MASP) Amendment 3207/A-2012
Consideration of First Reading of the Aspen Ridge Neighbourhood
Area Structure Plan (NASP) Amendment 3217/A-2012

Reference Report:

Planning Department, dated January 17, 2012.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave first reading to the East Hill Major Area Structure Plan (MASP) Amendment 3207/A-2012 and Aspen Ridge Neighbourhood Area Structure Plan (NASP) Amendment 3217/A-2012. Copies of the bylaws are attached.

Resolution:

Resolved that Council of The City of Red Deer having considered the report from the Planning Department dated January 17, 2012, re: Proposed Francophone School in Aspen Ridge hereby directs administration to prepare a communication strategy for consultation with the neighbourhood prior to a Public Hearing which will be held on March 5, 2012.

Report back to Council: Yes

Comments/Further Action:

At the March 19, 2012 Regular Council Meeting, Council will consider giving second and third readings of the above bylaws.

This office will proceed with advertising for the Public Hearing to be held on Monday, March 5, 2012 at 6:00 p.m. during Council's regular meeting.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Planning Services
Manager, Planning Department
Corporate Meeting Coordinator

BYLAW NO. 3207 /A -2012

Being a bylaw to amend the text and mapping of the East Hill Major Area Structure Plan adopted by Bylaw No. 3207 / A - 1998.

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AND SIGNED BY THE MAYOR AND CITY CLERK this		day of	2012.

MAYOR

CITY CLERK

BYLAW NO. 3217 /A - 2012

Being a bylaw to amend the mapping of the Aspen Ridge Neighbourhood Area Structure Plan adopted by Bylaw No. 3217.

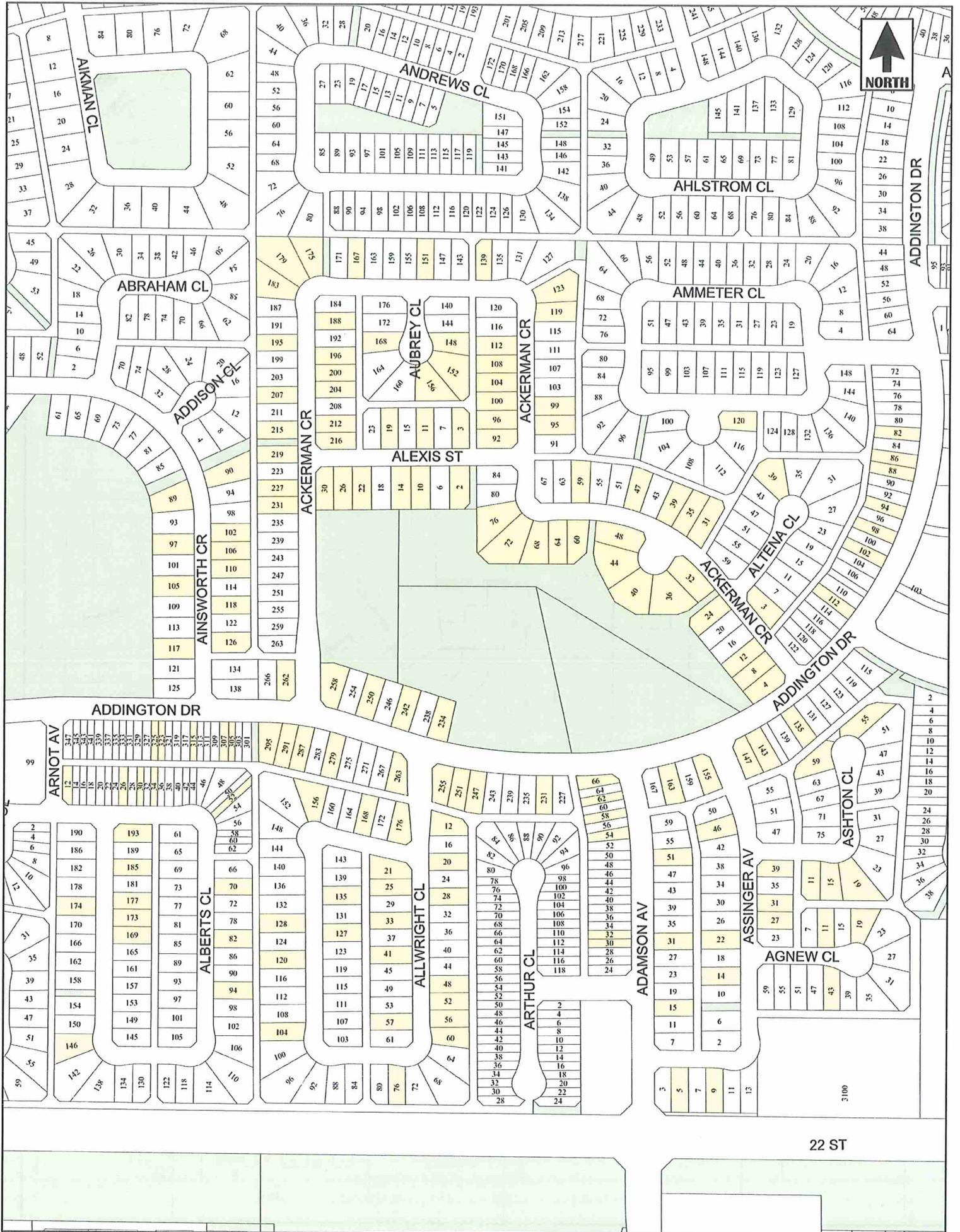
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READ A THIRD TIME IN OPEN COUNCIL this day of 2012.
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2012.

MAYOR

CITY CLERK





December 22, 2011

Annual Supplementary Assessment Bylaw

Revenue and Assessment

Report Summary & Recommendation:

That City Council give first reading to the annual Supplementary Assessment Bylaw 3477/2012 which authorizes the preparation of supplementary assessments within the city of Red Deer for 2012. Second and third readings of the bylaw would then be considered at the February 6, 2012 Council Meeting.

City Manager Comments:

I support the recommendation of Administration. The Annual Supplementary Assessment Bylaw 3477/2012 will be presented for First Reading at the January 23, 2012 Council Meeting. This bylaw will come back for consideration of second and third readings at the Monday, February 6, 2012 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

This bylaw shall be considered for first reading.



Report Details

Background:

Section 313 of the Municipal Government Act, provides the opportunity for a municipality to implement supplementary assessments and taxation. To authorize the supplementary process, every year City Council must pass a supplementary assessment bylaw prior to May 1. City Council has authorized supplementary assessments since 2002.

The supplementary assessment is the assessment of newly constructed buildings, additions, and renovations that are occupied or completed during the 2012 year, but were not assessed at 100% of completion on the regular assessment notice mailed on January 17, 2012. The resulting supplementary tax is prorated, based on the number of months the improvement has been completed or occupied.

Supplementary assessment and tax provides for equity among property owners. At the time the owners occupy the new premise and receive municipal benefits, they pay their share toward the tax base to pay for those benefits.

Discussion:

The 2012 proposed budget includes estimated revenue of \$275,000 that will be generated from supplementary taxation

BYLAW NO. 3477/2012

Being a bylaw to authorize the preparation of supplementary assessments within The City of Red Deer for 2012.

WHEREAS, The City of Red Deer wishes to require the preparation of supplementary assessments for improvements for the purpose of imposing a tax;

AND WHEREAS, the Municipal Government Act provides that this Bylaw must be passed before May 1 of the year that the Bylaw applies;

NOW THEREFORE Council enacts:

- 1 That a supplementary assessment shall be prepared for all improvements in 2012.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2012.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2012.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2012.
AND SIGNED BY THE MAYOR AND CLERK this	day of	2012.

MAYOR

CITY CLERK

DATE: January 24, 2012
TO: Brian Lutz, City Assessor, Revenue & Assessment
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Annual Supplementary Assessment Bylaw 3477/2012

Reference Report:

Revenue & Assessment, dated January 3, 2012.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave first reading to the Annual Supplementary Assessment Bylaw 3477/2012. A copy of the bylaw is attached.

Report back to Council: Yes

Comments/Further Action:

This bylaw will come back to the Monday, February 6, 2012 Council Meeting for consideration of second and third readings.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Corporate Services
Financial Services Manager
Revenue & Assessment Manager
Corporate Meeting Coordinator

BYLAW NO. 3477/2012

Being a bylaw to authorize the preparation of supplementary assessments within The City of Red Deer for 2012.

WHEREAS, The City of Red Deer wishes to require the preparation of supplementary assessments for improvements for the purpose of imposing a tax;

AND WHEREAS, the Municipal Government Act provides that this Bylaw must be passed before May 1 of the year that the Bylaw applies;

NOW THEREFORE Council enacts:

I That a supplementary assessment shall be prepared for all improvements in 2012.

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READ A SECOND TIME IN OPEN COUNCIL this		day of		2012.
READ A THIRD TIME IN OPEN COUNCIL this		day of		2012.
AND SIGNED BY THE MAYOR AND CLERK this		day of		2012.

MAYOR

CITY CLERK

Christine Kenzie

From: Brian Lutz
Sent: December 23, 2011 1:19 PM
To: Christine Kenzie
Subject: RE: Changes Made to Supplementary Assessment Bylaw & Report

Hi Christine, routed to Joanne and had to make a change as we had a FAR for supp revenue so I changed from \$350,000 to \$275,000. When I rout it to you could you give it one more look as I think you mentioned a font issue and now that I replaced a few documents I might have nullified the changes you made for me. Sorry for being a pain!!

Brian R.Lutz AMAA
City Assessor
Revenue and Assessment Services
Phone: 403.342.8397
Fax: 403.342.8199
<mailto:brian.lutz@reddeer.ca>

From: Christine Kenzie
Sent: December 22, 2011 3:44 PM
To: Brian Lutz
Subject: Changes Made to Supplementary Assessment Bylaw & Report

If you check in your workflow for the Supplementary Assessment Bylaw item -- you will see I made a change to your report --- as well as the bylaw. I indicated in your report that this would be coming for first reading --- then second and third readings at the February 6, 2012 Council meeting.

Let me know if you have any questions.

Christine Kenzie | Corporate Meeting Coordinator
[Legislative & Governance Services](#) | [The City of Red Deer](#)
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca



January 10, 2012

Business Revitalization Zone Business Tax Bylaw Amendment 3196/A 2012

Revenue and Assessment

Report Summary & Recommendation:

That City Council give first reading to the attached amendment of the Business Revitalization Zone Business Tax Bylaw which establishes the BRZ taxation rate for 2012.

City Manager Comments:

I support the recommendation of Administration. The Business Revitalization Zone Business Tax Bylaw Amendment 3196/A-2012 will be presented for First Reading at the January 23, 2012 Council Meeting. This bylaw will come back for consideration of second and third readings at the Monday, February 6, 2012 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

This bylaw is to be considered for first reading.



Report Details

Background:

Alberta Regulation 377/94 allows a municipal council to establish a Business Revitalization Zone (BRZ), which the City of Red Deer did in 1983. Annually, the Downtown Business Association presents and requires that their budget be approved by City Council. On January 9, 2012, Council approved the Downtown Business Association’s budget.

Contained in the budget was the requirement for \$295,000 in revenue to be generated from the taxation of businesses operating within the boundaries of the BRZ zone. To generate the revenue as approved in their budget, the BRZ tax rate required is 1.0087%.

The tax rate and resulting tax impact to a specific business fluctuates from year to year due to a change in either the BRZ tax revenue requirement and/or the amount of total business assessment. Illustrated below is the BRZ tax impact on two sample properties.

Tax Year	Tax Rate %	BRZ Tax for Sample Property #1 2,200 sq. ft. Retail	BRZ Tax for Sample Property #2 5,121 sq. ft. Bank
2012	1.0087	\$ 221	\$ 929
2011	0.86	\$ 189	\$ 968
2010	0.89	\$ 195	\$ 911
2009	0.91	\$ 200	\$ 654
2008	0.88	\$ 174	\$ 632

Discussion:

The approved Downtown Business Association budget is \$295,000 to be collected by the 2012 BRZ levy. To raise this amount based on the current total assessed value of \$26,687,100 the new rate for the BRZ tax is set at 1.0087%.

Business Revitalization Zone Summary Jan 1 2012

Current number of businesses on the roll.....482



Number of accounts with the minimum levy of \$155.....187

Number of businesses per tax range;

\$156 to \$200.....56
 \$201 to \$300.....66
 \$301 to \$400.....33
 \$401 to \$500.....35
 \$500 to \$1000.....49
 \$1000 to \$2000.....35
 Over \$2000.....21

Current Top Ten Commercial Contributing Businesses

- Real Canadian Superstore
- Red Deer Lodge
- Servus Credit Union Ltd
- Canada Safeway
- Telus Communication Ltd
- BDO Dunwoody LLP
- Stantec Consulting Ltd.
- ATB Financial
- Royal Bank of Canada
- Jackpot Casino

Total Contributions..... \$ 65,116

BYLAW NO. 3196/A-2012

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3196/98, The City of Red Deer’s Business Revitalization Zone Business Tax Bylaw.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

That Bylaw No. 3196/98 is hereby amended as follows:

1 By deleting Section 5 in its entirety and replacing it with the following new Section 5:

Each Person carrying on Business within the boundaries of the Business Revitalization Zone established under Business Revitalization Zone Bylaw 2827/83 shall pay annually as a Business Tax a sum equal to 1.0087% of the Business Assessment of that Business or the sum of \$155.00, whichever is the greater sum.

2. By deleting Section 6 in its entirety and replacing it with the following new Section 6:

Every Person operating a Business within the boundaries of the Business Revitalization Zone shall pay the full amount of the Business Tax to the City on or before the due date stated on the Business Tax Revitalization Zone notice.

READ A FIRST TIME IN OPEN COUNCIL this day of 2012.

READ A SECOND TIME IN OPEN COUNCIL this day of 2012.

READ A THIRD TIME IN OPEN COUNCIL this day of 2012.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2012.

DATE: January 24, 2012
TO: Brian Lutz, City Assessor, Revenue & Assessment
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Business Revitalization Zone Business Tax Bylaw
Amendment 3196/A-2012

Reference Report:

Revenue & Assessment, dated January 10, 2012.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave first reading to the Business Revitalization Zone Business Tax Bylaw Amendment 3196/A-2012. A copy of the bylaw is attached.

Report back to Council: Yes

Comments/Further Action:

This bylaw will come back to the Monday, February 6, 2012 Council Meeting for consideration of second and third readings.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Corporate Services
Financial Services Manager
Revenue & Assessment Manager
Corporate Meeting Coordinator

BYLAW NO. 3196/A-2012

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3196/98, The City of Red Deer's Business Revitalization Zone Business Tax Bylaw.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

That Bylaw No. 3196/98 is hereby amended as follows:

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Every Person operating a Business within the boundaries of the Business Revitalization Zone shall pay the full amount of the Business Tax to the City on or before the due date stated on the Business Tax Revitalization Zone notice.

READ A FIRST TIME IN OPEN COUNCIL this 23rd day of January 2012.

READ A SECOND TIME IN OPEN COUNCIL this day of 2012.

READ A THIRD TIME IN OPEN COUNCIL this day of 2012.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2012.



January 5, 2012

New Committee Bylaw 3478/2012 / Inclusion of recommended changes

Legislative & Governance Services

Report Summary & Recommendation:

The Committees Bylaw sets out Council's direction with respect to public advisory, ad hoc and quasi-judicial committees and outlines Council's role with respect to committees. Council, at its Governance & Policy workshop held on December 5, 2011, directed that administration prepare an amendment to this bylaw with respect to this role, as follows:

- a. Clarity to Council member's potential role as chair person for committees – allowing for Council members to chair commissions and ad hoc committees but not public advisory committees.
- b. Clarity to Council member's roles with respect to public and in camera meetings of committees to which they have not been appointed – allowing for Council member's attendance at these meetings without voice unless permitted by the committee and without vote.

Additionally, a number of housekeeping items were identified following the last amendment and these have been incorporated in this bylaw.

As multiple amendments have been made to this bylaw over recent years, a new bylaw has been drafted for Council's consideration.

City Manager Comments:

I support the recommendation of Administration. The Committee Bylaw 3478/2012 will be presented for first reading at the January 23, 2012 Council Meeting. This bylaw will come back for consideration of second and third readings at the Monday, February 6, 2012 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

That Council consider giving first reading to Committees Bylaw 3478/2012.

Report Details

Background:

At the regular meeting of Council held on October 17, 2011, Council adopted an amendment to the Committees Bylaw which reflected the direction of Council with respect to a number of items. Unresolved at that meeting was the role of Council with respect to the Chairing of committees and with respect to attendance at meetings to which Council members were not appointed.

It was agreed that a further amendment would be brought back for Council's consideration following discussion of these items at a Governance & Policy workshop.

Discussion:

The Committees Bylaw supports the operation of Council's advisory committees through terms of references and general operational principles. The amendments to the bylaw will enhance clarity as it relates to the above noted items.

Council has directed that a review of committee's be conducted and this work is planned for 2012.

BYLAW NO. 3431/2009

Strike-Through Copy of Current Committees Bylaw 3431/2009

Being a bylaw of The City of Red Deer to establish Council committees.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

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

Definitions

2. (1) In this bylaw:
 - (a) "Ad Hoc Committee" means a committee established for a specified period of time and for a specific purpose.
 - (b) "Agency Representative" means a member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.
 - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization.
 - (d) "Committee" means a committee, commission, board or other body established by Council; and in a section of this bylaw relating to a specific committee, means that specific committee.
 - (e) "Consensus" is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement. The goal is unity, not unanimity.
 - (f) "Councillor" means a member of Council but does not include the Mayor.
 - (g) "Member" means a member of a Committee;
 - (h) "Organizational Meeting" means the organizational meeting of Council *as required under the **Municipal Government Act (MGA)**.*

Establishment of Committees

3. (1) The following committees are established:
 - (a) Audit Committee
 - (b) Community Housing Advisory Board
 - (c) Crime Prevention Advisory Committee
 - (d) Environmental Advisory Committee
 - (e) Gaetz Lakes Sanctuary Committee
 - (f) Governance & Policy Committee
 - (g) Greater Downtown Action Plan Committee
 - (h) Heritage Preservation Committee
 - (i) Mayor's Recognition Awards Committee
 - (j) Municipal Features Naming Committee
 - (k) Municipal Planning Commission
 - (l) Nominations Review Committee
 - (m) Public Art Jury Committee
 - (n) Red Deer Appeal & Review Board
- (2) Unless otherwise provided for in this bylaw, committee members are appointed by Council resolution.
- (3) Where a committee has a Council representative, the Mayor may assign, for a specified period of time, an alternate councillor to a committee should the regular representative be unable to attend.

Ad Hoc Committees

4. (1) Council may establish, by resolution, ad hoc committees for the purpose of reviewing a specific issue or issues;
- (2) The composition of an ad hoc committee is at the discretion of Council;

- (3) All ~~Ad~~ **Ad** hoc committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.

Membership

5. (1) Council will establish the membership composition of committees including whether a committee requires council, citizen, or agency representation.
- (2) In selecting Committee Members, preference may be given to local residents, however it is also recognized that non-resident applicants who own property or have a business in the city also have a stake in the community.
- (3) Former Committee Members and ~~past~~ **former** Council members and ~~past~~ **former** City employees may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

Terms of Appointment

6. Unless otherwise stated in this bylaw members are appointed at the Organizational Meeting of Council as follows:
 - (1) Councillors are appointed for one-year terms.
 - (2) All Members, other than the Mayor and Councillors, are appointed for two year terms, except in the initial year where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for one year term;
 - (3) Appointments to a Committee shall not exceed three consecutive terms in total with exceptions to be at the discretion of Council. No Member shall serve on a Committee for more than three consecutive terms, unless ~~otherwise~~ authorized by Council.
 - (4) Where a committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
 - (5) A Member may be re-appointed to a Committee at the expiration of the Member's term.
 - (6) A Member may resign from a Committee at any time by giving written notice to the Legislative & Governance Services Manager.
 - (7) Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.

- (7) A chairperson will be chosen annually from among the voting members.
- (8) Voting Members of every Committee shall select the Committee's Chairperson annually. ~~The Chairperson cannot be a Councillor except as otherwise permitted under this bylaw.~~ **A Councillor will not assume the role of the Chair with respect to Council's public advisory committees but may hold that role with respect to commissions and ad hoc committees.**
- (9) A vice-chairperson may be chosen annually from among the voting Members.
- (10) Council may alter the terms of appointment of any member.

Chairperson

7. The chairperson:
 - (1) will preside over and be responsible for the conduct of Committee meetings;
 - (2) may limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate; and
 - (3) will vote on matters submitted to the Committee unless otherwise disqualified.

Committee Meetings

8. At the first meeting of the Committee following the Organizational Meeting of City Council each year, the Committee will:
 - (1) establish the dates for the Committee meetings and will meet no less than quarterly, but more frequently if required; and
 - (2) appoint a chairperson and if necessary, a vice chairperson.
9. In accordance with section 199 of the *Municipal Government Act*, a meeting may be conducted by means of electronic or other communication facilities if:
 - (1) the facilities enable the public to watch and/or listen to the meeting;
 - (2) the facilities enable all the meeting's participants to watch and/or hear each other; and
 - (3) notice is given to the public of the meeting and the way in which it is to be conducted.

10. Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three members of the Committee.
12. Public notice of a committee meeting will be given in the manner approved by Council, and in compliance with section 195 of the *Municipal Government Act*.

Attendance at Meetings

13. Any member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a Member as of the date of the third meeting unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but not for the unexpired portion of the term **which is** forfeited. This does not apply to Members appointed as alternate members.

Proceedings

14.
 - (1) The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
 - (2) When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
 - (3) When a meeting is open to the public, the Committee may, in its sole discretion, permit members of the public to address the Committee when it deems that appropriate in the context of the business of the Committee.
 - (a) The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
 - (b) **A Committee may establish its own procedures for how consent to a member of the public may be given but such consent should be recorded in the Minutes of that Committee.**
 - (4) Any Councillor who is not an appointed member of a Committee:

- (a) does not have any special right to speak or to address that Committee, ~~but~~ **and** in this respect shall be treated as a member of the public **and is permitted to speak only in accordance with section 14(3) and will not participate in debate;**
 - (b) is not entitled to vote on any issue before the Committee; and
 - (c) ~~does not have~~ **has** the right to attend any portion of the meetings of that Committee which is closed to the public **in the role of an observer and will not participate in discussion.**
- (5) All discussion at a meeting of a Committee is directed through the chairperson

Quorum and Voting

15. (1) A majority of voting members constitutes a quorum.
- (2) The majority vote of those members present and voting constitutes the decision of any committee.
- (3) Each Committee Member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- (4) A Member shall not vote on a motion if absent from the meeting when the vote is called.
- (5) Votes on all motions must be taken as follows:
- (a) the chairperson puts the motion to a vote.
 - (b) Members vote by a show of hands or other method agreed to by Council.
 - (c) The chairperson declares the result of the vote.
- (6) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- (7) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (8) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (9) A motion is lost when the vote does not receive the required number of

votes or when the vote is tied.

Minutes

16. The City Manager will ensure that minutes of each Committee meeting are recorded.

Public Access

17. All agendas and minutes of Committee meetings will be made routinely available to the public with the exception of:
 - (1) Community Housing Advisory Board
 - (2) Nomination Committee
 - (3) Mayor's Recognition Awards Committee
 - (4) In camera meetings of any Council Committee

as the information contained within these documents is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Support Staff

18. (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
 - (a) Administrative Liaison(s) - City staff who work in an area related to the terms of reference of the Committee and who:
 - (i) are expected to attend all meetings of the Committees to which they are assigned;
 - (ii) work with the chairperson in developing the Committee agenda;
 - (iii) provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;

- (v) provide administrative recommendations as required; and
 - (vi) work with the Committees Coordinator to develop an annual orientation for each Committee.
- (b) Committees Coordinator(s) - City staff within the Legislative & Governance Services department and who:
- (i) maintain an up to date registry of all Committee members;
 - (ii) compile and distribute Committee agendas within timelines established;
 - (iii) provide procedural support and expertise to meeting processes, including:
 - a. drafting resolutions;
 - b. recording formal motions and action items of Committees;
 - c. working with the administrative liaison to ensure outcomes of items are reported back to the Committee;
 - d. ensuring proper procedure is followed;
 - (iv) prepare written minutes of all meetings and distributed within the timelines established; and
 - (v) work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by the Committee for information or action by ~~other~~ City staff **other than the Administrative Liaison for the Committee will** ~~shall~~ be directed by the City Manager.

Resource Groups

19. In addition to the Administrative Liaisons and the Committees Coordinator, committees may utilize resource groups. Resource groups are internal or external resources who may offer a specific expertise which will support the committee's decision-making processes.

Referrals to Committees

20. Referral Process

- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons.
- (2) Administration may refer items to ~~the~~ a Committee through the Liaison(s) and will provide reasonable time limits for the Committee to consider issues. Referrals from administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context.
- (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Liaison(s) for consideration by the Committee. The chairperson, in consultation with the Liaison(s), will determine if the item will be added to a future agenda.

Rules of Procedure

21. Except as outlined in this bylaw, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.

Subcommittees

22. A committee may establish a subcommittee to review a specific issue or issues and make recommendations back to the Committee.

Conflict of Interest

23. (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - (a) declares that he or she has a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- (2) The Committees Coordinator shall cause a record to be made in the Minutes of the Member's absence and the reason for it.
- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:

- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
- (b) in the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

Pecuniary Interest

- 24. (1) The provisions of this Bylaw and the provisions of the *Municipal Government Act*, Part 5, Division 6, Pecuniary Interest apply to Members of Council and to Committee Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - (a) declares that he or she has a pecuniary interest; and
 - (b) describes in general terms the nature of the pecuniary interest.

Power of Authority

- 25. No committee or Member has:
 - (a) power to pledge the credit or course of action of The City or enter into any agreement on behalf of the committee or The City;
 - (b) power to authorize any expenditure to be charged against The City without prior approval by Council;
 - (c) authority to act administratively.

The “Audit Committee”

26. (1) The committee will consist of four members as follows:
- (a) The Mayor;
 - (b) Three Councillors (two-year terms, staggered);
- (2) The City Manager and the Director of Corporate Services are non-voting members of the committee.
- (3) The committee may call on non-voting external resources as required.
- (4) A quorum of the committee is two members.
- (5) The voting Members may meet privately with the City’s External Auditor at the request of the External Auditor or the Chairperson.
- (6) The committee will:
- (a) recommend to Council the people who should be appointed as External Auditors.
 - (b) review the following with Management and the External Auditors:
 - (i) Audit Plan
 - (ii) Additional areas of concern, if applicable
 - (iii) Audit Fee Review
 - (iv) Engagement Letter
 - (c) review the following reports from the External Auditor:
 - (i) Audit Report
 - (ii) Management Letter
 - (iii) Management’s Response to Management Letter
 - (d) review the Annual Financial Reports prior to submission to City Council such as:
 - (i) Financial Statements
 - (ii) Significant Operating and Capital Budget Variances

- (iii) Reserve Report
- (iv) Financial Information Report
- e) review reports from the City Manager and/or Director of Corporate Services such as:
 - (i) Annual Audit Plan Review
 - (ii) Audit Report(s)
 - (iii) Financial Matters
 - (iv) Review of Internal Controls
 - (v) Risk Management Issues
- (f) prepare reports and make recommendations to Council on the preceding items as required.

The Community Housing Advisory Board

27. (1) The Community Housing Advisory Board consists of:
- (a) two Members of Council
 - (b) six Citizen Representatives
 - (c) two representatives of the Aboriginal Community
- (2) The Community Housing Advisory Board shall make its decisions by Consensus.
- (3) The Board will report to City Council.
- (4) The purpose of the Board is to:
- (a) act as a partner in ending homelessness and striving to ensure that there are adequate affordable housing options within the community.
 - (b) advise The City in accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness.
 - (c) upon request, provide input into planning processes to create community planning documents.
 - (d) provide input into community priority-setting when necessary.
 - (e) provide input into application processes for agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer.
- (5) The Board will, in relation to affordable housing and programming to end homelessness within the corporate limits of The City of Red Deer:
- (a) act in an advisory role to Council on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness, and funding allocation referred to the Board by Council or administration;
 - (b) act in an advisory role to administration, when administration brings forward issues for consideration on affordable housing,

homelessness housing, services/activities related to the goal of ending homelessness that may impact the development, implementation or administration of policy; and

- (c) provide a mechanism for citizens and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and administration.
- (6) The duties of the Board include, but are not limited to:
- (a) provide input, upon request, into development of *EveryOne's Home* and other community plans or planning processes;
 - (b) work with administration to develop annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
 - (c) provide input in the development of community reports on affordable housing and ending homelessness;
 - (d) support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;
 - (e) communicate to and with the public, community agencies, private sector through various methods (e.g. report cards, public forums, presentations);
 - (f) reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations;
 - (g) follow the criteria as outlined through the funding source being managed through the City of Red Deer for optimal benefit to residents;
 - (h) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (7) The Administrative Liaison(s) for the Board will be the Social Planning Program Coordinator – Housing, or designate.
- (8) The Board will meet at such a time and place as needed in order to align with planning timelines, funding timelines, and/or issues or opportunities as they may arise in the community and through expectations from other orders of government.

The “Crime Prevention Advisory Committee”

28. (1) The Committee consists of:
- (a) two members of Council;
 - (b) up to seven (7) Citizen Representatives a majority of whom will have experience with the issues that would be considered by the Committee.
- (2) The Committee will report to City Council.
- (3) The purpose of the Committee is to use a cooperative, multi-pronged approach to make recommendations to the City:
- (a) to create a greater sense of individual, neighborhood and community safety and security;
 - (b) to enhance citizen engagement through greater participation in crime prevention; and
 - (c) to enhance public confidence in The City and its approach to crime prevention.
- (4) The Committee will:
- (a) act in an advisory role to Council on crime prevention and policing policy issues and on bylaws on matters referred to the Committee by Council or Administration;
 - (b) act in an advisory role to Administration, when Administration brings forward issues for consideration on crime prevention and policing issues that may impact the implementation or administration of policy; and
 - (c) provide a mechanism for citizens and groups to present issues and ideas concerning crime prevention to Council and Administration.
- (5) The duties of the Committee include, but are not limited to:
- (a) provide input into development of a yearly plan of priorities and strategies for municipal crime prevention and to put forward recommendations for consideration in the applicable department annual Service Plan (this will not be limited to Policing);

- (b) provide input in the development of an annual report to the community on crime prevention;
 - (c) support the community implementation of recommendations in the Crime Prevention and Policing Strategy, and in related goals of the respective Service Plans;
 - (d) advise on the interests and concerns of the public to the Officer in Charge, City Administration and Council; and
 - (e) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (6) The Administrative Liaisons (the 'Liaisons') for the Committee are:
- (a) Officer in Charge of the City of Red Deer RCMP Detachment ('OIC'); and
 - (b) Crime Prevention Coordinator ~~or designate of Community Services.~~

The “Environmental Advisory Committee”

29. (1) The Environmental Advisory Committee consists of:
- (a) two members of Council;
 - (b) up to eight Citizen Representatives, a majority of whom will have experience with the issues that would be considered by the Environmental Advisory Committee.
- (2) The purpose of the Environmental Advisory Committee is:
- (a) to recognize the importance of the environmental issues that Council and the community share;
 - (b) to enhance citizen engagement and decision making on environmental issues; and
 - (c) to enhance Council confidence in establishing environmental priorities and their impact on a vibrant, healthy and sustainable Red Deer.
- (3) The Committee will, in relation to environmental issues in Red Deer:
- (a) act as a representative cross section of the community and provide a balanced viewpoint when reviewing environmental issues and priorities;
 - (b) act in an advisory role to Council on environmental policy issues as referred by Council;
 - (c) provide a mechanism for citizens to present environmental issues to Council and Administration;
 - (d) act in an advisory role to City Administration on issues that may impact the implementation or administration of policy when requested by Administration or referred by Council; and
 - (e) make recommendations on environmental issues outside Red Deer when The City has a direct interest, as referred by Council.
- (4) The duties of the Environmental Advisory Committee include the following:
- (a) to review and make recommendations to Council and/or Administration on environmental policy, plans and bylaws;
 - (b) to provide suggestions to Council and/or Administration for new

environmental programs in response to public feedback;

- (c) to review and makes recommendations on environmental issues that affect the community of Red Deer and/or The City of Red Deer as an organization, as referred to it by Council and/or Administration;
 - (d) to solicit public input and facilitates consultation and community outreach activities on environmental issues when requested by Council;
 - (e) to participate in public consultation events when invited by Administration or Council;
 - (f) to provide input into yearly planning of priorities and strategies for environmental initiatives and provide recommendations for consideration in the applicable departments' Service Plans; and
 - (g) to provide input in the development of an annual report on the Committee's activities.
- (5) The Administrative Liaison(s) for the Committee will be the Environmental Initiatives Supervisor or designate.

The "Gaetz Lakes Sanctuary Committee"

30. (1) The Committee consists of six (6) members selected by the following organizations:
- (a) one representative from Alberta Environment in Red Deer;
 - (b) one representative from the Red Deer River Naturalists Society;
 - (c) one representative from the Planning Services Division;
 - (d) one representative from the Recreation, Parks & Culture Department;
 - (e) one representative from the Red Deer Fish and Game Association;
 - (f) one representative from the Red Deer Public School District No. 104.
- (2) Appointment of each member to the committee is done by the particular organization each represents. Council ratification is not required.
- (3) The committee will:
- (a) ensure that the terms of the agreement between the Government of Alberta and The City dated August 17, 1983, and between the Board of Trustees of the Red Deer School District and The City, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz Lakes lands to The City are complied with.
 - (b) make recommendations regarding the development and management of the Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary.
 - (c) advise City Council if the committee believes that any City actions may be in violation of the terms of the agreement and provide a report and recommendation, through Legislative & Governance Services, in this regard.

The “Governance & Policy Committee”

31. (1) The Governance & Policy Committee consists of all members of City Council.
- (2) The purpose of the committee is to:
- (b) provide an opportunity for Council to lead the governance processes;
 - (c) develop a comprehensive governance and policy framework to support Council;
 - (d) ensure Council’s intentions, directions and expected outcomes are captured in their governance and policy framework;
 - (e) review Council’s governance and policy bank and make recommendations and enhancements;
 - (f) identify priorities for updating Council’s governance and policy framework and suggested timing; and
 - (g) review Council’s committee structure and recommend changes to Committee mandate and role.
- (3) All governance issues being placed before Council must first be considered by the Governance and Policy Committee ensuring that the committee is advisory to Council.
- (4) The Governance and Policy Committee shall only consider agenda matters which are not addressed or fully addressed by current City policy.
- (5) Matters of information only will not be added to the agenda of the Governance and Policy Committee.
- (6) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the three year term of Council.
- (7) Governance and Policy Committee meets **every two weeks** on the Monday between Council meetings.
- (8) The City Manager is the primary advisor to the Governance and Policy Committee.
- (9) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of

governance matters.

- (10) To ensure compliance with the Municipal Government Act, all of the meetings of this Committee will be held in Council Chambers and will be open to the public. The Agenda and minutes of the Committee will be posted on The City of Red Deer website. Items that may need to be held In Camera due to compliance with the *Freedom of Information and Protection of Privacy Act* will be noted as such on the agenda.
- (11) The Administrative Liaison(s) for the Committee are:
 - (a) the City Manager or designate;
 - (b) the Legislative & Governance Services Manager or designate;
 - (c) the Communication & Strategic Planning Manager; and
 - (d) the Policy Coordinator.

The “Greater Downtown Action Plan Steering Committee”

32. (1) The Greater Downtown Action Plan Steering Committee consists of:
- (a) two (2) Councillors;
 - (b) two (2) members of the Downtown Business Association (DBA) as appointed by the Downtown Business Association Board of Directors;
 - (c) four (4) Citizen Representatives, one of whom will represent a social support group located in the downtown core; and
 - (d) one (1) youth representative.
- (2) The purpose of the Committee is to:
- (a) review and update the Greater Downtown Action Plan;
 - (b) act in an advisory role to Council on policy issues relating to the implementation of the Greater Downtown Action Plan;
 - (c) act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to the Greater Downtown Action Plan (including but not limited to: Partnership development, communications strategies, special event planning, identification of funding sources and monitoring of implementation progress); and
 - (d) provide a forum for the public to share or express concerns and suggestions relating to implementation of the Greater Downtown Action Plan.
- (3) The duties of the Committee include the following:
- (a) to build a clear and relevant community vision for the future development of the greater downtown area of the City using the existing Greater Downtown Action Plan as a foundation;
 - (b) to consolidate all downtown plans and initiatives into a clear and comprehensive strategy for implementation;
 - (c) to establish a clear and updated urban design framework to guide the upgrading and expansion of infrastructure and the implementation of physical improvements on a phased basis;
 - (d) to identify areas with major redevelopment potential;

- (e) to ~~faster~~ **foster** the development of policies that address social problems in the downtown area on an ongoing basis;
 - (f) to advocate for redevelopment of the Riverlands area that maximizes its potential and provides for linking the downtown with Waskasoo park along the river;
 - (g) to develop policies and incentives that encourages increased residential development within the downtown;
 - (h) to preserve the historic character of the downtown and the setting of unique heritage buildings;
 - (i) to develop a public consultation process that provides for public input at the outset of the project as well as at various stages of the process; and
 - (j) to create a clarified vision for the greater downtown area based on consultation with City administration, the Downtown Business Association, community stakeholders and citizen representatives.
- (4) Expected outcomes of the Committee include planning strategies that reinforce:
- (a) a stronger greater downtown area image and identity as the commercial and cultural centre of Central Alberta;
 - (b) a consolidation of office and retail functions;
 - (c) future large scale development;
 - (d) a framework for more intensive downtown cultural and recreational programming;
 - (e) the creation of integrated linkages and connections to surrounding residential areas and the river valley park system; and
 - (f) the establishment and upgrading of urban design guidelines for public infrastructure and private development that meet contemporary standards.
- (5) The Administrative Liaison(s) for the committee are:
- (a) the City Manager or designate;
 - (b) the Divisional Strategist / Downtown Coordinator or designate.

The “Heritage Preservation Committee”

- 33 (1) The Heritage Preservation Committee consists of:
- (a) one member of Council;
 - (b) six (6) Citizen Representatives;
 - (c) one representative of the Red Deer District Museum & Art Gallery or designate;
 - (d) one representative of the Waskasoo Environmental Education Society;
 - (e) one representative of the Central Alberta Historical Society.
- (2) The purpose of the committee is to:
- (a) identify, educate, promote, preserve and maintain human and heritage features in and around Red Deer;
 - (b) present an annual report to the Council members and the City Manager on its activities.
- (3) The Committee will, in relation to heritage preservation issues within the City of Red Deer:
- (a) honor the principles of the Alberta Historical Resources Act, Standards and Guidelines for the Conservation of Historic Places in Canada, and any other relevant plans, bylaws, acts, or statutes when considering administrative recommendations when making recommendations to Council.
 - (b) act as a representative cross section of the community and provide a balanced viewpoint when reviewing heritage issues and priorities;
 - (c) act in an advisory role to Council on heritage policy issues as referred by Council;
 - (d) provide a mechanism for citizens to present issues relating to heritage to Council and Administration;
 - (e) act in an advisory role to City Administration on issues that may impact the implementation or administration of policy when requested by Administration or referred by Council; and

- (f) make recommendations on heritage issues outside Red Deer when The City has a direct interest, as referred by Council.
 - (g) assist in the implementation of a general long-term plan for the designation and preservation of historically significant resources in the City of Red Deer and Red Deer County;
 - (h) investigate the use / adaptive reuse and plans for designated buildings and sites;
 - (i) endeavor to protect, recognize or preserve heritage resources as an important part of the community;
 - (j) encourage and support projects which identify historic resources in the community and seek their preservation;
 - (k) recommend whether proposed heritage projects are appropriate and to make recommendations on locations;
 - (l) organize and promote a Heritage Recognition Awards Program;
 - (m) consider requests from and make recommendations to the Museum Society, The City of Red Deer Council, the Municipal Planning Commission and Red Deer County Council on matters relating to designation, preservation and interpretation of heritage sites.
- (4) The Administrative Liaisons (the 'Liaisons') for the Committee are:
- (a) the Heritage Coordinator **or designate**; and
 - (b) one representative of Planning Services Division.

The "Mayor's Recognition Awards Committee"

34. (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
- (a) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses;
- (2) The City Manager will appoint one City employee to serve as the program coordinator for the Mayor's Recognition Awards Program.
- (3) The committee consists of five members appointed by the Mayor.
- (4) Membership on the committee will remain anonymous.
- (5) Members will be appointed for a one-year term.
- (6) A member may resign at any time upon sending written notice to the Mayor. The Mayor may remove any member from the committee.
- (7) Candidates for membership on the committee will be residents of the city of Red Deer and any member who ceases to be a resident will be disqualified from membership.
- (8) The committee has the following responsibilities with regard to the Mayor's Recognition Awards:
- (a) receive from the program coordinator the nominations that have been submitted by the public;
 - (b) ensure that achievements and dedications are appropriately recognized under four categories:
 - (i) Athletics;
 - (ii) Fine and Performing Arts;
 - (iii) Citizenship:
 - (a) Continuous Voluntary Service Award
 - (b) Distinguished Voluntary Service Award
 - (iv) Mayor's Special Award.
 - (c) review all nominations and select award recipients by March 31st of each year. The committee reserves the right to assign a nomination

to an alternate category provided one nominator agrees to the reassignment. Subject to the discretion of the committee, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award;

- (d) seek ratification by the Mayor of candidate(s) for the Mayor's Special Award;
 - (e) notify the program coordinator of recipients' names and provide a brief written description of the nature of the achievement,
 - (f) return all award documentation to the program coordinator.
- (9) Decisions of the committee regarding the selection of award recipients will be final.
- (10) Posthumous nominations will not be accepted except for the Mayor's Special Award in the category "An act of heroism or bravery".
- (11) The criteria for the four categories are:

(a) **Athletics Award**

1 Purpose:

To recognize an individual or team placing first in a national event or competition or first, second or third in an international event or competition and which event or competition has been sanctioned by the respective national or international governing body of the particular sport.

2 General Guidelines:

- (i) Candidates may have competed at an amateur or professional level.
- (ii) Candidates will be considered for an award only in the year immediately following the year in which the achievement occurred. Nominations for a specific achievement will not be considered in any other year.
- (iii) Candidates in the *Individual* category will attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- (iv) Nominations will be considered only on the basis of standing in an event or competition as opposed to

achievement or service to the sport.

- (v) There is no limit to the number of awards that may be presented in this category in a given year.
- (vi) Achievement must have enhanced the image of the community of Red Deer.

3 Categories:

(i) **Individual**

- (a) individual event: A single activity contest (example: a 50 m free style swim).
- (b) individual competition: A multiple activity contest made up of more than one event (example: a swim meet).

(ii) **Team**

- (a) team event: A single activity contest with two or more participants (example: a 200 m free style relay swim).
- (b) team competition: A multiple activity contest with two or more participants made up of more than one event (example: a hockey tournament).

(b) **Fine and Performing Arts Award**

1 Purpose:

To recognize an individual or group gaining national or international acceptance or recognition of outstanding achievement in one or more of the arts. The recognition may be for:

- (i) Specific achievement;
- (ii) A series of accomplishments over time.

It is the intent of this award to recognize individuals and groups of individuals as opposed to institutions, organizations or programs in which they may be participating.

2 General Definitions:

- (i) Arts: For the purpose of this award, includes literary, visual, performing, film, video and architectural arts.
- (ii) Group: Two or more individuals assembled together and having some common purpose (example: Barbershop Quartet).

3 General Guidelines:

- (i) Candidates may hold amateur or professional status; however, the achievement must have enhanced the image of the community of Red Deer.
- (ii) Candidates may be considered for an award:
 - (a) in the year immediately following the year in which the specific achievement occurred; or
 - (b) in recognition of a series of accomplishments over time.
- (iii) Nominations will be considered on the basis of acceptance or recognition of outstanding achievement in one or more of the arts.
- (iv) There is no limit to the number of awards that may be presented in this category in a given year.

(c) Citizenship Award**1 Purpose**

To recognize:

- (i) Distinguished Voluntary Service that has had a significant impact in the community of Red Deer, or
- (ii) Continuous Voluntary Service of fifteen years or more that has an identifiable benefit to the community of Red Deer. This service must be continuous and may have occurred with more than one organization in Red Deer.

2 General Guidelines

- (i) Candidates will be individuals.

(d) **Mayor's Special Award**

1 Purpose

To recognize an individual whose service or achievement at the local, provincial, national or international level has been of singular significance, has enhanced the image of the community of Red Deer, and whose accomplishments are not adequately described within the framework of the criteria for the Athletics, Fine and Performing Arts or Citizenship categories.

The Mayor's Special Award is the highest possible recognition from The City of Red Deer.

2 General Guidelines

- (i) Nominees will be individuals who have demonstrated any of the following:
 - (a) humanitarianism;
 - (b) exceptional achievement in a profession, sport or the arts;
 - (c) an act of heroism or bravery. Posthumous nominations are allowed in this category only.
- (ii) The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrants, more than one award may be presented in a given year.

The “Municipal Features Naming Advisory Committee”

35. (1) For the purpose of this section:
- (a) ‘municipal features’ include buildings, sites, parks, bridges, trails, recreational facilities and natural features;
- (2) The Municipal Features Naming committee consists of members as follows:
- (a) one member of Council;
 - (b) three (3) Citizen Representatives.
- (3) The purpose of the Municipal Features Naming Committee is to provide a formal process to evaluate proposals for the naming or renaming of buildings, parks, trails, recreational facilities, etc.
- (4) The Committee will:
- (a) establish principles for the naming of municipal features;
 - (b) provide a formal process to evaluate proposals for the naming or renaming of municipal features;
 - (c) review all requests for municipal feature naming, evaluate each request in accordance with established criteria and provide recommendations to Council.
- (5) The Municipal Features Naming Committee, in relation to its purpose, will present an annual report to the Council members and the City Manager on its activities.
- (6) The Administrative Liaisons (the ‘Liaisons’) for the Committee are:
- (a) a representative from the Red Deer & District Archives; and
 - (b) a representative from Planning Services Division.

The "Municipal Planning Commission"

36. (1) The MPC consists of seven (7) members as follows:
- (a) three (3) members of Council, one of whom is the Mayor;
 - (b) four (4) Citizen Representatives;
- (2) Council will also appoint one councillor as an alternate member of the MPC, who, if the regular councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the MPC.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a member of Council is not present or must leave the meeting, one Citizen Representative member will assume the position of chairperson in the interim.
- (5) The MPC shall not be bound to follow any formal rules of evidence.
- (6) The Development Authority of The City will be:
- (a) the Development Officer and any employee of The City to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer;
 - (b) the Municipal Planning Commission in respect of any matter assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer.
- (7) MPC is the subdivision authority for The City.
- (8) The Director of Planning Services or designate is authorized to sign decisions of MPC on subdivision applications and is the signing authority for subdivision instruments and amendments to them.
- (9) When a registerable instrument is submitted for endorsement, the Director of Planning Services or designate is authorized to accept minor modifications to lot lines, provided:
- (a) no more than one additional lot is created;
 - (b) municipal, school or environmental reserve does not change;
 - (c) roadway standards of The City are not compromised; and

- (d) such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in section 654(2) of the Municipal Government Act.
- (10) The Subdivision Authority has the power to:
- (a) extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement; and
 - (b) following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration.
- (11) The MPC has the following responsibilities pertaining to subdivision and development issues:
- (a) act in an advisory role to Council on policy issues;
 - (b) act in an advisory role to City administration on issues that may impact the implementation or administration of policy;
 - (c) have the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
 - (d) decide on all matters referred to it by the Development Officer;
 - (e) decide on all proposed wells/pipelines/facilities within the Intermunicipal Development Plan boundary referred to The City by an oil and gas company.
- (12) Decisions of the MPC and any reasons given will be mailed to the applicant and to other persons the MPC considers are affected.
- (13) After hearing all applicable submissions to any meeting of the MPC, it may deliberate and reach its decision in private, meeting as committee of the whole.
- (14) The Administrative Liaison(s) for the MPC are:
- (a) the Director of Planning Services or designate; and
 - (b) a representative from Inspections & Licensing.

The “Nominations Review Committee”

37. (1) The committee consists of three members of Council.
- (2) The committee will:
- (a) review all applications received for Committees of Council;
 - (b) make recommendations to Council with respect to membership appointments to committees.
 - (c) develop procedures with respect to the following aspects related to Committee appointments:
 - (i) competency evaluation of applicants;
 - (ii) reference checks;
 - (iii) exit interviews; and
 - (iv) Committee Member evaluations.
 - (d) act in an advisory role to Council and The City administration on issues that may impact the operations of any of the committees of Council.
- (3) The Administrative Liaison for the Nomination Committee is a representative from the Legislative & Governance Services department:

The “Public Art Jury Committee”

- 38 (1) The Committee Consists of the following voting members:
- (a) one (1) representative from the community who is knowledgeable about art (Artists, art historians, art curators, etc.);
 - (b) three (3) Citizen Representatives;
 - (c) one (1) member of City Council;
 - (d) one (1) member of the project steering committee (project specific);
and
 - (e) the Project Architect or Designer, (project specific, as applicable).
- (1.1) Notwithstanding any of the provisions in Section 29(1), no staff member can sit as a voting member on the committee.
- (2) Committee meetings are called on an as needed basis, based on Public Art projects and grant applications.
- (3) The purpose of the committee is to:
- (a) provide expert and community input on public art for The City of Red Deer;
 - (b) promote awareness and understanding of the importance of high-quality public art;
 - (c) recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
 - (d) review all acquisitions and donations of public art;
 - (e) act as a resource to City Council and to its boards, agencies and staff on public art matters;
 - (f) adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
 - (g) receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.

- (4) The Committee will keep all information confidential including names and details of submissions.
- (5) The Administrative Liaisons for the Committee are:
 - (a) the Culture Superintendent **or designate**; and
 - (b) the Public Art Coordinator **or designate**.
- (6) The Liaisons will:
 - (a) provide comments and technical advice in regard to public art adjudication;
 - (b) coordinate departmental involvement as necessary;
 - (c) ensure project steering committee member, project Architect/Designer (where applicable) and any professionals needed for consultation are available for meetings;
 - (d) provide Committee meeting details, a juror's information package, and information about the project(s) they will be adjudicating.

The "Red Deer Appeal & Review Board"

39. (1) In this section, the following words and terms are defined as follows:
- (a) "Applicant" means a person who made the initial application upon which an appeal is based or authorized person acting on his behalf;
 - (b) "Board" means the Red Deer Appeal & Review Board.

Membership

- (2) The board consists of five members as follows:
 - (a) one (1) councillor; and
 - (b) four (4) Citizen Representatives;
 - (c) one (1) councillor and one Citizen Representative as alternate members.
- (3) The alternate councillor and the alternate Citizen Representative will serve respectively in the place of a regular councillor or Citizen Representative who is unable to participate in a hearing.
- (4) The remuneration and expenses payable to each member shall be the amounts set by Council resolution.
- (5) The Chair:
 - (a) will preside over and be responsible for the conduct of the meeting;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate;
 - (c) will vote on matters submitted to the board.
 - (d) will have a second or casting vote in the event of a tie;

Rules of Procedure

- (6) The board will make procedural rules for those matters that are not governed by statutory provisions or this bylaw. Where there are no statutory or bylaw provisions in respect of a procedural issue, the board shall follow the principles of the Procedure Bylaw to the extent that they apply.

Duty and Purpose

- (7) The duty and purpose of the Red Deer Appeal and Review Board is to hear and to make decisions on appeals arising under the following bylaws:
- (a) Alarm Bylaw;
 - (b) Dog Bylaw;
 - (c) Drinking Establishment Licensing Bylaw;
 - (d) Escort Services Bylaw;
 - (e) Firearms Bylaw;
 - (f) Land Use Bylaw;
 - (g) License Bylaw;
 - (h) Limousine & Sedan Bylaw;
 - (i) Taxi Bylaw;
 - (j) Utility Bylaw.
- (8) In addition, the Board shall exercise the power of council in respect of applications for review arising under s. 547 MGA.

Appeals

- (9) An appeal is commenced by:
- (a) mailing or delivering to the secretary of the board at City Hall a notice of appeal in the form established by the board from time to time; and
 - (b) paying an appeal fee of seventy-five (\$75.00) dollars;
 - (c) paying an advertising fee of seventy-five (\$75.00) dollars.
- (10) The notice of appeal must be received by the ~~secretary~~ **clerk** of the board at City Hall within 14 days of the date of ~~the decision appealed from~~ **formal notice of a condition, proposed suspension, revocation or refusal, with the exception of appeals under the Utility Bylaw s. 23 where no appeal period is specified.**

- (11) Notice of a public hearing shall be given by the board in such form as it shall determine from time to time and shall include the following information:
 - (a) name and address of the person to whom the notice is directed;
 - (b) the appeal number;
 - (c) the date, time and location of the appeal hearing;
 - (d) the substance of the decision being appealed.
- (12) When considering the merits of an appeal or a review, the Board shall have regard to:
 - (a) the need to maintain the integrity of the policies which the applicable bylaw and statutes are intended to promote;
 - (b) the potential cost implications to The City of the decision of the Board; and
 - (c) the need to treat fairly the persons affected by the order or decision under appeal.
- (13) Where in the opinion of the Board a request for review under section 547 of the MGA involves a matter of significant public policy or potential substantial cost to The City, the Board shall refer the review to Council.
- (14) After the appeal is heard, the secretary of the board shall:
 - (a) Prepare minutes of the hearing including the particulars of the appeal, the decision and the reasons for the decision; and
 - (b) Within fifteen (15) days, provide a copy of the decision to the appellant, the applicant, any necessary authority and all parties who appeared before or submitted a letter to the board in respect of the appeal.
- (15) The ~~secretary~~ **clerk** of the board will maintain Board minutes at the Legislative & Governance Services department for public inspection at all reasonable times.
- (16) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - (a) allowing a party to obtain additional information;

- (b) allowing the board to obtain a legal opinion or other professional guidance; or
 - (c) to allow a viewing by the board of the site in respect of which the appeal is being made.
- (17) An adjournment may be granted on approval of the chairperson without the need to convene the Board.
- (18) An order, decision, or approval made, given or issued by the board shall be signed by the chairperson or by the Legislative & Governance Services Manager or designate.

Repeal

40. Bylaw 3431/2009 is repealed.

Transitional

41. (1) The existing terms of membership of committee members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) This bylaw will come into force on January 23, 2012.

READ A FIRST TIME IN OPEN COUNCIL this 19th day of October 2009.
READ A SECOND TIME IN OPEN COUNCIL this 19th day of October 2009.
READ A THIRD TIME IN OPEN COUNCIL this 19th day of October 2009.
AND SIGNED BY THE MAYOR AND CITY CLERK this 19th day of October 2009.

“Morris Flewwelling”

Mayor

“Elaine Vincent”

City Clerk

BYLAW NO. 3478/2012

Being a bylaw of The City of Red Deer to establish Council committees.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

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

Definitions

2. (1) In this bylaw:
 - (a) "Ad Hoc Committee" means a committee established for a specified period of time and for a specific purpose.
 - (b) "Agency Representative" means a member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.
 - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization.
 - (d) "Committee" means a committee, commission, board or other body established by Council; and in a section of this bylaw relating to a specific committee, means that specific committee.
 - (e) "Consensus" is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement. The goal is unity, not unanimity.
 - (f) "Councillor" means a member of Council but does not include the Mayor.
 - (g) "Member" means a member of a Committee;
 - (h) "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act (MGA)*.

Establishment of Committees

3. (1) The following committees are established:
 - (a) Audit Committee
 - (b) Community Housing Advisory Board
 - (c) Crime Prevention Advisory Committee
 - (d) Environmental Advisory Committee
 - (e) Gaetz Lakes Sanctuary Committee
 - (f) Governance & Policy Committee
 - (g) Greater Downtown Action Plan Committee
 - (h) Heritage Preservation Committee
 - (i) Mayor's Recognition Awards Committee
 - (j) Municipal Features Naming Committee
 - (k) Municipal Planning Commission
 - (l) Nominations Review Committee
 - (m) Public Art Jury Committee
 - (n) Red Deer Appeal & Review Board
- (2) Unless otherwise provided for in this bylaw, committee members are appointed by Council resolution.
- (3) Where a committee has a Council representative, the Mayor may assign, for a specified period of time, an alternate councillor to a committee should the regular representative be unable to attend.

Ad Hoc Committees

4. (1) Council may establish, by resolution, ad hoc committees for the purpose of reviewing a specific issue or issues;
- (2) The composition of an ad hoc committee is at the discretion of Council;

- (3) Ad hoc committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.

Membership

5.
 - (1) Council will establish the membership composition of committees including whether a committee requires council, citizen, or agency representation.
 - (2) In selecting Committee Members, preference may be given to local residents, however it is also recognized that non-resident applicants who own property or have a business in the city also have a stake in the community.
 - (3) Former Committee Members and former Council members and former City employees may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

Terms of Appointment

6. Unless otherwise stated in this bylaw members are appointed at the Organizational Meeting of Council as follows:
 - (1) Councillors are appointed for one-year terms.
 - (2) All Members, other than the Mayor and Councillors, are appointed for two year terms, except in the initial year where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for one year term;
 - (3) Appointments to a Committee shall not exceed three consecutive terms in total with exceptions to be at the discretion of Council. No Member shall serve on a Committee for more than three consecutive terms, unless authorized by Council.
 - (4) Where a committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
 - (5) A Member may be re-appointed to a Committee at the expiration of the Member's term.
 - (6) A Member may resign from a Committee at any time by giving written notice to the Legislative & Governance Services Manager.
 - (7) Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.

- (7) A chairperson will be chosen annually from among the voting members.
- (8) Voting Members of every Committee shall select the Committee's Chairperson annually. A Councillor will not assume the role of the Chair with respect to Council's public advisory committees but may hold that role with respect to commissions and ad hoc committees.
- (9) A vice-chairperson may be chosen annually from among the voting Members.
- (10) Council may alter the terms of appointment of any member.

Chairperson

7. The chairperson:
 - (1) will preside over and be responsible for the conduct of Committee meetings;
 - (2) may limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate; and
 - (3) will vote on matters submitted to the Committee unless otherwise disqualified.

Committee Meetings

8. At the first meeting of the Committee following the Organizational Meeting of City Council each year, the Committee will:
 - (1) establish the dates for the Committee meetings and will meet no less than quarterly, but more frequently if required; and
 - (2) appoint a chairperson and if necessary, a vice chairperson.
9. In accordance with section 199 of the *Municipal Government Act*, a meeting may be conducted by means of electronic or other communication facilities if:
 - (1) the facilities enable the public to watch and/or listen to the meeting;
 - (2) the facilities enable all the meeting's participants to watch and/or hear each other; and
 - (3) notice is given to the public of the meeting and the way in which it is to be conducted.

10. Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three members of the Committee.
12. Public notice of a committee meeting will be given in the manner approved by Council, and in compliance with section 195 of the *Municipal Government Act*.

Attendance at Meetings

13. Any member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a Member as of the date of the third meeting unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but not for the unexpired portion of the term which is forfeited. This does not apply to Members appointed as alternate members.

Proceedings

14. (1) The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- (2) When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
- (3) When a meeting is open to the public, the Committee may, in its sole discretion, permit members of the public to address the Committee when it deems that appropriate in the context of the business of the Committee.
 - (a) The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
 - (b) A Committee may establish its own procedures for how consent to a member of the public may be given but such consent should be recorded in the Minutes of that Committee.
- (4) Any Councillor who is not an appointed member of a Committee:

- (a) does not have any special right to speak or to address that Committee, and in this respect shall be treated as a member of the public and is permitted to speak only in accordance with section 14(3) and will not participate in debate;
 - (b) is not entitled to vote on any issue before the Committee; and
 - (c) has the right to attend any portion of the meetings of that Committee which is closed to the public in the role of an observer and will not participate in discussion.
- (5) All discussion at a meeting of a Committee is directed through the chairperson

Quorum and Voting

15. (1) A majority of voting members constitutes a quorum.
- (2) The majority vote of those members present and voting constitutes the decision of any committee.
- (3) Each Committee Member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- (4) A Member shall not vote on a motion if absent from the meeting when the vote is called.
- (5) Votes on all motions must be taken as follows:
- (a) the chairperson puts the motion to a vote.
 - (b) Members vote by a show of hands or other method agreed to by Council.
 - (c) The chairperson declares the result of the vote.
- (6) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- (7) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (8) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.

- (9) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Minutes

16. The City Manager will ensure that minutes of each Committee meeting are recorded.

Public Access

17. All agendas and minutes of Committee meetings will be made routinely available to the public with the exception of:

- (1) Community Housing Advisory Board
- (2) Nomination Committee
- (3) Mayor's Recognition Awards Committee
- (4) In camera meetings of any Council Committee

as the information contained within these documents is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Support Staff

18. (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a) Administrative Liaison(s) - City staff who work in an area related to the terms of reference of the Committee and who:
 - (i) are expected to attend all meetings of the Committees to which they are assigned;
 - (ii) work with the chairperson in developing the Committee agenda;
 - (iii) provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) coordinate the attendance of other City staff to attend the meeting to provide background and other information on the

- topics on the agenda;
- (v) provide administrative recommendations as required; and
 - (vi) work with the Committees Coordinator to develop an annual orientation for each Committee.
- (b) Committees Coordinator(s) - City staff within the Legislative & Governance Services department and who:
- (i) maintain an up to date registry of all Committee members;
 - (ii) compile and distribute Committee agendas within timelines established;
 - (iii) provide procedural support and expertise to meeting processes, including:
 - a. drafting resolutions;
 - b. recording formal motions and action items of Committees;
 - c. working with the administrative liaison to ensure outcomes of items are reported back to the Committee;
 - d. ensuring proper procedure is followed;
 - (iv) prepare written minutes of all meetings and distributed within the timelines established; and
 - (v) work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by the Committee for information or action by City staff other than the Administrative Liaison for the Committee will be directed by the City Manager.

Resource Groups

19. In addition to the Administrative Liaisons and the Committees Coordinator, committees may utilize resource groups. Resource groups are internal or external resources who may offer a specific expertise which will support the committee's decision-making processes.

Referrals to Committees

20. Referral Process

- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons.
- (2) Administration may refer items to a Committee through the Liaison(s) and will provide reasonable time limits for the Committee to consider issues. Referrals from administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context.
- (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Liaison(s) for consideration by the Committee. The chairperson, in consultation with the Liaison(s), will determine if the item will be added to a future agenda.

Rules of Procedure

21. Except as outlined in this bylaw, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.

Subcommittees

22. A committee may establish a subcommittee to review a specific issue or issues and make recommendations back to the Committee.

Conflict of Interest

23. (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - (a) declares that he or she has a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- (2) The Committees Coordinator shall cause a record to be made in the Minutes of the Member's absence and the reason for it.

- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - (b) in the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

Pecuniary Interest

24. (1) The provisions of this Bylaw and the provisions of the *Municipal Government Act*, Part 5, Division 6, Pecuniary Interest apply to Members of Council and to Committee Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
- (a) declares that he or she has a pecuniary interest; and
 - (b) describes in general terms the nature of the pecuniary interest.

Power of Authority

25. No committee or Member has:
- (1) power to pledge the credit or course of action of The City or enter into any agreement on behalf of the committee or The City;
 - (2) power to authorize any expenditure to be charged against The City without prior approval by Council;
 - (3) authority to act administratively.

The “Audit Committee”

26. (1) The committee will consist of four members as follows:
- (a) The Mayor;
 - (b) Three Councillors (two-year terms, staggered);
- (2) The City Manager and the Director of Corporate Services are non-voting members of the committee.
- (3) The committee may call on non-voting external resources as required.
- (4) A quorum of the committee is two members.
- (5) The voting Members may meet privately with the City’s External Auditor at the request of the External Auditor or the Chairperson.
- (6) The committee will:
- (a) recommend to Council the people who should be appointed as External Auditors.
 - (b) review the following with Management and the External Auditors:
 - (i) Audit Plan
 - (ii) Additional areas of concern, if applicable
 - (iii) Audit Fee Review
 - (iv) Engagement Letter
 - (c) review the following reports from the External Auditor:
 - (i) Audit Report
 - (ii) Management Letter
 - (iii) Management’s Response to Management Letter
 - (d) review the Annual Financial Reports prior to submission to City Council such as:
 - (i) Financial Statements
 - (ii) Significant Operating and Capital Budget Variances

- (iii) Reserve Report
- (iv) Financial Information Report
- e) review reports from the City Manager and/or Director of Corporate Services such as:
 - (i) Annual Audit Plan Review
 - (ii) Audit Report(s)
 - (iii) Financial Matters
 - (iv) Review of Internal Controls
 - (v) Risk Management Issues
- (f) prepare reports and make recommendations to Council on the preceding items as required.

The Community Housing Advisory Board

27. (1) The Community Housing Advisory Board consists of:
- (a) two Members of Council
 - (b) six Citizen Representatives
 - (c) two representatives of the Aboriginal Community
- (2) The Community Housing Advisory Board shall make its decisions by Consensus.
- (3) The Board will report to City Council.
- (4) The purpose of the Board is to:
- (a) act as a partner in ending homelessness and striving to ensure that there are adequate affordable housing options within the community.
 - (b) advise The City in accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness.
 - (c) upon request, provide input into planning processes to create community planning documents.
 - (d) provide input into community priority-setting when necessary.
 - (e) provide input into application processes for agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer.
- (5) The Board will, in relation to affordable housing and programming to end homelessness within the corporate limits of The City of Red Deer:
- (a) act in an advisory role to Council on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness, and funding allocation referred to the Board by Council or administration;
 - (b) act in an advisory role to administration, when administration brings forward issues for consideration on affordable housing,

homelessness housing, services/activities related to the goal of ending homelessness that may impact the development, implementation or administration of policy; and

- (c) provide a mechanism for citizens and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and administration.
- (6) The duties of the Board include, but are not limited to:
- (a) provide input, upon request, into development of *EveryOne's Home* and other community plans or planning processes;
 - (b) work with administration to develop annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
 - (c) provide input in the development of community reports on affordable housing and ending homelessness;
 - (d) support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;
 - (e) communicate to and with the public, community agencies, private sector through various methods (e.g. report cards, public forums, presentations);
 - (f) reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations;
 - (g) follow the criteria as outlined through the funding source being managed through the City of Red Deer for optimal benefit to residents;
 - (h) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (7) The Administrative Liaison(s) for the Board will be the Social Planning Program Coordinator – Housing, or designate.
- (8) The Board will meet at such a time and place as needed in order to align with planning timelines, funding timelines, and/or issues or opportunities as they may arise in the community and through expectations from other orders of government.

The “Crime Prevention Advisory Committee”

28. (1) The Committee consists of:
- (a) two members of Council;
 - (b) up to seven (7) Citizen Representatives a majority of whom will have experience with the issues that would be considered by the Committee.
- (2) The Committee will report to City Council.
- (3) The purpose of the Committee is to use a cooperative, multi-pronged approach to make recommendations to the City:
- (a) to create a greater sense of individual, neighborhood and community safety and security;
 - (b) to enhance citizen engagement through greater participation in crime prevention; and
 - (c) to enhance public confidence in The City and its approach to crime prevention.
- (4) The Committee will:
- (a) act in an advisory role to Council on crime prevention and policing policy issues and on bylaws on matters referred to the Committee by Council or Administration;
 - (b) act in an advisory role to Administration, when Administration brings forward issues for consideration on crime prevention and policing issues that may impact the implementation or administration of policy; and
 - (c) provide a mechanism for citizens and groups to present issues and ideas concerning crime prevention to Council and Administration.
- (5) The duties of the Committee include, but are not limited to:
- (a) provide input into development of a yearly plan of priorities and strategies for municipal crime prevention and to put forward recommendations for consideration in the applicable department annual Service Plan (this will not be limited to Policing);

- (b) provide input in the development of an annual report to the community on crime prevention;
 - (c) support the community implementation of recommendations in the Crime Prevention and Policing Strategy, and in related goals of the respective Service Plans;
 - (d) advise on the interests and concerns of the public to the Officer in Charge, City Administration and Council; and
 - (e) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (6) The Administrative Liaisons (the 'Liaisons') for the Committee are:
- (a) Officer in Charge of the City of Red Deer RCMP Detachment ('OIC'); and
 - (b) Crime Prevention Coordinator, or designate.

The “Environmental Advisory Committee”

29. (1) The Environmental Advisory Committee consists of:
- (a) two members of Council;
 - (b) up to eight Citizen Representatives, a majority of whom will have experience with the issues that would be considered by the Environmental Advisory Committee.
- (2) The purpose of the Environmental Advisory Committee is:
- (a) to recognize the importance of the environmental issues that Council and the community share;
 - (b) to enhance citizen engagement and decision making on environmental issues; and
 - (c) to enhance Council confidence in establishing environmental priorities and their impact on a vibrant, healthy and sustainable Red Deer.
- (3) The Committee will, in relation to environmental issues in Red Deer:
- (a) act as a representative cross section of the community and provide a balanced viewpoint when reviewing environmental issues and priorities;
 - (b) act in an advisory role to Council on environmental policy issues as referred by Council;
 - (c) provide a mechanism for citizens to present environmental issues to Council and Administration;
 - (d) act in an advisory role to City Administration on issues that may impact the implementation or administration of policy when requested by Administration or referred by Council; and
 - (e) make recommendations on environmental issues outside Red Deer when The City has a direct interest, as referred by Council.
- (4) The duties of the Environmental Advisory Committee include the following:
- (a) to review and make recommendations to Council and/or Administration on environmental policy, plans and bylaws;
 - (b) to provide suggestions to Council and/or Administration for new

environmental programs in response to public feedback;

- (c) to review and makes recommendations on environmental issues that affect the community of Red Deer and/or The City of Red Deer as an organization, as referred to it by Council and/or Administration;
 - (d) to solicit public input and facilitates consultation and community outreach activities on environmental issues when requested by Council;
 - (e) to participate in public consultation events when invited by Administration or Council;
 - (f) to provide input into yearly planning of priorities and strategies for environmental initiatives and provide recommendations for consideration in the applicable departments' Service Plans; and
 - (g) to provide input in the development of an annual report on the Committee's activities.
- (5) The Administrative Liaison(s) for the Committee will be the Environmental Initiatives Supervisor or designate.

The "Gaetz Lakes Sanctuary Committee"

30. (1) The Committee consists of six (6) members selected by the following organizations:
- (a) one representative from Alberta Environment in Red Deer;
 - (b) one representative from the Red Deer River Naturalists Society;
 - (c) one representative from the Planning Services Division;
 - (d) one representative from the Recreation, Parks & Culture Department;
 - (e) one representative from the Red Deer Fish and Game Association;
 - (f) one representative from the Red Deer Public School District No. 104.
- (2) Appointment of each member to the committee is done by the particular organization each represents. Council ratification is not required.
- (3) The committee will:
- (a) ensure that the terms of the agreement between the Government of Alberta and The City dated August 17, 1983, and between the Board of Trustees of the Red Deer School District and The City, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz Lakes lands to The City are complied with.
 - (b) make recommendations regarding the development and management of the Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary.
 - (c) advise City Council if the committee believes that any City actions may be in violation of the terms of the agreement and provide a report and recommendation, through Legislative & Governance Services, in this regard.

The “Governance & Policy Committee”

31. (1) The Governance & Policy Committee consists of all members of City Council.
- (2) The purpose of the committee is to:
- (b) provide an opportunity for Council to lead the governance processes;
 - (c) develop a comprehensive governance and policy framework to support Council;
 - (d) ensure Council’s intentions, directions and expected outcomes are captured in their governance and policy framework;
 - (e) review Council’s governance and policy bank and make recommendations and enhancements;
 - (f) identify priorities for updating Council’s governance and policy framework and suggested timing; and
 - (g) review Council’s committee structure and recommend changes to Committee mandate and role.
- (3) All governance issues being placed before Council must first be considered by the Governance and Policy Committee ensuring that the committee is advisory to Council.
- (4) The Governance and Policy Committee shall only consider agenda matters which are not addressed or fully addressed by current City policy.
- (5) Matters of information only will not be added to the agenda of the Governance and Policy Committee.
- (6) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the three year term of Council.
- (7) Governance and Policy Committee meets every two weeks on the Monday between Council meetings.
- (8) The City Manager is the primary advisor to the Governance and Policy Committee.
- (9) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of

governance matters.

- (10) To ensure compliance with the Municipal Government Act, all of the meetings of this Committee will be held in Council Chambers and will be open to the public. The Agenda and minutes of the Committee will be posted on The City of Red Deer website. Items that may need to be held In Camera due to compliance with the *Freedom of Information and Protection of Privacy Act* will be noted as such on the agenda.
- (11) The Administrative Liaison(s) for the Committee are:
 - (a) the City Manager or designate;
 - (b) the Legislative & Governance Services Manager or designate;
 - (c) the Communication & Strategic Planning Manager; and
 - (d) the Policy Coordinator.

The “Greater Downtown Action Plan Steering Committee”

32. (1) The Greater Downtown Action Plan Steering Committee consists of:
- (a) two (2) Councillors;
 - (b) two (2) members of the Downtown Business Association (DBA) as appointed by the Downtown Business Association Board of Directors;
 - (c) four (4) Citizen Representatives, one of whom will represent a social support group located in the downtown core; and
 - (d) one (1) youth representative.
- (2) The purpose of the Committee is to:
- (a) review and update the Greater Downtown Action Plan;
 - (b) act in an advisory role to Council on policy issues relating to the implementation of the Greater Downtown Action Plan;
 - (c) act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to the Greater Downtown Action Plan (including but not limited to: Partnership development, communications strategies, special event planning, identification of funding sources and monitoring of implementation progress); and
 - (d) provide a forum for the public to share or express concerns and suggestions relating to implementation of the Greater Downtown Action Plan.
- (3) The duties of the Committee include the following:
- (a) to build a clear and relevant community vision for the future development of the greater downtown area of the City using the existing Greater Downtown Action Plan as a foundation;
 - (b) to consolidate all downtown plans and initiatives into a clear and comprehensive strategy for implementation;
 - (c) to establish a clear and updated urban design framework to guide the upgrading and expansion of infrastructure and the implementation of physical improvements on a phased basis;
 - (d) to identify areas with major redevelopment potential;

- (e) to foster the development of policies that address social problems in the downtown area on an ongoing basis;
 - (f) to advocate for redevelopment of the Riverlands area that maximizes its potential and provides for linking the downtown with Waskasoo park along the river;
 - (g) to develop policies and incentives that encourages increased residential development within the downtown;
 - (h) to preserve the historic character of the downtown and the setting of unique heritage buildings;
 - (i) to develop a public consultation process that provides for public input at the outset of the project as well as at various stages of the process; and
 - (j) to create a clarified vision for the greater downtown area based on consultation with City administration, the Downtown Business Association, community stakeholders and citizen representatives.
- (4) Expected outcomes of the Committee include planning strategies that reinforce:
- (a) a stronger greater downtown area image and identity as the commercial and cultural centre of Central Alberta;
 - (b) a consolidation of office and retail functions;
 - (c) future large scale development;
 - (d) a framework for more intensive downtown cultural and recreational programming;
 - (e) the creation of integrated linkages and connections to surrounding residential areas and the river valley park system; and
 - (f) the establishment and upgrading of urban design guidelines for public infrastructure and private development that meet contemporary standards.
- (5) The Administrative Liaison(s) for the committee are:
- (a) the City Manager or designate;
 - (b) the Divisional Strategist / Downtown Coordinator or designate.

The “Heritage Preservation Committee”

- 33 (1) The Heritage Preservation Committee consists of:
- (a) one member of Council;
 - (b) six (6) Citizen Representatives;
 - (c) one representative of the Red Deer District Museum & Art Gallery or designate;
 - (d) one representative of the Waskasoo Environmental Education Society;
 - (e) one representative of the Central Alberta Historical Society.
- (2) The purpose of the committee is to:
- (a) identify, educate, promote, preserve and maintain human and heritage features in and around Red Deer;
 - (b) present an annual report to the Council members and the City Manager on its activities.
- (3) The Committee will, in relation to heritage preservation issues within the City of Red Deer:
- (a) honor the principles of the Alberta Historical Resources Act, Standards and Guidelines for the Conservation of Historic Places in Canada, and any other relevant plans, bylaws, acts, or statutes when considering administrative recommendations when making recommendations to Council.
 - (b) act as a representative cross section of the community and provide a balanced viewpoint when reviewing heritage issues and priorities;
 - (c) act in an advisory role to Council on heritage policy issues as referred by Council;
 - (d) provide a mechanism for citizens to present issues relating to heritage to Council and Administration;
 - (e) act in an advisory role to City Administration on issues that may impact the implementation or administration of policy when requested by Administration or referred by Council; and

- (f) make recommendations on heritage issues outside Red Deer when The City has a direct interest, as referred by Council.
 - (g) assist in the implementation of a general long-term plan for the designation and preservation of historically significant resources in the City of Red Deer and Red Deer County;
 - (h) investigate the use / adaptive reuse and plans for designated buildings and sites;
 - (i) endeavor to protect, recognize or preserve heritage resources as an important part of the community;
 - (j) encourage and support projects which identify historic resources in the community and seek their preservation;
 - (k) recommend whether proposed heritage projects are appropriate and to make recommendations on locations;
 - (l) organize and promote a Heritage Recognition Awards Program;
 - (m) consider requests from and make recommendations to the Museum Society, The City of Red Deer Council, the Municipal Planning Commission and Red Deer County Council on matters relating to designation, preservation and interpretation of heritage sites.
- (4) The Administrative Liaisons (the 'Liaisons') for the Committee are:
- (a) the Heritage Coordinator or designate; and
 - (b) one representative of Planning Services Division.

The "Mayor's Recognition Awards Committee"

34. (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
- (a) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses;
- (2) The City Manager will appoint one City employee to serve as the program coordinator for the Mayor's Recognition Awards Program.
- (3) The committee consists of five members appointed by the Mayor.
- (4) Membership on the committee will remain anonymous.
- (5) Members will be appointed for a one-year term.
- (6) A member may resign at any time upon sending written notice to the Mayor. The Mayor may remove any member from the committee.
- (7) Candidates for membership on the committee will be residents of the city of Red Deer and any member who ceases to be a resident will be disqualified from membership.
- (8) The committee has the following responsibilities with regard to the Mayor's Recognition Awards:
- (a) receive from the program coordinator the nominations that have been submitted by the public;
 - (b) ensure that achievements and dedications are appropriately recognized under four categories:
 - (i) Athletics;
 - (ii) Fine and Performing Arts;
 - (iii) Citizenship:
 - (a) Continuous Voluntary Service Award
 - (b) Distinguished Voluntary Service Award
 - (iv) Mayor's Special Award.
 - (c) review all nominations and select award recipients by March 31st of each year. The committee reserves the right to assign a nomination

to an alternate category provided one nominator agrees to the reassignment. Subject to the discretion of the committee, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award;

- (d) seek ratification by the Mayor of candidate(s) for the Mayor's Special Award;
 - (e) notify the program coordinator of recipients' names and provide a brief written description of the nature of the achievement,
 - (f) return all award documentation to the program coordinator.
- (9) Decisions of the committee regarding the selection of award recipients will be final.
- (10) Posthumous nominations will not be accepted except for the Mayor's Special Award in the category "An act of heroism or bravery".
- (11) The criteria for the four categories are:
- (a) **Athletics Award**
 - 1 Purpose:

To recognize an individual or team placing first in a national event or competition or first, second or third in an international event or competition and which event or competition has been sanctioned by the respective national or international governing body of the particular sport.
 - 2 General Guidelines:
 - (i) Candidates may have competed at an amateur or professional level.
 - (ii) Candidates will be considered for an award only in the year immediately following the year in which the achievement occurred. Nominations for a specific achievement will not be considered in any other year.
 - (iii) Candidates in the *Individual* category will attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
 - (iv) Nominations will be considered only on the basis of standing in an event or competition as opposed to

achievement or service to the sport.

- (v) There is no limit to the number of awards that may be presented in this category in a given year.
- (vi) Achievement must have enhanced the image of the community of Red Deer.

3 Categories:

(i) **Individual**

- (a) individual event: A single activity contest (example: a 50 m free style swim).
- (b) individual competition: A multiple activity contest made up of more than one event (example: a swim meet).

(ii) **Team**

- (a) team event: A single activity contest with two or more participants (example: a 200 m free style relay swim).
- (b) team competition: A multiple activity contest with two or more participants made up of more than one event (example: a hockey tournament).

(b) **Fine and Performing Arts Award**

1 Purpose:

To recognize an individual or group gaining national or international acceptance or recognition of outstanding achievement in one or more of the arts. The recognition may be for:

- (i) Specific achievement;
- (ii) A series of accomplishments over time.

It is the intent of this award to recognize individuals and groups of individuals as opposed to institutions, organizations or programs in which they may be participating.

2 General Definitions:

- (i) Arts: For the purpose of this award, includes literary, visual, performing, film, video and architectural arts.
- (ii) Group: Two or more individuals assembled together and having some common purpose (example: Barbershop Quartet).

3 General Guidelines:

- (i) Candidates may hold amateur or professional status; however, the achievement must have enhanced the image of the community of Red Deer.
- (ii) Candidates may be considered for an award:
 - (a) in the year immediately following the year in which the specific achievement occurred; or
 - (b) in recognition of a series of accomplishments over time.
- (iii) Nominations will be considered on the basis of acceptance or recognition of outstanding achievement in one or more of the arts.
- (iv) There is no limit to the number of awards that may be presented in this category in a given year.

(c) Citizenship Award**1 Purpose**

To recognize:

- (i) Distinguished Voluntary Service that has had a significant impact in the community of Red Deer, or
- (ii) Continuous Voluntary Service of fifteen years or more that has an identifiable benefit to the community of Red Deer. This service must be continuous and may have occurred with more than one organization in Red Deer.

2 General Guidelines

- (i) Candidates will be individuals.

(d) **Mayor's Special Award**

1 Purpose

To recognize an individual whose service or achievement at the local, provincial, national or international level has been of singular significance, has enhanced the image of the community of Red Deer, and whose accomplishments are not adequately described within the framework of the criteria for the Athletics, Fine and Performing Arts or Citizenship categories.

The Mayor's Special Award is the highest possible recognition from The City of Red Deer.

2 General Guidelines

- (i) Nominees will be individuals who have demonstrated any of the following:
 - (a) humanitarianism;
 - (b) exceptional achievement in a profession, sport or the arts;
 - (c) an act of heroism or bravery. Posthumous nominations are allowed in this category only.
- (ii) The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrants, more than one award may be presented in a given year.

The “Municipal Features Naming Advisory Committee”

35. (1) For the purpose of this section:
- (a) ‘municipal features’ include buildings, sites, parks, bridges, trails, recreational facilities and natural features;
- (2) The Municipal Features Naming committee consists of members as follows:
- (a) one member of Council;
 - (b) three (3) Citizen Representatives.
- (3) The purpose of the Municipal Features Naming Committee is to provide a formal process to evaluate proposals for the naming or renaming of buildings, parks, trails, recreational facilities, etc.
- (4) The Committee will:
- (a) establish principles for the naming of municipal features;
 - (b) provide a formal process to evaluate proposals for the naming or renaming of municipal features;
 - (c) review all requests for municipal feature naming, evaluate each request in accordance with established criteria and provide recommendations to Council.
- (5) The Municipal Features Naming Committee, in relation to its purpose, will present an annual report to the Council members and the City Manager on its activities.
- (6) The Administrative Liaisons (the ‘Liaisons’) for the Committee are:
- (a) a representative from the Red Deer & District Archives; and
 - (b) a representative from Planning Services Division.

The "Municipal Planning Commission"

36. (1) The MPC consists of seven (7) members as follows:
- (a) three (3) members of Council, one of whom is the Mayor;
 - (b) four (4) Citizen Representatives;
- (2) Council will also appoint one councillor as an alternate member of the MPC, who, if the regular councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the MPC.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a member of Council is not present or must leave the meeting, one Citizen Representative member will assume the position of chairperson in the interim.
- (5) The MPC shall not be bound to follow any formal rules of evidence.
- (6) The Development Authority of The City will be:
- (a) the Development Officer and any employee of The City to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer;
 - (b) the Municipal Planning Commission in respect of any matter assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer.
- (7) MPC is the subdivision authority for The City.
- (8) The Director of Planning Services or designate is authorized to sign decisions of MPC on subdivision applications and is the signing authority for subdivision instruments and amendments to them.
- (9) When a registerable instrument is submitted for endorsement, the Director of Planning Services or designate is authorized to accept minor modifications to lot lines, provided:
- (a) no more than one additional lot is created;
 - (b) municipal, school or environmental reserve does not change;
 - (c) roadway standards of The City are not compromised; and

- (d) such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in section 654(2) of the Municipal Government Act.
- (10) The Subdivision Authority has the power to:
- (a) extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement; and
 - (b) following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration.
- (11) The MPC has the following responsibilities pertaining to subdivision and development issues:
- (a) act in an advisory role to Council on policy issues;
 - (b) act in an advisory role to City administration on issues that may impact the implementation or administration of policy;
 - (c) have the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
 - (d) decide on all matters referred to it by the Development Officer;
 - (e) decide on all proposed wells/pipelines/facilities within the Intermunicipal Development Plan boundary referred to The City by an oil and gas company.
- (12) Decisions of the MPC and any reasons given will be mailed to the applicant and to other persons the MPC considers are affected.
- (13) After hearing all applicable submissions to any meeting of the MPC, it may deliberate and reach its decision in private, meeting as committee of the whole.
- (14) The Administrative Liaison(s) for the MPC are:
- (a) the Director of Planning Services or designate; and
 - (b) a representative from Inspections & Licensing.

The “Nominations Review Committee”

37. (1) The committee consists of three members of Council.
- (2) The committee will:
- (a) review all applications received for Committees of Council;
 - (b) make recommendations to Council with respect to membership appointments to committees.
 - (c) develop procedures with respect to the following aspects related to Committee appointments:
 - (i) competency evaluation of applicants;
 - (ii) reference checks;
 - (iii) exit interviews; and
 - (iv) Committee Member evaluations.
 - (d) act in an advisory role to Council and The City administration on issues that may impact the operations of any of the committees of Council.
- (3) The Administrative Liaison for the Nomination Committee is a representative from the Legislative & Governance Services department:

The “Public Art Jury Committee”

- 38 (1) The Committee Consists of the following voting members:
- (a) one (1) representative from the community who is knowledgeable about art (Artists, art historians, art curators, etc.);
 - (b) three (3) Citizen Representatives;
 - (c) one (1) member of City Council;
 - (d) one (1) member of the project steering committee (project specific); and
 - (e) the Project Architect or Designer, (project specific, as applicable).
- (1.1) Notwithstanding any of the provisions in Section 29(1), no staff member can sit as a voting member on the committee.
- (2) Committee meetings are called on an as needed basis, based on Public Art projects and grant applications.
- (3) The purpose of the committee is to:
- (a) provide expert and community input on public art for The City of Red Deer;
 - (b) promote awareness and understanding of the importance of high-quality public art;
 - (c) recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
 - (d) review all acquisitions and donations of public art;
 - (e) act as a resource to City Council and to its boards, agencies and staff on public art matters;
 - (f) adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
 - (g) receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.

- (4) The Committee will keep all information confidential including names and details of submissions.
- (5) The Administrative Liaisons for the Committee are:
 - (a) the Culture Superintendent or designate; and
 - (b) the Public Art Coordinator or designate.
- (6) The Liaisons will:
 - (a) provide comments and technical advice in regard to public art adjudication;
 - (b) coordinate departmental involvement as necessary;
 - (c) ensure project steering committee member, project Architect/Designer (where applicable) and any professionals needed for consultation are available for meetings;
 - (d) provide Committee meeting details, a juror's information package, and information about the project(s) they will be adjudicating.

The "Red Deer Appeal & Review Board"

39. (1) In this section, the following words and terms are defined as follows:
- (a) "Applicant" means a person who made the initial application upon which an appeal is based or authorized person acting on his behalf;
 - (b) "Board" means the Red Deer Appeal & Review Board.

Membership

- (2) The board consists of five members as follows:
 - (a) one (1) councillor; and
 - (b) four (4) Citizen Representatives;
 - (c) one (1) councillor and one Citizen Representative as alternate members.
- (3) The alternate councillor and the alternate Citizen Representative will serve respectively in the place of a regular councillor or Citizen Representative who is unable to participate in a hearing.
- (4) The remuneration and expenses payable to each member shall be the amounts set by Council resolution.
- (5) The Chair:
 - (a) will preside over and be responsible for the conduct of the meeting;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate;
 - (c) will vote on matters submitted to the board.
 - (d) will have a second or casting vote in the event of a tie;

Rules of Procedure

- (6) The board will make procedural rules for those matters that are not governed by statutory provisions or this bylaw. Where there are no statutory or bylaw provisions in respect of a procedural issue, the board shall follow the principles of the Procedure Bylaw to the extent that they apply.

Duty and Purpose

- (7) The duty and purpose of the Red Deer Appeal and Review Board is to hear and to make decisions on appeals arising under the following bylaws:
- (a) Alarm Bylaw;
 - (b) Dog Bylaw;
 - (c) Drinking Establishment Licensing Bylaw;
 - (d) Escort Services Bylaw;
 - (e) Firearms Bylaw;
 - (f) Land Use Bylaw;
 - (g) License Bylaw;
 - (h) Limousine & Sedan Bylaw;
 - (i) Taxi Bylaw;
 - (j) Utility Bylaw.
- (8) In addition, the Board shall exercise the power of council in respect of applications for review arising under s. 547 MGA.

Appeals

- (9) An appeal is commenced by:
- (a) mailing or delivering to the clerk of the board at City Hall a notice of appeal in the form established by the board from time to time; and
 - (b) paying an appeal fee of seventy-five (\$75.00) dollars;
 - (c) paying an advertising fee of seventy-five (\$75.00) dollars.
- (10) The notice of appeal must be received by the secretary of the board at City Hall within 14 days of the date of formal notice of a condition, proposed suspension, revocation or refusal, with the exception of appeals under the Utility Bylaw s. 23 where no appeal period is specified.

- (11) Notice of a public hearing shall be given by the board in such form as it shall determine from time to time and shall include the following information:
 - (a) name and address of the person to whom the notice is directed;
 - (b) the appeal number;
 - (c) the date, time and location of the appeal hearing;
 - (d) the substance of the decision being appealed.
- (12) When considering the merits of an appeal or a review, the Board shall have regard to:
 - (a) the need to maintain the integrity of the policies which the applicable bylaw and statutes are intended to promote;
 - (b) the potential cost implications to The City of the decision of the Board; and
 - (c) the need to treat fairly the persons affected by the order or decision under appeal.
- (13) Where in the opinion of the Board a request for review under section 547 of the MGA involves a matter of significant public policy or potential substantial cost to The City, the Board shall refer the review to Council.
- (14) After the appeal is heard, the secretary of the board shall:
 - (a) Prepare minutes of the hearing including the particulars of the appeal, the decision and the reasons for the decision; and
 - (b) Within fifteen (15) days, provide a copy of the decision to the appellant, the applicant, any necessary authority and all parties who appeared before or submitted a letter to the board in respect of the appeal.
- (15) The clerk of the board will maintain Board minutes at the Legislative & Governance Services department for public inspection at all reasonable times.
- (16) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - (a) allowing a party to obtain additional information;

DATE: January 24, 2012
TO: Frieda McDougall, Deputy City Clerk
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Committees Bylaw 3478/2012 – Inclusion of recommended changes

Reference Report:

Legislative & Governance Services, dated January 5, 2012.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave first reading to the new Committee Bylaw 3478/2012. A copy of the bylaw is attached.

Report back to Council: Yes

Comments/Further Action:

This bylaw will come back to the Monday, February 6, 2012 Council Meeting for consideration of second and third readings.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Corporate Meeting Coordinator

Christine Kenzie

BACKUP INFORMATION

NOT SUBMITTED TO COUNCIL

From: Frieda McDougall
Sent: January 05, 2012 10:16 AM
To: Christine Kenzie; Bev Greter
Subject: committee bylaw report - For January 23 2011 Council Agenda

Attachments: 1183536 - Draft Committee Bylaw 34782012 - 1.DOC; 1183535 - January 5, 2011 to City Manager re New Committees Bylaw 34782012 - inclusion of recommended changes - 1.DOC; Committee Bylaw amendment - strikethrough copy.DOC

Here's the report for the next Council meeting (23rd).



1183536 - Draft Committee Byla...
1183535 - January 5, 2011 to C...
Committee Bylaw amendment - st...

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



January 3, 2012

Procedure Bylaw Amendment 3358/A-2012

Legislative & Governance Services

Report Summary & Recommendation:

That Council consider giving first reading to Procedure Bylaw Amendment 3358/A-2012, an amendment to Procedure Bylaw 3358/2006 to change the start time of Council Meetings, the date of delivery of Council Agendas to members of Council and administration, the addition of a section regarding Acting Mayor and Recess of Meetings.

City Manager Comments:

I support the recommendation of Administration. The Procedure Bylaw Amendment 3358/A-2012 will be presented for First Reading at the January 23, 2012 Council Meeting. This bylaw will come back for consideration of second and third readings at the Monday, February 6, 2012 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

This bylaw shall be considered for First Reading.



Report Details

Background:

Red Deer City Council have requested their Council agendas be delivered to them sooner than the Thursdays before a Council Meeting. The request is to have the Council agendas available at least a week in advance in order to have time to properly review the agenda prior to a Council Meeting.

Discussion:

In order to accommodate this request, Administration is proposing to change the deadline that Council agenda reports are to be submitted for consideration on a Council agenda FROM two Wednesdays prior to a Council meeting TO three Wednesdays prior to a Council meeting. This would involve moving the agenda review meeting with the Mayor and City Manager ahead a week - to the Tuesday mornings immediately after a Council Meeting. The printing of the agendas would be done on the Thursday of this week, with delivery of a Council Agenda on the following Monday. (The alternate Monday) This would give Council a week to review the Council Agendas. Council agendas would still be made available for the media and posted to the City's website the Thursday before a Council Meeting.

In order for this change to be effective, The Procedure Bylaw 3358/2006 will need to be amended by changing Section 4 (1) to allow for the recent change in the start time of Council Meetings from 3:00 p.m. to 2:00 P.M. Section 14 of the bylaw will also have to be amended to reflect the change in the delivery of Council Agendas.

Under the "Duties of the Mayor", a new Section 9.1 – Acting Mayor is proposed to be added to outline the responsibilities of the Acting Mayor when the Mayor is absent for a minimum of one month.

Under "Reconsideration of Motions" a new Section 37.1 – Recess of Meetings is proposed to be added to clarify the process for the continuation of the Operating and Capital Budget meeting debate meetings.

Analysis:

A strike-through copy of Procedure Bylaw 3358/2006 showing the proposed changes is attached.

Procedure Bylaw Amendment 3358/A-2012, incorporating the above noted changes, is submitted for Council's consideration of first reading of the bylaw.

BYLAW NO. 3358/2006Strike Through Copy of
Procedure Bylaw
3358/2006

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

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

Title

1 This bylaw may be cited as “The Procedure Bylaw”.

Definitions

2 In this bylaw:

“Administrative Inquiry” is a request from a member of Council to the administration for the future provision of information.

“Agenda” is the items of business of a meeting and the associated reports, bylaws or other documents.

“City Clerk” means the Legislative and Administrative Services Manager.

“City Manager” means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

“Chair” means the mayor, deputy mayor or other person who has authority to preside over a meeting.

¹“Committee of the Whole” means a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.

“Conflict of Interest” refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

“Council” is the municipal Council of The City of Red Deer.

¹ 3358/A-2010

“Councillor” is a member of Council who is duly elected and continues to hold office.

“General Election” means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.

“Inaugural Meeting” means the organizational meeting immediately following the general election.

¹“In Camera” means a meeting of all of Council which is held without the public and media present and is held during the course of a regular meeting of Council.

“Mayor” means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

“Member” means a member of Council.

“Minutes” are the record of decisions of a meeting.

“Organizational Meeting” means the meeting held as described in section 3(2) and includes the inaugural meeting.

“Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.

“Point of Information” is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

“Point of Interest” means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event.

“Point of Order” means a request that the chair enforce the rules of procedure.

¹ 3358/A-2010

“Point of Privilege” is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

“Public Hearing” means the portion of a Council meeting held for statutory hearings.

“Quorum” is the minimum number of members that must be present at a meeting for business to be legally transacted.

“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

Council Meetings

Organizational Meeting

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.
- (2) At the organizational meeting, Council will:
 - (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
 - (b) establish the dates for Council meetings;
 - (c) appoint members of Council committees;
 - (d) conduct other business as identified within the organizational meeting agenda.

Regular Council Meetings

- 4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers beginning at ~~3:00 p.m.~~ **2:00 p.m.** If the Monday is a holiday the Council meeting will be held on the next business day.
- (2) Council may establish other Council meeting dates.

Public Hearings

- (3) Public hearings are held in conjunction with a Council meeting.

¹Council Review Hearing

- (4) In this section, the following terms have the following meanings:

- (i) “Order to Remedy” means an order issued under 545 or 546 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26 (the “MGA”);
- (ii)² “Review Hearing” means a review by the Red Deer Appeal & Review Board or an Order to Remedy under the provisions of section 457 of the MGA, in accordance with the relevant procedures as outlined in The City of Red Deer Committees Bylaw and includes a referral of such a matter to Council.

- (5)³ Subsections (6) through (16) apply to a Review Hearing referred to Council by the Red Deer Appeal & Review Board.

- (6) The City Clerk will schedule the Review Hearing to be heard at a Regular Council Meeting as soon as practicable after receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.

- (7) Written submissions from the Applicant and City Administration must be submitted to the City Clerk not less than 7 days prior to the Review Hearing and will be distributed as part of the Council Agenda.

- (8) As a proceeding of Council, a Review Hearing is open to the public.

- (9) At the beginning of a Review Hearing the Chair may:

- (a) introduce the parties;
- (b) describe the hearing process; and
- (c) deal with any preliminary matters.

- (10) The normal order of procedure in a Review Hearing is as follows:

- (a) Applicant opening remarks & presentation [maximum of ten (10) minutes];
- (b) Questions to Applicant by Council;

¹ 3358/A-2009

² 3358/A-2009

³ 3358/A-2009

- (c) City Administration opening remarks & presentation [maximum ten (10) minutes];
 - (d) Questions to City Administration by Council;
 - (e) Applicant rebuttal & summation [maximum five (5) minutes];
 - (f) City Administration rebuttal & summation [maximum five (5) minutes].
- (11) If the Applicant fails to attend the Review Hearing despite having been given notice, Council may proceed with the hearing in the absence of the Applicant.
 - (12) Council may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.
 - (13) At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy, by passing a Resolution indicating its decision and its reasons.
 - (14) If Council confirms or varies the Order to Remedy, the resolution should require the Applicant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the City may rectify the problem at the Applicant's cost.
 - ¹(15) Council may meet In Camera to deliberate but the resolution embodying Council's decision must be made in public.
 - (16) The City Clerk will cause a notice of the decision of Council to be served upon the Applicant within 15 days of the conclusion of the Review Hearing.

²Council Governance & Policy Committee Meetings

- 4.1 (1) Council may by resolution establish a series of Council Meetings which are intended to deal with governance and policy issues and which shall be know as 'Council Governance & Policy Committee Meetings'.
- (2) The Chair may relax the formal rules of procedure applicable to Council Meetings so as to permit a full and frank discussion of governance and policy issues, notwithstanding any other provision of the Bylaw.
- (3) In order to permit participation by the Mayor in the discussions, the responsibility to chair Council Governance & Policy Committee meetings shall rotate among all members of council in accordance with a schedule established."

¹ 3358/A-2010

² 3358/A-2011

Meetings through Electronic Communications

- 5 (1) A meeting may be conducted by means of electronic or other communication facilities if:
- (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
 - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Notice of Council Meetings

- 6 (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
- (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
- (a) posting a notice in the Legislative & Administrative Services department; and
 - (b) posting a notice on The City of Red Deer Web site; or
 - (c) newspaper advertisement.

Special Meetings

- (3) A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

Commencement of Meetings

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:

- (1) The Mayor takes the Chair and begins the meeting; or
- (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.
- (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

Quorum

- 8 (1) A quorum of Council is a majority of Council members.

No Quorum

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

Lost Quorum

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.

Duties of the Mayor

Powers and Responsibilities

- 9 The Mayor:

- (1) Opens Council meetings.
- (2) Chairs Council meetings.
- (3) Preserves order in Council meetings.
- (4) Decides all questions of procedure.
- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

Acting Mayor

- 9.1 In the event that the Mayor will be absent or unable to act as Mayor for longer than one month, the Mayor may appoint a Councilor as Acting Mayor who will have all the powers and responsibilities of the Mayor under this bylaw for the duration of such appointment.**

Deputy Mayor

Rotation of Councillors

- 10 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

Designation of Alternate Deputy Mayor

- 11 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

Powers and Responsibilities

- 12 The Deputy Mayor chairs Council meetings when the Mayor **or Acting Mayor** is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

Agenda

Preparation of Agenda

- 13 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

Agenda Delivery

- 14 The City Clerk will distribute the Council agenda to ~~the regular designated address of~~ members of Council and administration ~~on the Thursday afternoon~~ **one week** prior to the Council meeting.

Late Submissions

- 15 Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.

- 16 Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.
- 17 The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

Additions or Deletions

- 18 The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.
- 19 The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

Order of Business

Approval of Minutes

- 20 (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair, subject to:
 - (a) subsection (1) of this section; or
 - (b) a challenge by a Councillor.

Minutes

- 21 The City Clerk will prepare a written record of all Council meetings that includes:
 - (1) The names of the members of Council present at and absent from the meeting.
 - (2) A brief description of the subject matter.
 - (4) All decisions and other proceedings.

- (5) The names of members of the public who speak to an item.
- (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
- (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.
- (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
- (8) The signatures of the Chair and the City Clerk.

Proceedings

Discussion Directed through Chair

- 22 (1) All discussion at a meeting of Council is directed through the Chair who will be addressed as “Your Worship”, “Mayor”, or “Mister/Madam Chair”.

Absence from Proceedings

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms the nature of the pecuniary or conflict of interest.

Speaking to Motions

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
 - (a) provide an explanation of the member’s previous remarks if misunderstood;

- (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
- (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

Time Limit

- (6) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

Interruption of Speaker

- (7) A Councillor who is speaking may only be interrupted by another Councillor on:
 - (a) a point of privilege; or
 - (b) a point of order.
- (8) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (9) The Chair may grant permission:
 - (a) to the Councillor raising the point to explain the point briefly, and
 - (b) to the Councillor who was speaking to respond briefly,but otherwise a point of order or privilege is not debatable or amendable.

Ruling on Proceedings

- (10) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (11) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

Challenging a Ruling

- (12) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the

challenge and then put the question to Council, "Is the ruling of the Chair upheld?"

- (13) Council will decide the challenge without debate by voting and the decision of Council is final.

Motions

Consideration of Motions

- 23 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
 - (1) A Councillor may move a motion whether or not the Councillor intends to support it.
 - (2) A motion will not be considered until it has been seconded.
 - (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

Motions to the Main Motion

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
 - (a) amend the motion;
 - (b) amend the amendment to the motion;
 - (c) refer the main motion for consideration;
 - (d) table the motion; or
 - (e) move a motion that has privilege.

Privileged Motions

- (5) The following motions are privileged motions:
 - (a) a motion to recess;
 - (b) a motion to adjourn
 - (c) a motion to set the time for adjournment; or

- (d) a point of privilege.

Motion to Recess

- 24 (1) The Chair, without a motion, may recess the meeting for a specific period.
 - (2) Any Councillor may move that Council recess for a specific period.
 - (3) After the recess, business will be resumed at the point where it was interrupted.
- 25 Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:
- (a) on a Councillor's initiative while speaking on the motion, or
 - (b) when requested by another Councillor speaking on the motion;
- make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

Severing Motions

- 26 The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

Amending Motions

- 27 A Councillor may not amend a motion or make an amendment which:
- (1) does not relate to the subject matter of the main motion; or
 - (2) is contrary to the main motion.
- 28 Only one amendment to the main motion and only one amendment to that amendment are allowed.
- 29 The main motion will not be debated until all amendments to it have been voted on.
- 30 When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

Referring Motions

- 31 A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:
- (1) precludes all further amendments to the motion;
 - (2) is debatable; and
 - (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

Motion to Limit or End Debate

- 32 Any motion to limit or end debate:
- (1) cannot be debated; and
 - (2) may only be amended as to the limit to be placed on debate.

Motion to Table

- 33 A motion to table another motion:
- (1) cannot be debated;
 - (2) takes precedence over any other motion connected with the motion being tabled;
 - (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
 - (4) may be raised from the table at any time by a majority vote of Council.
- 34 A tabled motion is brought back with all of the motions connected with it, exactly as it was when tabled.

Reconsideration of Motions

- 35 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- (1) a general election has been held; or

- (2) six months has passed since the date that the motion was considered; or
- (3) a motion to reconsider is passed.

36 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
- (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- (3) the motion to which it is to apply has not already been acted upon.

37 If a motion to reconsider is passed the original motion is on the floor.

Recess of Meetings

37.1 Council, at its discretion, may recess any meeting and continue that same meeting at the next scheduled meeting of Council.”

¹Motion to In Camera Meeting

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

In Camera Meeting

³39 All In Camera meetings will:

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

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

¹ 3358/A-2010

² 3358/A-2010

³ 3358/A-2010

⁴ 3358/A-2010

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

²Committee of the Whole

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

⁴Notices of Motion

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

Votes of Council

Requirement to Vote

43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.

44 A Council member shall not vote on a motion if absent from the meeting when the vote is called.

Voting Procedure

45 Votes on all motions must be taken as follows:

- (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.
- (2) The Chair puts the motion to a vote.
- (3) Council members vote by a show of hands or other method agreed to by Council.

¹ 3358/A-2010

² 3358/A-2010

³ 3358/A-2010

⁴ 3358/A-2010

⁵ 3358/A-2010

(4) The Chair declares the result of the vote.

46 A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

Declaring Results of a Vote

47 (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.

(2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

Tie Votes

48 A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Bylaws

Basic Requirements

49 (1) All proposed bylaws must have:

(a) a bylaw number assigned by the City Clerk; and

(b) a concise title indicating the purpose of the bylaw.

(2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

(3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.

(4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.

(5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

Effective Date

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

Administrative Inquiries

Verbal or Written Administrative Inquiries

- 50 Any Council member may make a request of administration for information on issues of particular concern to them and such request may be made:
- (1) Verbally, if the Council member does not require a written response;
 - (2) In writing, if the request requires a written response.

Submission of Administrative Inquiries

- 51 Administrative inquiries may be submitted:

- (1) At any regular meeting of Council;
- (2) For inclusion on the agenda of a Council meeting;
- (3) Directly to the applicable department manager, who:
 - (a) if the response to such an inquiry is not a substantive task has the discretion to immediately respond; or
 - (b) may refer the request to the City Manager for a decision to proceed with the response or to refer the inquiry to Council.

Response to Administrative Inquiries

- 52 Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
 - (2) Additional time is required to prepare the response or compile the requested information.
- 53 Administrative inquiries made directly to a department manager will be responded to within two weeks from the date the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
 - (2) Additional time is required to prepare the response or compile the requested information.
- 54 Council members will be advised as to when the response to an administrative inquiry will be provided.
- 55 The City Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and may direct the City Clerk to distribute the administrative inquiry and the response to all members of Council.
- 56 A Council member who requested an administrative inquiry may request that the inquiry be abandoned.

Communications to Council

Criteria for Submissions

- 57 (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:
- (a) be legible, coherent, and respectful; and
 - (b) be able to identify the writer and the writer's contact information.

Responsibilities of the City Manager

- (2) If the standards set out in section 57(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
 - (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
 - (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

Decisions on Communications

- (3) If the standards set out in section 57(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
 - (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
 - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 57(1) are not met, the City Manager may file the communication.

- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

Conduct in Council Meetings

Public Conduct

- 58 The members of the public during a meeting will:
- (1) Not approach or speak to Council without permission of the Chair.
 - (2) Not speak on any matter for longer than 10 minutes unless permitted by the Chair.
 - (3) Maintain order and quiet.
 - (4) Not interrupt a speech or action of Council or another person addressing the members.
- 59 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

- 60 Members of Council during a meeting will not:
- (1) Speak disrespectfully, use offensive words, or unparliamentary language in Council.
 - (2) Address members without permission.
 - (3) Carry on a private conversation.
 - (4) Break the rules of Council or disturb the proceedings.
 - (5) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
 - (6) Disobey the decision of the Chair on any question of order, practice or interpretation.

Breach of Conduct

- 61 A member of Council who persists in a breach of subsection 60, after having

been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.

- 62 At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member’s offending conduct.

Robert’s Rules

- 63 When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with “Robert’s Rules of Order – Newly Revised.”

Transitional

- 64 Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this 8th day of May 2006.
 READ A SECOND TIME IN COUNCIL this 8th day of May 2006.
 READ A SECOND TIME IN COUNCIL this 8th day of May 2006.
 AND SIGNED BY THE MAYOR AND CITY CLERK this 8th day of May 2006.

“Morris Flewwelling”

“Kelly Kloss”

MAYOR

CITY CLERK

BYLAW NO. 3358/A-2012

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

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

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

1. Section 4 (1) is deleted in its entirety and replaced with a new Section 4 (1) as follows:

“4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers beginning at 2:00 P.M. If the Monday is a holiday the Council meeting will be held on the next business day. “

2. Section 9.1 – Acting Mayor is added as follows:

“Acting Mayor

9.1 In the event that the Mayor will be absent or unable to act as Mayor for longer than one month, the Mayor may appoint a Councilor as Acting Mayor who will have all the powers and responsibilities of the Mayor under this bylaw for the duration of such appointment.”

3. Section 14 is deleted in its entirety and replaced with a new Section 14 as follows:

“ 14 The City Clerk will distribute the Council agenda to members of Council and administration one week prior to the Council meeting.”

4. Section 37.1 – Recess of Meetings is added as follows:

“Recess of Meetings

37.1 Council, at its discretion, may recess any meeting and continue that same meeting at the next scheduled meeting of Council.”

READ A FIRST TIME IN OPEN COUNCIL this day of 2012.
READ A SECOND TIME IN OPEN COUNCIL this day of 2012.
READ A THIRD TIME IN OPEN COUNCIL this day of 2012.
AND SIGNED BY THE MAYOR AND CLERK this day of 2012.

MAYOR

CITY CLERK

DATE: January 24, 2012
TO: Frieda McDougall, Deputy City Clerk
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Procedure Bylaw Amendment 3358/A-2012

Reference Report:

Legislative & Governance Services dated January 3, 2011.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave first reading to Procedure Bylaw Amendment 3358/A-2012. A copy of the bylaw is attached.

Report back to Council: Yes

Comments/Further Action:

This bylaw will come back for consideration of second and third readings at the Monday, February 6, 2012 Council Meeting.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Corporate Meeting Coordinator

BACK UP INFORMATION
NOT SUBMITTED TO COUNCIL*Frieda Made Changes***Bev Greter**

From: Michelle Baer [MBAer@chapmanriebeek.com]
Sent: Wednesday, January 18, 2012 5:09 PM
To: Frieda McDougall
Cc: Bev Greter
Subject: Procedure Bylaw Amendment 3358/A 2012

Hello Frieda and Bev,

At the agenda review meeting earlier this week we were provided with a copy of the proposed amendment to the Procedure Bylaw. I have a couple of minor concerns with wording:

Section 9.1: As it is written the Mayor could appoint *anyone* to serve as Acting Mayor. I suggest rewording as follows:

- 9.1 In the event that the Mayor will be absent or unable to act as Mayor for longer than one month, the Mayor may appoint a Councillor as Acting Mayor who will have all the powers and responsibilities of the Mayor under this bylaw for the duration of such appointment.

Section 12: I believe section 9.1 requires a corresponding amendment to section 12, in order to avoid overlapping authorities of the Acting Mayor and a Deputy Mayor. I suggest that when an Acting Mayor is also unavailable or unable to act, then the person serving as Deputy Mayor would step in.

12. The Deputy Mayor chairs Council meetings when the Mayor ***or Acting Mayor*** is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

Section 37.1: As written, this is very restrictive –it would preclude the recess of a *regular meeting* of council, and only allows a recess if council wants to preserve its right to introduce reconsideration of a motion. If you want Council to be able to recess any meeting for any reason – lateness of hour being the most obvious - I would rewrite as follows:

- 37.1 Council, at its discretion, may recess any meeting and continue that same meeting at the next scheduled meeting of Council.

Please let me know if you have questions or further comment.

Michelle Baer
Chapman Riebeek LLP
Barristers & Solicitors
300, 4808 Ross Street
Red Deer, AB T4N 1X5
Telephone: (403) 346-6603
Fax: (403) 340-1280

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1/19/2012

Bev Greter

From: Bev Greter
Sent: Monday, January 16, 2012 5:17 PM
To: 'Michelle Baer'
Subject: The City of Red Deer - Procedure, Committees and MASP/NASP Bylaws and Reports

Attachments: DMPROD-#1183536-v1-Draft_Committee_Bylaw_3478_2012.doc; DMPROD-#1182039-v1-Draft_3358_A-2012_-_The_Procedure_Bylaw_Amendment_-_Change_to_Start_Times_of_Council_meetings_&_Agenda_Delivery_times.doc; 1183535 - January 5, 2011 to City Manager re New Committees Bylaw 34782012 - inclusion of recommended changes - 1.DOC; Committee Bylaw amendment - strikethrough copy.DOC; 1182046 - January 3, 2012 Report Re Changes to Procedure Bylaw - Start Time of Council Meeting and Agenda Delivery - 1.DOC; 1182060 - January 3, 2012 - The Procedure Bylaw 33582006- Consolidated Copy - Strike-Through Copy for Amendment 3358A-2012 - 1.DOC; 1187395 - January 17, 2012 BFM Consultation on a Decision Making process for Fluoride - 1.DOC; Aspen Ridge Report to Legal.pdf

Hi Michelle,

Sorry, it's been a crazy day . . . here are the three reports, with bylaws, for your review.



DMPROD-#118353 DMPROD-#118203
5-v1-Draft_Commi..9-v1-Draft_3358_...



1183535 - January 5, 2011 to C... Committee Bylaw amendment - st...



1182046 - January 3, 2012 Rep... 1182060 - January 3, 2012 - Th... 1187395 - January 17, 2012 BFM...

As well, attached is a scanned copy of the Aspen Ridge Report.



Aspen Ridge Report
to Legal.pd...

Please let me know if there is anything else you need.

Thanks,
Bev



January 17 2012

Borrowing Bylaw Amendment 3376/A-2012 – Sanitary Offsite Levy Fund

Legislative & Governance Services

Report Summary & Recommendation:

Summary:

The report attached is being brought forward from the Monday, January 9, 2012 Council Meeting.

Recommendation:

That Council consider giving second and third readings to Borrowing Bylaw Amendment 3376/A-2012 - Sanitary Offsite Levy Fund.

City Manager Comments:

I support the recommendation of Administration to proceed with second and third reading of Borrowing Bylaw 3376/A-2012 for the Sanitary Offsite Levy Fund.

Craig Curtis
City Manager

Proposed Resolution

It is recommended that Council consider giving second and third readings to Borrowing Bylaw Amendment 3376/A-2012 - Sanitary Offsite Levy Fund.



Report Details

Background:

At the Monday, January 9, 2012 Council Meeting, Council gave first reading to the Sanitary Offsite Levy Fund Borrowing Bylaw Amendment 3376/A-2012.

Sanitary Offsite Levy Fund Borrowing Bylaw Amendment 3376/A-2012 provides for additional funding of \$1,500,000 for 2011 Capital Budget Item #38.3. This would bring the total of the borrowing bylaw to \$29,797,900.

Public Consultation Process

This bylaw does not need to be advertised as the cost increase is less than 15% of the original amount of the bylaw and there is not a scope change, as per Section 258 (5) of the *Municipal Government Act*.

It is recommended that Council consider second and third readings of the bylaw.



**Report previously submitted to the
Monday, January 9, 2012 Council
Meeting.**

December 22, 2011

Borrowing Bylaw Amendment 3376/A-2012 - Sanitary Offsite Levy Fund

Engineering Department

Report Summary & Recommendation:

Borrowing Bylaw 3376/2006 is currently approved for a total of \$28,297,900.

The NW Industrial – South 'IB' Basin was approved in the 2010 capital budget for \$250,000 and included in the sanitary offsite levy borrowing bylaw. There was an additional \$1,500,000 approved as part of the 2011 capital budget, but the borrowing bylaw was not amended to reflect this.

We request that Council amend the Sanitary Offsite Borrowing Bylaw 3376/2006 to include the additional \$1,500,000 for 2011 Capital Budget Item #38.3. This will bring the total of the borrowing bylaw to \$29,797,900.

Please note this bylaw does not need to be advertised as the cost increase is less than 15% of the original amount of the bylaw and there is not a scope change.

City Manager Comments:

I support the recommendation of Administration that Council consider first reading of Sanitary Offsite Borrowing Bylaw Amendment 3376/A-2012. According to Section 258 (5) of the Municipal Government Act this bylaw does not need to be advertised as the cost increase is less than 15% of the original amount of the bylaw and there is no scope change. Sanitary Offsite Borrowing Bylaw Amendment 3376/A-2012 will be brought back for Council's consideration of second and third reading in two weeks time.

Craig Curtis
City Manager

Proposed Resolution

That Council consider first reading of Sanitary Offsite Borrowing Bylaw Amendment 3376/A-2012.

BYLAW NO. 3376/A-2012

Revised pages 190 and 191
with correct reference to Bylaw
Amendment 3376/A-2012

Being a bylaw to amend Borrowing Bylaw No. 3376/2006 to increase the borrowing authority by \$1,500,000 to a total of \$29,797,900.

WHEREAS:

- A. In 2006, Council passed Bylaw 3376/2006 to fund the Sanitary Offsite Levy Projects in the total amount of \$17,350,000.
- B. In 2007, Council passed Bylaw 3376/A-2007 to amend the original bylaw to provide for increased funding of \$2,217,900, bringing the total project cost to \$19,567,900.
- C. In 2009, Council passed Bylaw 3376/A-2009 which added the East Hill Central Timberstone and Riverside Drive Twinning #2 to the list of projects covered by the Bylaw.
- D. In 2010, Council passed Bylaw 3376/B-2009 to add additional funding of \$7,350,000 for a total of \$26,917,900 to compensate for the loss of anticipated Offsite Levy funding, to provide for the cost of some components of the project whose costs had not previously been assigned, and to pay for additional project funding costs.
- E. In 2010, Council passed Bylaw 3376/A-2010 to add funding for Vanier East & North – Sanitary Trunk, which increased funding for the project by \$430,000.
- F. In 2011, Council passed Bylaw 3376/A-2011 to increase funding for the Riverside Drive Trunk Twinning project by \$950,000, bringing total project costs to \$28,297,900.
- G. In the 2011 Capital Budget, Council approved additional funds of \$1,500,000 for the NW Industrial – South '1B' Basin, however the borrowing bylaw was not amended. This additional funding brings the total project costs to \$29,797,900.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

1. Preamble paragraphs B and C of Bylaw 3376/2006 are deleted and replaced with the following new preamble paragraphs:

"B. The total cost of the projects is estimated to be \$29,797,900 and the Municipality estimates the following funding source(s) will be applied to the projects:

Sanitary Offsite Levy fund	\$	0
Debenture(s)		<u>\$29,797,900</u>
Total Cost		\$29,797,900

C. In order to complete the projects, it will be necessary for the Municipality to borrow the sum of \$29,797,900, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw."

2. In paragraph 1, the words "TWENTY EIGHT MILLION TWO HUNDRED NINETY SEVEN THOUSAND AND NINE HUNDRED DOLLARS (\$28,297,900)" are deleted and replaced with the words "TWENTY NINE MILLION SEVEN HUNDRED NINETY SEVEN THOUSAND AND NINE HUNDRED DOLLARS (\$29,797,900)."

3. Paragraph 3 is deleted and replaced with the following new paragraph:

"3. The Municipality shall repay the indebtedness according to the repayment structure negotiated with the lender which shall be equal semi-annual or annual payments of combined principal and interest installments not to exceed TWENTY (20) years calculated at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution. The interest rate is not to exceed more than THREE (3) percent above the prevailing Alberta Capital Finance Authority rate on the date the bylaw is created or amended, therefore will not exceed SIX (6) percent (rounded to the nearest whole percent)."

4. This bylaw comes into force on the date that it is passed.

READ A FIRST TIME IN OPEN COUNCIL this 9th day of January 2012.
 READ A SECOND TIME IN OPEN COUNCIL this day of 2012.
 READ A THIRD TIME IN OPEN COUNCIL this day of 2012.
 AND SIGNED BY THE MAYOR AND CITY CLERK day of 2012.
 this

MAYOR

CITY CLERK

DATE: January 24, 2012
TO: Dean Krejci, Financial Services Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Borrowing Bylaw Amendment 3376/A-2012 – Sanitary Offsite Levy

Reference Report:

Legislative & Governance Services Manager, dated January 17, 2012.

Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave second and third readings to Borrowing Bylaw 3376/A-2012 for the Sanitary Offsite Levy. A copy of the bylaw is attached.

Report back to Council: No

Comments/Further Action:

This office will follow up with distribution of the above bylaw.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Corporate Services
Corporate Meeting Coordinator

BYLAW NO. 3376/A-2012

Being a bylaw to amend Borrowing Bylaw No. 3376/2006 to increase the borrowing authority by \$1,500,000 to a total of \$29,797,900.

WHEREAS:

- A. In 2006, Council passed Bylaw 3376/2006 to fund the Sanitary Offsite Levy Projects in the total amount of \$17,350,000.
- B. In 2007, Council passed Bylaw 3376/A-2007 to amend the original bylaw to provide for increased funding of \$2,217,900, bringing the total project cost to \$19,567,900.
- C. In 2009, Council passed Bylaw 3376/A-2009 which added the East Hill Central Timberstone and Riverside Drive Twinning #2 to the list of projects covered by the Bylaw.
- D. In 2010, Council passed Bylaw 3376/B-2009 to add additional funding of \$7,350,000 for a total of \$26,917,900 to compensate for the loss of anticipated Offsite Levy funding, to provide for the cost of some components of the project whose costs had not previously been assigned, and to pay for additional project funding costs.
- E. In 2010, Council passed Bylaw 3376/A-2010 to add funding for Vanier East & North – Sanitary Trunk, which increased funding for the project by \$430,000.
- F. In 2011, Council passed Bylaw 3376/A-2011 to increase funding for the Riverside Drive Trunk Twinning project by \$950,000, bringing total project costs to \$28,297,900.
- G. In the 2011 Capital Budget, Council approved additional funds of \$1,500,000 for the NW Industrial – South '1B' Basin, however the borrowing bylaw was not amended. This additional funding brings the total project costs to \$29,797,900.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

1. Preamble paragraphs B and C of Bylaw 3376/2006 are deleted and replaced with the following new preamble paragraphs:

"B. The total cost of the projects is estimated to be \$29,797,900 and the Municipality estimates the following funding source(s) will be applied to the projects:

Sanitary Offsite Levy fund	\$	0
Debenture(s)		<u>\$29,797,900</u>
Total Cost		\$29,797,900

C. In order to complete the projects, it will be necessary for the Municipality to borrow the sum of \$29,797,900, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw."

2. In paragraph 1, the words "TWENTY EIGHT MILLION TWO HUNDRED NINETY SEVEN THOUSAND AND NINE HUNDRED DOLLARS (\$28,297,900)" are deleted and replaced with the words "TWENTY NINE MILLION SEVEN HUNDRED NINETY SEVEN THOUSAND AND NINE HUNDRED DOLLARS (\$29,797,900)."

3. Paragraph 3 is deleted and replaced with the following new paragraph:

"3. The Municipality shall repay the indebtedness according to the repayment structure negotiated with the lender which shall be equal semi-annual or annual payments of combined principal and interest installments not to exceed TWENTY (20) years calculated at the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution. The interest rate is not to exceed more than THREE (3) percent above the prevailing Alberta Capital Finance Authority rate on the date the bylaw is created or amended, therefore will not exceed SIX (6) percent (rounded to the nearest whole percent)."

4. This bylaw comes into force on the date that it is passed.

READ A FIRST TIME IN OPEN COUNCIL this 9th day of January 2012.
 READ A SECOND TIME IN OPEN COUNCIL this 23rd day of January 2012.
 READ A THIRD TIME IN OPEN COUNCIL this 23rd day of January 2012.
 AND SIGNED BY THE MAYOR AND CITY CLERK this 23rd day of January 2012.

"Morris Flewwelling"

 MAYOR

"Elaine Vincent"

 CITY CLERK



January 17, 2012

Emergency Management Bylaw Amendment 3468/A-2012

Legislative & Governance Services

Report Summary & Recommendation:

Summary:

The report attached is being brought forward from the Monday, January 9, 2012 Council Meeting.

City Manager Comments:

I support the recommendations of Administration to proceed with second and third readings of the Emergency Management Bylaw Amendment 3468/A-2012.

Craig Curtis
City Manager

Proposed Resolution

That Council consider giving second and third readings to Emergency Management Bylaw Amendment 3468/A-2012.



Report Details

Background:

At the Monday, January 9, 2012 Council Meeting, Council gave first reading to Emergency Management Bylaw Amendment 3468/A-2012

Emergency Management Bylaw Amendment 3468/A-2012 provides for the removal of a reference, under Section 13, to Corporate Administrative Policy 7002-CA, as by the November 28, 2011 Council Resolution on the adoption of a system of total salary for Council. It also amends Section 24 (c) to assign authority for approving emergency management plans and programs to the Director of Emergency Management.

It is recommended that Council consider second and third readings of the bylaw.



**Report originally
submitted to the Monday,
January 9, 2012 Council**

December 13, 2011

Emergency Management Bylaw Amendment 3468/A-2012

Emergency Management Coordinator

Report Summary & Recommendation:

An administrative bylaw amendment is required to clarify approval of the Municipal Emergency Management Plan and account for a recent resolution of Council.

City Manager Comments:

I support the recommendation of Administration that Council consider first reading of Emergency Management Bylaw Amendment 3468/A-2012. This bylaw would be brought back for Council's consideration of second and third readings in two weeks time.

Craig Curtis
City Manager

Proposed Resolution

That Council consider first reading of Emergency Management Bylaw Amendment 3468/A-2012.



Report Details

Background:

All local authorities in Alberta are required to have a bylaw that establishes authorities in relation to Emergency Management pursuant to the provincial *Emergency Management Act, RSA 2000 c. E-6.8* (hereby referred to as *The Act*). *The Act* states that the Council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response.

In February 2011, Council requested that an Emergency Management bylaw be developed for The City of Red Deer. In response to this direction, Emergency Management developed Emergency Management Bylaw No. 3468/2011, which received three readings from City Council on April 18, 2011.

Discussion:

In December 2011, administration drafted an amendment to Emergency Management Bylaw No. 3468/2011 as follows:

1. Removed reference, under Section 13, to Corporate Administrative Policy No. 7002-CA as per the November 28th, 2011, Council Resolution on the adoption of a system of total salary compensation for Council; and
2. Amend Section 24(c) to assign authority for approving emergency management plans and programs, including but not limited to the Municipal Emergency Management Plan (MEMP), to the Director of Emergency Management.

Analysis:

Administration recommends that Council consider giving first reading to Emergency Management Bylaw Amendment 3468/A-2012 with second and third readings of the bylaw to be considered at the Monday, January 23, 2012 Council Meeting.

BYLAW NO. 3468/A-2012

Being a Bylaw to amend Bylaw No. 3468/2011 The Emergency Management Bylaw of the City of Red Deer.

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

Bylaw No. 3468/2011 is hereby amended as follows:

1. Section 13. is deleted in its entirety.
2. Section 24. (c.) is deleted and replaced with a new Section 24. (c.) as follows:
 “ 24 c. Ensure the preparation, coordination and approval of emergency management plans and programs, including, but not limited to the Municipal Emergency Management Plan (MEMP).”
3. That commencing with section 12, all sections be renumbered sequentially throughout the Bylaw reflecting the deletions as indicated.

READ A FIRST TIME IN OPEN COUNCIL this	9 th	day of	January	2012.
READ A SECOND TIME IN OPEN COUNCIL this		day of		2012.
READ A THIRD TIME IN OPEN COUNCIL this		day of		2012.
AND SIGNED BY THE MAYOR AND CLERK this		day of		2012.

MAYOR

CITY CLERK

BYLAW NO. 3468/2011

Strike-Through Copy of
Current Emergency
Management Bylaw
3468/2011

Being a bylaw to establish policies for Emergency Management in The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

1. This Bylaw shall be known as the, "The Emergency Management Bylaw."

Purpose

2. The purpose of this Bylaw is to establish authorities in relation to Emergency Management pursuant to the Emergency Management Act, RSA 2000 c. E-6.8 (herein referred to as "the Act") which states that the Council of a municipality is required or authorized to establish committees to declare local emergencies, develop emergency plans and direct emergency response.

The City of Red Deer will operate using emergency management best-practices and will continuously strive to be recognized as a leader in sustainable, proactive and responsible mitigation, preparedness, response and recovery programs.

The Municipal Emergency Management Plan (MEMP) will establish governance for organizational emergency management activities and make those consistent and interoperable with municipal-wide emergency management governance structures.

Definitions

3. In this bylaw the following terms have the meanings shown:

All-Hazards: Emergency management best-practice that recognizes the actions required to address the effects of emergencies are the same, irrespective of the nature of the event, thereby permitting an optimization of scarce planning, response and support resources.

- Deputy Director of Emergency Management:** The Emergency Management Coordinator, or designate.
- Director of Emergency Management:** The City Manager, or designate.
- Emergency:** Any occasion or instance that warrants action to save lives and to protect property, public health and safety and the environment.
- Emergency Management Agency (EMA):** The Director, Deputy Director and Assistant Deputy Director of Emergency Management as well as members of the Corporate Leadership Team. Responsible for the direction and control of the City's response to emergencies including authorizing the taking of any action necessary to respond to an emergency event.
- Emergency Management Committee (EMC):** The Mayor and two Councillors, as appointed by Council, or designates drawn from the remaining members of Council. The Mayor is the chairperson of the committee.
- Emergency Management:** The development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response and recovery before, during and after an emergency event.
- Emergency Operations Centre (EOC):** A protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event.

**Municipal Emergency
Management Plan
(MEMP):**

The plan that outlines:

- How people and property will be protected in a real or imminent emergency situation;
- Who is responsible for carrying out specific actions before, during and/or after an emergency event;
- The personnel, equipment, facilities, supplies and other resources available for use in responding to and/or recovering from an emergency;
- How emergency response and recovery actions will be coordinated.

Emergency Management Committee (EMC)

4. The Emergency Management Committee (EMC) is hereby established for The City of Red Deer within the meaning of section 11.1(1) of the Act.
5. The EMC will consist of the Mayor and two councillors appointed by Council. All remaining members of Council will be alternate members. In the absence of a member, the Deputy Mayor or alternate Deputy Mayor will act in place of the Mayor and may appoint any of the remaining members of Council to act in place of an absent appointed councillor.
6. The EMC will be chaired by the Mayor, or in the absence of the Mayor, by the Deputy Mayor or alternate Deputy Mayor.
7. In accordance with its authority to delegate as set out in section 203 of the *Municipal Government Act*, Council hereby delegates to EMC its powers and duties under section 21 of the Act, in particular the power to declare, renew and terminate a declaration of a State of Local Emergency.

Emergency Management Committee (EMC) Meetings

8. The EMC shall meet annually or more frequently as required and may meet on less than 24 hours notice. Where in person meetings are not possible, the EMC may convene by telephone or electronic means of communication.
9. Where the EMC is not able to meet promptly, its powers may be exercised by the Mayor acting alone or, in the absence of the Mayor, by the Deputy Mayor or alternate Deputy Mayor.

Duties of the Emergency Management Committee (EMC)

10. The EMC shall be responsible to advise the City on the development of emergency management plans and programs.
11. The EMC may expend all sums required for the response to and recovery from an emergency event.
12. The EMC may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency management plans and programs.
- ~~13. The City shall pay the expenses of the members of the EMC in accordance with Corporate Administrative Policy No. 7002-CA.~~

Emergency Management Agency (EMA)

14. In accordance with Section 11.2 (1) of the Act, The City of Red Deer will maintain an Emergency Management Agency to act as its agent in exercising the City's powers and duties under the Act.
15. There is hereby established an Emergency Management Agency (EMA).
16. The EMA in The City of Red Deer shall consist of the following members or their designates:
 - a. City Manager, as Director of Emergency Management;
 - b. Emergency Management Coordinator, as Deputy Director of Emergency Management;
 - c. Manager, Emergency Services, as Assistant Deputy Director of Emergency Management;
 - d. Director of Corporate Services;
 - e. Director of Planning Services;
 - f. Director of Development Services;
 - g. Director of Community Services;
 - h. Manager, Human Resources;

- i. Manager, Communications & Strategic Planning;
 - j. Manager, Legislative & Governance Services (LGS);
 - k. Corporate Strategist.
17. Others may be invited to participate in EMA meetings at the call of the Chairperson.
18. The Director of Emergency Management will serve as Chairperson of the EMA.

Emergency Management Agency (EMA) Meetings

19. The EMA shall meet annually or more frequently as determined by the Director of Emergency Management and may meet on less than 24 hours notice.
20. The EMA may convene by telephone or electronic means of communication.

Duties of the Emergency Management Agency (EMA)

21. The EMA shall be responsible for the direction and control of the City's response to emergencies. In particular, the EMA may authorize the taking of any action necessary to respond to and/or recover from an emergency event.
22. The EMA has the authority to exercise the City's powers under Section 24 of the Act and, in particular, on the declaration of a State of Local Emergency (SOLE) by the Emergency Management Committee (EMC):
- a. Shall cause any emergency plan or program to be put into operation; and
 - b. May exercise or authorize any person to exercise any power given to the Minister under Section 19(1) of the Act in relation to the part of the City affected by the SOLE declaration.

Director of Emergency Management

23. The City Manager is hereby established as the Director of Emergency Management (DEM).

24. The Director shall:
- a. Appoint a person to act as the Director and Chairperson in the absence of the City Manager;
 - b. Determine the procedures to be followed by the Emergency Management Agency (EMA) in its deliberations;
 - c. Ensure the preparation, ~~and~~ coordination ~~and approval~~ of emergency management plans and programs including but not limited to the Municipal Emergency Management Plan (MEMP).; ~~Corporate Administrative Policy 5011-GA;~~
 - d. Act as the Emergency Operations Centre (EOC) Director should the municipal EOC be activated in relation to a real or imminent emergency situation, as defined in the MEMP;
 - e. Ensure the submission of annual reports to the Emergency Management Committee (EMC) on the status of all emergency management plans and programs.
25. The Director may delegate responsibilities to any member of the EMA to assist in the preparation, coordination and implementation of emergency management plans and programs.
26. The Director may consult with or permit other stakeholders or interested parties who can advise or assist the EMA in the preparation, coordination and/or implementation of any emergency management plans and programs, to participate in meetings of the EMA or any subcommittees thereof.

Deputy Director of Emergency Management

27. The Emergency Management Coordinator, Corporate Services, is hereby designated as the Deputy Director of Emergency Management.

Assistant Deputy Director of Emergency Management

28. The Manager of Emergency Services, Development Services, is hereby designated as the Assistant Deputy Director of Emergency Management.

READ A FIRST TIME IN OPEN COUNCIL this 18th day of April 2011.
READ A SECOND TIME IN OPEN COUNCIL this 18th day of April 2011.
READ A THIRD TIME IN OPEN COUNCIL this 18th day of April 2011.
AND SIGNED BY THE MAYOR AND CITY CLERK this 18th day of April 2011.

“Frank Wong”

“Elaine Vincent”

DEPUTY MAYOR

CITY CLERK

DATE: January 24, 2012
TO: Karen Mann, Emergency Management Coordinator
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Emergency Management Bylaw Amendment 3468/A-2012

Reference Report:

Legislative & Governance Services Manager, dated January 17, 2012.

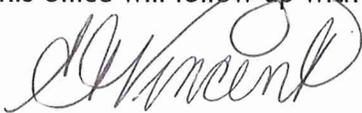
Bylaw Reading:

At the Monday, January 23, 2012 Red Deer City Council Meeting, Council gave second and third readings to Emergency Management Bylaw Amendment 3468/A-2012. A copy of the bylaw is attached.

Report back to Council: No

Comments/Further Action:

This office will follow up with distribution of the above bylaw.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Corporate Services
Corporate Meeting Coordinator

BYLAW NO. 3468/A-2012

Being a Bylaw to amend Bylaw No. 3468/2011 The Emergency Management Bylaw of the City of Red Deer.

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

Bylaw No. 3468/2011 is hereby amended as follows:

1. Section 13. is deleted in its entirety.
2. Section 24. (c.) is deleted and replaced with a new Section 24. (c.) as follows:
 " 24 c. Ensure the preparation, coordination and approval of emergency management plans and programs, including, but not limited to the Municipal Emergency Management Plan (MEMP)."
3. That commencing with section 12, all sections be renumbered sequentially throughout the Bylaw reflecting the deletions as indicated.

READ A FIRST TIME IN OPEN COUNCIL this 9th day of January 2012.
READ A SECOND TIME IN OPEN COUNCIL this 23rd day of January 2012.
READ A THIRD TIME IN OPEN COUNCIL this 23rd day of January 2012.
AND SIGNED BY THE MAYOR AND CLERK this 23rd day of January 2012.

"Morris Flewwelling"

MAYOR

"Elaine Vincent"

CITY CLERK