

# A G E N D A

For Regular Meeting of Red Deer City Council to be held in the  
Council Chambers, City Hall, Red Deer, Monday, December 2nd, 1963  
at 4.15 p.m.

1. Present: Confirmation of Regular & Closed Meeting minutes - November 18th, 1963  
and Special Meeting of November 20th, 1963.

2. Unfinished Business:

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| 1. Oiling of road West from Cronquist Drive to Highway 2 by County<br>of Red Deer            | 1.   |
| 2. Reduction in Retail Price of Milk - areas covered   | 1.   |
| 3. Footbridges - Coronation Park   | 1-2. |
| 4. Submission for development of Lot 13, Block 39, Plan 6189 M.C.                            | 2-4. |
| 5. Establishing Boundaries between Recreation Area (Swimming Pool) and<br>Exhibition Grounds | 4.   |
| 6. R.C.M.P. City Detail - Number of Complaints Received                                      | 4.   |
| 7. Rate Structure - Memorial Centre (see separate report enclosed)                           |      |

3. Reports:

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| 9. Mayor's Report re: Archives                                    | 9.   |
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6. Petitions or Delegations:

7. By-laws:

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| No.2156 - Milk By-law | 2nd & 3rd Reading |
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8. Monthly Reports & Minutes:

1. Report on Furnishings for New City Hall - Report of Furniture  
Committee for information of Council
2. R.D. Fairgrounds Commission Budgetary Performance Statement Jan.1-Sept.30,1963
3. R.D.Recreation Board Minutes of November 6th, 1963 meeting

9. Notices of Motion:

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UNFINISHED BUSINESS:

1.

No.1.

County of Red Deer.

The City Clerk,  
City of Red Deer.

November 18th, 1963

Dear Sir,

Re: Your File E 3-1

Your letter of November 7th regarding oiling the road West from Cronquist Drive to Highway No.2, was presented to Council at its meeting held November 14th.

I am instructed to advise that Council will study this matter and give consideration in its 1964 Public Works Program.

Yours very truly,  
COUNTY OF RED DEER NO.23  
J. C. Masson,  
Secretary-Treasurer

NOTE:

The above answers enquiry of Council meeting of November 4th, 1963.

City Clerk

No.2:

Office of City Clerk,  
City of Red Deer,  
Red Deer, Alberta.

Public Utilities Board,  
Milk Control Division,  
Edmonton, Alberta

November 18, 1963

Attention Mr. F. A. Amy, City Clerk

Dear Sir,

Further to your letter of November 12, 1963, the Canada Safeway Limited application for permission to reduce the retail price of milk, covered only the areas of Greater Calgary and Greater Edmonton.

The applications respecting these Areas were heard in the cities covered by the applications.

Yours very truly,  
J. B. Moore,  
Administrator, Milk Control.

NOTE:

The above answers enquiry of Alderman Power at Council meeting of November 4th, 1963.

City Clerk

No.3:

To: The Mayor & City Council.

Re: Footbridges - Coronation Park

Seventeen letters have been received in reply to our request for information regarding the use of the footbridges in Coronation Park.

All of these letters favour the re-construction of two footbridges.

A study of the submissions would seem to indicate, as we expected, that in very few cases would the distance to be travelled be materially increased if only one footbridge should be constructed opposite 51st Street.

A number of other arguments have been submitted to support its request for two footbridges which carry considerable weight, namely:-

(1) Lack of sidewalk on West side of 45th Avenue.

(2) The spreading of pedestrian traffic in a fan-shape which might occur from a single central footbridge which might require numerous footpaths to be constructed which in turn would spoil the Park.

(3) The need to provide extra lighting if the footpaths were in the centre of the Park.

In the circumstances it is recommended that we proceed with the design of two economized footbridges.

If Council approves, the Engineering Department will proceed with the design of two new footbridges of wood and will submit such designs with estimates of cost for Council approval without delay.

COMMISSIONER

No. 4:

Re: Submission for development of Lot 13, Blk. 39, Plan 6189 M.C. (Corner 47th Avenue & 49th Street).

As directed by Council the above City property was advertised for sale at price of \$30,000.00, subject to submissions of proposed development thereon by prospective purchasers. The City Council to decide which, if any, submission would be accepted.

Only one submission was received as follows, plans mentioned will be available for Council's information at Council meeting.

City Clerk.

Mr. F. A. Amy,  
City Clerk,  
City Hall,  
City of Red Deer.

Warner Holdings Ltd.,  
c/o Barron & Barron,  
534-8th Ave. S.W.,  
CALGARY, Alberta.

November 13th, 1963

Gentlemen,

Re: Lot 13, Block 39, Plan to be Registered. As advertised by Tender

Please find enclosed preliminary sketch and plot plans of a structure we will erect on above site if our submission is accepted.

Construction will commence on or before July 1st, 1964 and should be completed in fall of 1964.

The building will be 6 storeys in height, your present maximum and will contain commercial stores on ground floor and 60 fully modern suites on the upper 5 floors. Hard surface parking for at least 88 automobiles.

The building will cost about \$750,000. There will be approximately 40,000 sq. feet of structure including basement and will be erected according to your building by-laws.

We know that this building will be one of the most attractive for its size anywhere and a credit and asset to any community. We believe that there is a need for such a structure in Red Deer.

Please find enclosed certified cheque for \$3,000 which is 10% of your asking price besides your services. The balance to be arranged.

Thank you, I remain respectfully

Yours,  
WARNER HOLDINGS LTD.,  
per H. Singer.



## Red Deer Regional Planning Commissioner

Mr. F. A. Amy,  
City Clerk,  
City of Red Deer.

November 25th, 1963

Dear Sir,

Re: Proposed Commercial & Apartment Development on Lot 13, Block 39,  
Plan 6189 M.C. (Lot size 135 ft. x 268 ft.) Located in the S.W. corner  
of the intersection of 49th Street and 47th Avenue

Thank you for your memo of November 14th, 1963 requesting my views on the above development which was submitted as a result of the City advertising the site for sale for Commercial development.

The site is located in a Commercial (Business A) District (C.1) and an examination of the proposal presented reveals the following main points which should be considered by Council:-

- (1) The main floor is proposed for 11 Commercial stores. As the developer has not indicated the type of stores intended, it is necessary to state that any Commercial uses proposed must conform with the uses allowed in a C.1 district.
- (2) The remaining 5 floors consisting of a total of 60 one bedroom suites is a conditional use under the Zoning By-law and therefore Council or Technical Planning Committee's approval is necessary.
- (3) The Zoning By-law requires a minimum floor area per dwelling unit of 480 square feet in C.1 Districts. The suite size proposed is less than this minimum and consists of approximately 450 feet and therefore could not be approved as presented.
- (4) The Zoning By-law requires one stall per 300 square feet of main floor area and one stall per 500 square feet for all other floors, with no parking or loading zone being allowed in the front yard unless approved by Council. At the same time, one loading space is required opposite each loading door, with a minimum of one loading space being required.

It will be seen from the plot plan presented that the developer has not indicated any loading spaces opposite the rear doors, which I assume are to also be used as loading and unloading doors. It will be necessary for the developer to amend this feature of the plans before any certificate of compliance could be issued. That while the developer has indicated a total of 88 stalls, the lack of the required loading spaces, substandard parking stalls as shown on the plot plan, as well as other improvements required in the general layout of the parking stalls and access points etc., will result in the developer being short of the required number of stalls estimated at 71 stalls. I might also add that in particular, I am concerned about the location of parking and access points shown within the front yard.

As it will be necessary for the developers to re-examine their proposal in light of the above information, I feel there would also be considerable merit in the developers examining the possibility of relocating the building on the site, in such a manner that the building and Commercial parking facilities would form an integral part of the existing shopping facilities to the West and still provide segregated off street parking for the proposed apartment facilities.

It is therefore my recommendation that the applicant be advised of the above points and be requested to re-submit preliminary drawings which would comply with the requirements of the City Zoning By-law and at the same time would take into consideration a relocation of the building.

Yours truly,  
Robert R. Cundy,  
Director.

As requested attached are the tentative plans.

November 20th, 1963

To: City Clerk

From: Building Inspector.

Re: Proposed Lot 13, Blk. 39, Plam 6189 M.C.  
Singer Finance & Realty Co. Ltd.

This proposal contains 11 stores on the ground floor and 60 suites on five floors above. The suites are 55 one bedroom with a floor area of 451 sq. feet per suite, and 5 Batchelor with a floor area of 384 sq. ft. The minimum floor area for a dwelling unit in a C.1 District is 480 sq. ft.

The proposal indicates provision of 88 parking stalls, however, the space provided for these stalls would only accommodate 81 stalls - 80 stalls would be required for this building. The stalls provided in the front yard are subject to the approval of City Council. It should be noted that loading zones as required by the By-law are provided in the 25 foot driveways adjacent to the building.

G. K. Jorgenson,  
 Building Inspector.

COMMISSIONER'S COMMENTS:

Recommend we accept proposal in principle subject to plans being revised to meet City By-law requirements and an appropriate agreement being signed within 60 days.

D. COLE

No. 5:

Re: Establishing boundaries between Recreation Area (Swimming Pool)  
and Exhibition Grounds

A plan showing boundaries proposed between the Recreation Area (Swimming Pool) and Exhibition Grounds will be available for Council's consideration and decision.

City Clerk

No. 6:

Re: City Detail R.C.M.P. - Number of Complaints Received

In accordance with Council's request the City Detail R.C.M.P. have reported on complaints received by their office, and state the number of complaints received have increased steadily but not more than could be expected with continuing growth of the City.

All complaints received are, of course recorded, as well as action taken in connection with same.

While a number of complaints received are of frivolous nature, the percentage of same is small and not in excess of normal expectations, and in many instances do not require actual investigations, however, everything reported to the Police by the public is recorded to ensure proper police action is taken if required.

The Police feel the situation is quite normal in the City of Red Deer and no problem exists.

CITY CLERK

REPORTS:

5.

No.1:

The Special Projects Committee at meeting of November 19th, 1963 gave consideration to various reports submitted respecting policies of other cities in regard to "Fire Calls Outside City Boundaries" and it was agreed a meeting be arranged between City officials and officials of the County of Red Deer to discuss this problem. Following this meeting a report of same will be considered by the Special Projects Committee and, recommendations will be forwarded for consideration of Council.

There are presently several firms adjoining City boundaries who have guaranteed payment of charges for fire equipment being sent to the respective properties in case of fire, and if fire equipment can be spared.

The present charge for 1 truck and 6 men to a fire is \$60.00 per hour.

An analysis of costs indicated this figure does not cover same. The Committee recommend that Council approve raising this charge to \$75.00 per hour, the charge for water truck, if required, to remain as at present \$10.00 per hour.

Secretary,  
Special Projects Committee.

NOTE:

The above report will also answer written enquiry of Alderman Mrs. Taylor respecting "out of town fire calls" of November 18th, 1963.

CITY CLERK.

No.2:

November 21, 1963

His Worship the Mayor  
and City Council.

Gentlemen,

The following is the report requested by Council at your meeting of November 18, 1963, for the cost to the City, of false alarms sent in to the Fire Department, and the penalties for persons found guilty of sending in false alarms.

DATE	CO. RUN REPORT NO.	NO.OF MEN SENT OUT	NO.OF MEN CALLED IN	NO.VEHICLES SENT TO CALL	TOTAL GAS USED	HOW FALSE ALARMS WERE REPORTED
Feb.3	20	6	5	2	1.5	Sprinkler alarm (Faulty Batteries)
Mar.12	26	6	4	3	2.0	Woman phoned in
Mar.30	30	3	3	2	.5	Fire alarm system turned on by person unknown
June 3	75	5	0	2	.5	Woman saw garbage fire reflection on window, phoned back & trucks recalled.
Sep.30	125	5	2	1	.5	RCMP phoned truck on fire. Upon arrival truck had left scene.
Oct.12	133	7	8	3	2.5	Woman phoned in
Oct.17	135	5	5	2	1.0	Sprinkler alarm - (broken pipe)
Oct.22	139	5	5	1	.5	Woman phoned in.
Oct.24	140	9	21	5	4.0	Fire alarm turned on, connected to annunciator board. (not notified).
Oct.29	143	8	5	3	.5	Sprinkler Alarm (dead batteries)
Nov. 2	147	4	5	2	2.0	Boy phoned in
TOTAL	11	62	63	26	16.0	



As you can see, the number of men sent out and called in varies because of days off, holidays, etc., therefore with Council's approval, I will give the cost of Company Run #75, 133 and 140. The rest will be somewhere in between these calls.

Company Run #75.

1 Officer .....	\$2.43
4 Firemen .....	8.80
$\frac{1}{2}$ Gallon Gas .....	.15
Total Cost	<u>\$11.38</u>

Company Run #133.

4 Officers .....	\$16.73
11 Firemen .....	77.00
2.5 Gallons gasoline .....	.75
	<u>\$94.48</u>

Company Run #140

9 Officers .....	\$50.21
21 Firemen .....	95.20
415 Gallons gasolene .....	1.35
	<u>\$146.76</u>

The above costs are only the actual cash outlay and does not include wear and tear on the vehicles used or the hose laid out, nor does it cover the risks involved in making these runs. Number 75 costs are calculated on a one-hour duration. Numbers 133 and 140 are based on two-hours and have overtime figured in, which accounts for the big difference between them and the first one.

In regards to provisions in our By-laws to convict persons found guilty of turning in false alarms, there is nothing in our Fire By-law, but the Criminal Code Statute of Canada, 1953-54, (Chapter 51, Sec.378) provides no minimum penalty, but provides a maximum of \$500.00 fine or six months in prison or both for any person convicted of turning in false fire alarms.

Of the 11 calls listed, 5 of these came from Sprinkler or Fire Alarm systems and are connected to our Annunciator board and even though they turn out to be false alarms, we must answer all these calls since we cannot tell until we get there, whether or not it is a real fire.

Also our Fire By-law No.2003 is outdated and I would like to see a committee consisting of City Solicitor, myself, 1 Fire Inspector, Building Inspector, and whatever number of Aldermen Council wish to have on the committee, go over the Fire By-law to replace Fire By-law No.2003. This Code is set up for this purpose and was compiled through the efforts of the Associate Committee of National Fire Codes, The National Research Council, The Canadian Association of Fire Chiefs and The Canadian Association of Fire Marshalls.

The replacement of By-law No.2003 by this Code would help us very much in our Fire Prevention Work.

Respectfully submitted,  
W. N. Thomlison,  
Fire Chief.

NOTE:

Would recommend this last suggestion of the Fire Chief be considered by By-laws Committee.

Mayor Newman

Red Deer Health Unit Milk Report - November, 1963

Samples of milk were purchased during the month of November 1963 from Union Milk Co., Alpha Jersey Dairy and Purity Dairy, all of Red Deer, and were all analysed and found satisfactory.

City Clerk

No. 4:

To: Mayor & City Council.

Building Permit Information

The Inspection Department has prepared a monthly list of all permits issued during the previous month.

This list contains the name of the property owner or contractor who takes out the permit, the nature of the building or work and the amount for which the permit was covered.

This list is supplied to Council and to all news media.

From time to time individual home owners have strongly objected to the Building Inspector supplying their names (with particulars of the work) to such publicity media. They have argued that what they do inside or on their property is their concern and that the City is only involved in order to -

- (a) ensure that the work undertaken is in accordance with City By-laws
- (b) ensure that the appropriate changes are made to the assessment of the property.

On these grounds, it has been submitted, the City has no right to issue to press, radio, and T.V. the fact that Mr. J. Smith is building a rumpus room in his basement for \$800.

Once again this complaint was received from a citizen in October and the matter was brought to my attention by the Building Inspector.

On investigation I found that it is not usual for Cities to supply news media with the names of individual property owners, nor is it usual for the news media to publish individual names.

I therefore authorized our Building Inspector to revise his form of summary in October so as to exclude the names of house owners building or adding to their homes inserting instead, "private owner". All permits were, however, listed and where home permits were taken out by the Contractors the Contractor's name was listed in the usual way.

The Advocate has expressed its strong objection to this change and demands that the City furnish them with the individual names.

The City Solicitor advises that we are under no obligation to supply anyone with a list of the permits with or without the names, but any ratepayer has the right to see the permits and make out his own list.

No additional work is involved in including the names on the list. As objections to us supplying names are received quite often, would Council please direct as to whether we should return to former practise of including home owners names in list or alternatively notify news media that permits are available for their inspection should they require more detailed information.

COMMISSIONER



No. 5:Finance Committee Recommendations:

At the meeting of the Finance Committee held November 20th, 1963, the following recommendations of the Committee were submitted for consideration by City Council.

1. Overexpenditure of A/C No. 2443, in the amount of \$500.00 and previously approved by Council, be rescinded and that \$500.00 be transferred from A/C No. 2462 to A/C No. 2443
2. The following requests for overexpenditures be approved:
  - (a) A/C No. 1476 - \$300.00 - Fire Dept. equipment replacements
  - (b) A/C No. 1483 - \$800.00 - Fire Hall Operations
  - (c) A/C No. 1498 - \$160.00 - R.C.M.P. - repairs to radar set
  - (d) A/C No. 14165 - \$700.00 - Child Welfare
  - (e) A/C No. 14266 - \$2,600.00 - Tax rebates and cancellations
  - (f) A/C No. 14141 - \$1,600.00 - Sewer maintenance
  - (g) A/C No. 14142 - \$1,600.00 - Sprinkling & flushing
  - (h) A/C No. 14123 - \$425.00 - Stationery & Supplies - Engineering Dept.
  - (i) A/C No. 14135 - \$7,000.00 - Snow & Ice Control
  - (j) A/C No. 14127 - \$10,000.00 - Road & Lane Maintenance
  - (k) A/C No. 14196 - \$700.00 - Parks Maintenance.

Secretary,  
Finance Committee

No. 6:Tenders - Built in furniture - New City Hall Council Chambers

In response to invitation to tender for construction of built in furniture in New City Hall Council Chambers, the following tenders were received.

Burns & Dutton.....	8,446.19
Menzies & Herbert .....	9,450.00
K.P. Nielsen .....	6,000.00
Centralta Millwork .....	3,877.00

Centralta Millwork has been checked re their low bid and they confirm that price quoted is correct and work will be constructed in accordance with plans and specifications.

Recommend tender of Centralta Millwork be accepted and award of contract to that firm in amount of \$3,877.00 be authorized.

COMMISSIONER

No. 7:

November 27th, 1963

To: City Commissioner.

From: Building Inspector.

Application for Home Occupation

The following application meets with the requirements of Zoning By-law No. 2011 for Home Occupation and is submitted for approval.

1. Fred B. Ritten      3818-44 Street      Janitor Service

G. K. Jorgenson,  
Building Inspector

No. 8:

The Mayor & Aldermen,  
City of Red Deer.

November 28th, 1963

Gentlemen,

In reply to our request for prices on 10,000 feet for #1 Cable and 5,000 feet of #4 Cable, the following unit prices per 1,000 feet were received.

<u>Vendor</u>	<u>#1 Cable</u>	<u>#4 Cable</u>
R. L. Brews & Son	\$581.00	\$416.00
R. L. Brews & Son (alternate)	463.00 *	333.00 *
Canadian Westinghouse Co.	546.00	387.00
Central Electric Wholesale	565.25	342.55
Northern Electric Co.	559.00	400.00
MacKay Morton Co. Ltd.	571.00	346.00

The E. L. & P. Superintendent has checked the specifications of the alternate bid submitted by R. L. Brews & Son and has advised me that it will be satisfactory.

\* I would therefore recommend the purchase of 10,000 feet of #1 Cable and 5,000 feet of #4 Cable from R. L. Brews & Son for \$6,295.00

Yours truly,  
A. S. Krause,  
Purchasing Agent.

NOTE:

Concur with recommendation of Purchasing Agent.

COMMISSIONER

No. 9:

Re: Archives

As a result of several meetings which have taken place over the past few weeks between Mr. W. R. Edgar, Mr. Christian, Mr. H. J. Snell, Mr. F. Turnbull, Ald. E. Taylor, City Commissioner D. Cole, the Library Board and myself and other.

It is recommended that an Archives Committee be established to be known as the City of Red Deer and District Archives and Landmark Committee to be established under a City By-law.

The Committee shall consist of not more than 8 members, 2 members of City Council, 2 members from the Red Deer & District Pioneers & Old Timers' Association, 1 member from the Library Board, and the aforementioned appoint two other members at large and from this group appoint their own Chairman.

The Library Board have been kind enough to offer a display area, and we recommended that Council agree to provide space in the basement for the safe keeping of these records.

Alderman Mrs. Taylor has agreed to serve on this Committee, and I would urge that Council agree to this recommendation so that a By-law can be prepared.

Mayor E. Newman

No.10.;

Re: Swimming Pool Financing

The proposed Olympic Swimming Pool is a type of project which could possibly be financed under the Municipal Development and Loan Act.

Under this Act a loan can be obtained (subject to meeting requirements) for 2/3rd of the net cost, and if the work is completed by 1966, twenty five per cent of the loan is written off by the Federal Government.

Although the City will have certain funds from the sale of the existing Swimming Pool, it would seem advantageous to use these funds to reduce our Public Works borrowing and to borrow the money for the Swimming Pool, if there is a possibility of twenty five per cent of such a loan being written off.

This application will not commit us to the project or to this method of financing.

COMMISSIONER

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WRITTEN ENQUIRIES:Alderman Power:No.1. Financial Report re Penhold:

I would request that a full financial report be made available to Council concerning the costs involved with the Penhold issue and further to which City Account will these expenses be charged.

P. Power.

Expenses incurred in connection with presenting City of Red Deer's stand in the Penhold Airbase matter.

## A. Travelling and subsistence allowances (trips to Ottawa).

Oct.23rd Paid to Burrett Travel Service	\$192.00
Sept.30th Subsistence allowance paid to Mayor Newman	200.00
Nov. 8th Subsistence allowance paid to Mayor Newman	162.50
Nov.15th Paid to Burrett Travel Service	192.00

## B. Other Expense:

Telephone Calls (est.)	330.00
Telegrams (Est.)	100.00

Total Paid	<u>\$876.50</u>
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We have so far not received the expense account from Mr. M. Harradence for preparation of the technical brief and travelling expenses. I might also add that there are probably some bills outstanding as yet which have not been recorded to this date.

Expenses are charged to:

Account No.1412 Mayor's travelling expenses	-	\$746.50
Account No.1413 Mayor's office supplies & telephone		\$130.00

Further expenses will have to be charged to Account No.1457 - Public Relations.

John J. Grohn,  
City Treasurer.

No.2. Removal of barbed wire from Fairgrounds:

When will the Fairgrounds Board remove the barbed wire presently surrounding the Fairgrounds, as this Board is under City jurisdiction they are in breach of the City By-law.

P. Power.

To: City Clerk.  
From: Secretary-Treasurer,  
Red Deer Fairgrounds Commission.

November 22nd, 1963

Removal of barbed wire on Fairgrounds fence.

In response to your enquiry I would advise that this matter will be submitted to the Red Deer Fairgrounds Commission at their next regular meeting which will be held at the beginning of December 1963.

John J. Grohn,  
Secretary-Treasurer

Alderman Johnson:

No. 3: Garbage Collection.

The Garbage Collection is apparently now under study. Could the Council have the results of this study in the near future, so that a possible new plan may be implemented in the New Year?

H. Johnson.

NOTE:

The report in connection with Garbage Collection will be available for Council's information at Council meeting of December 2nd, 1963.

City Clerk

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No.4: Parkland Towers - South Hill.

In April of this year, I made a verbal inquiry; a month or so later Alderman Power made a written inquiry about the appearance of the South Hill. Has any final plan been made with the owner of this side hill regarding the appearance and the safety aspect as well?

H. Johnson.

Re: Parkland Towers - South Hill

This matter is in the hands of the City Solicitor and notice has been sent to the owner to rectify the situation.

We hope to meet with the owner in the near future.

COMMISSIONER.

It is recommended that as there are a number of legal technicalities involved that the matter be left in the hands of the City Solicitor and Commissioners to deal with as expeditiously as possible.

MAYOR

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CORRESPONDENCE:

13.

Letter No.1:

Northwestern Utilities Ltd.

City Clerk,  
City of Red Deer,  
Red Deer, Alberta.

Edmonton, Alberta.

Dear Sir,

Please be advised that Northwestern Utilities, Limited has recently completed the signing of a number of contracts covering the purchase of natural gas from a processing plant in the Swan Hills area. This valuable major new source of natural gas, our seventeenth, will enable the Company to continue to efficiently meet the growing demands of its service territory. Deliveries from this new plant have only recently commenced.

Natural gas will be available under the contracts for a period of twenty-five years, It was necessary to provide in the contracts for an increase in the price payable to the producer during this period. There is a requirement of The Gas Utilities Act that all contracts that contain such a provision must be filed with the Public Utilities Board. This filing has taken place.

Pursuant to Section 30 of the Gas Utilities Act, this letter will give you notice that these contracts have been filed with the Board. We do not require any acknowledgement of your receipt of this letter.

Yours very truly,  
C. L. METCALFE,  
Secretary.

NOTE:

For information of Council.

CITY CLERK

Letter No.2:

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The Foreign Service of the  
United States of America

His Worship Ernest Newman,  
Mayor of Red Deer,  
Red Deer, Alberta.

United States Consulate General,  
Calgary, Alberta.  
November 27th, 1963

Dear Mayor Newman,

Thank you very much for your message of condolence on the death of President Kennedy. It is comforting to have received your letter and numerous messages from other in Alberta, all of which help to assuage the grief we feel at this time.

In behalf of my government and the family of the late President please accept my deepest thanks for the sympathy extended by you, members of the City Council and all the citizens of Red Deer.

Sincerely,  
William H. Christensen,  
Consul General of the United States of America  
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*file*

## ANALYSIS OF MEMORIAL CENTRE OPERATION

A Report Submitted to City Council Dec. 2, 1963.

### Introduction

The purpose of this report is to analyse the present situation at the Memorial Centre in terms of use, and cost with a view to evaluating the present rental structure.

Implicit throughout is the concept that maximum use of the facility is desirable and if possible a deficit must be avoided.

### Analysis of Use and Revenue

The following chart is a summary of use over the present year as taken from booking records. The month of December has been accurately estimated and includes present and anticipated bookings from now to the year end.

Group or Organization	Stage		Gymnasium		Auditorium	
	Hours	Rev.	Hours	Rev.	Hours	Rev.
Central Alberta Teens			35	\$210		
Youth for Christ			21	46	14 1/2	\$215
European Handball			55 1/2	135.50		
Legion Track and Field			10	22		
Air Cadets			60	152		
Basketball			2 1/2	13		
Optimists' Band			3	4.50		
L.T.C.H.S. School Dances			28	90		
Overture Concerts-4Quota Club	18	36.			22 1/2	450
R.D. Ski Club			4	24		
Church of God	3	6	31	44		
CKRD-Grand Ole Opry					19 1/2	487.50
County Ratepayers					4	20
Dist. Boy Scouts			2	5	2	10
Club Midtown			3	18		
LTCHS Comp. Assembly					1 1/2	20
Church Conference			31	138		
Christian Ref. Church			5 1/2	10		
Sweet Adelines	7	14.	5	7.50	3 1/2	70
Parkland Players	28	56			21	290
50 Ann. Celebration				n/c		n/c
Kiwanis Models&Menus					3	60.
Cothurn Drama	26	52.			2 1/2	50.
Square Dance Callers			3	18.		
Fed. Social Credit					4	50.
Fish & Game Assoc.			4	24.	3	60.
Young Social Credit			2	2.		
Presbyterian Church					4	80.
Election Polls			8	48.		
Alcoholics Annon.					3 1/2	17.50
Eventide Funeral Chapel						
Alta. Drama League					9 1/2	40.
Barber Shoppers	3 1/2	7.			5	37.50
Rev. Cantalon					8 1/2	85
Art Exhibit			13	18.		
Minor Hockey Assn.			1 1/2	5.	2	10.
LTCHS					10	36.
Can. Bus. Mens Comm.					3 1/2	24.25
Prov. Social Credit					3	22.50
Martin Sch. of Dancing	10 1/2	42.			12	260.
J.C.'s Forum					2 1/2	15.
Polling Station			8	16.		
Central Alta. Sq. Dance			4	24.		
Boxing Club			4	4.		
Sq. Dance(Bucks & Does)			39	78		
LTCHS Teachers Conf.			2 1/2	10.		

Group or Organization	Stage		Gymnasium		Auditorium	
	Hours	Rev.	Hours	Rev.	Hours	Rev.
Robert Thompson					2 1/2	18.75
Wrestling					21	420.
Sudan Interior Mission					2	40.
Polynesian Dancers					4 1/2	140.
John Kushner Orch.			3	\$18.		
Trinity Luth. Church			3	12.	6	39.
Minor Football Assoc.			2 1/2	15.	2	15
Elks Band					2 1/2	50.
Kiwanis Christ. Carol					6	45.
School Dist. #104			9	10		
Moose			4	7		
YMCA			5	10		
TOTALS	96	\$212.	410	\$1238.50	213	\$3178.00

Not included above are the following sundry uses or revenues:

Dressing Rooms	12hrs.	-	\$24.00
Upstairs Meeting Rooms	2 hrs.		2.00
Kitchen			50.00

A further consolidation of this information shows the following:

	No. of Bookings	No. of Groups	Total Hrs. of Use	Total Revenue
Gymnasium				
Gymnasium	134	32	410	\$1238.50
Auditorium	78	32	213	3178.00
Stage	17	7	96	212.00
Dressing Rooms		2	12	24.00
Meeting Rooms		3	--	162.00
Kitchen		3	--	50.00
TOTALS		79	731	\$4864.50

In addition to the above, School District #104 made full use of the gymnasium during the day for their physical education program.

There are occasions when it is not possible to rent the auditorium and gymnasium simultaneously due to the noise factors.

Excluding school use, the gymnasium, auditorium and stage were unused 171 days. A breakdown according to months shows:  
January - 8; February - 8; March - 2; April - 7; May 10; June - 16;  
July - 31; August-29; September - 14; October - 13; November - 17;  
December - 16.

Over half of the unused days were from June to September inclusive, during which time it would be unrealistic to expect maximum use. The period January to May inclusive approximately 80% of the days were active; June to September approximately 20%; October to December approximately 60%.

Assuming that 194 days saw activity, the average hours of use per day would be about 3 3/4 for both gymnasium, auditorium and stage. Two hours per day would be average for the entire year. Average number of hours of use per booking is 3 for the gymnasium and 2 3/4 for the auditorium.

The average income per hour of use would be less than \$7.00  
Anticipated income was \$5004. which included gymnasium \$1,000;  
Auditorium \$3954, Sundry \$50.

The following is a breakdown of this year's budget provision:

Salaries and Wages	\$3600.
M.S.I. and U.I.C.	75.
Pension	90.
Workmens Compensation	32.
Utilities	1900.
Maintenance & Repair	425.
Equipment	607.
Rental Refunds	25.
Materials & Supplies	<u>250.</u>
	\$7,004.

The School District pay costs of heating in return for use of the gymnasium and other privileges. With plans for a new school gymnasium underway, the School Board will not likely require the gymnasium after September, 1964. They have indicated that as a substitute they may be interested in auditorium privileges.

Apparently this years performance will be close to the amount provided except for overexpenditures for equipment which presently stands at \$450 and is expected to increase slightly.

Taking a pessimistic operating figure of \$8,000 for this year and using this year's anticipated hours of use we find that the cost of operation per hour is within a few cents of \$11.00.

#### Conclusions and Recommendations

Based on the foregoing information, the following conclusions could be made:

1. There are an excessive number of days during which the facility is not used by public or private agencies.
2. There are many hours available on most days even when there are bookings.
3. In my opinion the costs of operation are realistic and the standard of operation adequate.
4. We can anticipate additional costs when the school gymnasium is completed.
5. It is likely that some loss of revenue will be experienced at that time.
6. Under present conditions the loss per hour of operation is approximately \$4.00.
7. Rental rates are too low to cover costs.
8. Rental rates may be too high in some cases and are discouraging use.

There are a number of courses of action open which may reduce the operating deficit. These are seen to be:

1. Increase rental rates in anticipation of approximately the same number of hours of use.
2. Decrease rental rates in anticipation of increased use which would offset differential.
3. Reduce operating costs.
4. Maintain present cost level and increase hours of use.



1. Increased Rental Rates

This matter has been discussed with a number of citizens and some of the present lessees. The impression is that any increase substantial enough to offset existing deficit would reduce the hours of use.

2. Decrease Rental Rates

The present rates have evolved over a number of years and are based primarily on experience. In examining the present rental structure there appear to be some minor inconsistencies, however for the most part they are fair and reasonable. There are occasions when a spectator event with an admission charge is highly successful and the sponsor reaps considerable gain. On the other hand there are a number of organizations which have suffered financial loss of varying severity. In most cases any reduction in rental would not appreciably assist a group in difficulty. It has been suggested that some organizations do not make use of the building because of risk of financial failure.

3. Reduce Operating Costs

Having examined the present costs of operation in detail there is no apparent way of reducing costs unless the School District is asked to shoulder greater responsibility.

4. Increased use

It is readily apparent that greater use of the facility is possible. There may, however be no further increase in requests for space. Perhaps all needs are being met.

Recommendations

In examining the above alternatives I would recommend as follows:

1. That for the next year a concerted effort be made to increase revenue through additional use.
2. That a continuous evaluation of rental rates be made with a view to increasing revenue.

. Respectfully submitted,

D. Moore,  
Superintendent of Recreation.

DM:pf