



# **CITY COUNCIL**

## **AGENDA**

Monday, February 04, 2019 – Council Chambers, City Hall

Call to Order:	2:30 PM
Recess:	5:00 PM to 6:00 PM
Public Hearing(s):	6:00 PM

**1. IN CAMERA (to last approximately 15 minutes)**

1.1. Motion to In Camera – Human Resource Matter FOIP 24(1)(a)

1.2. Motion to Revert to Open Meeting

**2. MINUTES**

2.1. Confirmation of the Minutes of the January 21, 2019 Regular Council Meeting  
(Agenda Pages 1 – 7)

**3. POINTS OF INTEREST**

**4. PRESENTATION**

4.1. Canada Winter Games Update

**5. REPORTS**

5.1. Source Water Protection - Request from the Red Deer River Municipal Users Group

(Agenda Pages 8 – 13)

- 5.2. 2019 Tax Sale (Agenda Pages 14 – 18)
- 5.3. Council Meeting Schedule (Agenda Pages 19 – 20)
- 5.4. Housing & Homelessness: Integrated Plan Development  
Proposed Terms of Reference (Agenda Pages 21 – 27)
- 5.5. Reaching Home - Community Entity (Agenda Pages 28 – 33)
- 5.6. Bid Committee Terms of Reference (Agenda Pages 34 – 38)

**6. BYLAWS**

- 6.1. 2019 Supplementary Assessment Bylaw (Agenda Pages 39 – 41)
  - 6.1.a. Consideration of First Reading of the Bylaw
- 6.2. Proposed Amendment to Sullivan Quarter (Water/Sanitary) Servicing Local  
Improvement Bylaw 3504/A-2019 (Agenda Pages 42 – 49)
  - 6.2.a. Consideration of First Reading of the Bylaw
- 6.3. Proposed 2019 Utility Bylaw Changes  
Utility Bylaw Amendment 3606/A-2019 (Agenda Pages 50 – 86)
  - 6.3.a. Consideration of First Reading of the Bylaw
  - 6.3.b. Consideration of Second Reading of the Bylaw
  - 6.3.c. Motion for Permission to go to Third Reading
  - 6.3.d. Consideration of Third Reading of the Bylaw

- 6.4. Land Use Bylaw Amendment  
Redistricting A1 to A2 - Bylaw 3357/C-2019  
(Agenda Pages 87 – 98)
  - 6.4.a. Consideration of First Reading of the Bylaw
  
- 6.5. Offsite Levies Exception - Northside Community Centre  
Bylaw 3549/A-2019  
(Agenda Pages 99 – 107)
  - 6.5.a. Consideration of First Reading of the Bylaw
  
- 6.6. Electric Utility Bylaw Amendment 3273/A-2019 Distribution Tariff  
(Agenda Pages 108 – 134)
  - 6.6.a. Consideration of Second Reading of the Bylaw
  - 6.6.b. Consideration of Third Reading of the Bylaw
  
- 6.7. Committees Bylaw  
Bylaw 3576/A-2019  
(Agenda Pages 135 – 175)
  - 6.7.a. Consideration of Second Reading of the Bylaw
  - 6.7.b. Consideration of Third Reading of the Bylaw
  
- 6.8. Intermunicipal Subdivision and Development Appeal Board Bylaw  
(Agenda Pages 176 – 188)
  - 6.8.a. Consideration of Second Reading of the Bylaw
  - 6.8.b. Consideration of Third Reading of the Bylaw

- 6.9. Business Bylaw Amendment 3609/A-2019  
Not for Profit

(Agenda Pages 189 – 234)

- 6.9.a. Consideration of Second Reading of the Bylaw

- 6.9.b. Consideration of Third Reading of the Bylaw

## **7. PUBLIC HEARINGS**

- 7.1. Bylaw 3357/B-2019 Minimum Distance Separation from Dynamic Signs to  
Residential Districts Variance Clarification

(Agenda Pages 235 – 249)

- 7.1.a. Consideration of Second Reading of the Bylaw

- 7.1.b. Consideration of Third Reading of the Bylaw

- 7.2. Redesignation - Timber Ridge Phase 4C  
Bylaw 3357/E-2019

(Agenda Pages 250 – 259)

- 7.2.a. Consideration of Second Reading of the Bylaw

- 7.2.b. Consideration of Third Reading of the Bylaw

- 7.3. Site Exception for a Freestanding Sign  
Bylaw 3357/BB-2018  
3947-50A Avenue (Lot 2, Block J, Plan 3999RS)

(Agenda Pages 260 – 270)

- 7.3.a. Consideration of Second Reading of the Bylaw

- 7.3.b. Consideration of Third Reading of the Bylaw

## **8. ADJOURNMENT**



**M I N U T E S - Unapproved**

**of the Red Deer City Council Regular Meeting  
held on Monday, January 21, 2019  
commenced at 2:31 P.M.**

**Present:** Mayor Tara Veer  
Councillor Buck Buchanan  
Councillor Michael Dawe  
Councillor Tanya Handley  
Councillor Vesna Higham  
Councillor Ken Johnston  
Councillor Lawrence Lee  
Councillor Frank Wong  
Councillor Dianne Wyntjes

City Manager, Craig Curtis  
Director of Communications & Strategic Planning, Julia Harvie-Shemko  
Director of Community Services, Sarah Cockerill  
Director of Corporate Services, Lisa Perkins  
Director of Development Services, Kelly Kloss  
Director of Human Resources, Kristy Svoboda  
Director of Planning Services, Tara Lodewyk  
Director of Protective Services, Paul Goranson  
City Clerk, Frieda McDougall  
Deputy City Clerk, Samantha Rodwell  
Corporate Meeting Support, Kaitlin Bishop  
Electric, Light & Power Manager, Jim Jorgensen  
Inspections & Licensing Manager, Erin Stuart  
Senior Planner, Jolene Tejkl  
Senior Planner, Dayna Facca



**I. MINUTES**

**I.1. Confirmation of the Minutes of the December 10, 2018 Regular Council Meeting**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the Minutes of the December 10, 2018 Regular Council Meeting.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION TO LIFT FROM THE TABLE CARRIED

Moved by Councillor Lawrence Lee, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby approves the Minutes of the December 10, 2018 Regular Council Meeting, with item 4.6 amended to reflect Councillor Frank Wong as seconder in place of Councillor Ken Johnston.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

**I.2. Confirmation of the Minutes of the January 7, 2019 Regular Council Meeting**

Moved by Councillor Buck Buchanan, seconded by Councillor Tanya Handley



Resolved that Council of The City of Red Deer hereby approves the Minutes of the January 7, 2019 Regular Council Meeting as transcribed.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

## 2. REPORTS

### 2.1. In Camera Meeting Practices

Council accepted the report for information.

## 3. BYLAWS

### 3.1. Electric Utility Bylaw Amendment 3273/A-2019 - Distribution Tariff

Moved by Councillor Tanya Handley, seconded by Councillor Vesna Higham

**FIRST READING:** That Bylaw 3273/A-2019 (an amendment to Appendix A – Distribution Tariff of the Electric Utility Bylaw) be read a first time.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

### 3.2. Intermunicipal Subdivision and Development Appeal Board Bylaw 3408/A-2019



Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong

**FIRST READING:** That Bylaw 3408/A-2019 (an amendment to the Intermunicipal Subdivision and Development Appeal Board Bylaw to ensure compliance with the Municipal Government Act and administrative updates) be read a first time.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

### **3.3. Committees Bylaw 3576/A-2019**

Moved by Councillor Frank Wong, seconded by Councillor Buck Buchanan

**FIRST READING:** That Bylaw 3576/A-2019 (an amendment to the Committees Bylaw to improve award criteria for the Mayor's Recognition Awards) be read a first time.

**IN FAVOUR:** Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

**OPPOSED:** Councillor Buck Buchanan

MOTION CARRIED

### **3.4. Evergreen Neighbourhood Area Structure Plan (NASP) Bylaw 3217/A-2019 Land Use Bylaw Amendment 3357/G-2019**



Moved by Councillor Dianne Wyntjes, seconded by Councillor Lawrence Lee

**FIRST READING:** That Bylaw 3217/A-2019 (an amendment to the Evergreen Neighbourhood Area Structure Plan) be read a first time.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

**MOTION CARRIED**

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

**FIRST READING:** That Bylaw 3357/G-2019 (an amendment to the Land Use Bylaw to redesignate lots in phase two of Evergreen from RI Residential (Low Density) District to RIG Residential (Small Lot) District) be read a first time.

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

**MOTION CARRIED**

### **3.5. Portable Sign Council Resolution - Report Back to Council Bylaw 3357/F-2019**

Moved by Councillor Michael Dawe, seconded by Councillor Ken Johnston

**FIRST READING:** That Bylaw 3357/F-2019 (an amendment to the Land Use Bylaw to clarify that sites are to remain free of Portable Signs for 30 consecutive days before another Portable Sign may be displayed on the site and additional display time may be requested through a variance) be read a first time.



**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Dianne Wyntjes

**OPPOSED:** Councillor Frank Wong

MOTION CARRIED

### **3.6. Business Bylaw Amendment 3609/A-2019 - Not for Profit**

Moved by Councillor Ken Johnston, seconded by Councillor Michael Dawe

**FIRST READING:** That Bylaw 3609/A-2019 (an amendment to the Business Licence Bylaw to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements) be read a first time with the following amendment:

- Section 2(e) add the word "Commercial" after the words "operations from a"

**IN FAVOUR:** Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

## **4. ADJOURNMENT**

Moved by Councillor Lawrence Lee, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Monday, January 21, 2019 Regular Council Meeting of Red Deer City Council at 4:47 p.m.



7 Unapproved - City Council Regular Meeting Minutes –  
Monday, January 21, 2019

**IN FAVOUR:**

Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

**MOTION CARRIED**

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MAYOR

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CITY CLERK



January 7, 2019

## Source Water Protection – Request from the Red Deer River Municipal Users Group

Environmental Services

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

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Red Deer River Municipal Users Group has requested Council to reinforce the importance of protecting source water by approving a Charter for Protecting Source Water Quality in the Red Deer River Watershed.

Administration recommends that Council approve the Charter for Protecting Source Water Quality in the Red Deer River Watershed as outlined in Appendix B of this report.

### **City Manager Comments:**

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I support approval of the Charter by Council.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer having considered the report from Environmental Services dated January 7, 2019 re: Source Water Protection – Request from the Red Deer River Municipal Users Group hereby adopts the Charter for Protecting Source Water Quality in the Red Deer River Watershed as follows:

Whereas, the United Nations General Assembly: “Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights” (28 July 2010, Resolution 64/292)

And Whereas, the Government of Canada has stated: “Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected”. (Canada Water Act, R.S.C., 195, c. C-11)

And Whereas, the Province of Alberta has stated: “Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy – our quality of life depends on it.



The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy". (Water for Life: Alberta's strategy for sustainability 2003)

And Whereas, the Red Deer River Municipal Users Group (RDRMUG) recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, Council of The City of Red Deer hereby:

1. Endorses and supports the following main goals of the Government of Alberta's renewed Water for Life Strategy:
  - a. Safe, secure drinking water,
  - b. Healthy aquatic ecosystems, and
  - c. Reliable, quality water supplies for a sustainable economy.
2. Commits to continue to implement initiatives that protect source water quality in the Red Deer River Watershed.

## Report Details

### **Background:**

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The City of Red Deer was instrumental in founding the Red Deer River Municipal Users Group (RDRMUG) and has been a member since 2005. There are 33 member Municipalities on the RDRMUG Board that meets every 2 months to discuss issues affecting the Red Deer River Basin. The Group charges \$0.25 per capita to be a member and the organization represents a population of over 266,000 citizens. Guest Speakers and reports are presented at the bi-monthly meetings to discuss hot topics affecting the Red Deer River Basin.

### **Discussion:**

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In the fall of 2018, the Red Deer Municipal Users Group requested member municipalities to reinforce the importance of protecting source water by approving a Charter for Protecting Source Water Quality in the Red Deer River Watershed. A copy of the request and draft Charter is attached as Appendix A. The proposed Charter is in alignment with the long-term vision for The City of Red Deer with regards to water quality and source water protection.



The City of Red Deer is committed to source water protection and currently is undertaking a number of initiatives in support including:

- Regionalization of Sewage Treatment
- WTP Residuals Management Facility
- Storm Water Monitoring Program
- River and Tributary Studies
- Source Control Program
- Water Conservation Program

As The City has and continues to implement initiatives and tools to protect source water, the draft Charter has been amended to reflect Red Deer's ongoing commitment in this area. The amended Charter is attached as Appendix B.

### **Recommendation**

That Council approves the "Charter for Protecting Source Water Quality in the Red Deer River Watershed" (Appendix B).

# Red Deer River MUNICIPAL USERS GROUP

224 Centre St.  
Drumheller, AB. T0J0Y4

## Appendix A

Mayor and Councillors  
City of Red Deer  
Box 5008, Red Deer, Ab.  
T4N 3T4

Dear Mayor and Councillors:

### **Re: Source Water Protection**

On behalf of communities throughout the Red Deer River watershed, the Red Deer River Municipal Users Group (RDRMUG) commenced a program to promote further understanding by municipalities of the importance of source water protection and the significant responsibilities assigned to municipalities to protect source water. Recently, members of your Council and/or municipal staff attended a source water protection workshop facilitated by the RDRMUG. We are truly appreciative of your interest in source water protection as demonstrated at the workshop by analyzing the threats and prioritizing the tools outlined in the *Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* (available on [www.rdrmug.ca](http://www.rdrmug.ca)).

As a follow-up action from the workshop, one or more of you staff and/or Council were encouraged to present to the CAO and/or Council their analysis of threats to water security and tools (actions) to address the threats. Moreover, the report was to advise what priority action(s) should be considered by Council. To facilitate their report, two handouts were provided, these being: "Municipal Source Water Protection – Action Assessment" and "Evaluation of Actions and Recommendations" (a blank copy of these is attached).

It is recognized that municipalities already have a number of policies and programs related to water use and conservation, yet often indirectly. However, the workshop theme emphasized because source water is so vital to sustain the economic, social and environmental fabric of your community, you are encouraged to undertake one or more new actions to protect your source water and/or the source water of other municipalities and water users.

To encourage and recognize action by municipalities, the RDRMUG has approved a program that promotes municipalities across the watershed to sign a "Charter for Protecting Source Water Quality in the Red Deer River Watershed." A copy of the Charter is attached hereto. The "Charter" is formatted in a way to state the specific tool(s) to be undertaken to address one or more key threats to your source water and/or the source water of other municipalities. In signing the Charter, your community will have prioritized a threat or threats and identified the action or actions your community commits to undertake and complete by August 31, 2020.

Once you have signed the Charter, we encourage you to arrange a media release with your local media to publicize your commitment to source water protection through the action(s) you have endorsed on the Charter. This will also inform the general public of the importance of protecting source water within the Red Deer River watershed and serve and to promote residents and businesses to make source water protection a priority in their day to day lives. Ultimately to the benefit of all water users within the watershed.

# CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

**Whereas, the United Nations General Assembly:** "Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights." (28 July 2010, Resolution 64/292)

**And Whereas, the Government of Canada** has stated: "Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected." (Canada Water Act, R.S.C., 1985, c. C-11)

**And Whereas, the Province of Alberta** has stated: "Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy - our quality of life depends on it. The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy." (Water for Life: Alberta's strategy for sustainability 2003.

**And Whereas, the Red Deer River Municipal Users Group (RDRMUG)** recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, I, \_\_\_\_\_, \_\_\_\_\_,  
(representative name) (representative title)

On behalf of \_\_\_\_\_,  
(municipality)

Our Municipality will diligently commit to commence and complete implementing the tools named below prior to August 31, 2020.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PROTECTING SOURCE WATER**  
*A PROGRAM of the RED DEER RIVER MUNICIPAL USERS GROUP*

**Red Deer River**  
MUNICIPAL USERS GROUP

## CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

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**And Whereas**, the **Red Deer River Municipal Users Group (RDRMUG)** recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, Council of The City of Red Deer hereby:

1. Endorses and supports the following main goals of the Government of Alberta’s renewed Water for Life Strategy:
  - a. Safe, secure drinking water,
  - b. Healthy aquatic ecosystems, and
  - c. Reliable, quality water supplies for a sustainable economy.
2. Commits to continue to implement initiatives that protect source water quality in the Red Deer River Watershed.

Mayor Tara Veer: \_\_\_\_\_

Date: \_\_\_\_\_

**PROTECTING SOURCE WATER**  
*A PROGRAM of the RED DEER RIVER MUNICIPAL USERS*  
**GROUP**

**Red Deer River**  
**MUNICIPAL USERS GROUP**



Council Decision – February 4, 2019

**DATE:** February 6, 2019

**TO:** Tim Ainscough, Environmental Services Manager

**FROM:** Frieda McDougall, Legislative Services Manager

**SUBJECT:** Source Water Protection – Request from the Red Deer River Municipal Users Group

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**Reference Report:**

Environmental Services, dated January 7, 2019

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Environmental Services dated January 7, 2019 re: Source Water Protection – Request from the Red Deer River Municipal Users Group hereby adopts the Charter for Protecting Source Water Quality in the Red Deer River Watershed as follows:

Whereas, the United Nations General Assembly: “Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights” (28 July 2010, Resolution 64/292)

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2. Commits to continue to implement initiatives that protect source water quality in the Red Deer River Watershed.

**Report back to Council:**

No.

**Comments/Further Action:**

An external decision letter will be sent to Red Deer River Municipal Users Group to notify them of the resolution that was passed.



Frieda McDougall  
Manager

- c. Director of Development Services



LEGISLATIVE SERVICES

FILE COPY

February 6, 2019

Red Deer River Municipal Users Group  
224 Centre Street  
Drumheller, AB T0J 0Y4

To whom it may concern:

**Re: Source Water Protection**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from Environmental Services dated January 7, 2019 re: Source Water Protection – Request from the Red Deer River Municipal Users Group hereby adopts the Charter for Protecting Source Water Quality in the Red Deer River Watershed as follows:

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2. Commits to continue to implement initiatives that protect source water quality in the Red Deer River Watershed.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Frieda McDougall  
Legislative Services Manager

- c. Director of Development Services  
Environmental Services Manager



February 4, 2019

## 2019 Tax Sale

Revenue & Assessment Services

### Report Summary & Recommendation:

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Background information on the tax recovery process and recommendation for reserve bids for each of the properties eligible for the 2019 Tax Sale.

Respectfully requested that Council pass a resolution establishing a reserve bid for each property to be offered for sale at the public auction.

### City Manager Comments:

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### Proposed Resolution

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Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated February 4, 2019 re: 2019 Tax Sale, hereby approves the reserve bids for the following properties being offered for sale at the 2019 tax sale auction on **April 17, 2019**:

Item #	Roll #	Legal Description	Civic Address	Reserve Bid
1	30000232750	LOT 177; BLOCK 18; PLAN 0425420	233 LYONS CL	\$270,000
2	30000233505	UNIT 86; CDE PLAN 0926323	5412 - 2660 22 ST	\$70,000
3	30000313630	UNIT 59; CDE PLAN 0822731	413 - 69 IRONSTONE DR	\$220,000
4	30000322595	LOT 128; BLOCK 7; PLAN 0426671	116 IRVING CR	\$462,500
5	30000330905	LOT 16; BLOCK 7; PLAN 9922979	80 ADAMS CL	\$240,000
6	30000342860	LOT 6; BLOCK 9; PLAN 0227186	46 ASSINGER AV	\$380,000
7	30000420270	LOT 44; BLOCK 5; PLAN 7720301	64 BARRETT DR	\$302,500
8	30001040390	LOT 12; BLOCK 3; PLAN 7922025	94 METCALF AV	\$315,000
9	30001043070	LOT 44; BLOCK 1; PLAN 8420146	170 METCALF AV	\$195,000
10	30001430650	LOT 6; BLOCK 4; PLAN 8121606	37 REEVES CR	\$312,500



11	30001433335	LOT 47; BLOCK 9; PLAN 8721474	60 RAMSEY CL	\$202,500
12	30001443270	LOT 37; BLOCK 11; PLAN 0325872	704 RAMAGE CR	\$400,000
13	30001521395	LOT 6; BLOCK 18; PLAN 3227KS	3836 EASTWOOD CR	\$225,000
14	30001634805	UNIT 1; CDE PLAN 0820064	101 - 4811 55 ST	\$85,000
15	30001911870	LOT 22; BLOCK 9; PLAN 878NY	36 OSBORNE ST	\$250,000
16	30002033210	UNIT 14; CDE PLAN 9720481	14 - 5806 61 ST	\$67,500
17	30002310200	LOT 30; BLOCK 7; PLAN 1323308	61 TYSON CR	\$415,000
18	30002921645	UNIT 11; CDE PLAN 0224003	301 - 7021 GRAY DR	\$85,000
19	30003213240	LOT 47; BLOCK 8; PLAN 9823909	57 KENDALL CR	\$365,000
20	30003216125	LOT 39; BLOCK 1; PLAN 0224149	25 KEAST WY	\$247,500
21	30003600120	LOT 8 ; BLOCK 9; PLAN 7722780	12 - 6834 59 AV	\$15,000
22	30003601150	LOT 8 ; BLOCK 9; PLAN 7722780	115 - 6834 59 AV	\$15,000
23	30003602020	LOT 8 ; BLOCK 9; PLAN 7722780	202 - 6834 59 AV	\$57,500
24	30003604190	LOT 8 ; BLOCK 9; PLAN 7722780	419 - 6834 59 AV	\$15,000
25	30003604290	LOT 8 ; BLOCK 9; PLAN 7722780	429 - 6834 59 AV	\$10,000
26	30003606440	LOT 8 ; BLOCK 9; PLAN 7722780	644 - 6940 63 AV	\$15,000
27	30003606490	LOT 8 ; BLOCK 9; PLAN 7722780	649 - 6940 63 AV	\$15,000
28	30003606640	LOT 8 ; BLOCK 9; PLAN 7722780	664 - 6940 63 AV	\$20,000
29	30003607160	LOT 8 ; BLOCK 9; PLAN 7722780	716 - 6834 59 AV	\$52,500
30	30003608210	LOT 8 ; BLOCK 9; PLAN 7722780	821 - 6834 59 AV	\$62,500
31	30003701700	LOT A; PLAN 7821023	170 - 5344 76 ST	\$62,500
32	30003702170	LOT A; PLAN 7821024	217 - 5344 76 ST	\$20,000
33	30003702460	LOT A; PLAN 7821025	246 - 5344 76 ST	\$15,000
34	30003703310	LOT A; PLAN 7821026	331 - 5344 76 ST	\$20,000
35	30003801610	LOT 33; BLOCK 5; PLAN 7521367	16 PARKSIDE DR	\$15,000
36	30003802710	LOT 33; BLOCK 5; PLAN 7521367	27 PARKSIDE DR	\$20,000
37	30003803220	LOT 33; BLOCK 5; PLAN 7521367	32 PARKVIEW AV	\$20,000
38	30003803810	LOT 33; BLOCK 5; PLAN 7521367	38 PARKSIDE DR	\$47,500
39	30009700180	LOT 3; BLOCK 3; PLAN 8022473	4841 CHILES IND RD	\$410,000
40	30009700365	LOT 12; BLOCK 2; PLAN 4886KS	14 - 27305 TWP RD 391	\$322,500



## Background:

A tax sale is the public auction of property for the purpose of collecting property taxes that have remained unpaid for more than three years. Municipalities rely on the collection of property taxes to provide services, make improvements to their infrastructure and meet their financial obligations. The Municipal Government Act (MGA) specifies the tax recovery process and provides municipalities with the authority to collect taxes to which it is entitled. If attempts to collect overdue taxes from the assessed person(s) are unsuccessful, Council is responsible for setting reserve bids for properties or designated manufactured homes eligible for tax sales, as close as reasonably possible to fair market value (the amount a property might be expected to realize if it were sold on the open market). A property is eligible for tax sale when a Tax Recovery Notification (Land) or Tax Recovery Lien (Manufactured Home) has been placed on the property for a full year and tax arrears remain unpaid.



It is critical for the municipality to follow the specified steps to protect the landowner's or assessed person's interest in his or her land or property. The municipality must act in the best interest of the person responsible to pay the tax and to protect the rights of the landowner throughout the entire process. Failure on the municipality's part to meet the legislative requirements may result in the tax recovery process being deferred or having to start the process over again.

## Legislation:

Part 10 of the MGA provides for three tax recovery processes:

1. Recovery of Taxes Related to Land (Division 8);
2. Recovery of Taxes Related to Designated Manufactured Homes (Division 8.1); and,
3. Recovery of Taxes Not Related to Land (Division 9)

Section 419 of the Municipal Government Act requires Council to set a reserve bid and any conditions that apply to the sale for the recovery of taxes related to land.

Section 436.1 of the Municipal Government Act requires Council to set a reserve bid and any conditions that apply to the sale for the recovery of taxes related to designated manufactured homes.



Bylaw 3497/2013 Property Tax Sale Bylaw was adopted by Council to provide consistent and transparent terms and conditions governing property tax sales by public auction for The City.

## Discussion:

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Annually Council must approve the reserve bids for each of the properties being offered for sale. The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel. To maintain transparency and fairness, The City of Red Deer has elected to contract an independent professional appraiser to establish market value for setting the reserve bid price. Following is a listing of properties eligible for tax sale in 2019 including the proposed reserve bid:

Item #	Roll #	Legal Description	Civic Address	Reserve Bid
1	30000232750	LOT 177; BLOCK 18; PLAN 0425420	233 LYONS CL	\$270,000
2	30000233505	UNIT 86; CDE PLAN 0926323	5412 - 2660 22 ST	\$70,000
3	30000313630	UNIT 59; CDE PLAN 0822731	413 - 69 IRONSTONE DR	\$220,000
4	30000322595	LOT 128; BLOCK 7; PLAN 0426671	116 IRVING CR	\$462,500
5	30000330905	LOT 16; BLOCK 7; PLAN 9922979	80 ADAMS CL	\$240,000
6	30000342860	LOT 6; BLOCK 9; PLAN 0227186	46 ASSINGER AV	\$380,000
7	30000420270	LOT 44; BLOCK 5; PLAN 7720301	64 BARRETT DR	\$302,500
8	30001040390	LOT 12; BLOCK 3; PLAN 7922025	94 METCALF AV	\$315,000
9	30001043070	LOT 44; BLOCK 1; PLAN 8420146	170 METCALF AV	\$195,000
10	30001430650	LOT 6; BLOCK 4; PLAN 8121606	37 REEVES CR	\$312,500
11	30001433335	LOT 47; BLOCK 9; PLAN 8721474	60 RAMSEY CL	\$202,500
12	30001443270	LOT 37; BLOCK 11; PLAN 0325872	704 RAMAGE CR	\$400,000
13	30001521395	LOT 6; BLOCK 18; PLAN 3227KS	3836 EASTWOOD CR	\$225,000
14	30001634805	UNIT 1; CDE PLAN 0820064	101 - 4811 55 ST	\$85,000
15	30001911870	LOT 22; BLOCK 9; PLAN 878NY	36 OSBORNE ST	\$250,000
16	30002033210	UNIT 14; CDE PLAN 9720481	14 - 5806 61 ST	\$67,500
17	30002310200	LOT 30; BLOCK 7; PLAN 1323308	61 TYSON CR	\$415,000
18	30002921645	UNIT 11; CDE PLAN 0224003	301 - 7021 GRAY DR	\$85,000
19	30003213240	LOT 47; BLOCK 8; PLAN 9823909	57 KENDALL CR	\$365,000
20	30003216125	LOT 39; BLOCK 1; PLAN 0224149	25 KEAST WY	\$247,500
21	30003600120	LOT 8 ; BLOCK 9; PLAN 7722780	12 - 6834 59 AV	\$15,000
22	30003601150	LOT 8 ; BLOCK 9; PLAN 7722780	115 - 6834 59 AV	\$15,000
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24	30003604190	LOT 8 ; BLOCK 9; PLAN 7722780	419 - 6834 59 AV	\$15,000
25	30003604290	LOT 8 ; BLOCK 9; PLAN 7722780	429 - 6834 59 AV	\$10,000
26	30003606440	LOT 8 ; BLOCK 9; PLAN 7722780	644 - 6940 63 AV	\$15,000
27	30003606490	LOT 8 ; BLOCK 9; PLAN 7722780	649 - 6940 63 AV	\$15,000
28	30003606640	LOT 8 ; BLOCK 9; PLAN 7722780	664 - 6940 63 AV	\$20,000
29	30003607160	LOT 8 ; BLOCK 9; PLAN 7722780	716 - 6834 59 AV	\$52,500
30	30003608210	LOT 8 ; BLOCK 9; PLAN 7722780	821 - 6834 59 AV	\$62,500
31	30003701700	LOT A; PLAN 7821023	170 - 5344 76 ST	\$62,500
32	30003702170	LOT A; PLAN 7821024	217 - 5344 76 ST	\$20,000
33	30003702460	LOT A; PLAN 7821025	246 - 5344 76 ST	\$15,000
34	30003703310	LOT A; PLAN 7821026	331 - 5344 76 ST	\$20,000
35	30003801610	LOT 33; BLOCK 5; PLAN 7521367	16 PARKSIDE DR	\$15,000
36	30003802710	LOT 33; BLOCK 5; PLAN 7521367	27 PARKSIDE DR	\$20,000
37	30003803220	LOT 33; BLOCK 5; PLAN 7521367	32 PARKVIEW AV	\$20,000
38	30003803810	LOT 33; BLOCK 5; PLAN 7521367	38 PARKSIDE DR	\$47,500
39	30009700180	LOT 3; BLOCK 3; PLAN 8022473	4841 CHILES IND RD	\$410,000
40	30009700365	LOT 12; BLOCK 2; PLAN 4886KS	14 - 27305 TWP RD 391	\$322,500

Any person may pay the tax arrears owing against the property up to the public auction being declared open. Full payment of all tax arrears and penalties is required to remove the property from the tax sale list and to discharge the property notification or lien. Under section 422 and 436.13 the Municipality retains the right to adjourn the auction to a date within two months of the advertised sale date.

Revenue and Assessment Services puts substantial effort into working closely with the assessed person responsible to pay the outstanding property taxes, and all parties with an interest, to ensure they are advised of the key steps of the tax recovery process and are aware of the options available to pay the taxes owing.

The City of Red Deer will offer the 2019 tax sale properties for sale by public auction in City Hall, Red Deer, Alberta on April 17, 2019.



Council Decision – February 4, 2019

**DATE:** February 6, 2019

**TO:** Roxane Preedin, Controller – Property Taxation

**FROM:** Frieda McDougall, Legislative Services Manager

**SUBJECT:** 2019 Tax Sale

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**Reference Report:**

Revenue &amp; Assessment Services, dated February 4, 2019

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services department, dated February 4, 2019 re: 2019 Tax Sale, hereby approves the reserve bids for the following properties being offered for sale at the 2019 tax sale auction on April 17, 2019:

Item #	Roll #	Legal Description	Civic Address	Reserve Bid
1	30000232750	LOT 177; BLOCK 18; PLAN 0425420	233 LYONS CL	\$270,000
2*	30000233505 & 30000234250	UNIT 86; CDE PLAN 0926323 UNIT 242; CDE PLAN 0926323	5412 - 2660 22 ST & P132 – 2660 22 ST	\$70,000
3	30000313630	UNIT 59; CDE PLAN 0822731	413 - 69 IRONSTONE DR	\$220,000
4	30000322595	LOT 128; BLOCK 7; PLAN 0426671	116 IRVING CR	\$462,500
5	30000330905	LOT 16; BLOCK 7; PLAN 9922979	80 ADAMS CL	\$240,000
6				
7	30000420270	LOT 44; BLOCK 5; PLAN 7720301	64 BARRETT DR	\$302,500
8	30001040390	LOT 12; BLOCK 3; PLAN 7922025	94 METCALF AV	\$315,000
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15	30001911870	LOT 22; BLOCK 9; PLAN 878NY	36 OSBORNE ST	\$250,000
16	30002033210	UNIT 14; CDE PLAN 9720481	14 - 5806 61 ST	\$67,500
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30	30003608210	LOT 8 ; BLOCK 9; PLAN 7722780	821 - 6834 59 AV	\$62,500
31	30003701700	LOT A; PLAN 7821023	170 - 5344 76 ST	\$62,500
32	30003702170	LOT A; PLAN 7821024	217 - 5344 76 ST	\$20,000
33	30003702460	LOT A; PLAN 7821025	246 - 5344 76 ST	\$15,000
34	30003703310	LOT A; PLAN 7821026	331 - 5344 76 ST	\$20,000
35	30003801610	LOT 33; BLOCK 5; PLAN 7521367	16 PARKSIDE DR	\$15,000

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37	30003803220	LOT 33; BLOCK 5; PLAN 7521367	32 PARKVIEW AV	\$20,000
38	30003803810	LOT 33; BLOCK 5; PLAN 7521367	38 PARKSIDE DR	\$47,500
39	30009700180	LOT 3; BLOCK 3; PLAN 8022473	4841 CHILES IND RD	\$410,000
40	30009700365	LOT 12; BLOCK 2; PLAN 4886KS	14 - 27305 TWP RD 391	\$322,500

\*Combined appraisal for condominium unit and titled parking stall

**Report back to Council:**

No.

**Comments/Further Action:**

None.



Frieda McDougall  
Manager

- c. Director of Corporate Services  
Revenue & Assessment Manager



January 28, 2019

## Approval of Council Meeting Dates for 2019: September to December

Legislative Services

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

Each year Council sets the dates of the Council meetings, including budget meetings, for the upcoming year. On October 15, 2018, Council adopted the 2019 Schedule of Council Meeting from January to September. At that time, a full year schedule was not adopted to allow an opportunity to ensure it continued to meet Council and operational needs.

Council has undertaken the desired review and directed that the current schedule be maintained with an earlier start time. The schedule as presented reflects Council's direction.

### **City Manager Comments:**

This schedule represents Council's direction.

Craig Curtis  
City Manager

### **Proposed Resolution**

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated January 28, 2019 re: Approval of Council Meeting Dates for 2019: September to December hereby approves the 2019 Council meeting dates: September to December, as follows:

#### **Council Meeting Dates: September to December**

Tuesday	September 3, 2019	Regular Council Meeting	1:30 P.M.
Monday	September 16, 2019	Regular Council Meeting	1:30 P.M.
Monday	September 30, 2019	Regular Council Meeting	1:30 P.M.
Tuesday	October 15, 2019	Regular Council Meeting	1:30 P.M.
Monday	October 28, 2019	Regular Council Meeting	1:30 P.M.
Tuesday	November 12, 2019	Regular Council Meeting	1:30 P.M.



Monday	November 18, 2019	Capital Budget Meeting	9:00 A.M. – 4:30 P.M.
Tuesday	November 19, 2019	Capital Budget Meeting	9:00 A.M. – 4:30 P.M.
Monday	November 25, 2019	Regular Budget Meeting	1:30 P.M.
Monday	December 9, 2019	Regular Council Meeting	1:30 P.M.

## Report Details

### Discussion:

In determining to maintain the current schedule, consideration was given to such issues as other meetings being held in the community, meeting dates/times of neighbouring municipalities, impacts to Council's committees, and media availability.

Council has directed the current scheduled be maintained with meetings commencing at 1:30 P.M., as follows:

Tuesday	September 3, 2019	Regular Council Meeting	1:30 P.M.
Monday	September 16, 2019	Regular Council Meeting	1:30 P.M.
Monday	September 30, 2019	Regular Council Meeting	1:30 P.M.
Tuesday	October 15, 2019	Regular Council Meeting	1:30 P.M.
Monday	October 28, 2019	Regular Council Meeting	1:30 P.M.
Tuesday	November 12, 2019	Regular Council Meeting	1:30 P.M.
Monday	November 18, 2019	Capital Budget Meeting	9:00 A.M. – 4:30 P.M.
Tuesday	November 19, 2019	Capital Budget Meeting	9:00 A.M. – 4:30 P.M.
Monday	November 25, 2019	Regular Budget Meeting	1:30 P.M.
Monday	December 9, 2019	Regular Council Meeting	1:30 P.M.



Council Decision – February 4, 2019

**DATE:** February 6, 2019

**TO:** Samantha Rodwell, Deputy City Clerk

**FROM:** Frieda McDougall, Legislative Services Manager

**SUBJECT:** Council Meeting Schedule

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**Reference Report:**

Legislative Services, dated January 28, 2019

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated January 28, 2019 re: Approval of Council Meeting Dates for 2019: September to December hereby approves the 2019 Council meeting dates September to December, as follows:

Tuesday	September 3, 2019	Regular Council Meeting	1:30 p.m.
Monday	September 16, 2019	Regular Council Meeting	1:30 p.m.
Monday	September 30, 2019	Regular Council Meeting	1:30 p.m.
Tuesday	October 15, 2019	Regular Council Meeting	1:30 p.m.
Monday	October 28, 2019	Regular Council Meeting	1:30 p.m.
Tuesday	November 12, 2019	Regular Council Meeting	1:30 p.m.
Monday	November 18, 2019	Capital Budget Meeting	9:00 a.m.– 4:30 p.m.
Tuesday	November 19, 2019	Capital Budget Meeting	9:00 a.m.– 4:30 p.m.
Monday	November 25, 2019	Regular Budget Meeting	1:30 p.m.
Monday	December 9, 2019	Regular Council Meeting	1:30 p.m.

**Report back to Council:**

No.

**Comments/Further Action:**

None.

Frieda McDougall  
 Manager

- c. Director of Corporate Services  
 Corporate Meeting Administrator  
 Corporate Meeting Support



January 23, 2019

## Housing & Homelessness: Integrated Plan Development

### Proposed Terms of Reference

SOCIAL PLANNING

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

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The current community plan for housing and homelessness ended in 2018. In the past, in its role as the Community Based Organization (CBO)/Community Entity (CE) and municipality, The City has supported the development of the community housing plan. It is prudent for The City to lead the development of a new Community Housing and Homelessness Integrated Plan to encourage integration of community efforts across the non-market housing spectrum and be prepared to capitalize on upcoming opportunities for potential additional funding under the new *Reaching Home* federal program. Community plans for housing and homelessness help identify priority areas for effort, funding, and tactics to achieve the community's goal(s).

It is recommended that the development and adoption of the new community housing and homelessness integrated plan for Red Deer be led by The City of Red Deer using the terms of reference concepts provided in Appendix A.

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

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I support the broad Terms of Reference as outlined in Appendix A with the establishment of an ad hoc group to lead the process. This will enable a proposal call for a consultant to develop the plan. Council should have further discussions regarding the composition of the ad hoc group which should include representation of City Council, the Community Housing Advisory Board, and key stakeholders, such as, businesses and the community at large.

Craig Curtis  
City Manager

#### **Proposed Resolution**

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Resolved that Council of The City of Red Deer having considered the report from Social Planning dated January 23, 2019 re: Housing & Homelessness: Integrated Plan Development Proposed Terms of Reference hereby adopts the following Terms of Reference for a new integrated plan for housing and homelessness to be coordinated through an ad hoc committee with final approval by City Council:

##### **I. Plan Purpose**

- a. To guide the community's efforts around providing integrated housing and supports across the non-market housing spectrum.



- b. The plan should build on the success of Red Deer's current ten-year plan in its recommendations and consider innovative solutions.
- c. This plan will inform both an updated support services implementation plan and a housing options (i.e., bricks and mortar) plan.

## **2. Plan Ownership**

- a. The City of Red Deer will lead the community plan development and
  - i. Council can appoint another ad hoc group to coordinate efforts; Council will still be a key stakeholder and be engaged at the beginning and at targeted milestones through the duration with final approval
- b. The development of the document will happen with significant, diverse community engagement
- c. There will be broad representation from all sectors of the community, including but not limited to CHAB, Red Deer's Indigenous Community, RDHA, Piper Creek, Homeless serving and faith-based agencies, those with lived experience, Citizens at large and the downtown and broader business
- d. Council will adopt the new Community Housing and Homelessness Integration Plan once completed.

## **3. Plan Duration**

- a. The new plan duration should be for 5 years with specific consideration for review and reporting aligned with governance progression.

## **4. Scope**

- a. The plan, of a strategic nature, is to help the community achieve the community's housing goal
- b. The plan shall encompass the full non-market housing spectrum (unsheltered to subsidization).
- c. The plan will focus on the integration of:
  - i. physical housing asset development and management
  - ii. support service coordination
  - iii. integrated community planning, research and evaluation
  - iv. governance and fund administration
- d. The plan will consider specific interest will be placed on innovative housing solutions
- e. The plan will consider enabling mechanisms of local government to incentivize successes

## **5. Plan Deliverables**

- a. An executive summary by late summer 2019
- b. A final written housing plan



- c. A summary of all processes and consultations including attendees used to compile the report

## Report Details

### **Background:**

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Red Deer's current community plan expired at the end of 2018 (*Everyone's Home: Vision and Framework on Ending Homelessness*). In order to continue to invest federal and provincial homelessness dollars in community programs, a new community plan is required to inform a new operational design for Red Deer's efforts around housing and homelessness.

Community housing and homelessness plans support the community's efforts and funding allocations around homelessness. While a new federal *Reaching Home* Program, replacing Homelessness Partnering Strategy (HPS) will become effective as of April 1, 2019, and the details of the new federal program are limited at this time, it is anticipated that communities will still be required to have a community plan in order to receive federal homelessness dollars. At this point, the Province has confirmed it will continue to provide supports to housing and homelessness efforts in Alberta however does not intend on crafting a new ten year provincial plan.

Over the past ten years, The City of Red Deer has experienced success in supporting nearly 1,000 individuals experiencing homelessness and at risk of homelessness through programs and services funded in response to the past Housing and Homelessness Plans. The City of Red Deer's leadership as the provincially recognized Community Based Organization and the federally recognized Community Entity has supported Red Deer to receive significant grant contributions to our community of which The City disperses funds through to local social serving agencies.

### **Discussion:**

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There is much attention being placed on housing and homelessness in Red Deer, Alberta, and Canada. The Government of Alberta recently announced a \$1.2B provincial funding program for housing; and the Government of Canada continues to implement its \$40B National Housing Strategy, which includes a revamped HPS called *Reaching Home*.

Over the last number of years, the lack of integration between asset management and asset development alongside housing and homeless serving supports and services has become a glaring need in Red Deer. There is opportunity to improve coordination, especially in planning to ensure the multiple organizations and agencies involved in the delivery of this work have a relevant, diverse, broad community plan to refer to when required.

Red Deer's social housing infrastructure is limited and aging; capital planning inclusive of support services are required to meet the growing needs of Red Deer's vulnerable populations. Affordable



housing waitlists are significant and development has moved at a relatively slow pace over the past number of years. Increased quality affordable housing stock is desperately needed in Red Deer.

The increase in complexity with those experiencing homelessness or those difficult to house are increasing. This is changing the needs of both the types of infrastructure required and the types of support services required to successfully, provide sustainable housing to our most vulnerable.

Red Deer has an aging population, over the next ten years the needs will not lessen across the non-market housing spectrum; Red Deer will benefit from an integrated community housing and homelessness plan built to meet the needs of Red Deer.

### **Analysis:**

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A community plan will help Red Deer align community efforts and leverage these funding programs to ensure that Red Deer's integrated housing goal, as outlined in the Social Policy Framework – safe, accessible and affordable housing is available to all, and everyone is appropriately housed – is achieved.

In 2016/2017, using the key priorities and pillars of the current community plan related to ending homelessness, Red Deer was able to provide supports for 436 program participants. The community plan plays an important role in ensuring that these individuals have access to coordinated supports and housing.

In recent months and years, there has been a number of external factors that have shifted in our community and have had a direct impact on many of Red Deer's most vulnerable and low income individuals and families. Shifts in the economy, the demographics of the community, an unprecedented health crisis in drug addiction and growing mental health needs have contributed to a significant growth in the complexity and needs of these populations in the housing spectrum. It is timely for the community to come together for a refresh of planning documents to be responsive to the changing needs of our community and integrate planning efforts moving forward.

It will be critical for the plan to be developed with a broad inclusive spectrum of input. Representation from all sectors of the community will add value to the process, including but not limited to Community Housing Advisory Board (CHAB), Red Deer's Indigenous Community, Red Deer Housing Authority, Piper Creek Foundation, homeless serving and faith-based agencies, those with lived experience, health providers, citizens at large, and the downtown and broader business community. Having a broad representative process will offer diverse opinion and strengthen the end product with the ultimate goal of meeting the community's housing goal.



**Recommendation:**

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That the development and adoption of the new community housing and homelessness integrated plan for Red Deer be led by The City of Red Deer using the terms of reference concepts provided in Appendix A.



## Appendix A:

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This is the required concepts to be included in the Terms of Reference in relation to the development of Red Deer's next community housing and homelessness integration plan.

### 6. Plan Purpose

- a. To guide the community's efforts around providing integrated housing and supports across the non-market housing spectrum.
- b. The plan should build on the success of Red Deer's current ten-year plan in its recommendations and consider innovative solutions.
- c. This plan will inform both an updated support services implementation plan and a housing options (i.e., bricks and mortar) plan.

### 7. Plan Ownership

- a. The City of Red Deer will lead the community plan development and
  - i. Administration will coordinate efforts; administration and the consultant will take direction from City Council at key milestones **OR**
  - ii. Council can appoint another ad hoc group to coordinate efforts; Council will still be a key stakeholder and be engaged at the beginning and at targeted milestones through the duration with final approval
- b. The development of the document will happen with significant, diverse community engagement
- c. There will be broad representation from all sectors of the community, including but not limited to CHAB, Red Deer's Indigenous Community, RDHA, Piper Creek, Homeless serving and faith-based agencies, those with lived experience, Citizens at large and the downtown and broader business
- d. Council will adopt the new Community Housing and Homelessness Integration Plan once completed.

### 8. Plan Duration

- a. The new plan duration should be for 5 years with specific consideration for review and reporting aligned with governance progression.

### 9. Scope

- f. The plan, of a strategic nature, is to help the community achieve the community's housing goal



- g. The plan shall encompass the full non-market housing spectrum (unsheltered to subsidization).
- h. The plan will focus on the integration of:
  - i. physical housing asset development and management
  - ii. support service coordination
  - iii. integrated community planning, research and evaluation
  - iv. governance and fund administration
- i. The plan will consider specific interest will be placed on innovative housing solutions
- j. The plan will consider enabling mechanisms of local government to incentivize successes

#### **10. Plan Deliverables**

- a. An executive summary by late summer 2019
- b. A final written housing plan
- c. A summary of all processes and consultations including attendees used to compile the report



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Tricia Hercina, Social Planning Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Housing & Homelessness: Integrated Plan Development Proposed Terms of Reference

---

**Reference Report:**

Social Planning, January 23, 2019

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Social Planning dated January 23, 2019 re: Reaching Home – Community Entity hereby agrees to act as the Community Entity (CE) for the Federal Reaching Home Program as follows:

- 1) CE for Designated funding from 2019 – 2024 and;
  - 2) CE for Indigenous funding from 2019 - 2020.
- Council reserves the right to revisit the Community Entity designation and assignment pending the outcomes of the Integrated Housing Supports Model work.

**Report back to Council:**

No.

**Comments/Further Action:**

None.

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

Frieda McDougall  
Manager

c. Director of Community Services



January 23, 2019

## Reaching Home – Community Entity

SOCIAL PLANNING

### Report Summary & Recommendation:

The City of Red Deer has been the Community Entity (CE) for Homelessness programming provided by the Government of Canada since 2000. This has included both a “Designated” and “Indigenous” stream of funding.

On June 11, 2018, the Government of Canada (GoC) announced its new housing strategy to reduce chronic homelessness. Reaching Home, will replace the Homelessness Partnering Strategy (HPS) Through Reaching Home, the GoC will reinforce its community-based approach, delivering funding directly to municipalities and local service providers.

The CE agreement for both the Designated and Indigenous funding streams is up for renewal. The Designated CE application is for a five year period while the Indigenous funding is only a one year term as the Government of Canada has committed to Indigenous engagement throughout 2019 to further inform the Indigenous CE assignments.

It is recommended that City Council support the following two CHAB recommendations.

CHAB made the following resolutions at their January 22, 2019 meeting:

**Resolved** that the Community Housing Advisory Board, having considered the Reaching Home: Canada’s Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Designated stream of funding.

**Resolved** that the Community Housing Advisory Board, having considered the Reaching Home: Canada’s Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Indigenous stream of funding until March 31, 2020.

### City Manager Comments:

I support the recommendation pending the implementation of the integrated housing model in the future.

Craig Curtis  
City Manager

### Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Social Planning dated January 23, 2019 re: Reaching Home - Community Entity hereby agrees to act as the Community Entity (CE) for the Federal Reaching Home Program as follows:

- 1) CE for Designated funding from 2019 - 2024 and;
- 2) CE for Indigenous funding from 2019 - 2020.

Council reserves the right to revisit the Community Entity designation and assignment pending the outcomes of the Integrated Housing Supports Model work.



## Report Details

### **Background:**

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The City of Red Deer has been the Community Entity for Homelessness programming provided by the Government of Canada since 2000. This has included both a “Designated” and “Indigenous” stream of funding.

The City of Red Deer has experience in receiving housing and homelessness funds from two levels of government, and through the CHAB, issues Requests for Proposals out to the community that respect the conditions of the funding and respond to the identified community needs. The City of Red Deer also has extensive experience in monitoring the projects that received funding and in providing reports back to the funder.

As the recipient of funds from both levels of government The City of Red Deer leverages those funds in a coordinated manner to achieve the goals and strategies as outlined in EveryOne’s Home: Red Deer’s Vision & Framework for Ending Homelessness by 2018, the community’s 10-year plan to end homelessness. Moving forward, these funds will be utilized in accordance with upcoming community planning tools.

On June 11, 2018, the Government of Canada announced its new strategy to reduce chronic homelessness by 50% over the next ten years. Reaching Home, the Government of Canada’s redesigned homelessness strategy, will increase supports for communities to address the needs of those experiencing or at risk of homelessness. Through Reaching Home, the Government of Canada will reinforce its community-based approach, delivering funding directly to municipalities and local service providers.

Communities participating in Reaching Home will work toward a 50% reduction in chronic homelessness over the next 10 years. Building on the successful adoption of Housing First as a best practice, the Government will work with communities to develop and deliver data-driven system plans with clear outcomes. This new outcomes-based approach will give communities greater flexibility to identify, test, and apply innovative solutions and evidence-based practices that achieve results for vulnerable Canadians

Reaching Home funding will also support communities with the tools they need to deliver systems plans, coordinated access to services, and better local data.

#### Quick Facts:

- As part of the National Housing Strategy, the Government of Canada announced a total investment of \$2.2 billion for homelessness over 10 years, building on Budget 2016 funding of \$111.8 million over two years. By 2021–22, this will double annual investments compared to 2015–16.

- In 2016, investment in the Indigenous homelessness was doubled. Reaching Home will further increase funding to prevent and reduce Indigenous homelessness, and support the delivery of



holistic and culturally-appropriate responses to the unique needs of indigenous peoples living in vulnerable conditions, including Indigenous women, youth and mothers with children.

- Over the past year, the Government of Canada consulted with municipalities, stakeholders, provinces, territories and Indigenous partners on how to improve the Homelessness Partnering Strategy (HPS) to better prevent and reduce homelessness across Canada. These consultations were guided by the work of an Advisory Committee of experts, stakeholders and those with lived experience of homelessness, chaired by Parliamentary Secretary (Housing and Urban Affairs) Adam Vaughan.

- Reaching Home will replace the existing Homelessness Partnering Strategy and will officially launch April 1, 2019.

### **Discussion:**

---

In preparation for the shift to Reaching Home, federally, and the creation of a new community plan/strategy, CHAB recommended that existing projects be extended until September 30, 2019. This will ensure continuity in the community until both of these transitions can be made and funding allocated through the appropriate procurement processes. An application must be made by a Community Entity (CE) for the following years and amounts:

-Designated Funding Stream:

19/20: \$476,822

20/21: \$476,822

21/22: \$515,473

22/23: \$515,473

23/24: \$515,473

-Indigenous Funding Stream:

19/20: \$243,904

Specific to the Indigenous Funding Stream, the Federal Government is engaging with National Indigenous Organizations and Indigenous service providers to ensure this funding is delivered in alignment with the unique rights, interests, and circumstances of the First Nations, Inuit, and Métis Nation. Locally, Indigenous representatives were invited to a meeting on January 21, 2019. The invitation included representatives from Urban Aboriginal Voices Society, Métis Nation, Red Deer Native Friendship Society and the broader Indigenous community. At this meeting, it was recommended that The City of Red Deer continue as CE for one year, April 1, 2019 – March 31, 2020. While the Federal Government completes their engagement.

### **Analysis:**

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Reaching Home represents a continued federal investment in housing programming for the foreseeable future. These are funds that local service providers rely on to provide ongoing programming to our community. Currently these programs have been extended until September 30, 2019, while community planning occurs. It's important that a CE be identified for both the "Designated" and "Indigenous" funding streams, and that there is no disruption to service.



### **Recommendations:**

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It is recommended that City Council support the following two CHAB recommendations.

CHAB made the following resolutions at their January 22, 2019 meeting:

**Resolved** that the Community Housing Advisory Board, having considered the Reaching Home: Canada's Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Designated stream of funding.

**Resolved** that the Community Housing Advisory Board, having considered the Reaching Home: Canada's Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Indigenous stream of funding until March 31, 2020.



**Community Housing Advisory Board  
Decision – January 22, 2019**

**DATE:** January 22, 2019  
**TO:** Red Deer City Council  
**FROM:** Sandi Chalmers, Chair, Community Housing Advisory Board  
**SUBJECT:** Reaching Home – Community Entity

---

At the January 22, 2019 meeting of the Community Housing Advisory Board, the following motion was introduced and passed:

Resolved that the Community Housing Advisory Board, having considered the report dated January 22, 2019 presented by Administration re Reaching Home: Canada's Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Designated stream of funding.

The above is submitted for Council's consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sandi Chalmers', with a large, stylized flourish at the end.

Sandi Chalmers  
Chair, Community Housing Advisory Board

- c: Tricia Hercina, Social Planning Manager  
Janell Bunbury, Program Coordinator – Social Planning  
Ryan Veldkamp, Social Planning Supervisor - Resource & Capacity Development



**Community Housing Advisory Board  
Decision – January 22, 2019**

**DATE:** January 22, 2019  
**TO:** Red Deer City Council  
**FROM:** Sandi Chalmers, Chair, Community Housing Advisory Board  
**SUBJECT:** Reaching Home – Community Entity Indigenous Funding Stream

At the January 22, 2019 meeting of the Community Housing Advisory Board, the following motion was introduced and passed:

Resolved that the Community Housing Advisory Board, having considered the Reaching Home: Canada's Homelessness Strategy 2019 – 2024 Funding, hereby recommends that The City of Red Deer continues to act as the Community Entity for the Reaching Home Indigenous stream of funding until March 31, 2020.

The above is submitted for Council's consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Sandi Chalmers', written over a horizontal line.

Chair, Community Housing Advisory Board

c: Tricia Hercina, Social Planning Manager  
Janell Bunbury, Program Coordinator – Social Planning  
Ryan Veldkamp, Social Planning Supervisor - Resource & Capacity Development



Council Decision – February 4, 2019

**DATE:** February 6, 2019

**TO:** Tricia Hercina, Social Planning Manager

**FROM:** Frieda McDougall, Legislative Services Manager

**SUBJECT:** Reaching Home – Community Entity

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**Reference Report:**

Social Planning, dated January 23, 2019

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Social Planning dated January 23, 2019 re: Housing & Homelessness: Integrated Plan Development Proposed Terms of Reference hereby adopts the following Terms of Reference for a new integrated plan for housing and homelessness to be coordinated through an ad hoc committee with final approval by City Council:

1. Plan Purpose
  - a. To guide the community's efforts around providing integrated housing and supports across the non-market housing spectrum.
  - b. The plan should be based on an evaluation of the outcomes of Red Deer's previous ten-year plan in its recommendations and consider innovative solutions.
  - c. This plan will inform both an updated support services implementation plan and a housing options (i.e., bricks and mortar) plan.
2. Plan Ownership
  - a. The City of Red Deer will lead the community plan development and
    - i. Council can appoint another ad hoc group to coordinate efforts; which should include representation of City Council, the Community Housing Advisory Board and key stakeholders such as businesses and the community at large, to be engaged at the beginning and at targeted milestones through the duration.
  - b. The development of the document will happen with significant, diverse community engagement
  - c. There will be broad representation from all sectors of the community, including but not limited to CHAB, Red Deer's Indigenous Community, RDHA, Piper Creek, Homeless serving and faith-based agencies, those with lived experience, Citizens at large and the downtown and broader business
  - d. Council will adopt the new Community Housing and Homelessness Integration Plan once completed.

3. Plan Duration
  - a. The new plan duration should be for 5 years with specific consideration for review and reporting aligned with governance progression.
4. Scope
  - a. The plan, of a strategic nature, is to help the community achieve the community's housing goal
  - b. The plan shall encompass the full non-market housing spectrum (unsheltered to subsidization).
  - c. The plan will focus on the integration of:
    - i. physical housing asset development and management
    - ii. support service coordination
    - iii. integrated community planning, research and evaluation
    - iv. governance and fund administration
  - d. The plan will focus specific interest on innovative housing solutions
  - e. The plan will consider enabling mechanisms of local government to incentivize successes
5. Plan Deliverables
  - a. An executive summary by late summer 2019
  - b. A final written housing plan
  - c. A summary of all processes and consultations including attendees used to compile the report

**Report back to Council:**

No.

**Comments/Further Action:**

None.



Frieda McDougall  
Manager

c. Director of Community Services



January 21, 2019

## Bid Committee Terms of Reference

Land & Economic Development

### **Report Summary and Recommendation**

---

The City of Red Deer supports a strengthened role for the municipality in regional and local tourism and economic development. In order to continue positioning Red Deer as a major event destination, City Council approved the establishment of a Bid Committee.

Resolved that Council of The City of Red Deer, having considered the report from Land and Economic Development dated December 17, 2018 re: Tourism and Economic Development Vision, hereby approves the establishment of a Bid Committee with the terms of reference to be approved by Council before the end of Q2.

The Bid Committee will be created, in support of Council's strategic priorities, to consider major event bidding opportunities in the city and make recommendations to City Council. This would include a range of opportunities from large conferences to sporting events, tournaments and cultural festivals.

As a starting point, a draft Terms of Reference has been provided to outline the over-arching role of the Bid Committee. This allows administration to consult with potential community partners regarding the Bid Committee.

Once established, the committee would review and propose a formal Terms of Reference for Council approval.

### **City Manager Comments**

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I support the recommendation for the Terms of Reference to enable further discussion with community partners. City Council will determine the membership at a future meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer having considered the report from Land and Economic Development, dated January 21, 2019 re: Bid Committee Terms of Reference hereby endorses the draft Bid Committee Terms of Reference, as follows:

**Purpose:**

The purpose of the Bid Committee is to consider major bidding opportunities in the city and make recommendations to City Council, in support of;

1. Red Deer City Council's identified positioning of Red Deer as a premier destination and reinforcing the role of the municipality in local and regional tourism and economic development;
2. Fully leveraging the collaborative opportunity that comes with hosting major events by positioning Red Deer as a premier major event destination; and
3. The development of an Event Strategy with stakeholders.

**Committee Outcomes:**

The Bid Committee will:

- a) Assess and advise Council on the economic impact, facility capacity, community capacity and the return on investment for major bidding opportunities.
- b) Raise awareness of Red Deer as a destination for national and international sports and cultural events.
- c) Provide feedback to Administration on the development of event hosting policies and a decision-making matrix to evaluate bid opportunities or funding requests.
- d) Lead the development of the major event strategy with final approval by City Council.

**Membership:**

To be determined by Council following consultation.

## **Rationale for Recommendation**

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Administration's rationale for the recommendation is as follows:

**1. This fulfills a strategic priority of Council.**

Red Deer City Council has identified positioning Red Deer as a premier destination as a key strategic priority, as well as reinforcing the role of the municipality in local and regional tourism and economic development.

**2. This is a collaborative opportunity and continues the conversation with stakeholders.**

The establishment of a Bid Committee will allow The City and stakeholders to fully leverage the collaborative opportunity that comes with hosting major events by positioning Red Deer as a premier major event destination.

**3. This is a step towards establishing process, evaluation criteria and opportunities for major events.** The Bid Committee will support the development of an Event Strategy with stakeholders.

## Discussion

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This fulfills a strategic priority of Council. The 2019 strategic plan states Red Deer is “A chosen destination: We are a four- season destination where visitors and residents enjoy our parks, trails, distinctive amenities all within our “city in a park”. Centrally located in the province, we attract events that generate investment and enhance our community identity.”

The City of Red Deer supports a vision of a strengthened role for the municipality in both regional and local tourism and economic development. The City has solidified its membership with Central Alberta Economic Partnership to play an active role in regional economic development. Administration has also begun to facilitate discussions with Tourism Red Deer and other stakeholders on how to play a similar role in regional tourism.

In support of this vision, The City of Red Deer will continue to capitalize on the momentum the 2019 Canada Winter Games has generated by increasing our focus on developing a Major Event Strategy. This strategy will be approved by Council and the Bid Committee will play a key role in its development.

Major events vary significantly in terms of scope, frequency and focus. Events can be classified by the how much interest they generate, expected delivery benefit to the city, province and country, recurring or new as well as level of competition.

Red Deer is hosting many new events such as the Canadian Finals Rodeo, AUMA conference, WHL Bantam Draft, Canadian Collegiate Athletic Association National Volleyball, Hlinka Gretzky Cup and World Juniors. Looking forward to 2019, we have seen an increase in events interested in coming to the city and the broadening to cultural events.

In order to draw upon the expertise of key stakeholders in the community to support the development of a Major Event Strategy for the city, City Council directed administration to explore the establishment of a Bid Committee on January 11, 2019.

This is a collaborative opportunity and continues the conversation with stakeholders. Historically, organizations throughout the community have collaborated to bring major events to the city on a one-off basis. The establishment of the Bid Committee brings stakeholders formally together to assess and advise on hosting opportunities for Red Deer. By evolving the roles of The City and our stakeholders, the Bid Committee will enhance our strategic activities to position Red Deer as a premier major event destination. This is a step towards establishing process, evaluation criteria and opportunity identification for major events including large conferences to sporting events, tournaments and cultural festivals.

As a starting point, a draft Terms of Reference, included here as Appendix A, has been provided in order to outline the advisory role of the Bid Committee members as well as the expectation for the committee to advise council on the economic impact, facility capacity, and return on investment for incoming event hosting bids. After consideration of the opportunity, and if

funding is required, the committee will make recommendations. In addition, the Bid Committee will provide input into the development of the Major Event Strategy and related policies.

Administration plans to consult with potential community partners regarding the Bid Committee concept and request their participation. The City will then facilitate a process to formalize the current draft Terms of Reference.

The draft Terms of Reference was developed based on best practice research and input from City Council through a workshop. The draft Terms of Reference outlines the Bid Committee's purpose, roles and function as it relates to the consideration of major bidding opportunities for the city. Administration will use this draft to consult with potential community partners.

Administration will then bring back a report for Council. Membership will be determined by Council following consultation.

## **Appendix**

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Appendix A: Draft Terms of Reference for Bid Committee

**Committee Name:**

Bid Committee

**Purpose:**

The purpose of the Bid Committee is to consider major bidding opportunities in the city and make recommendations to City Council, in support of:

1. Red Deer City Council's identified positioning of Red Deer as a premier destination and reinforcing the role of the municipality in local and regional tourism and economic development;
2. Fully leveraging the collaborative opportunity that comes with hosting major events by positioning Red Deer as a premier major event destination; and
3. The development of an Event Strategy with stakeholders.

**Committee Outcomes:**

The Bid Committee will:

- a) Assess and advise Council on the economic impact, facility capacity, community capacity and the return on investment for major bidding opportunities.
- b) Raise awareness of Red Deer as a destination for national and international sports and cultural events.
- c) Provide feedback to Administration on the development of event hosting policies and a decision-making matrix to evaluate bid opportunities or funding requests.
- d) Lead the development of the major event strategy with final approval by City Council.

**Membership:**

To be determined by Council following consultation.



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Michelle Zeggil, Land & Economic Development Officer  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Bid Committee Terms of Reference

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**Reference Report:**

**Resolution:**

At the Monday, February 4, 2019 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Land and Economic Development, dated January 21, 2019 re: Bid Committee Terms of Reference hereby endorses the draft Bid Committee Terms of Reference, as follows:

**Purpose:**

The purpose of the Bid Committee is to consider major bidding opportunities in the city and make recommendations to City Council, in support of;

1. Red Deer City Council's identified positioning of Red Deer as a premier destination and reinforcing the role of the municipality in local and regional tourism and economic development;
2. Fully leveraging the collaborative opportunity that comes with hosting major events by positioning Red Deer as a premier major event destination; and
3. The development of an Event Strategy with stakeholders.

**Committee Outcomes:**

The Bid Committee will:

- a) Assess and advise Council on the economic impact, facility capacity, community capacity and the return on investment for major bidding opportunities.
- b) Raise awareness of Red Deer as a destination for national and international sports and cultural events.
- c) Provide feedback to Administration on the development of event hosting policies and a decision-making matrix to evaluate bid opportunities or funding requests.
- d) Lead the development of the major event strategy with final approval by City Council.

**Membership:**

To be determined by Council following consultation.

**Report back to Council:**

No.

**Comments/Further Action:**

None.



Frieda McDougall  
Manager

- c. Director of Planning Services  
Land & Economic Development Manager  
Divisional Strategist, Planning



February 4, 2019

## Annual Supplementary Assessment Bylaw 3621/2019

Revenue and Assessment Services

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

---

That Council give first reading to the annual Supplementary Assessment Bylaw 3621/2019 which authorizes the preparation of supplementary assessments within the City of Red Deer for 2019. Second and third readings of the bylaw would then be considered at the March 4, 2019 Council Meeting.

### **City Manager Comments:**

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I support the recommendation of Administration. If this bylaw is given first reading, it will come back for second and third reading at the Monday, March 4, 2019 Regular Council Meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

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That Bylaw 3621/2019 be read a first time.



## **Background:**

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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.

Supplementary assessment is the assessment of newly constructed buildings, additions and renovations that are occupied or completed during the 2019 year but were not fully assessed on the regular assessment notice mailed on January 11, 2019. 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 an equitable share toward the tax base to pay for those benefits.

## **Analysis & Discussion:**

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The 2019 Operating Budget includes revenue of \$275,000 that will be generated from supplementary taxation. If Council elects not to pass this bylaw, the 2019 operating budget would have a shortfall of \$275,000 in revenue.

## **Recommendation:**

---

That Council give first reading to the annual Supplementary Assessment Bylaw 3621/2019 which authorizes the preparation of supplementary assessments within the City of Red Deer for 2019.

**BYLAW NO. 3621/2019**

Being a bylaw to authorize the preparation of supplementary assessments within The City of Red Deer for 2019.

WHEREAS, The City of Red Deer wishes to require the preparation of supplementary assessments for improvements for the purpose of imposing a supplementary property 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 2019.

READ A FIRST TIME IN OPEN COUNCIL this                    day of                    2019.

READ A SECOND TIME IN OPEN COUNCIL this                    day of                    2019.

READ A THIRD TIME IN OPEN COUNCIL this                    day of                    2019.

AND SIGNED BY THE MAYOR AND CLERK this                    day of                    2019.

---

MAYOR

---

CITY CLERK



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Maureen Cleary, City Assessor  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Annual Supplementary Assessment Bylaw 3621/2019

---

**Reference Report:**

Revenue and Assessment Services, dated February 4, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

**Bylaw 3621/2019** (The Annual Supplementary Assessment Bylaw which authorizes the preparation of supplementary assessments within the City of Red Deer for 2019)

**Report back to Council:**

Yes.

**Comments/Further Action:**

This Bylaw will come back for second and third reading at the Monday, March 4, 2019 Council Meeting.

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

Frieda McDougall  
Manager

- c. Director of Corporate Services  
Revenue & Assessment Manager  
Corporate Meeting Administrator



January 8, 2019

Proposed Amendment to Sullivan Quarter  
(Water / Sanitary) Servicing Local Improvement  
Bylaw 3504/A-2019  
Engineering Department

**Report Summary:**

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This report is being submitted to request an administrative amendment to Local Improvement Bylaw 3504/2013 as amended for the Sullivan Quarter (Water/Sanitary) Servicing.

**Recommendation:**

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The Engineering Services and Revenue & Assessment Services Departments recommend that Council approve the Amendment to Sullivan Quarter (Water / Sanitary) Servicing Local Improvement Bylaw 3504/A-2019.

**City Manager Comments:**

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I support the recommendation of Administration. If first reading of Bylaw 3504/A-2019 is given, this bylaw will come back for second and third reading at the Monday, March 4, 2019 Regular Council Meeting.

Craig Curtis  
City Manager

**Proposed Resolution**

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That Bylaw 3504/A-2019 be read a first time.



## Report Details

### **Background:**

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The original Bylaw was amended a first time, reducing the local improvement cost (principal) because actual costs of servicing the Sullivan quarter were less than what had been estimated. As such, the Local Improvement Bylaw was amended to reflect the lower cost and recovery of monies from benefitting properties. This was the first time The City had modified a local improvement cost after commencing taxation, and it created some unique administrative challenges and learnings.

During year end reconciliation, Administration discovered a discrepancy between the Bylaw and what had been charged to the property owners, Therefore, two administrative changes are required:

1. amendment of assessable land and total costs associated to reflect the four property owners who have already paid their Local Improvement cost in full (commuted).
2. amendment of the interest rate associated with the Bylaw from 2018 through 2034 from 3.613% to 2.996.

These proposed changes do not impact the overall cost of the project or the costs being charged to the benefitting properties.

**BYLAW NO. 3504/A-2019**

Being a Bylaw to amend Bylaw 3504/2013 which was passed on September 3, 2013 for the purpose of the construction of the Sullivan Quarter water and sanitary servicing local improvement project.

Bylaw 3504/2013 as amended is hereby further amended as follows:

1. In the preamble, the amount of 52.502 ha of assessable land is amended to 49.954 ha.
2. Section 2 is deleted and replaced by the following:
  2. That for the purpose aforesaid, \$3,614,375.58 will be loaned from the Capital Projects Reserve (CPR) and Municipal Sustainability Initiative (MSI) funding (10% CPR, 90% MSI) of which amount the sum of \$0.00 is to be paid by the City at large and the sum of \$3,614,375.58 is to be collected by way of special assessment as herein provided in attached Schedule "A". The remaining project costs in the sum of \$1,056,999.92 will be funded by the City's water offsite levy fund and \$1,334,121.51 will be funded by the City's sanitary offside levy fund.
3. Schedule "A" is deleted and replaced by the attached Schedule "A".
4. This bylaw shall come into force on the date it is passed and upon being signed.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2019
READ A SECOND TIME IN OPEN COUNCIL this	day of	2019
READ A THIRD TIME IN OPEN COUNCIL this	day of	2019
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2019

\_\_\_\_\_  
MAYOR

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

## Schedule "A"

### BYLAW NO. 3504/A-2019

#### LOCAL IMPROVEMENT - SPECIAL ASSESSMENT FOR CONSTRUCTION OF THE SULLIVAN QUARTER WATER AND SANITARY SERVICING

1. Properties to be assessed:

See Figure #1

2. Total Area as of December 31, 2017 49.954 ha
3. Total Special Assessment remaining against all properties as of December 31, 2017 \$3,614,375.58
4. Annual Repayment rate based on assessable area for the remaining period of 17 years calculated at 2.966% interest. \$5480.44 / ha
5. 4 Properties have commuted as of December 31, 2017 and the applicable area has been removed from the total hectares remaining on this bylaw.
  - 13 Burnt Basin Street; Roll # 30008800140
  - 13 Burnt Valley Avenue; Roll # 30008800240
  - B7, 37 Burnt Basin Street; Roll # 30008800400
  - B8, 37 Burnt Basin Street; Roll # 0008800405

**BYLAW NO. 3504/2013**

Being a Bylaw to authorize the Municipal Council of The City of Red Deer to impose a special assessment for the construction of the Sullivan Quarter water & sanitary servicing.

WHEREAS it is deemed expedient and proper pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, that the Council shall issue a bylaw to authorize undertaking, completing, and levying a special assessment for construction of water & sanitary services;

AND WHEREAS plans, specifications and estimates for such work have been made by the Engineering Services Manager, whereby the total cost of the said project is<sup>1</sup> \$ 6,696,066.62;

AND WHEREAS the estimated lifetime of the project is 20 years;

AND WHEREAS the proposed construction will serve about 49.954 ha of assessable land;

AND WHEREAS pursuant to the provisions of Section 393 (1) of the Municipal Government Act, R.S.A., 2000, as amended, the Council has given proper notice of intention to undertake and complete the construction of the Sullivan Quarter water & sanitary services, the cost or a portion of the costs thereof to be assessed against the abutting (or benefiting) properties in accordance with the attached Schedule "A", and no sufficiently signed and valid petition against the said proposal has been received by the Council.

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

1. The Municipal Council of The City of Red Deer is hereby empowered to enter into contracts for the purpose of constructing the Sullivan Quarter water & sanitary services as may be necessary.

2. <sup>2</sup>

That for the purpose aforesaid, \$3,614,375.58 will be loaned from the Capital Projects Reserve (CPR) and Municipal Sustainability Initiative (MSI) funding (10% CPR, 90% MSI) of which amount the sum of \$0.00 is to be paid by the City at large and the sum of \$3,614,375.58 is to be collected by way of special assessment as herein provided in attached Schedule "A". The remaining project costs in the sum of \$1,056,999.92 will be funded by the City's water offsite levy fund and \$1,334,121.51 will be funded by the City's sanitary offside levy fund.

3. During the currency of the said loan there shall be raised annually for payment of the owner's portion of the cost and interest thereon, by special assessment under the Municipal Government Act, R.S.A., 2000, as amended, the respective sums shown

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<sup>1</sup> 3504/A-2017

<sup>2</sup> 3504/A-2017

as yearly payments on Schedule "A" hereby attached, and there is hereby imposed on all privately owned lands within the Sullivan Quarter fronting or abutting on that portion of the streets or places whereon the said improvements are to be constructed, a special assessment sufficient to cover the owner's portion of the cost of the said work and the interest payable at the unit rate or rates set forth in said Schedule "A". The said special assessment shall be in addition to all other rates and taxes.

- 4. Nothing in this Bylaw shall prohibit the owner of the lands herein described from making payment in full of the balance of the assessment and interest accruing thereon which may be owing from time to time at any time prior to the expiration of the term of 20 years.
- 5. This Bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL this            day of

READ A SECOND TIME IN OPEN COUNCIL this        day of

READ A THIRD TIME IN OPEN COUNCIL this        day of

AND SIGNED BY THE MAYOR AND DEPUTY CITY CLERK this day of 20

\_\_\_\_\_  
MAYOR

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

<sup>3</sup>Schedule "A"

**BYLAW NO. 3504/A-2017**

**LOCAL IMPROVEMENT - SPECIAL ASSESSMENT FOR CONSTRUCTION OF THE SULLIVAN QUARTER WATER AND SANITARY SERVICING**

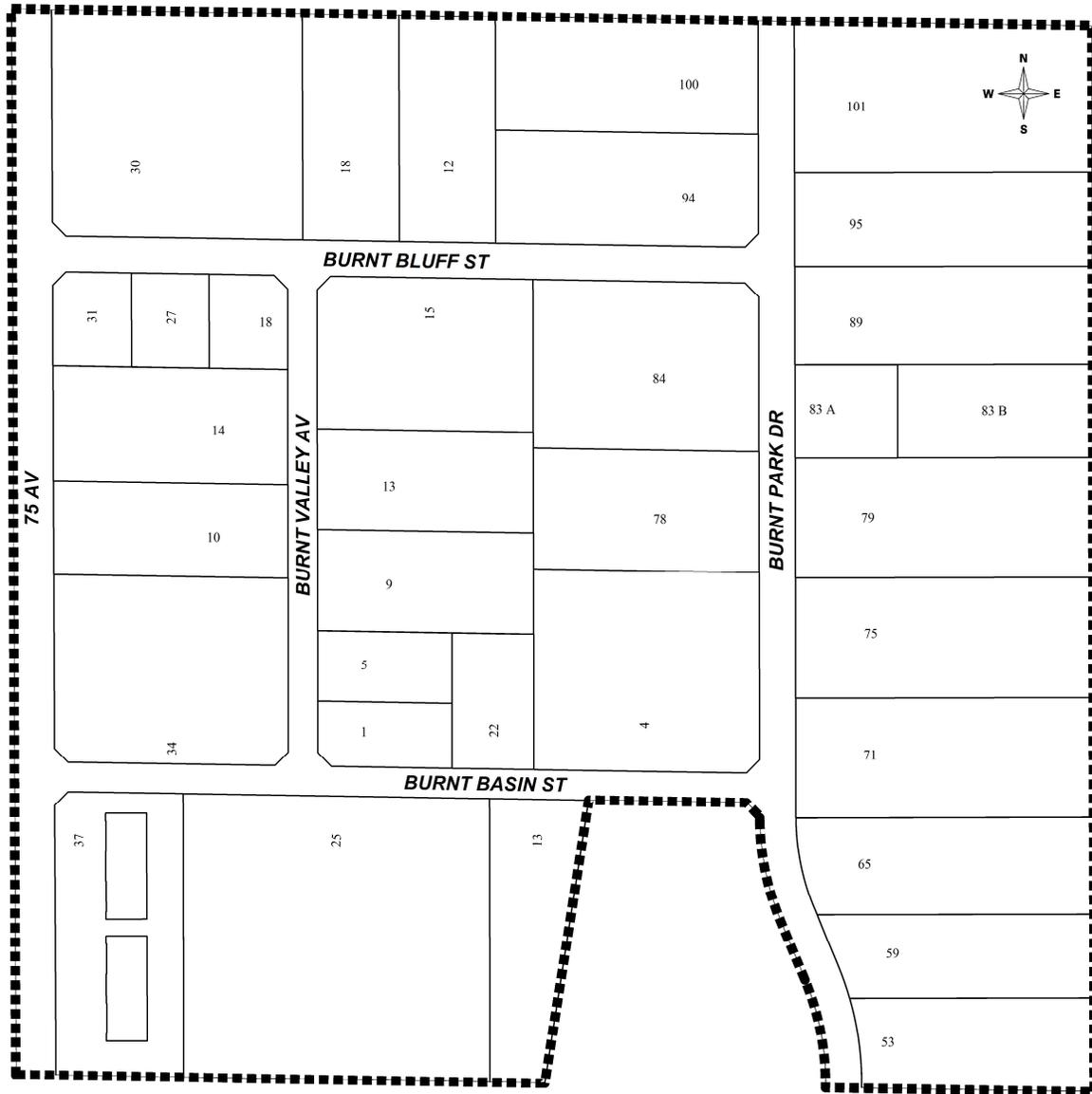
1. Properties to be assessed:

See Figure #1

2. Total Area 52.502 ha
3. Total Special Assessment against all properties \$4,304,945.19
4. Annual Repayment rate based on assessable area for a period of 20 years calculated at 3.613% interest. \$5828.48 / ha

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<sup>3</sup> 3504/A-2017



Local Improvement Project Boundary

**Sullivan Quarter**

Figure #1

<sup>4</sup> 3504/A-2017



Environmental Services

January 21, 2019

## **Proposed 2019 Utility Bylaw Changes Utility Bylaw 3606/A-2019**

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

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During the 2019 Operating Budget deliberations, Council considered rate increases to the Water, Wastewater and Waste Management rates. To implement the revised rates, amendments to the Utility Bylaw are required.

It is recommended that Council approve Utility Bylaw Amendment 3606/A-2019 which incorporates the revised rates effective March 1, 2019. Giving three readings to the Bylaw on February 4, 2019 will ensure the rates can be implemented on the proposed effective date.

### **City Manager Comments:**

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### **Proposed Resolution:**

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That Bylaw 3606/A-2019 be read a first time.

That Bylaw 3606/A-2019 be read a second time.

Resolved that with the unanimous consent of Council members present, that Bylaw 3606/A-2019 be presented for third reading.

That Bylaw 3606/A-2019 be read a third time.



## Report Details

### **Background:**

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The Utility Bylaw and rates are reviewed annually following budget approval. Rate changes are made to reflect changing revenue requirements as determined by the 2019 budget, projected utility loads (e.g. number of sites serviced, volume of commodity used) and changes in various services provided. Changes are often made to the Bylaw at this time to clarify or improve the wording of sections based on experience gained over the prior year.

### **Discussion:**

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The proposed 2019 utility rates will increase the overall average utility bill by 2.10 % (\$2.20 /month) for a typical household.

Attached is a copy of the proposed Utility Bylaw 3606/2019 including Schedules A through F, showing proposed changes in **colored** text. Proposed additions to the Bylaw are illustrated in **underlined** text. Items proposed to be removed are illustrated in **strikethrough** text.

All changes are proposed to come into effect on March 1, 2019.

**BYLAW NO. 3606/A-2019**

BEING a Bylaw to amend Bylaw No. 3606/2018, the *Utility Bylaw* of The City of Red Deer as described herein.

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

Bylaw No. 3606/2018 is hereby amended as follows:

1. By deleting Schedule B to Schedule F and replacing with the attached revised Schedule B to Schedule F.
2. This bylaw will come into effect on March 1, 2019.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2019

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2019.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2019.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2019.

\_\_\_\_\_  
MAYOR

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

Bylaw No. 3606/A-2019

**SCHEDULE B****Effective for all consumption, estimated or actual, on or after March 1, 2019****WATER RATES**

1 Every in-city Customer shall pay water supplied to them the aggregate of amount determined as follows:

- (a) A usage charge of \$1.55 for each cubic metre of water supplied.
- (b) A fixed monthly charge shall be determined by the size of the meter supplied to each Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ 15.95
19 mm	\$ 22.10
25 mm	\$ 30.00
38 mm	\$ 60.00
50 mm	\$ 136.00
75 mm	\$ 248.00
100 mm	\$ 570.00
150 mm	\$ 1,090.00
200 mm	\$ 1,900.00

2 Regional Customers shall pay for water supplied to them at the following rates:  
(for each cubic metre of water supplied)

- (a) Red Deer County \$ 1.52
- (b) North Red Deer River Water Services \$ 1.50  
Commission

3 Bulk Water (for each cubic metre of water supplied) \$ 2.22

Bylaw No. 3606/A-2019

**SCHEDULE C****Effective for all consumption, estimated or actual, on or after March 1, 2019****WASTEWATER RATES**

1 In-city Wastewater Utility Customers in residential premises containing up to two Dwelling Units shall pay the following amounts:

- (a) a usage charge of \$ 1.55 for each cubic metre of Wastewater volume, (calculated as described in paragraph 4 below), and
- (b) a fixed monthly charge determined by the size of the water meter supplied to that Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ 18.70
19 mm	\$ 18.70
25 mm	\$ 18.70
38 mm	\$ 18.70

2 In-city Wastewater Utility Customers in non-residential premises and in residential premises containing three or more Dwelling Units shall pay the following amounts:

- (a) a usage charge of \$ 1.68 for each cubic metre of Wastewater volume, (calculated as described in paragraph 4 below), and
- (b) a fixed monthly charge determined by the size of the water meter supplied to that Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ 15.10
19 mm	\$ 20.30
25 mm	\$ 24.00
38 mm	\$ 37.60
50 mm	\$ 64.30
75 mm	\$ 103.00
100 mm	\$ 249.00
150 mm	\$ 424.00
200 mm	\$ 750.00

- (c) The minimum charge for any Wastewater Customer shall be \$18.70 per month.

Bylaw No. 3606/A-2019

**SCHEDULE C**

3 Where The City has tested the discharge of Wastewater into the sewerage system pursuant to Section 83 of this Bylaw, Over strength Surcharge and found that the Wastewater exceeds the limits of Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS) or fats, Oil and Grease (FOG) set out therein, then that Customer shall pay for Wastewater service at the following rates:

- (a) a sampling and testing charge of \$ 120.00 per month during the period within which the Wastewater continues to be over strength based on the results of testing
- (b) a usage charge at the rate identified in Section 2 of this Schedule,
- (c) a fixed monthly charge at the rate identified in Section 2 of this Schedule, and
- (d) an Over strength Surcharge based on the amount of BOD, TSS and FOG at the following rates:

<b>Tier 1</b>				<b>Surcharge</b>	
	Concentration above	Concentration below		2019 Rates	
BOD	300	2,400	mg/L	\$ 1.12	/kg
TSS	300	2,400	mg/L	\$ 1.07	/kg
FOG	100	250	mg/L	\$ 0.83	/kg
<b>Tier 2</b>				<b>Surcharge</b>	
	Concentration above	Concentration below			
BOD	2,400	4,800	mg/L	\$ 1.49	/kg
TSS	2,400	4,800	mg/L	\$ 1.42	/kg
FOG	250	500	mg/L	\$ 1.11	/kg
<b>Maximum Allowable Limits</b>				<b>Surcharge</b>	
	Concentration above				
BOD	4,800		mg/L	\$ 2.24	/kg
TSS	4,800		mg/L	\$ 2.14	/kg
FOG	500		mg/L	\$ 1.66	/kg

Bylaw No. 3606/A-2019

**SCHEDULE C**

Example calculation for Wastewater containing a BOD concentration of 5,000 mg/L (5 kg/m<sup>3</sup>):

				<u>2019 Surcharge Rate</u>
● On the first 0.3 kg/m <sup>3</sup>	0.3	x	\$ -	\$ -
● On the next 2.1 kg/m <sup>3</sup>	2.1	x	\$ 1.04	\$ 2.35
● On the next 2.4 kg/m <sup>3</sup>	2.4	x	\$ 1.38	\$ 3.58
● On the last 0.2 kg/m <sup>3</sup>	0.2	x	<u>\$ 2.08</u>	<u>\$ 0.45</u>
Total BOD Surcharge Rate per m <sup>3</sup> :				\$ 6.38

4 For the purpose of calculating the Wastewater usage charge payable by an in-city Customer, the volume of Wastewater contributed by the Customer to the Wastewater Sewer shall be deemed to be equal to 90% of the water delivered to the Customer's premises, whether the water was received from The City or from sources other than The City. Where no meter or other exact means exist to determine the quantity of water consumed by any Person, The City shall make an estimate thereof for the purpose of determining the Wastewater Utility charges. The Customer may, at his or her own expense, install and maintain a meter subject to approval by The City upon which the service charge shall thereafter be determined.

5 The Fee for disposal of Wastewater at the FOG Station (Fats, Oils and Grease) is \$ 13.81/cubic metre.

6 The Fee for disposal of Wastewater at the Septage Receiving Station is \$13.81/cubic metre.

(a) charges will be based on an estimate of the load volume, as determined by The City.

(b) there is a minimum of one (1) cubic metre for Fats, Oil, and Grease Station.

(c) there is a minimum of two (2) cubic meters for Septage Receiving Station.

(d) there is no charge for recreational vehicles.

7 Wastewater Treatment Plant Laboratory Testing - The Fees for testing of Wastewater for determining the content of the following constituents are as follows, per test:

Ammonia	\$	15.25
U-Ammonia	\$	9.00
BOD	\$	34.80
TSS	\$	18.00
COD	\$	15.75
pH	\$	6.60
Oil and Grease	\$	34.00

Bylaw No. 3606/A-2019

**SCHEDULE C**

TP	\$	22.80
Alkalinity	\$	40.00
E.coli	\$	46.00
VSS - Volatile Suspended Solids	\$	6.50
TS - Total Solids	\$	6.00
VS - Volatile Solids	\$	6.30
DO – Dissolved Oxygen	\$	6.00

- 8 Regional Customers shall pay for Wastewater supplied to the Wastewater Treatment Plant at the following rates (for each cubic metre of Wastewater supplied):
- |     |   |    |      |
|-----|---|----|------|
| (a) | South Red Deer Regional Wastewater Commission | \$ | 1.12 |
| (b) | North Red Deer Regional Wastewater System     | \$ | 1.12 |
- 9 WWTP Disposal Station access card replacement \$ 50.00

Bylaw No. 3606/A-2019

**SCHEDULE D****Effective for all consumption, estimated or actual, on or after March 1, 2019****BILLING AND SERVICE FEES****1****UTILITY BILLING FEES**

(1)	Application fee for Utility Billing	\$	20.00
(2)	Non-application fee (open a new account in owner's name)	\$	30.00
(3)	Deposit to obtain a residential Utility account	\$	325.00
(4)	As determined by the City, non-residential deposits, where applicable, will be estimated based on 30% of the Customer's typical annual charges or based on the following amounts, relative to water meter size:		
	<u>WATER METER SIZE</u>		
	16 mm	\$	325.00
	19 mm	\$	500.00
	25 mm	\$	800.00
	38 mm	\$	1,600.00
	50 mm	\$	3,500.00
	75 mm	\$	6,500.00
	100 mm	\$	18,000.00
	150 mm	\$	25,000.00
	200 mm	\$	25,000.00
(5)	Late Payment penalty	1.50%	per month of outstanding balance
(6)	Reprint fee for invoice or receipts <sup>1</sup>	\$	15.00
(7)	Account transfer fee <sup>2</sup>	\$	15.00
(8)	Disconnection Notice Fee <sup>3</sup>	\$	25.00
(9)	No access fee <sup>4</sup>	\$	80.00
(10)	Dishonored Payment	\$	35.00

[1] Fee per reprint on request of account holder for a copy of Utility invoice or landfill receipt.

[2] May charge for payments made to wrong account within The City.

[3] For disconnection notice provided to Customer.

[4] In circumstances where site visit is made, but access is not provided by owner or Tenant.

Bylaw No. 3606/A-2019

**SCHEDULE D****2 NEW SERVICE CONNECTION**

	<u>From Main In Street</u>	<u>From Main In Lane</u>
(1) Basic charge for 25 mm Water and 150 mm Wastewater service <sup>[1]</sup>	\$ 13,245	\$ 11,731
(2) Basic charge for 25 mm Water service <sup>[1]</sup>	\$ 12,158	\$ 10,472
(3) Basic charge for 150 mm Wastewater service <sup>[1]</sup>	\$ 12,158	\$ 10,472
(4) Basic charge for 100 mm Stormwater service <sup>[1]</sup>	\$ 12,158	\$ 10,472
(5) Basic charge for 25 mm Water, 150 mm Wastewater and 100 mm Stormwater service <sup>[1]</sup>	\$ 13,626	\$ 11,728
(6) Dual service upon approval	\$ 17,404	N/A
(7) Water and Wastewater services:	\$	
(a) Additional charge for length of ditch beyond 12 m in street	\$ 1,104/meter	
(b) Additional charge for length of ditch beyond 8 m in lane		\$ 1,466/meter
(8) Extra charge for larger water service:		
38 mm	\$ 522.00	
50 mm	\$ 814.00	
100 mm	\$ 4,421.00	
150 mm	\$ 5,293.00	
200 mm	\$ 7,299.00	
250 mm	\$ 9,163.00	
300 mm	\$ 10,503.00	
Additional charge for 3.1 to 4 m depth	\$ 2,799.00	
Additional charge for 4m to 5m depth	\$ 4,952.00	
Additional charge for 5m to 6m depth	\$ 7,974.00	
Additional charge for 6m to 7m depth	\$ 11,085.00	
(9) Extra charge for larger Wastewater or Stormwater Sewer:		
<u>Size</u>		<u>DR35</u>
200 mm	\$	\$ 485.00
250 mm	\$	\$ 773.00

[1] A 50% discount of one of these charges may be applied by The City where a property is redeveloping and an existing service is replaced with the same or larger sized service and the existing service is at least 25 years old. The discount is to recognize the shared value to The City and the developer of renewing the service. A 50% discount does not apply unless the redevelopment is for the same type of structure.

Bylaw No. 3606/A-2019

**SCHEDULE D**

300 mm	\$	\$ 1,293.00
375 mm	\$	\$ 1,580.00
450 mm	\$	\$ 2,382.00
600 mm	\$	\$ 3,750.00
(10) Water Service Removal (water kill)		
(a) up to 50mm in size		\$ 6,184.00
(b) up to 50mm in size; removal done at same time as new service construction		\$ 2,048.00
(c) over 50mm in size		\$ 10,465.00
(11) Additional fee for winter maintenance of service trench (Oct 01 - May 15)		
(a) Lane		\$ 2,551.00
(b) Street		\$ 4,198.00
(c) Arterial		\$ 6,411.00
(12) Other Charges:		
(a) Construction of manhole to 3.1 metres in depth at time of service		\$ 5,733.00
(i) additional cost per vertical metre in excess of 3.1 metres in depth		\$ 879.00
(b) Fire Hydrant and Valve Installation at time of service		\$ 9,456.00
(c) Cutting and replacing pavement:		
(i) single or double service 75 mm and under		\$ 3,500.00
(ii) single or double service over 75 mm		\$ 4,000.00
(iii) triple service 75 mm and under		\$ 4,750.00
(iv) triple service over 75 mm		\$ 5,820.00
(v) for service kill 75 mm and under		\$ 2,500.00
(vi) for service kill over 75 mm		\$ 2,420.00
(vii) for water service renewal		\$ 1,675.00
(viii) Additional asphalt repair costs for excavations in excess of 4 metres deep		\$ 1,080.00
		(per additional meter)

Bylaw No. 3606/A-2019

**SCHEDULE D**

(d)	Replacing sidewalks:	
	(i) single or double service residential	\$ 2,975.00
	(ii) single or double service commercial	\$ 5,000.00
	(iii) triple service residential	\$ 3,730.00
	(iv) triple service commercial	\$ 5,220.00
	(v) additional sidewalk repair costs for excavations in excess of 4 metres deep (per location)	\$ 700.00
(e)	Replacing curb only:	
	(i) single or double service	\$ 2,300.00
	(ii) triple or dual service	\$ 2,300.00
	(iii) additional curb repair costs for excavations in excess of 4 metres deep (per location)	\$ 480.00
(f)	Landscaping Repairs	\$ 898.00
(g)	Tree pruning or removal up to 10 cm in diameter	\$ 200.00
(h)	Tree removal over 10 cm in diameter	\$ 750.00
(13)	Winter construction of service trench	\$ 6,927.00
(a)	Additional charge for length of ditch beyond 12 m in street	\$ 577.00
(b)	Additional charge for length of ditch beyond 8 m in lane	\$ 866.00
<b>3</b>	<b>MISCELLANEOUS SERVICE FEES</b>	
(1)	Installation of more than one meter (per meter)	\$ 45.00
(2)	Requesting meter reading / Manual meter reading	\$ 65.00
(3)	Disconnection (valve off) service charge	\$ 80.00
(4)	Reconnection (valve on) service charge	\$ 80.00
(5)	Turn water off or on for repairs or line testing	
	(a) During regular working hours	\$ 80.00
	(b) After regular working hours	\$ 240.00

Bylaw No. 3606/A-2019

**SCHEDULE D**

(6)	Temporary water supply	
	(a) For construction purposes, includes 16 mm water meter plus monthly meter and usage charges (minimum 30m <sup>3</sup> /day without provision of weekly read)	\$ 100.00
(7)	Meter Test	\$ 130.00
(8)	Private fire hydrant maintenance (per hydrant)	
	(a) Damage evaluation	\$ 80.00
	(b) Paint	\$ 80.00
(9)	Bulk Water	
	(a) Use of designated fire hydrant to obtain water for watering, cleaning, flushing (per permit) plus water usage charges at bulk water rate	\$ 100.00
(10)	Hydrant meter box deposit	\$3,000.00
(11)	Manual account adjustment fee	\$ 25.00
(12)	Service Calls (service vehicle and one operator)	
	(a) During regular working hours (per hour) (1 hour minimum)	\$ 80.00
	(b) After regular working hours (per hour) (2 hour minimum)	\$ 120.00
(13)	Sewer Mains – cleaning, clearing (vacuum truck and 2 operators)	
	(a) During regular working hours (per hour) (1 hour minimum)	\$ 250.00
	(b) During regular working hours with pilot truck (per hour) (1 hour minimum)	\$ 270.00
	(c) After regular working hours (per hour) (2 hour minimum)	\$ 350.00
	(d) After regular working hours with pilot truck (per hour) (2 hour minimum)	\$ 370.00

Bylaw No. 3606/A-2019

**SCHEDULE D**

- (14) Sewer Services – cleaning, clearing  
(service clearing equipment and 2 operators)
- |  |          |
|--|----------|
| (a) During regular working hours (per hour)<br>(1 hour minimum)                  | \$160.00 |
| (b) During regular working hours with pilot truck (per hour)<br>(1 hour minimum) | \$180.00 |
| (c) After regular working hours (per hour)<br>(2 hour minimum)                   | \$260.00 |
| (d) After regular working hours with pilot truck (per hour)<br>(2 hour minimum)  | \$280.00 |
- (15) Sewer Mains and Services – televise  
(CCTV vehicle and 2 operators)
- |  |           |
|--|-----------|
| (a) During regular working hours (per hour)<br>(1 hour minimum)                  | \$ 220.00 |
| (b) During regular working hours with pilot truck (per hour)<br>(1 hour minimum) | \$ 250.00 |
| (c) After regular working hours (per hour)<br>(2 hour minimum)                   | \$ 330.00 |
| (d) After regular working hours with pilot truck (per hour)<br>(2 hour minimum)  | \$ 360.00 |
- (16) Other services (e.g. meter and standpipe repairs, miscellaneous construction) that are not identified within the above noted tables may be provided from time to time at the request of Customers. These services are typically not provided frequently or may have a variable scope depending on individual circumstances. In these cases, the services will be provided at cost, including materials, equipment and labor.

Bylaw No. 3606/A-2019

**SCHEDULE E**

Effective for all rates, on or after March 1, 2019

**WASTE MANAGEMENT RATES****FOR COMMERCIAL FRONT-END CONTAINERS**

- 1 (a) Rates to be applicable for premises when supplied with a Container by the Waste Contractor engaged by the City. Scheduled Service includes Contractor-provided Container.

Type of Service	Monthly Rate (\$)			
	1.5 m <sup>3</sup> (2 yd <sup>3</sup> )	2.3 m <sup>3</sup> (3 yd <sup>3</sup> )	3.1 m <sup>3</sup> (4 yd <sup>3</sup> )	4.6 m <sup>3</sup> (6 yd <sup>3</sup> )
<b>Service on Demand:</b>				
Container Rental	13.22	16.53	19.82	23.13
Lift Charge	14.63	21.96	29.29	43.92
<b>Scheduled Service:</b>				
1 lift per month	14.63	21.96	29.29	43.92
1 lift every 2 weeks	31.62	47.44	63.26	94.86
1 lift per week	63.38	95.10	126.79	190.17
2 lifts per week	126.79	190.17	253.59	380.36
3 lifts per week	190.17	285.27	380.36	570.54
4 lifts per week	253.59	380.36	507.15	760.74
5 lifts per week	316.99	475.46	633.94	950.92
6 lifts per week	380.36	570.54	760.74	1,141.10
Extra lift for scheduled service	14.63	21.96	29.29	43.92

- (b) Charges for special Container services in addition to the above rates will be as follows.

Standard Lid	\$	-
Castors on Containers per month per Container	\$	22.45
Lock one time charge per Container	\$	20.00

- 2 Rates to be applicable for premises where the owner or agent is charged and such owner or agent provides Receptacles for Manual Collection of Waste.

Bylaw No. 3606/A-2019

**SCHEDULE E****MONTHLY WASTE COLLECTION RATES FOR COMMERCIAL MANUAL COLLECTION (\$)**

Volume per Pick-Up	Frequency of Pick-Up per Week						Cost per Extra Pick-up
	1	2	3	4	5	6	
≤ 0.4 m <sup>3</sup>	30.28	60.53	90.81	121.07	151.35	181.60	6.99
> 0.4 m <sup>3</sup> - 0.8 m <sup>3</sup>	30.28	60.53	90.81	121.07	151.35	181.60	6.99
> 0.8 m <sup>3</sup> - 1.5 m <sup>3</sup>	60.53	121.07	181.60	242.14	302.67	363.20	13.99
≥ 1.5 m <sup>3</sup> - 2.3 m <sup>3</sup>	90.82	181.63	272.45	363.28	454.20	544.91	20.97
> 2.3 m <sup>3</sup> - 3.1 m <sup>3</sup>	121.08	242.16	363.26	484.35	605.43	726.51	27.96
> 3.1 m <sup>3</sup> - 3.8 m <sup>3</sup>	151.36	302.70	454.06	605.41	756.77	908.11	34.96
> 3.8 m <sup>3</sup> - 4.6 m <sup>3</sup>	181.62	363.23	544.87	726.48	908.10	1,089.71	41.95
> 4.6 m <sup>3</sup> - 5.3 m <sup>3</sup>	211.89	423.79	635.66	847.55	1,059.44	1,271.33	48.93

3 For a detached Dwelling Unit, a semi-detached Dwelling Unit, and secondary suite, the charge for basic residential Waste collection shall be \$22.25 per month per Dwelling Unit. Basic residential Waste collection services include the collection of a maximum of 3 Units of Garbage per week per Dwelling Unit year round, the weekly collection of individual blue box Recyclables year round and the weekly collection of Organics year round. The charge for Extra Garbage Tags for Garbage Units in excess of the basic residential Waste collection service shall be \$1.00 per Extra Garbage Tag.

4 Any Dwelling Unit which requires The City's communal recycling collection service shall be charged \$4.34 per month per Dwelling Unit.

5 Disposal Grounds Rates for Acceptance of Waste (per tonne)

(a) Mixed Waste	\$	75.00
(b) Construction and Demolition Waste	\$	75.00
(c) Special Waste	\$	95.00
(d) Asbestos	\$	95.00
(e) Clean, segregated Yard Waste	\$	63.50
(f) Clean, segregated branches	\$	63.50
(g) Clean, segregated, unpainted gypsum drywall	\$	63.50
(h) Clean, segregated asphalt shingles	\$	75.00
(i) Clean, segregated pallets and white dimensional lumber	\$	63.50
(j) Clean, segregated scrap metal (and propane tanks)	\$	63.50

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**SCHEDULE E**

- |     |   |    |           |
|-----|---|----|-----------|
| (k) | Clean, segregated, reusable furniture   | \$ | 63.50     |
| (l) | Household Hazardous Waste   |    | No Charge |
| (m) | Residential Paint Products  |    | No Charge |
| (n) | Electronic Waste  |    | No Charge |
| (o) | Tires   |    | No Charge |
| (p) | Cover Material as defined in The City of Red Deer<br>Waste Management Facility Disposal Guidelines.   |    | No Charge |
| (q) | A flat fee of \$25 per item will be applied to appliances containing freon (eg. Refrigerators, freezers, air conditioners, water coolers etc.   |    |           |
| (r) | A surcharge of \$ 50.00 per load will be applied to unsecured loads as outlined in Clause 110(13) Use of the Waste Management Utility Service and Disposal Grounds.   |    |           |
| (s) | The rate charged for a load shall be determined by multiplying the fractional metric tonnes delivered by the rate per tonne. In any event, a minimum charge of \$7.00 shall apply for items 5(a-b), 5(e-k) and a minimum charge of \$95.00 shall apply for items 5(c) and 5(d). |    |           |
| (t) | Where loads delivered contain multiple types of Waste, the rate applied shall be based on the type of Waste with the highest applicable rate.   |    |           |

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**SCHEDULE F****Special Water and Wastewater Rates**

1. **Cronquist/Riverview Park Special Rate Classes** – the following shall apply to all Property located on Cronquist Drive, Cronquist Place and Cronquist Close, pursuant to Section 32 of this Bylaw:

1.1 Within this schedule, the following terms shall have the following meanings:

**Rate Class “A”:** Rate Class A means the rate applicable to all Customers who apply for Water Utility services between January 5, 2016 and January 4, 2017 for properties located on Cronquist Drive, Cronquist Place and Cronquist Close;

**Rate Class “B”:** Rate Class B means the rate applicable to all Customers who apply for Water Utility services on or after January 5, 2017 for properties located on Cronquist Drive, Cronquist Place and Cronquist Close.

**Frontage:** means the distance in metres between the side boundaries of a parcel, measured at the front setback line as more particularly set out below:

<b>Civic Address</b>	<b>Legal Description</b>	<b>Frontage (linear metres)</b>
2 Cronquist Pl	Plan 6680KS, Lot 5	37.97
5 Cronquist Pl	Plan 6680KS, Lot 1	29.95
6 Cronquist Pl	Plan 6680KS, Lot 4	49.33
10 Cronquist Pl	Plan 6680KS, Lot 3	46.91
14 Cronquist Pl	Plan 6680KS, Lot 2	32.81
6194 Cronquist Dr	Plan 6680KS, Lot 17	30.53
6200 Cronquist Dr	Plan 6680KS, Lot 16	31.98
6206 Cronquist Dr	Plan 6680KS, Lot 15	35.03
6212 Cronquist Dr	Plan 6680KS, Lot 14	35.03
6218 Cronquist Dr	Plan 6680KS, Lot 13	35.04
6228 Cronquist Dr	Plan 6680KS, Lot 12	33.20
6234 Cronquist Dr	Plan 6680KS, Lot 11	33.21
6240 Cronquist Dr	Plan 6680KS, Lot 10	33.21
6246 Cronquist Dr	Plan 6680KS, Lot 9	33.21
6252 Cronquist Dr	Plan 6680KS, Lot 8	33.20
6258 Cronquist Dr	Plan 6680KS, Lot 7	33.20
6264 Cronquist Dr	Plan 6680KS, Lot 6	36.96
4 Cronquist Cl	Plan 6680KS, Lot 18	30.40

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**SCHEDULE F**

<b>Civic Address</b>	<b>Legal Description</b>	<b>Frontage (linear metres)</b>
8 Cronquist Cl	Plan 6680KS, Lot 19	51.27
9 Cronquist Cl	Plan 6680KS, Lot 24	32.51
12 Cronquist Cl	Plan 6680KS, Lot 20	48.80
15 Cronquist Cl	Plan 1523711, Block 1, Lot 1	37.84
16 Cronquist Cl	Plan 6680KS, Lot 21	46.52
17 Cronquist Cl	Plan 1523711, Block 1, Lot 2	18.61
19 Cronquist Cl	Plan 1523711, Block 1, Lot 3	16.57
20 Cronquist Cl	Plan 6680KS, Lot 22	27.80

1.2 In addition to the Water Rates set out in Section 1 of Schedule B, and the Wastewater Rates set out in Schedule C, for the period from 2016 to 2066, the following additional rates shall be applied each month to Customers within Rate Class A and Rate Class B from the date of the Customer's application for Water Utility and Wastewater Utility services:

(a) Rate Class A: \$1.43/metre Frontage/month

(b) Rate Class B: \$2.81/metre Frontage/month

1.3 Where there is connection to a Wastewater service only, a monthly charge will be calculated on a Typical Monthly Household Usage.

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**SCHEDULE B**

Effective for all consumption, estimated or actual, on or after March 1, ~~2018~~ 2019

**WATER RATES**

1 Every in-city Customer shall pay water supplied to them the aggregate of amount determined as follows:

- (a) A usage charge of \$ ~~1.52~~ 1.55 for each cubic metre of water supplied.
- (b) A fixed monthly charge shall be determined by the size of the meter supplied to each Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ <del>15.70</del> <u>15.95</u>
19 mm	\$ <del>21.50</del> <u>22.15</u>
25 mm	\$ <del>29.20</del> <u>30.01</u>
38 mm	\$ <del>58.00</del> <u>60.00</u>
50 mm	\$ <del>132.00</del> <u>136.00</u>
75 mm	\$ <del>241.00</del> <u>248.00</u>
100 mm	\$ <del>550.00</del> <u>570.00</u>
150 mm	\$ <del>1,050.00</del> <u>1,090.00</u>
200 mm	\$ 1,900.00

2 Regional Customers shall pay for water supplied to them at the following rates: (for each cubic metre of water supplied)

- (a) Red Deer County \$ ~~1.49~~ 1.52
- (b) North Red Deer River Water Services \$ ~~1.47~~ 1.50  
Commission

3 Bulk Water (for each cubic metre of water supplied) \$ ~~2.16~~ 2.22

Bylaw No. 3606/A-2019**SCHEDULE C****Effective for all consumption, estimated or actual, on or after March 1, ~~2018~~2019****WASTEWATER RATES**

1 In-city Wastewater Utility Customers in residential premises containing up to two Dwelling Units shall pay the following amounts:

- (a) a usage charge of \$ ~~1.52~~ 1.55 for each cubic metre of Wastewater volume, (calculated as described in paragraph 4 below), and
- (b) a fixed monthly charge determined by the size of the water meter supplied to that Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ <del>18.25</del> <u>18.70</u>
19 mm	\$ <del>18.25</del> <u>18.70</u>
25 mm	\$ <del>18.25</del> <u>18.70</u>
38 mm	\$ <del>18.25</del> <u>18.70</u>

2 In-city Wastewater Utility Customers in non-residential premises and in residential premises containing three or more Dwelling Units shall pay the following amounts:

- (a) a usage charge of \$ ~~1.64~~ 1.68 for each cubic metre of Wastewater volume, (calculated as described in paragraph 4 below), and
- (b) a fixed monthly charge determined by the size of the water meter supplied to that Customer as follows:

<u>WATER METER SIZE</u>	<u>FIXED MONTHLY CHARGE</u>
16 mm	\$ <del>14.80</del> <u>15.10</u>
19 mm	\$ <del>19.90</del> <u>20.30</u>
25 mm	\$ <del>23.60</del> <u>24.00</u>
38 mm	\$ <del>37.00</del> <u>37.60</u>
50 mm	\$ <del>63.30</del> <u>64.30</u>
75 mm	\$ <del>102.00</del> <u>103.00</u>
100 mm	\$ <del>245.00</del> <u>249.00</u>
150 mm	\$ <del>414.00</del> <u>424.00</u>
200 mm	\$ <del>740.00</del> <u>750.00</u>

- (c) The minimum charge for any Wastewater Customer shall be \$ ~~18.25~~ 18.70 per month.

**SCHEDULE C**

3 Where The City has tested the discharge of Wastewater into the sewerage system pursuant to Section 83 of this Bylaw, Over strength Surcharge and found that the Wastewater exceeds the limits of Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS) or fats, Oil and Grease (FOG) set out therein, then that Customer shall pay for Wastewater service at the following rates:

- (a) a sampling and testing charge of \$ ~~118.00~~ 120.00 per month during the period within which the Wastewater continues to be over strength based on the results of testing
- (b) a usage charge at the rate identified in Section 2 of this Schedule,
- (c) a fixed monthly charge at the rate identified in Section 2 of this Schedule, and
- (d) an Over strength Surcharge based on the amount of BOD, TSS and FOG at the following rates:

Tier 1				Surcharge	
	Concentration above	Concentration below		<del>2018</del> <u>2019</u> Rates	
BOD	300	2,400	mg/L	\$ <del>1.09</del> <u>1.12</u>	/kg
TSS	300	2,400	mg/L	\$ <del>1.04</del> <u>1.07</u>	/kg
FOG	100	250	mg/L	\$ <del>0.81</del> <u>0.83</u>	/kg
Tier 2				Surcharge	
	Concentration above	Concentration below			
BOD	2,400	4,800	mg/L	\$ <del>1.45</del> <u>1.49</u>	/kg
TSS	2,400	4,800	mg/L	\$ <del>1.38</del> <u>1.42</u>	/kg
FOG	250	500	mg/L	\$ <del>1.08</del> <u>1.11</u>	/kg
Maximum Allowable Limits				Surcharge	
	Concentration above				
BOD	<u>      </u> 4,800		mg/L	\$ <del>2.18</del> <u>2.24</u>	/kg
TSS	<u>      </u> 4,800		mg/L	\$ <del>2.08</del> <u>2.14</u>	/kg
FOG	<u>      </u> 500		mg/L	\$ <del>1.62</del> <u>1.66</u>	/kg

**SCHEDULE C**

Example calculation for Wastewater containing a BOD concentration of 5,000 mg/L (5 kg/m<sup>3</sup>):

			<u>2018-2019</u> Surcharge Rate
● On the first 0.3 kg/m <sup>3</sup>	0.3	x \$ -	\$ -
● On the next 2.1 kg/m <sup>3</sup>	2.1	x \$ <del>1.09</del> <u>1.04</u>	\$ <del>2.29</del> <u>2.35</u>
● On the next 2.4 kg/m <sup>3</sup>	2.4	x \$ <del>1.45</del> <u>1.38</u>	\$ <del>3.48</del> <u>3.58</u>
● On the last 0.2 kg/m <sup>3</sup>	0.2	x \$ <del>2.18</del> <u>2.08</u>	\$ <del>0.44</del> <u>0.45</u>
Total BOD Surcharge Rate per m <sup>3</sup> :			<u>\$6.21</u> <u>6.38</u>

4 For the purpose of calculating the Wastewater usage charge payable by an in-city Customer, the volume of Wastewater contributed by the Customer to the Wastewater Sewer shall be deemed to be equal to 90% of the water delivered to the Customer’s premises, whether the water was received from The City or from sources other than The City. Where no meter or other exact means exist to determine the quantity of water consumed by any Person, The City shall make an estimate thereof for the purpose of determining the Wastewater Utility charges. The Customer may, at his or her own expense, install and maintain a meter subject to approval by The City upon which the service charge shall thereafter be determined.

5 The Fee for disposal of Wastewater at the FOG Station (Fats, Oils and Grease) is \$ 13.81/cubic metre.

56 The Fee for disposal of Wastewater at the Septage Receiving Station ~~and FOG Station (Fats, Oils and Grease)~~ is \$ ~~13.31~~ 13.81/cubic metre.

(a) charges will be based on an estimate of the load volume, as determined by The City.

(b) there is a minimum of one (1) cubic metre for Fats, Oil, and Grease Station.

(c) there is a minimum of two (2) cubic meters for Septage Receiving Station.

~~(e)~~ there is no charge for recreational vehicles.  
)

67 Wastewater Treatment Plant Laboratory Testing - The Fees for testing of Wastewater for determining the content of the following constituents are as follows, per test:

Ammonia	\$	<del>15.00</del> <u>15.25</u>
U-Ammonia	\$	<del>8.80</del> <u>9.00</u>
BOD	\$	<del>34.00</del> <u>34.80</u>
TSS	\$	<del>17.60</del> <u>18.00</u>
COD	\$	<del>15.50</del> <u>15.75</u>
pH	\$	<del>6.50</del> <u>6.60</u>
Oil and Grease	\$	<del>33.00</del> <u>34.00</u>
TP	\$	<del>22.30</del> <u>22.80</u>

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**SCHEDULE C**

<u>Alkalinty</u>	\$	<u>40.00</u>
E.coli	\$	<del>44.50</del> <u>46.00</u>
VSS - Volatile Suspended Solids	\$	<del>6.40</del> <u>6.50</u>
TS - Total Solids	\$	<del>5.80</del> <u>6.00</u>
VS - Volatile Solids	\$	<del>6.20</del> <u>6.30</u>
DO – Dissolved Oxygen	\$	<del>5.70</del> <u>6.00</u>

~~7~~ 7 ~~Lagoon Dumping Rate~~  
~~The fee for disposal of digested sludge at the WWTP sludge lagoons is \$28.00 per cubic metre.~~

~~8~~ 8 ~~Mud Dumping Rate~~  
~~The fee for disposal of inorganic mud and solids at the WWTP dumping facility is \$35.50 per cubic metre.~~

~~98~~ 98 Regional Customers shall pay for Wastewater supplied to the Wastewater Treatment Plant at the following rates (for each cubic metre of Wastewater supplied):

- (a) South Red Deer Regional Wastewater Commission \$ ~~1.09~~ 1.12
- (b) North Red Deer Regional Wastewater System \$ ~~1.09~~ 1.12

~~109~~ 109 WWTP Disposal Station access card replacement \$ 50.00

Bylaw No. 3606/A-2019**SCHEDULE D****Effective for all consumption, estimated or actual, on or after March 1, ~~2018~~ 2019****BILLING AND SERVICE FEES****1****UTILITY BILLING FEES**

- |     |   |    |        |
|-----|---|----|--------|
| (1) | Application fee for Utility Billing   | \$ | 20.00  |
| (2) | Non-application fee<br>(open a new account in owner's name)   | \$ | 30.00  |
| (3) | Deposit to obtain a residential Utility<br>account  | \$ | 325.00 |
| (4) | As determined by the City, non-residential deposits, where applicable, will be estimated based on 30% of the Customer's typical annual charges or based on the following amounts, relative to water meter size: |    |        |

WATER METER SIZE

	16 mm	\$	325.00
	19 mm	\$	500.00
	25 mm	\$	800.00
	38 mm	\$	1,600.00
	50 mm	\$	3,500.00
	75 mm	\$	6,500.00
	100 mm	\$	18,000.00
	150 mm	\$	25,000.00
	200 mm	\$	25,000.00
(5)	Late Payment penalty		1.50% per month of outstanding balance
(6)	Reprint fee for invoice or receipts <sup>1</sup>	\$	15.00
(7)	Account transfer fee <sup>2</sup>	\$	15.00
(8)	Disconnection Notice Fee <sup>3</sup>	\$	25.00
(9)	No access fee <sup>4</sup>	\$	80.00
(10)	Dishonored Payment	\$	35.00

[1] Fee per reprint on request of account holder for a copy of Utility invoice or landfill receipt.

[2] May charge for payments made to wrong account within The City.

[3] For disconnection notices provided to Customer. ~~at premises of service.~~

[4] In circumstances where site visit is made, but access is not provided by owner or Tenant.

Bylaw No. 3606/A-2019**SCHEDULE D****2 NEW SERVICE CONNECTION**

	<u>From Main In Street</u>	<u>From Main In Lane</u>
(1) Basic charge for 25 mm Water and 150 mm Wastewater service <sup>[1]</sup>	\$ <del>12,859</del> <u>13,245</u>	\$ <del>11,389</del> <u>11,731</u>
(2) Basic charge for 25 mm Water service <sup>[1]</sup>	\$ <del>11,804</del> <u>12,158</u>	\$ <del>10,167</del> <u>10,472</u>
(3) Basic charge for 150 mm Wastewater service <sup>[1]</sup>	\$ <del>11,804</del> <u>12,158</u>	\$ <del>10,167</del> <u>10,472</u>
(4) Basic charge for 100 mm Stormwater service <sup>[1]</sup>	\$ <del>11,804</del> <u>12,158</u>	\$ <del>10,167</del> <u>10,472</u>
(5) Basic charge for 25 mm Water, 150 mm Wastewater and 100 mm Stormwater service <sup>[1]</sup>	\$ <del>13,229</del> <u>13,626</u>	\$ <del>11,386</del> <u>11,728</u>
(6) Dual service upon approval	\$ <del>16,897</del> <u>17,404</u>	N/A
(7) <del>25 mm Water and 150 mm Wastewater service, trench (Right of Way) wider than 20 m</del> <u>Water and Wastewater services:</u>	\$ <del>17,591</del>	
<u>(a) Additional charge for length of ditch beyond 12 m in street</u>	<u>\$1,104/meter</u>	
<u>(b) Additional charge for length of ditch beyond 8 m in lane</u>		<u>\$1,466/meter</u>
(8) Extra charge for larger water service:		
38 mm	\$ <del>507.00</del> <u>522.00</u>	
50 mm	\$ <del>790.00</del> <u>814.00</u>	
100 mm	\$ <del>4,292.00</del> <u>4,421.00</u>	
150 mm	\$ <del>5,139.00</del> <u>5,293.00</u>	
200 mm	\$ <del>7,086.00</del> <u>7,299.00</u>	
250 mm	\$ <del>8,896.00</del> <u>9,163.00</u>	
300 mm	\$ <del>10,197.00</del> <u>10,503.00</u>	
<u>Additional charge for 3.1 to 4 m depth</u>	<u>\$ 2,799.00</u>	
Additional charge for 4m to 5m depth	\$ <del>4,808.00</del> <u>4,952.00</u>	
Additional charge for 5m to 6m depth	\$ <del>7,742.00</del> <u>7,974.00</u>	
Additional charge for 6m to 7m depth	\$ <del>10,762.00</del> <u>11,085.00</u>	
(9) Extra charge for larger Wastewater or Stormwater Sewer:		

[1] A 50% discount of one of these charges may be applied by The City where a property is redeveloping and an existing service is replaced with the same or larger sized service and the existing service is at least ~~25~~ years old. The discount is to recognize the shared value to The City and the developer of renewing the service. A 50% discount does not apply unless the redevelopment is for the same type of structure.

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<u>Size</u>	<u>Ribbed</u>	<u>DR35</u>
200 mm	\$ <del>369.00</del>	\$ <del>412.00</del> <u>485.00</u>
250 mm	\$ <del>596.00</del>	\$ <del>693.00</del> <u>773.00</u>
300 mm	\$ <del>860.00</del>	\$ <del>1,149.00</del> <u>1,293.00</u>
375 mm	\$ <del>1,186.00</del>	\$ <del>1,449.00</del> <u>1,580.00</u>
450 mm	\$ <del>1,744.00</del>	\$ <del>2,195.00</del> <u>2,382.00</u>
600 mm	\$ <del>2,690.00</del>	\$ <del>3,507.00</del> <u>3,750.00</u>

## (10) Water Service Removal (water kill)

(a)		\$ <del>6,004.00</del>
	up to 50mm in size	<u>6,184.00</u>
(b)	up to 50mm in size; removal done at same time as new service construction	\$ <del>1,988.00</del>
		<u>2,048.00</u>
(c)	over 50mm in size	\$ <del>10,160.00</del> <u>10,465.00</u>

## (11) Additional fee for winter maintenance of service trench (Oct 01 - May 15)

(a)	Lane	\$ <del>2,477.00</del> <u>2,551.00</u>
(b)	Street	\$ <del>4,076.00</del> <u>4,198.00</u>
(c)	Arterial	\$ <del>6,224.00</del> <u>6,411.00</u>

## (12) Other Charges:

(a)	Construction of manhole to 3.1 metres in depth at time of service	\$ <del>5,566.00</del> <u>5,733.00</u>
	(i) additional cost per vertical metre in excess of 3.1 metres in depth	\$ <del>853.00</del> <u>879.00</u>
(b)	Fire Hydrant and Valve Installation at time of service	\$ <del>9,181.00</del> <u>9,456.00</u>
(c)	Cutting and replacing pavement:	
	(i) single or double service 75 mm and under	\$ <del>3,510.00</del> <u>3,500.00</u>
	(ii) single or double service over 75 mm	\$ <del>4,080.00</del> <u>4,000.00</u>
	(iii) triple service 75 mm and under	\$ 4,750.00
	(iv) triple service over 75 mm	\$ 5,820.00
	(v) for service kill 75 mm and under	\$ 2,500.00
	(vi) for service kill over 75 mm	\$ <del>2,500.00</del> <u>2,420.00</u>

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**SCHEDULE D**

(vii)	for water service renewal	\$ 1,675.00
(viii)	Additional asphalt repair costs for excavations in excess of 4 metres deep	\$ 1,080.00 (per additional meter)

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(d)	Replacing sidewalks:	
	(i) single or double service residential	\$ <del>2,750.00</del> <u>2,975.00</u>
	(ii) single or double service commercial	\$ 5,000.00
	(iii) triple service residential	\$ 3,730.00
	(iv) triple service commercial	\$ 5,220.00
	(v) additional sidewalk repair costs for excavations in excess of 4 metres deep (per location)	\$ 700.00
(e)	Replacing curb only:	
	(i) single or double service	\$ 2,300.00
	(ii) triple or dual service	\$ 2,300.00
	(iii) additional curb repair costs for excavations in excess of 4 metres deep (per location)	\$ 480.00
(f)	Landscaping Repairs	\$ <del>817.00</del> <u>898.00</u>
	<u>(g) Tree pruning or removal up to 10 cm in diameter</u>	<u>\$ 200.00</u>
	<u>(h) Tree removal over 10 cm in diameter</u>	<u>\$ 750.00</u>
(13)	Winter construction of service trench	\$ <del>6,725.00</del> <u>6,927.00</u>
	<u>(a) Additional charge for length of ditch beyond 12 m in street</u>	<u>\$ 577.00</u>
	<u>(b) Additional charge for length of ditch beyond 8 m in lane</u>	<u>\$ 866.00</u>
<del>(14)</del>	<del>Removal and replacement of fence</del>	<del>\$ 1,841.00</del>
<del>(15)</del>	<del>Removal of each tree in service trench dig zone</del>	<del>\$ 750.00</del>
<b>3</b>	<b>MISCELLANEOUS SERVICE FEES</b>	
(1)	Installation of more than one meter (per meter)	\$ <del>30.00</del> <u>45.00</u>
(2)	Requesting meter reading / Manual meter reading	\$ 65.00
(3)	Disconnection (valve off) service charge	\$ 80.00
(4)	Reconnection (valve on) service charge	\$ 80.00
(5)	Turn water off or on for repairs or line testing	
	(a) During regular working hours	\$ 80.00
	(b) After regular working hours	\$ <del>230.00</del>

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(6)	Temporary water supply	
	(a) For construction purposes, includes 16 mm water meter plus monthly meter and usage charges (minimum 30m <sup>3</sup> /day without provision of weekly read)	\$ 100.00
(7)	Meter Test	\$ 130.00
(8)	Private fire hydrant maintenance (per hydrant)	
	(a) Damage evaluation	\$ 80.00
	(b) Paint	\$ 80.00
(9)	Bulk Water	
	(a) Use of designated fire hydrant to obtain water for watering, cleaning, flushing (per permit) plus water usage charges at bulk water rate	\$ 100.00
(10)	Hydrant meter box deposit	\$3,000.00
(11)	Manual account adjustment fee	\$ 25.00
(12)	Service Calls (service vehicle and one operator)	
	(a) During regular working hours (per hour) (1 hour minimum)	\$ 80.00
	(b) After regular working hours (per hour) (2 hour minimum)	\$ <del>115.00</del> <u>120.00</u>
(13)	Sewer Mains –cleaning, clearing (vacuum truck and 2 operators)	
	(a) During regular working hours (per hour) (1 hour minimum)	\$ 250.00
	(b) During regular working hours with pilot truck (per hour) (1 hour minimum)	\$ 270.00
	(c) After regular working hours (per hour) (2 hour minimum)	\$ 350.00
	(d) After regular working hours with pilot truck (per hour) (2 hour minimum)	\$ 370.00

Bylaw No. 3606/A-2019**SCHEDULE D**

- (14) Sewer Services – cleaning, clearing  
(service clearing equipment and 2 operators)
- |  |          |
|--|----------|
| (a) During regular working hours (per hour)<br>(1 hour minimum)                  | \$160.00 |
| (b) During regular working hours with pilot truck (per hour)<br>(1 hour minimum) | \$180.00 |
| (c) After regular working hours (per hour)<br>(2 hour minimum)                   | \$260.00 |
| (d) After regular working hours with pilot truck (per hour)<br>(2 hour minimum)  | \$280.00 |
- (15) Sewer Mains and Services – televise  
(CCTV vehicle and 2 operators)
- |  |                                       |
|--|---------------------------------------|
| (a) During regular working hours (per hour)<br>(1 hour minimum)                  | <del>\$ 200.00</del><br><u>220.00</u> |
| (b) During regular working hours with pilot truck (per hour)<br>(1 hour minimum) | <del>\$ 230.00</del><br><u>250.00</u> |
| (c) After regular working hours (per hour)<br>(2 hour minimum)                   | <del>\$ 310.00</del><br><u>330.00</u> |
| (d) After regular working hours with pilot truck (per hour)<br>(2 hour minimum)  | <del>\$ 340.00</del><br><u>360.00</u> |
- (16) Other services (e.g. meter and standpipe repairs, miscellaneous construction) that are not identified within the above noted tables may be provided from time to time at the request of Customers. These services are typically not provided frequently or may have a variable scope depending on individual circumstances. In these cases, the services will be provided at cost, including materials, equipment and labor.

Bylaw No. 3606/A-2019

**SCHEDULE E**

Effective for all rates, on or after March 1, ~~2018~~ 2019

**WASTE MANAGEMENT RATES**

**FOR COMMERCIAL FRONT-END CONTAINERS**

- 1 (a) Rates to be applicable for premises when supplied with a Container by the Waste Contractor engaged by the City. Scheduled Service includes Contractor-provided Container.

Type of Service	Monthly Rate (\$)			
	1.5 m <sup>3</sup> (2 yd <sup>3</sup> )	2.3 m <sup>3</sup> (3 yd <sup>3</sup> )	3.1 m <sup>3</sup> (4 yd <sup>3</sup> )	4.6 m <sup>3</sup> (6 yd <sup>3</sup> )
<b>Service on Demand:</b>				
Container Rental	<del>12.93</del> <u>13.22</u>	<del>16.17</del> <u>16.53</u>	<del>19.39</del> <u>19.82</u>	<del>22.62</del> <u>23.13</u>
Lift Charge	<del>14.31</del> <u>14.63</u>	<del>21.48</del> <u>21.96</u>	<del>28.64</del> <u>29.29</u>	<del>42.95</del> <u>43.92</u>
<b>Scheduled Service:</b>				
1 lift per month	<del>14.31</del> <u>14.63</u>	<del>21.48</del> <u>21.96</u>	<del>28.64</del> <u>29.29</u>	<del>42.95</del> <u>43.92</u>
1 lift every 2 weeks	<del>30.93</del> <u>31.62</u>	<del>46.39</del> <u>47.44</u>	<del>61.87</del> <u>63.26</u>	<del>92.78</del> <u>94.86</u>
1 lift per week	<del>61.99</del> <u>63.38</u>	<del>93.01</del> <u>95.10</u>	<del>124.00</del> <u>126.79</u>	<del>185.99</del> <u>190.17</u>
2 lifts per week	<del>124.00</del> <u>126.79</u>	<del>185.99</del> <u>190.17</u>	<del>248.01</del> <u>253.59</u>	<del>371.99</del> <u>380.36</u>
3 lifts per week	<del>185.99</del> <u>190.17</u>	<del>279.00</del> <u>285.27</u>	<del>371.99</del> <u>380.36</u>	<del>557.98</del> <u>570.54</u>
4 lifts per week	<del>248.01</del> <u>253.59</u>	<del>371.99</del> <u>380.36</u>	<del>495.99</del> <u>507.15</u>	<del>744.00</del> <u>760.74</u>
5 lifts per week	<del>310.01</del> <u>316.99</u>	<del>465.00</del> <u>475.46</u>	<del>619.99</del> <u>633.94</u>	<del>929.99</del> <u>950.92</u>
6 lifts per week	<del>371.99</del> <u>380.36</u>	<del>557.98</del> <u>570.54</u>	<del>744.00</del> <u>760.74</u>	<del>1,115.99</del> <u>1,141.10</u>
Extra lift for scheduled service	<del>14.31</del> <u>14.63</u>	<del>21.48</del> <u>21.96</u>	<del>28.64</del> <u>29.29</u>	<del>42.95</del> <u>43.92</u>

- (b) Charges for special Container services in addition to the above rates will be as follows.

Standard Lid	\$	-
Castors on Containers per month per Container	\$	<del>21.96</del> <u>22.45</u>
Lock one time charge per Container	\$	20.00

- 2 Rates to be applicable for premises where the owner or agent is charged and such owner or agent provides Receptacles for Manual Collection of Waste.

Bylaw No. 3606/A-2019**SCHEDULE E****MONTHLY WASTE COLLECTION RATES FOR COMMERCIAL MANUAL COLLECTION (\$)**

Volume per Pick-Up	Frequency of Pick-Up per Week						Cost per Extra Pick-up
	1	2	3	4	5	6	
≤ 0.4 m <sup>3</sup>	<del>29.61</del>	<del>59.20</del>	<del>88.81</del>	<del>118.41</del>	<del>148.02</del>	<del>177.60</del>	<del>6.84</del>
	<u>30.28</u>	<u>60.53</u>	<u>90.81</u>	<u>121.07</u>	<u>151.35</u>	<u>181.60</u>	<u>6.99</u>
> 0.4 m <sup>3</sup> - 0.8 m <sup>3</sup>	<del>29.61</del>	<del>59.20</del>	<del>88.81</del>	<del>118.41</del>	<del>148.02</del>	<del>177.60</del>	<del>6.84</del>
	<u>30.28</u>	<u>60.53</u>	<u>90.81</u>	<u>121.07</u>	<u>151.35</u>	<u>181.60</u>	<u>6.99</u>
> 0.8 m <sup>3</sup> - 1.5 m <sup>3</sup>	<del>59.20</del>	<del>118.41</del>	<del>177.60</del>	<del>236.81</del>	<del>296.01</del>	<del>355.21</del>	<del>13.68</del>
	<u>60.53</u>	<u>121.07</u>	<u>181.60</u>	<u>242.14</u>	<u>302.67</u>	<u>363.20</u>	<u>13.99</u>
≥ 1.5 m <sup>3</sup> - 2.3 m <sup>3</sup>	<del>88.82</del>	<del>177.64</del>	<del>266.46</del>	<del>355.28</del>	<del>444.20</del>	<del>532.92</del>	<del>20.51</del>
	<u>90.82</u>	<u>181.63</u>	<u>272.45</u>	<u>363.28</u>	<u>454.20</u>	<u>544.91</u>	<u>20.97</u>
> 2.3 m <sup>3</sup> - 3.1 m <sup>3</sup>	<del>118.42</del>	<del>236.83</del>	<del>355.26</del>	<del>473.69</del>	<del>592.11</del>	<del>710.53</del>	<del>27.35</del>
	<u>121.08</u>	<u>242.16</u>	<u>363.26</u>	<u>484.35</u>	<u>605.43</u>	<u>726.51</u>	<u>27.96</u>
> 3.1 m <sup>3</sup> - 3.8 m <sup>3</sup>	<del>148.03</del>	<del>296.04</del>	<del>444.07</del>	<del>592.09</del>	<del>740.11</del>	<del>888.13</del>	<del>34.19</del>
	<u>151.36</u>	<u>302.70</u>	<u>454.06</u>	<u>605.41</u>	<u>756.77</u>	<u>908.11</u>	<u>34.96</u>
> 3.8 m <sup>3</sup> - 4.6 m <sup>3</sup>	<del>177.63</del>	<del>355.24</del>	<del>532.88</del>	<del>710.49</del>	<del>888.12</del>	<del>1,065.73</del>	<del>41.03</del>
	<u>181.62</u>	<u>363.23</u>	<u>544.87</u>	<u>726.48</u>	<u>908.10</u>	<u>1,089.71</u>	<u>41.95</u>
> 4.6 m <sup>3</sup> - 5.3 m <sup>3</sup>	<del>207.22</del>	<del>414.46</del>	<del>621.67</del>	<del>828.90</del>	<del>1,036.12</del>	<del>1,243.36</del>	<del>47.85</del>
	<u>211.89</u>	<u>423.79</u>	<u>635.66</u>	<u>847.55</u>	<u>1,059.44</u>	<u>1,271.33</u>	<u>48.93</u>

3 For a detached Dwelling Unit, a semi-detached Dwelling Unit, and secondary suite, the charge for basic residential Waste collection shall be \$~~21.72~~ 22.25 per month per Dwelling Unit. Basic residential Waste collection services include the collection of a maximum of 3 Units of Garbage per week per Dwelling Unit year round, the weekly collection of individual blue box Recyclables year round and the weekly collection of Organics year round, ~~beginning in the spring of 2018~~. The charge for Extra Garbage Tags for Garbage Units in excess of the basic residential Waste collection service shall be \$1.00 per Extra Garbage Tag.

4 Any Dwelling Unit which requires The City's communal recycling collection service shall be charged \$ ~~4.24~~ 4.34 per month per Dwelling Unit.

5 Disposal Grounds Rates for Acceptance of Waste (per tonne)

(a) Mixed Waste \$ ~~73.00~~ 75.00

Bylaw No. 3606/A-2019**SCHEDULE E**

(b) Construction and Demolition Waste	\$	<del>73.00</del> <u>75.00</u>
(c) Special Waste	\$	<del>93.00</del> <u>95.00</u>
(d) Asbestos	\$	<del>93.00</del> <u>95.00</u>
(e) Clean, segregated Yard Waste	\$	<del>62.00</del> <u>63.50</u>
(f) Clean, segregated branches	\$	<del>62.00</del> <u>63.50</u>
(g) Clean, segregated, unpainted gypsum drywall	\$	<del>62.00</del> <u>63.50</u>
(h) Clean, segregated asphalt shingles	\$	<del>73.00</del> <u>75.00</u>
(i) Clean, segregated pallets and white dimensional lumber	\$	<del>62.00</del> <u>63.50</u>
(j) Clean, segregated scrap metal (and propane tanks)	\$	<del>62.00</del> <u>63.50</u>
(k) Clean, segregated, reusable furniture	\$	<del>62.00</del> <u>63.50</u>
(l) Household Hazardous Waste		No Charge
(m) Residential Paint Products		No Charge
(n) Electronic Waste		No Charge
(o) Tires		No Charge
<u>(p) Cover Material as defined in The City of Red Deer Waste Management Facility Disposal Guidelines.</u>		<u>No Charge</u>
<del>(pg)</del> A flat fee <u>of \$25 per item will be applied to</u> <del>for</del> appliances containing freon ( <u>eg.</u> Refrigerators, freezers, air conditioners, water coolers etc.)	<del>\$</del>	<del>25.00</del>
<del>(q) Cover Material as defined in The City of Red Deer Waste Management Facility Disposal Guidelines.</del>		<del>No Charge</del>
(r) A surcharge of \$ 50.00 per load will be applied to unsecured loads as outlined in Clause 110(13) Use of the Waste Management Utility Service and Disposal Grounds.		
(s) The rate charged for a load shall be determined by multiplying the fractional metric tonnes delivered by the rate per tonne. In any event, a minimum charge of \$7.00 shall apply for items 5(a-b), 5(e-k) and a minimum charge of \$ <del>93.00</del> <u>95.00</u> shall apply for items 5(c) and 5(d).		
(t) Where loads delivered contain multiple types of Waste, the rate applied shall be based on the type of Waste with the highest applicable rate.		

|

**SCHEDULE E**

Bylaw No. 3606/[A-2019](#)

**SCHEDULE F****Special Water and Wastewater Rates**

1. **Cronquist/Riverview Park Special Rate Classes** – the following shall apply to all Property located on Cronquist Drive, Cronquist Place and Cronquist Close, pursuant to Section 32 of this Bylaw:

1.1 Within this schedule, the following terms shall have the following meanings:

**Rate Class “A”:** Rate Class A means the rate applicable to all Customers who apply for Water Utility services between January 5, 2016 and January 4, 2017 for properties located on Cronquist Drive, Cronquist Place and Cronquist Close;

**Rate Class “B”:** Rate Class B means the rate applicable to all Customers who apply for Water Utility services on or after January 5, 2017 for properties located on Cronquist Drive, Cronquist Place and Cronquist Close.

**Frontage:** means the distance in metres between the side boundaries of a parcel, measured at the front setback line as more particularly set out below:

<b>Civic Address</b>	<b>Legal Description</b>	<b>Frontage (linear metres)</b>
2 Cronquist Pl	Plan 6680KS, Lot 5	37.97
5 Cronquist Pl	Plan 6680KS, Lot 1	29.95
6 Cronquist Pl	Plan 6680KS, Lot 4	49.33
10 Cronquist Pl	Plan 6680KS, Lot 3	46.91
14 Cronquist Pl	Plan 6680KS, Lot 2	32.81
6194 Cronquist Dr	Plan 6680KS, Lot 17	30.53
6200 Cronquist Dr	Plan 6680KS, Lot 16	31.98
6206 Cronquist Dr	Plan 6680KS, Lot 15	35.03
6212 Cronquist Dr	Plan 6680KS, Lot 14	35.03
6218 Cronquist Dr	Plan 6680KS, Lot 13	35.04
6228 Cronquist Dr	Plan 6680KS, Lot 12	33.20
6234 Cronquist Dr	Plan 6680KS, Lot 11	33.21
6240 Cronquist Dr	Plan 6680KS, Lot 10	33.21
6246 Cronquist Dr	Plan 6680KS, Lot 9	33.21
6252 Cronquist Dr	Plan 6680KS, Lot 8	33.20
6258 Cronquist Dr	Plan 6680KS, Lot 7	33.20
6264 Cronquist Dr	Plan 6680KS, Lot 6	36.96
4 Cronquist Cl	Plan 6680KS, Lot 18	30.40

Bylaw No. 3606/A-2019

**SCHEDULE F**

<b>Civic Address</b>	<b>Legal Description</b>	<b>Frontage (linear metres)</b>
8 Cronquist Cl	Plan 6680KS, Lot 19	51.27
9 Cronquist Cl	Plan 6680KS, Lot 24	32.51
12 Cronquist Cl	Plan 6680KS, Lot 20	48.80
15 Cronquist Cl	Plan 1523711, Block 1, Lot 1	37.84
16 Cronquist Cl	Plan 6680KS, Lot 21	46.52
17 Cronquist Cl	Plan 1523711, Block 1, Lot 2	18.61
19 Cronquist Cl	Plan 1523711, Block 1, Lot 3	16.57
20 Cronquist Cl	Plan 6680KS, Lot 22	27.80

1.2 In addition to the Water Rates set out in Section 1 of Schedule B, and the Wastewater Rates set out in Schedule C, for the period from 2016 to 2066, the following additional rates shall be applied each month to Customers within Rate Class A and Rate Class B from the date of the Customer's application for Water Utility and Wastewater Utility services:

**(a) Rate Class A:        \$1.43/metre Frontage/month;**

**(b) Rate Class B:        \$2.81/metre Frontage/month**

1.3 Where there is connection to a Wastewater service only, a monthly charge will be calculated on a Typical Monthly Household Usage.



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Tim Ainscough, Environmental Services Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Proposed 2019 Utility Bylaw Changes – Bylaw 3606/A-2019

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**Reference Report:**  
Environmental Services, dated January 21, 2019

**Bylaw Reading:**  
At the Monday, February 4, 2019 Regular Council Meeting, Council gave three reading to the following Bylaw:

**Bylaw 3606/A-2019 (an amendment to the Utility Bylaw to incorporate revised rates effective March 1, 2019).**

**Report back to Council:**  
No.

**Comments/Further Action:**  
This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Development Services  
Corporate Meeting Administrator  
Corporate Meeting Support



January 24, 2019

## Land Use Bylaw Amendment- Redistricting A1 to A2 - Bylaw 3357/C-2019

Administration Report

### **Report Summary & Recommendation**

---

The Planning Department has received an application for an amendment for a redistricting (rezoning) of +/-30m on either side of Piper Creek in the SW1/4 of 34 37-27-W4 from A1 Future Urban Development District to A2 Environmental Preservation District.

Administration recommends Council support First Reading of Land Use Bylaw amendment (Bylaw 3357/C-2019).

### **City Manager Comments**

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I support the recommendation of Administration. This follows the general land use for the area and protects the natural areas along Piper Creek. If first reading of Bylaw 3357/C-2019 is given, a Public Hearing would then be held on Monday, March 18, 2019 at 6:00 p.m. during Council's regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

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That Bylaw 3357/C-2019 be read a first time.

## Rationale for Recommendation

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**1. Provides further protection for an environmentally sensitive area**

The proposed A2 Environmental Preservation District will ensure that development is compatible to the unique environmental needs of the area.

**2. Site is currently part of the escarpment constraint layer**

The proposed rezoning site is currently within an escarpment area and is therefore already considered an environmentally sensitive site. Rezoning to A2 would further ensure low impact development.

**3. Proposed amendment is in keeping with Municipal Development Plan**

The Municipal Development Plan encourages the protection of natural systems areas.

## Discussion

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### Background

The subject property is owned by The City of Red Deer and is located along the south City boundary. The site contains the City's Waste Management Facility to the north of Piper Creek and is bordered by Red Deer County to the west and south (Appendix A). The section is not currently within any MASPs or NASPs and is zoned A1 Future Urban Development District. The A1 District is a district that allows existing uses on a property to remain until such time as the land is required for urban development or other zoning considerations. City Administration has applied for a rezoning of +/- 30m on either side of Piper Creek in order to ensure the protection of the environmentally sensitive areas on the property.

There is an existing contract between The City and Sustainable Red Deer, a nonprofit society dedicated to enhancing the long term quality of life in Red Deer. The organization is spear heading the Piper Creek Restoration Agriculture Project (PCRAP) in collaboration with The City which aims to restore an approximately 25-acre section of Piper Creek immediately south of the City of Red Deer Landfill. PCRAP will help repair and improve the historical impacts on this riparian and agricultural area in the Red Deer River watershed.

### Analysis

There are currently no built structures on the proposed rezoning site. The A2 District focuses on environmental preservation while still allowing the opportunity for the development of facilities that are compatible with the natural characteristics of the site (Appendix A). The rezoning will ensure the restoration work is preserved.

### Dialogue

The application was circulated to various City departments for review. There were no concerns regarding the proposed Land Use Bylaw amendment.

An information package and comment sheets were sent to landowners within 100 metres of the subject site. Administration did not receive any comments regarding this application.

**Recommendation**

Administration recommends Council support First Reading of Land Use Bylaw Amendment (Bylaw 3357/C-2019).

**Appendices**

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Appendix A- Bylaw 3357/C-2019

Appendix B- Map, A1 & A2 District Regulations, MDP Policy 9.11

**Appendix A**

*Bylaw 3357/C-2019*

**BYLAW NO. 3357/C– 2019**

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

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

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

1. The land shown in the sketch attached as Schedule A to this Bylaw is redesignated from A1 Future Urban Development District to A2 Environmental Preservation District.
2. The “Land Use District Map O8” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 2/ 2019 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2019.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2019.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2019.

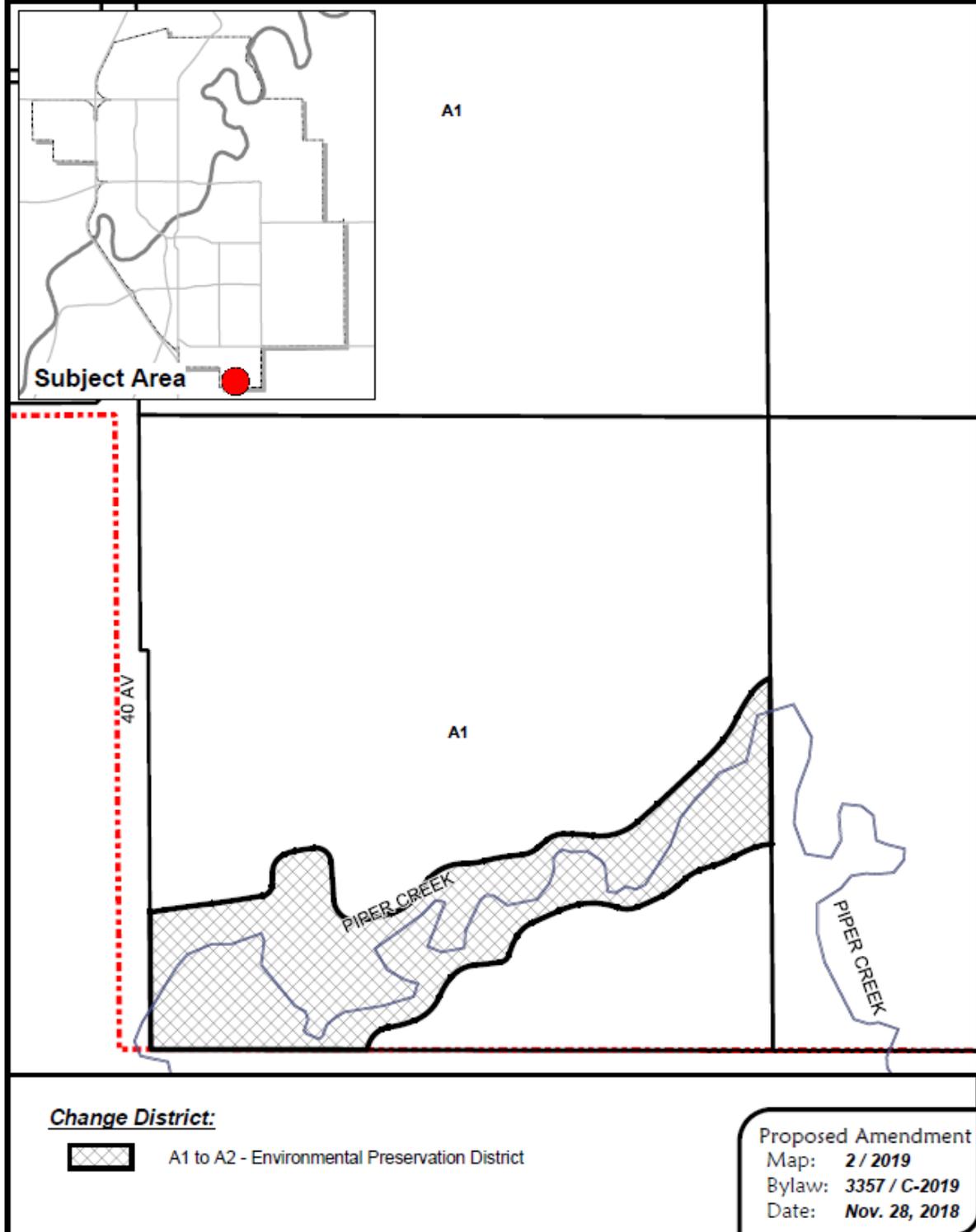
AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2019.

\_\_\_\_\_  
MAYOR

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

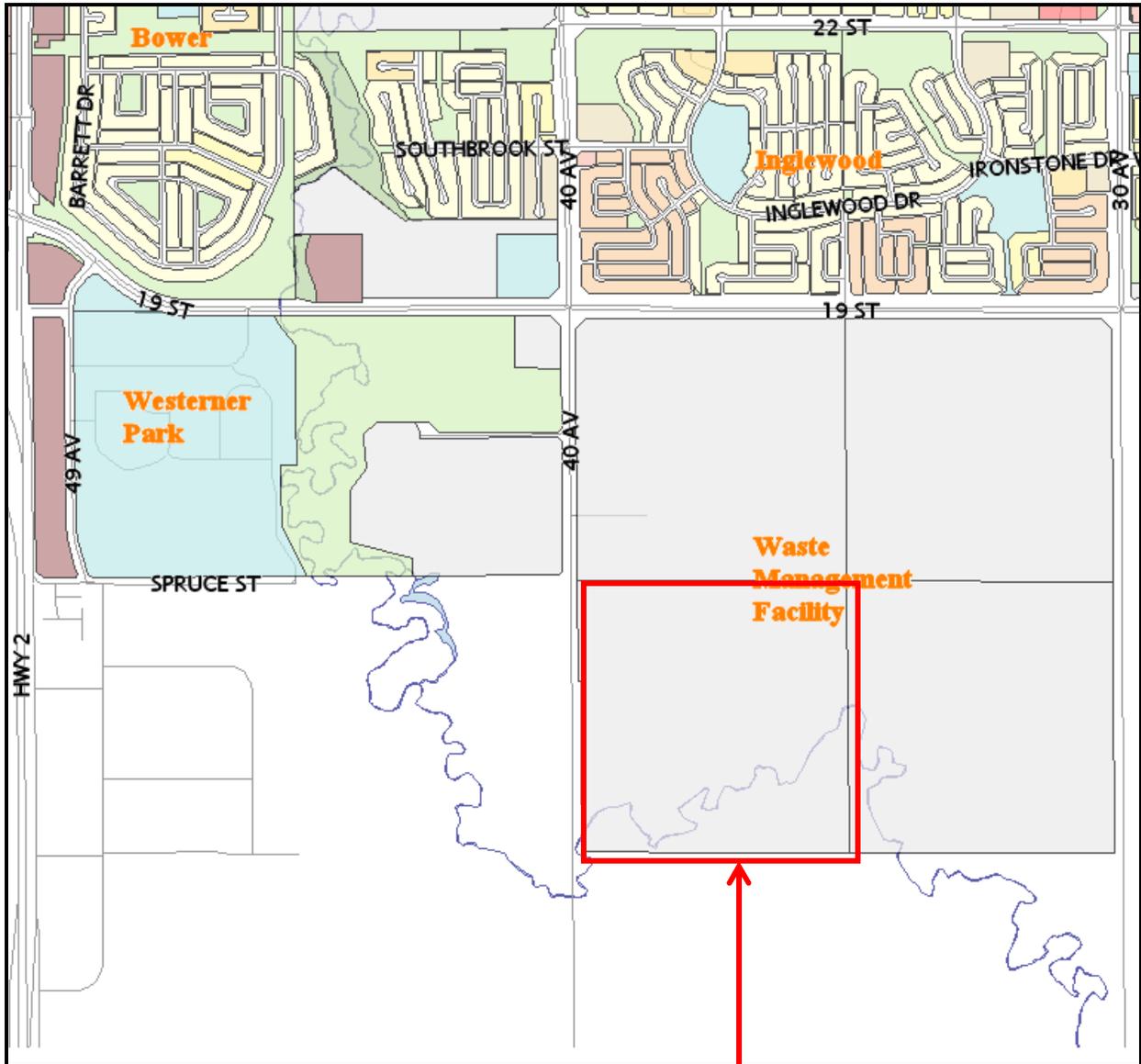
Schedule "A"

 **Red Deer** Proposed Amendment to Land Use Bylaw 3357/2006



**Appendix B**

*Map, A1 & A2 District Regulations, MDP Policy 9.11*



Subject Property

## 7.1 A1 Future Urban Development District

### General Purpose

**A1**

The General Purpose of this District is to allow agricultural and related uses until such time as the land is required for urban development.

### 1. A1 Permitted and Discretionary Uses Table

<b>(a) Permitted Uses</b>	
<b>(i)</b>	<sup>1</sup> Building Sign.
<b>(ii)</b>	<sup>2</sup> Growing of crops and produce, market gardens or other agricultural operations which may include stands for the sale of produce grown or produced on the site but shall not include Cannabis Retail Sales, feedlots, abattoirs, or the packing or processing of meat or poultry products.
<b>(iii)</b>	<sup>3</sup> Greenhouse or landscape nursery - stock farms including ancillary sales not including Cannabis Retail Sales..
<b>(iv)</b>	Home occupations - office only subject to section 4.7(8).
<b>(v)</b>	<sup>4</sup> DELETED
<b>(b) Discretionary Uses</b>	
<b>(i)</b>	Bed & breakfast, subject to section 4.7(11).
<b>(ii)</b>	Extraction from the ground of petroleum, minerals, sand and gravel, peat moss and topsoil.
<b>(iii)</b>	<sup>5</sup> Freestanding Sign.
<b>(iv)</b>	Home occupations subject to section 4.7(8).
<b>(v)</b>	<sup>6</sup> DELETED
<b>(vi)</b>	Residential uses: one detached dwelling or one manufactured home.
<b>(vii)</b>	Utilities and sanitary landfill.
<b>(viii)</b>	<sup>7</sup> Accessory building, subject to section 3.5

### 2. A1 Future Urban Development District Regulations

#### (a) Table 7.1 A1 Regulations

<b>Regulations</b>	<b>Requirements</b>
Floor Area Minimum	Detached dwellings 75.0 m <sup>2</sup>

<sup>1</sup> 3357/B-2018

<sup>2</sup> 3357/L-2018

<sup>3</sup> 3357/L-2018

<sup>4</sup> 3357/B-2018

<sup>5</sup> 3357/B-2018

<sup>6</sup> 3357/B-2018

<sup>7</sup> 3357/X-2014

<b>Regulations</b>	<b>Requirements</b>
Building Height Maximum	10 m measured from the average of the lot grade
Front Yard Minimum	15.0 m
Side Yard Minimum	7.5 m
Rear Yard Minimum	7.5 m
Landscaped Area	Subject to Commission approval
Parking Spaces	Subject to sections 3.1 & 3.2
Site Area Minimum	1.2 ha
Frontage Minimum	Subject to Commission approval

**7.2 A2 Environmental Preservation District**



**General Purpose**

The general purpose of this District is to protect environmentally sensitive land by restricting development to minimal and environmentally compatible uses.

**1. A2 Permitted and Discretionary Uses Table**

<b>(a) Permitted Uses</b>
<ul style="list-style-type: none"> <li>(i) Natural vegetation.</li> <li>(ii) Parks.</li> </ul>
<b>(b) Discretionary Uses</b>
<ul style="list-style-type: none"> <li>(i) Cemetery.</li> <li>(ii) <sup>8</sup>Growing of crops and produce, market gardens or other agricultural uses which may include stands for the sale, not including Cannabis Retail Sales, of produce grown or produced on the premise but shall not include feedlots, abattoirs, meat or poultry products, packing or processing.</li> <li>(iii) Home occupations subject to section 4.7(8).</li> <li>(iv) Recreational and sports activities and facilities provided that the use is compatible with the natural characteristics of the site.</li> <li>(v) Utilities.</li> </ul>

**2. A2 Environmental Preservation District Special Provisions and Regulations**

- (a) All regulations of this district are subject to Commission approval.
- (b) After the passing of this Bylaw, no permanent building shall be erected on any site in this district.
- (c) Trees shall not be cut, felled or removed without prior approval of the Commission.
- (d) No aggregate extraction will be allowed.

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<sup>8</sup> 3357/L-2018

Municipal Development Plan

9.0 Environmental and Ecological Management

**9.11 Environmental Education and Awareness Initiatives and Partnerships**

The City should establish a stewardship program to, among other things, provide education, promote awareness and encourage residents to value biodiversity, plant native vegetation, naturalize their property and assist in monitoring the health of the city's natural areas (e.g. invasive plants).



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Kimberly Fils-Aime, Planner  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment – Redistricting A1 to A2 Bylaw 3357/C-2019

---

**Reference Report:**

Planning Services, dated January 24, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

**Bylaw 3357/C-2019 (an amendment to the Land Use Bylaw for a redistricting of +/- 30m on either side of Piper Creek in the SW ¼ of 34 37-27-W4 from A1 Future Urban Development District to A2 Environmental Preservation District)**

**Report back to Council:**

Yes.

**Comments/Further Action:**

This office will advertise for a Public Hearing to be held on Monday, March 18, 2019 at 6:00 p.m. during Council's regular meeting.

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

Frieda McDougall  
Manager

- c. Director of Planning Services  
Planning Services Manager  
Corporate Meeting Administrator



January 21, 2019

## Offsite Levies Exception – Northside Community Centre

Financial Services

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

---

The Off-Site Levy Bylaw lists land which is considered undevelopable and therefore is excluded from being charged for offsite levies. Consistent with recent recreation sites which were included on the exempt list, it is proposed that the Northside Community Centre be added to the list of exempt lands through amending the Off-Site Levy Bylaw.

It is recommended that Council proceed with first reading of Bylaw 3549/A-2019.

### **City Manager Comments:**

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I support the recommendation of Administration. If first reading of Bylaw 3549/A-2019 is given, Bylaw 3549/A-2019 will be advertised for two consecutive weeks with second and third reading of the bylaw on Monday, March 18, 2019.

Craig Curtis  
City Manager

### **Proposed Resolution**

---

That Bylaw 3549/A-2019 be read a first time.



## Report Details

### **Background:**

---

Council has previously approved Bylaw 3549/B-2018 “The Off-Site Levy Bylaw”. The bylaw defines the net development area which sets the area where offsite levies will be charged. In order to define the net development areas there is a list of lands (deemed undevelopable) which are excluded from offsite levy charges. An amendment to the bylaw is required to include an additional area to the lands (deemed undevelopable) which are exempt from offsite levies.

### **Discussion:**

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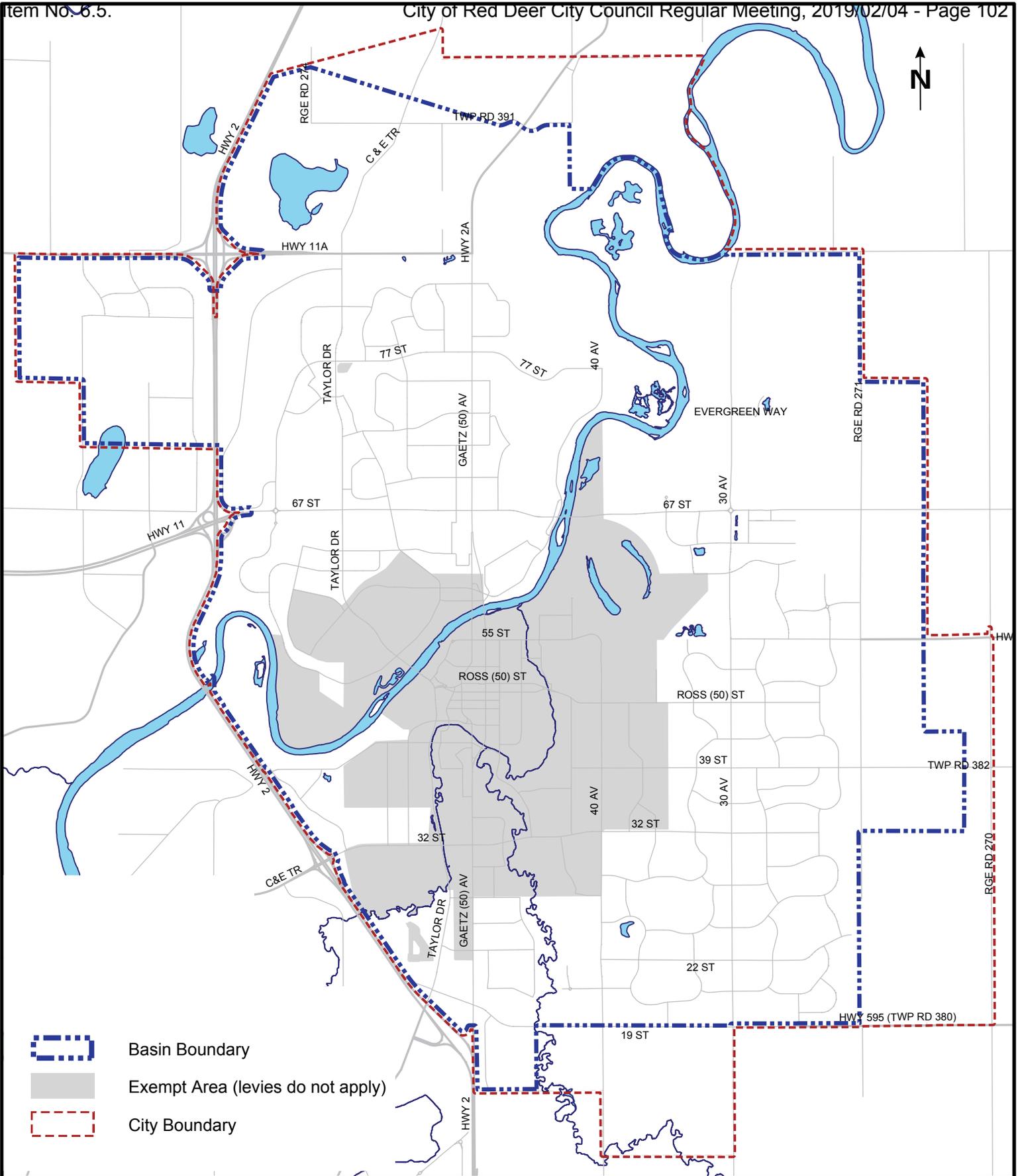
It is proposed that the Northside Community Centre be added to the list of areas exempt from offsite levy charges. This will result in no offsite levies being charged against the capital project. This practice is consistent with the North East High School site and accompanying recreation areas which are also listed as being exempt from offsite levy charges.

### **Analysis:**

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From a capital project perspective, additional funds will not be required to complete the project. There will be no requirement to amend the borrowing bylaw or provided funding from the Capital Projects Reserve which is fully committed.





# BASIN BOUNDARY



Not to Scale

January 3, 2019

OFF-SITE LEVY  
BYLAW 3549 / 2019  
SCHEDULE "A"

**BYLAW NO. -3549/B-2018**

Being a Bylaw of The City of Red Deer to provide a uniform levy of off-site costs in respect of previously undeveloped land.

- 1 WHEREAS pursuant to provisions of Section 648 of the Municipal Government Act, The City may by bylaw:
  - a) Provide for the imposition and payment of a levy to be known as an "off-site levy" in respect of land that is to be developed or subdivided, and
  - b) Authorize an agreement to be entered into in respect of the payment of the levy.
- 2 An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
  - a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
  - b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
  - c) New or expanded storm sewer drainage facilities;
  - d) New or expanded roads required for or impacted by a subdivision or development;
  - e) Land required for or in connection with any facilities described in clauses (a) to (d);

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

- 3 This bylaw may be cited as "The Off-Site Levy Bylaw".

- 4 Definitions:

For the purpose of this bylaw:

- 1) "Development" shall mean:
  - a) a change of use of land, or an act done in relation to land that results in or is likely to result in a change in the use of the land, or
  - b) a change in the intensity of the use of land or an act done in relation to land that results in, or is likely to result in, a change of the intensity of the use of the said land.

- 2) "Gross Development Area" means each and every hectare or part thereof as shown on the Plan of Subdivision for a development which has been approved by the Municipal Planning Commission, including any area which may be dedicated for roads, lanes, walkways, parks, reserve parcels, schools, or any other public use.
- 3) "Net Development Area" means the area remaining after the deletion of the following lands (deemed undevelopable) from the Gross Development Area:
  - a) previously developed lands for which off-site levies have already been paid;
  - b) expressway and arterial road right of ways as defined by The City;
  - c) Environmental Reserves as defined in the Municipal Government Act (e.g. native wetlands, rivers, creeks, lakes, ravines, steeply sloped areas);
  - d) major tree stands that are identified by the City for preservation and are in excess of the 10% municipal reserve dedication required by the MGA;
  - e) The power transmission right of way and facilities (e.g. substations) extending across the city. Parts of these lands that are subdivided from the right of way for development purposes would not be excluded from the Gross Development Area;
  - f) North East High School site (SW 26-38-27 W4) and accompanying recreation areas;
  - g) Oil and gas line rights-of-ways and / or facilities operated by the same company;
  - h) Railway rights-of-way;
  - i) Northside Community Centre site (Lot 1, Block 2, Plan 962 1702; SE 31-38-27-4 and SW 32-38-27-4).
- 4) "Trunk Water" means an existing or proposed water main; generally having an internal diameter of 350 mm or greater, complete with related pumping and storage facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Water Off-site Levy rate.
- 5) "Trunk Water Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Water facilities identified on Schedule "B" less the Water Off-site Levy revenues collected to date, plus interest on borrowed funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "A".

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<sup>1</sup> 3549/A-2018

- 6) "Trunk Sanitary" means an existing or proposed sanitary sewer; generally having an internal diameter of 375 mm or greater, or having a depth of cover greater than 6.0 m, complete with related pumping facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Sanitary Off -site Levy rate.
  - 7) "Trunk Sanitary Off -site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Sanitary facilities identified on Schedule <sup>2</sup>"B" less the Sanitary Off-site Levy revenues collected to date, plus interest on borrowed funds, divided by the Net Development Area within the Basin Boundary identified on Schedule <sup>3</sup>"A".
  - 8) "Trunk Storm" means an existing or proposed storm sewer; generally defined as having an internal diameter of 1,200 mm or greater, as well as storm water storage facilities and associated outlet piping; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Storm Off-site Levy rate.
  - 9) "Trunk Storm Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Storm facilities identified on Schedule <sup>4</sup>"B" less the Storm Off-site Levy revenues collected to date, plus interest on borrowed funds, divided by the Net Development Area within the Basin Boundary identified on Schedule <sup>5</sup>"A".
  - 10) "Major Thoroughfare" means an existing or proposed expressway, divided or undivided arterial roadway, including the land for right of way, storm drainage, traffic signals, and street lighting, that has been designated as a major thoroughfare by The City; the cost of same having been included in the calculation of the Major Thoroughfare off-site levy rate.
  - 11) "Major Thoroughfare Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Major Thoroughfare facilities identified on Schedule <sup>6</sup>"B" less the Major Thoroughfare Off-site Levy revenues collected to date, plus interest on borrowed funds, divided by the Net Development Area within the Basin Boundary identified on Schedule <sup>7</sup>"A".
- 5 That effective <sup>8</sup>January 1, 2019, The City of Red Deer hereby levies an off-site levy upon all land within The City boundaries to be subdivided or developed within the areas described below and calculated as follows:

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<sup>2</sup> 3549/A-2018

<sup>3</sup> 3549/A-2018

<sup>4</sup> 3549/A-2018

<sup>5</sup> 3549/A-2018

<sup>6</sup> 3549/A-2018

<sup>7</sup> 3549/A-2018

<sup>8</sup> 3549/A-2018

- 1) In all the area outlined in the attached Schedule "A", the sum of \$15,553 per hectare for each hectare or part thereof within the Net Development Area for Trunk Water Infrastructure (the "Trunk Water Off-site Levy Rate").
  - 2) In all the area outlined in the attached Schedule "A", the sum of \$33,484 for each hectare or part thereof within the Net Development Area for Trunk Sanitary Sewer Infrastructure (the "Trunk Sanitary Off - site Levy Rate").
  - 3) In all the area outlined in the attached Schedule "A", the sum of \$73,176 for each hectare or part thereof within the Net Development Area for Trunk Storm Sewer Infrastructure (the "Trunk Storm Off-site Levy Rate").
  - 4) In all the area outlined in the attached Schedule "A", the sum of \$115,690 for each hectare or part thereof within the Net Development Area for Major Thoroughfares (the "Major Thoroughfare Off-site Levy Rate").
- 6 Service Basin areas lying beyond City limits are used for purposes related to calculation of Off Site Levy rates only. Off-site Levies shall not apply to areas beyond The City's jurisdiction.
  - 7 All levies imposed under this bylaw shall be in addition to the fee payable for development permits or building permits, and shall be paid to The City following approval of a subdivision plan and prior to the issuance of a development permit or a building permit, as the case may be.
  - 8 Off-site levies imposed and collected under Bylaw 3498/2013 shall be deemed to have been imposed and collected under this Bylaw.
  - 9 Bylaw 3498/2013 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this 11<sup>th</sup> day of May 2015.

READ A SECOND TIME IN OPEN COUNCIL this 22<sup>nd</sup> day of June 2015.

READ A THIRD TIME IN OPEN COUNCIL this 22<sup>nd</sup> day of June 2015.

AND SIGNED BY THE MAYOR AND CITY CLERK this 22<sup>nd</sup> day of June 2015.

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<sup>9</sup> 3549/A-2018

<sup>10</sup> 3549/A-2018

<sup>11</sup> 3549/A-2018

“Mayor Tara Veer”

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MAYOR

“Angie Keibel”

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ACTING CITY CLERK



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Dean Krejci, Chief Financial Officer  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Offsite Levies Exception – Northside Community Centre – Bylaw 3549/A-2019

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**Reference Report:**

Financial Services, dated January 21, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave three reading to the following Bylaw:

**Bylaw 3549/A-2019 (an amendment to the Off-Site Levy Bylaw to include the Northside Community Centre to the list of exempt lands)**

**Report back to Council:**

Yes.

**Comments/Further Action:**

This office will advertise the bylaw which will come back for second and third reading at the Monday, March 18, 2019 Council meeting.

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

Frieda McDougall  
Manager

- c. Director of Development Services  
Director of Corporate Services  
Engineering Services Manager  
Corporate Meeting Administrator



January 24, 2019

## Electric Utility Bylaw Amendment 3273/A-2019 Consideration of Second and Third Reading of Bylaw

Legislative Services

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

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#### Summary:

The attached report is being brought forward from the Monday, January 21, 2019 Regular City Council meeting.

#### **Recommendation:**

That Council consider second and third reading of Bylaw 3273/A-2019.

#### **Background:**

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At the Monday, January 21, 2019 City Council gave first reading to Electric Utility Bylaw 3273/A-2019 (an amendment to the Appendix A – Distribution Tariff of the Electric Utility Bylaw).

#### **Proposed Resolution:**

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That Bylaw 3273/A-2019 be read a second and third time.



Originally Submitted to the January  
21, 2019 Council Meeting.

January 21, 2019

## Electric Utility Bylaw Amendment 3273/A-2019

### Distribution Tariff

Electric Light and Power

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

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During the 2019 Operating Budget deliberations, Council considered Electric Light & Power (EL&P) costs. The next step is for Council (as the regulator) to amend the Electric Utility Bylaw No. 3273/2000 Appendix A Distribution Tariff, as follows:

1. Update EL&P Distribution Tariff Rates, language and Local Access Fee with rates to be effective March 1, 2019.
2. Change the Balancing Pool Allocation from a charge of \$0.00321 per kWh to a charge of \$0.00300 per kWh effective March 1, 2019 to reflect the revision to Balancing Pool Consumer Allocation Rider (Rider F) of the Alberta Electric System Operator (AESO) Tariff.

Administration is requesting Council approval of Utility Bylaw 3273/A-2019. This will allow EL&P to implement rates to come into effect on March 1, 2019.

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

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I support the recommendation of Administration. If first reading of Bylaw 3273/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Regular Council Meeting.

Craig Curtis  
City Manager

#### **Proposed Resolution**

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That Bylaw 3273/A-2019 be read a first time.



## Report Details

### Background:

As the operator of the electric distribution system in Red Deer, the EL&P department recovers the costs of operating and maintaining the utility system through its Distribution Tariff (“DT”). The department calculates rates on an annual basis and presents them for approval by our Regulator (City Council).

In Alberta, North America and around the world, the electricity industry is rapidly evolving as changes are being seen in regulation, in market structure and in technological advancements. Retirement of coal fired generators, maturation of a carbon levy and the associated costs, increasing focus on renewable energy and the possibility of more small scale, local generation all present unique challenges and opportunities.

The department continually evaluates developments in the Provincial industry in order to plan appropriately for the future of The City’s investment in the distribution system. Strategic and operational recommendations will be brought forward as needed to address changes in business and rate structures. The Discussion portion of this report is based on current market and regulatory conditions and our existing Tariff structure and rate setting approach. The department recommends updating existing rates and language as outlined in Electric Utility Bylaw No. 3273/2000 Appendix A Distribution Tariff in order to implement The City’s 2019 budget.

### Discussion:

#### I. INCREASE IN DISTRIBUTION TARIFF

EL&P’s Operating and Capital budgets approved by Council result in a Distribution Tariff rate increase of 1.46% plus 0.79% as an MCAF increase to be effective March 1, 2019.

**Table 1: Components of Tariff Revenue Increase**

2018 Tariff Revenue	(50,021,874)	
2018 MCAF	(6,735,362)	
2019 Growth	(1,352,265)	
<b>2019 Base Revenue</b>	<b>(58,109,501)</b>	
2019 Tariff Increase	(848,689)	1.46%
2019 MCAF Increase	(459,545)	0.79%
<b>2019 Total Increase</b>	<b>(1,308,234)</b>	<b>2.25%</b>
<b>2019 Total Revenue Requirement</b>	<b>(59,417,735)</b>	<b>102.25%</b>
<b>Revenue Breakdown</b>		
Transmission Requirement	(30,060,217)	50.59%
Distribution Requirement	(22,162,611)	37.30%
MCAF Requirement	(7,194,907)	12.11%
<b>Total Revenue Requirement</b>	<b>(59,417,734)</b>	<b>100.00%</b>



For 2019, the Transmission System cost accounts for just under 51% of EL&P's budgeted total revenue requirement. It is the department's responsibility to budget for and collect Red Deer customer's share of the costs of building and maintaining the provincial transmission grid that delivers electricity to the city. Provincial transmission costs are established by the Alberta Electric System Operator (AESO) and approved by the Alberta Utilities Commission (AUC). The City has no jurisdiction over these costs but must ensure payment to the AESO.

The distribution component recovers the costs to operate and maintain the City's infrastructure that delivers power from the Provincial transmission system to homes and businesses within the city. The department is responsible for calculating and collecting the costs associated with running the distribution system.

The proposed 2019 rates follow Council Policy PS-A-2.7 which states that rate structures must balance the following principles:

1. Consumer rates should reflect usage and promote conservation.
2. Consumer rates should be structured so that revenue requirements can be met within a reasonable tolerance.
3. Rates will be:
  - a. Fair and equitable, ensuring customers are contributing equitably in proportion to the cost of the systems;
  - b. Defensible, able to demonstrate that data is available to support the assumptions used in the rate; and the assumptions follow the industry acceptable practices;
  - c. Clear, understandable and logical.
4. Rate making will:
  - a. Adhere to regulated and/or legislated requirements;
  - b. Adhere to generally accepted rate making standards.

## **2. BALANCING POOL ALLOCATION**

As outlined in the Electric Utilities Act, the Alberta Utilities Commission (AUC) has approved the Alberta Electric System Operator (AESO) application of Tariff Rider F, Balancing Pool Consumer Allocation Rider (Rider F), providing a \$2.90 per megawatt hour (MWh) charge for consumption from January 1, 2019 through December 31, 2019 inclusive. This is a reduction from \$3.10 per MWh in 2018. The Balancing Pool Allocation is a flow through cost that must be collected through our Distribution Tariff as part of the Alberta Electric System Operator (AESO) charges.

The Electric Light & Power department adjusts the charge (or credit) to customers to account for line losses within the system. For 2019, a line loss factor of 3.6% is applied which yields a \$0.00300/kWh (\$3.00/MWh) charge to customers within The City of Red Deer's service area effective March 1, 2019.



### 3. LOCAL ACCESS FEE

The Local Access Fee (“**LAF**”) – also sometimes referred to as Municipal Consent & Access Fee (MCAF) – is a separate line item within the Distribution Tariff, and is levied by the Municipality to the electric utility for the exclusive rights to use portions of road, rights-of-way and other City-owned properties and lands for the purpose of placing and maintaining electrical distribution facilities.

As per Corporate Procedure 4002, the LAF calculation is prescribed to be:

1. Calculated as a percentage of total tariff revenue. The annual percentage is established as part of the Enterprise Business Plan (EBP).
2. No less than the budgeted MCAF for the 2012 approved budget year.

For 2019 the amount has been increased as noted in Table 1 above and the percentage of total tariff is shown in Table 2 below.

**Table 2: Local Access Fee (LAF)**

	<b>2018</b>	<b>2019</b>
% of total tariff revenue	13.17%	13.78%

### 4. PROPOSED TIMING

Rates are proposed to take effect on March 1, 2019.

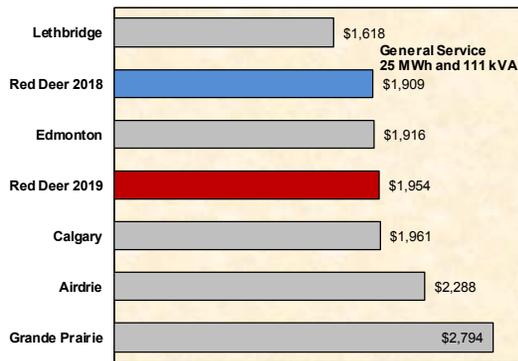
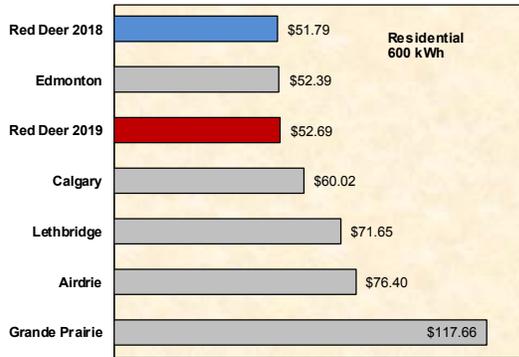
### 5. RATE COMPARISONS

The following four charts show the proposed monthly Distribution Tariff charges for average consumption customers in each Rate Class in select service areas within the Province. These charts reflect delivery charges only and are based on the most current information posted for 2019. Retailer charges, including the energy charge and billing charge(s), are not presented.

Red Deer’s 2018 and 2019 Distribution Tariff charges are both shown for ease of illustration of the changes requested in this report.



**Red Deer's 2019 Distribution Tariff Rates Compared to Other Cities' Rates**





**CITY OF RED DEER<sup>1</sup>**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**DISTRIBUTION TARIFF**

**GENERAL**

Effective Date

This Tariff is effective on March 1, 2019. It applies to all consumptions, whether estimated or actual, on and after March 1, 2019, for the use of System Access and Distribution Access services.

Terms and Conditions

The "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Schedule of Fees for Distribution Access Services" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

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<sup>1</sup> 3273/B-2001, 3273/A-2002, 3273/B-2003, 3273/A-2005, 3273/A-2006, 3273/B-2006, 3273/E-2006, 3273/A-2007, 3273/A-2008, 3273/A-2009, 3273/B-2009, 3273/B-2010, 3273/D-2010, 3273/A-2011, 3273/B-2011, 3273C-2012, 3273/D-2012, 3273/A-2013, 3273/B-2013, 3273/A-2015, 3273/B-2015, 3273/C-2015, 3273/A-2016, 3273/A-2017, 3273/A-2018, 3273/A-2019

Transmission Rate Rider

On a quarterly basis, the EL & P Manager (or designate) will:

1. Monitor the Alberta Electric System Operator's transmission costs.
2. Establish an appropriate adjustment to account for variances between estimated and actual provincial transmission costs.
3. Notify the Director of Development Services of the calculated adjustment.
4. Subject to the Director's approval, ensure the adjustment is accurately reflected in the Distribution Tariff.

### RESIDENTIAL - RATE 61

**Application** Applies to all residential premises which are measured by a single meter and which contain not more than two dwelling units.

Distribution Tariff	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.5145	0.4554
Variable Charge	\$/kWh of all energy	0.0137	0.0158

**Balancing  
Pool  
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Basic Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

### GENERAL SERVICE - RATE 63

**Application** Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will continue to be applied irrespective of future kVA Metered Demand. Also applies to unmetered City of Red Deer services and telecommunication installations approved by the EL&P Manager where energy consumption is small and easily predicted. Consumption will be calculated based on equipment nameplate rating and operational patterns.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
120/208Y Volts, network, 3 wire;  
120/208Y Volts, three phase, 4 wire;  
347/600Y Volts, three phase, 4 wire.

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.9200	1.3877
Variable Charge	\$/kWh of all energy	0.0252	0.0132

**Balancing  
Pool  
Allocation**

A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider**

Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee**

Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge**

Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

**APPENDIX "A"**  
Bylaw 3273/A-2019  
Page 5 of 9

**GENERAL SERVICE - RATE 64**

**Application** Applies to commercial and industrial installations where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater.

<b>Distribution Tariff</b>	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2288	0.1243
Variable Charge	\$/kWh of all energy	0.0129	0.0096

**Balancing  
Pool  
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

**APPENDIX "A"**  
Bylaw 3273/A-2019  
Page 6 of 9

**LARGE GENERAL SERVICE/INDUSTRIAL - RATE 78**

**Application** Applies where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA.

Rate 78 is also applicable to all customers who were billed on Rate 78 prior to December 31, 2000 regardless of the kVA Metered Demand.

<b>Distribution Tariff</b>	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2669	0.0981
Variable Charge	\$/kWh of all energy	0.0148	0.0066

**Balancing  
Pool  
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

**APPENDIX "A"**  
Bylaw 3273/A-2019  
Page 7 of 9

**STREET LIGHT SERVICE - RATE 81**

**Application** Applies to standard street light fixtures.

<b>Distribution Tariff</b>	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3309	0.2083
Variable Charge	\$/kWh of all energy	0.0138	0.0131

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing  
Pool  
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

## TRAFFIC LIGHT SERVICE - RATE 82

**Application** Applies to standard traffic light systems.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3568	0.2452
Variable Charge	\$/kWh of all energy	0.0148	0.0203

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing  
Pool  
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

**DISTRIBUTION GENERATION - RATE 83**

**Application** Applies to generators meeting all of the following requirements

1. Meets the AESO definition of a Distributed Generator and is connected to distribution voltage.
2. Have an installed bi-directional 15-minute interval meter.

Generators not meeting the above requirements are reviewed on an individual basis.

**Distribution Tariff**

	Unit	Distribution Access
Service Fee	\$ per day	15.00
Variable Charge	\$/kWh of supplied energy	0.0080

Note: 1. Site consumption will be charged under the applicable Distribution Rate Schedule.

**Local Access Fee**

Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**AESO Transmission Charge/Credit**

As per the applicable supply tariff (STS) of the Transmission Administrator. This is a flow through charge to the customer by the AESO, if applicable.

**Connection Charge**

Customer is responsible for all costs of connection including cost of the meter and meter data provisioning.



# CITY OF RED DEER<sup>1</sup>

## ELECTRIC LIGHT & POWER DEPARTMENT

### DISTRIBUTION TARIFF

#### GENERAL

##### Effective Date

This Tariff is effective on March 1, ~~2018~~2019. It applies to all consumptions, whether estimated or actual, on and after March 1, ~~2018~~2019, for the use of System Access and Distribution Access services.

##### Terms and Conditions

The "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Schedule of Fees for Distribution Access Services" and the "Retail Access Service Agreement" are also part of this Tariff.

##### Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

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<sup>1</sup> 3273/B-2001, 3273/A-2002, 3273/B-2003, 3273/A-2005, 3273/A-2006, 3273/B-2006, 3273/E-2006, 3273/A-2007, 3273/A-2008, 3273/A-2009, 3273/B-2009, 3273/B-2010, 3273/D-2010, 3273/A-2011, 3273/B-2011, 3273C-2012, 3273/D-2012, 3273/A-2013, 3273/B-2013, 3273/A-2015, 3273/B-2015, 3273/C-2015, 3273/A-2016, 3273/A-2017, 3273/A-2018, ~~3273/A-2019~~

Transmission Rate Rider

On a quarterly basis, the EL & P Manager (or designate) will:

1. Monitor the Alberta Electric System Operator's transmission costs.
2. Establish an appropriate adjustment to account for variances between estimated and actual provincial transmission costs.
3. Notify the Director of Development Services of the calculated adjustment.
4. Subject to the Director's approval, ensure the adjustment is accurately reflected in the Distribution Tariff.

**APPENDIX "A"**  
Bylaw 3273/A-~~2018~~2019  
Page 3 of 9

**RESIDENTIAL - RATE 61**

**Application** Applies to all residential premises which are measured by a single meter and which contain not more than two dwelling units.

<b>Distribution Tariff</b>	Unit	System Access	Distribution Access
Basic Charge	\$ per day	<del>0.5699</del>	<del>0.3924</del>
		0.5145	0.4554
Variable Charge	\$/kWh of all energy	<del>0.0152</del> 0.0137	<del>0.0136</del> 0.0158

**Balancing  
Pool  
Allocation** A charge of ~~\$0.00321~~-\$0.00300/kWh of all energy effective from March 1, ~~2018~~-2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as ~~13.17~~-13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Basic Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

### GENERAL SERVICE - RATE 63

**Application** Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will continue to be applied irrespective of future kVA Metered Demand. Also applies to unmetered City of Red Deer services and telecommunication installations approved by the EL&P Manager where energy consumption is small and easily predicted. Consumption will be calculated based on equipment nameplate rating and operational patterns.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
120/208Y Volts, network, 3 wire;  
120/208Y Volts, three phase, 4 wire;  
347/600Y Volts, three phase, 4 wire.

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	<del>1.4000</del> 0.9200	<del>1.2421</del> 1.3877
Variable Charge	\$/kWh of all energy	<del>0.0204</del> 0.0252	<del>0.0118</del> 0.0132

**Balancing  
Pool  
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as ~~13.17~~ 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

**APPENDIX "A"**  
Bylaw 3273/A-~~2018~~2019  
Page 5 of 9

### GENERAL SERVICE - RATE 64

**Application** Applies to commercial and industrial installations where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	<del>0.2401</del> 0.2288	<del>0.1078</del> 0.1243
Variable Charge	\$/kWh of all energy	<del>0.0135</del> 0.0129	<del>0.0083</del> 0.0096

**Balancing  
Pool  
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as ~~13.17~~ 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

### LARGE GENERAL SERVICE/INDUSTRIAL - RATE 78

**Application** Applies where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA.

Rate 78 is also applicable to all customers who were billed on Rate 78 prior to December 31, 2000 regardless of the kVA Metered Demand.

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	<del>0.2751</del>	<del>0.0849</del>
		0.2669	0.0981
Variable Charge	\$/kWh of all energy	<del>0.0153</del>	<del>0.0057</del>
		0.0148	0.0066

**Balancing  
Pool  
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as ~~13.17~~ 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

## STREET LIGHT SERVICE - RATE 81

**Application** Applies to standard street light fixtures.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	<del>0.3479</del>	<del>0.1768</del>
		0.3309	0.2083
Variable Charge	\$/kWh of all energy	<del>0.0145</del>	<del>0.0111</del>
		0.0138	0.0131

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing  
Pool  
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission  
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access  
Fee** Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum  
Monthly  
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

**PPENDIX "A"**Bylaw 3273/A-~~2018~~2019

Page 8 of 9

**TRAFFIC LIGHT SERVICE - RATE 82****Application** Applies to standard traffic light systems.

<b>Distribution Tariff</b>	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	<del>0.3810</del>	<del>0.2247</del>
		0.3568	0.2452
Variable Charge	\$/kWh of all energy	<del>0.0158</del>	<del>0.0186</del>
		0.0148	0.0203

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing Pool Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access Fee** Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum Monthly Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

**DISTRIBUTION GENERATION - RATE 83**

**Application** Applies to generators meeting all of the following requirements

1. Meets the AESO definition of a Distributed Generator and is connected to distribution voltage.
2. Have an installed bi-directional 15-minute interval meter.

Generators not meeting the above requirements are reviewed on an individual basis.

**Distribution Tariff**

	Unit	Distribution Access
Service Fee	\$ per day	15.00
Variable Charge	\$/kWh of supplied energy	0.0080

Note: 1. Site consumption will be charged under the applicable Distribution Rate Schedule.

**Local Access Fee** Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**AESO Transmission Charge/Credit** As per the applicable supply tariff (STS) of the Transmission Administrator. This is a flow through charge to the customer by the AESO, if applicable.

**Connection Charge** Customer is responsible for all costs of connection including cost of the meter and meter data provisioning.



FILE COPY



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Jim Jorgensen, Electric Light & Power Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Electric Utility Bylaw Amendment 3273/A-2019 Distribution Tariff

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**Reference Report:**

Electric Light & Power, dated January 21, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3273/A-2019 (an amendment to Appendix A – Distribution Tariff of the Electric Utility Bylaw)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Development Services  
Corporate Meeting Administrator  
Corporate Meeting Support



January 24, 2019

## Committees Bylaw Amendment 3576/A-2019 Consideration of Second and Third Reading of Bylaw

Legislative Services

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

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#### **Summary:**

The attached report is being brought forward from the Monday, January 21, 2019 Regular City Council meeting.

#### **Recommendation:**

That Council consider second and third reading of Bylaw 3576/A-2019.

#### **Background:**

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At the Monday, January 21, 2019 City Council gave first reading to Bylaw 3576/A-2019 (an amendment to the Committees Bylaw to improve aware criteria for the Mayor's Recognition Awards).

#### **Proposed Resolution:**

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That Bylaw 3576/A-2019 be read a second and third time.



Originally Submitted to the  
January 21, 2019 Council  
Meeting.

January 8, 2019

## Committees Bylaw Amendment 3576/A-2019

Legislative Services

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

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The Mayor's Recognition Awards Committee has proposed recommendations for changes to the Committees Bylaw to improve award criteria for the Mayor's Recognition Awards.

### **City Manager Comments:**

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This is purely a housekeeping amendment to support the Committee. If first reading of Bylaw 3576/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Council Meeting.

Craig Curtis  
City Manager

### **Proposed Resolutions:**

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That Bylaw 3576/A-2019 be read a first time.



## Report Details

### Background:

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On July 25, 2018 the Mayor’s Recognition Awards Committee passed the following resolution:

Resolved that the Mayor’s Recognition Awards Committee, having discussed the Committees Bylaw Terms of Reference for the Mayor’s Recognition Awards Committee, hereby agrees and requests that the following be given consideration:

Section 50, 1. (b) – Committees Outcome – Amend the wording of the defined term “Group” to read as follows: “Group” means two or more individuals assembled together and having some common purpose, whose work shall be beyond the normal scope of their professional duties.

Section 50, 3. (b) (i) – Fine and Performing Arts – Amend the wording to read “Nominees will be individuals and groups of individuals.”

Section 50, 3. (d) – Community Builder Award - Amend the preamble to read “This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate:”

Administration has drafted a bylaw amendment to make the requested changes to the bylaw and to include one administrative amendment.

### Discussion:

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Rationale for the amendments are as follows:

Amendment	Rationale
1. By deleting 50(1)(b) and replacing it with the following:  “Group” means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and	The MRAC has previously had issues with the interpretation of the word “organization” as it can be broadly applicable. This amendment helps to identify that groups do not include business conducting their regular duties.
2. By inserting the following new section at 50(2)(b):	This amendment is recommended by administration in an effort to prevent any



<p>The Nominator and Seconder cannot be current members of the Mayor’s Recognition Awards Committee.</p> <p>And subsequent renumbering</p>	<p>conflicts of interest on the committee.</p>
<p>3. By deleting the following from 50(3)(b)(i):</p> <p>“, as opposed to institutions, organization, or programs in which they may be participating”</p>	<p>This language does provide improved clarity of direction to the MRAC so they have requested it be removed so that it does not confuse the other language in this section.</p>
<p>4. By adding “, whose work is beyond the normal scope of their professional duties” to 50(3)(d) after “individuals or groups”.</p>	<p>The MRAC wants to ensure that nominees are not receiving financial compensation as a direct result of the activities identified in an application.</p>



**Mayor's Recognition Awards Committee  
Decision – July 25, 2018**

**DATE:** July 25, 2018

**TO:** Mayor Tara Veer

**FROM:** Chair, Mayor's Recognition Awards Committee

**SUBJECT:** Decision from the July 25, 2018 Meeting of the Mayor's Recognition Awards Committee

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At the July 25, 2018 meeting of the Mayor's Recognition Awards Committee, the Committee discussed the Committees Bylaw Terms of Reference for the Mayor's Recognition Awards Committee.

The following motion was introduced and passed:

Resolved that the Mayor's Recognition Awards Committee, having discussed the Committees Bylaw Terms of Reference for the Mayor's Recognition Awards Committee, hereby agrees and requests that the following be given consideration:

Section 50, 1. (b) – Committees Outcome – Amend the wording of the defined term "Group" to read as follows: "Group" means two or more individuals assembled together and having some common purpose, whose work shall be beyond the normal scope of their professional duties.

Section 50, 3. (b) (i) – Fine and Performing Arts – Amend the wording to read "Nominees will be individuals and groups of individuals."

Section 50, 3. (d) – Community Builder Award - Amend the preamble to read "This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate."

Respectfully submitted,

Chair, Mayor's Recognition Awards Committee

**BYLAW NO. 3576/A-2019**

Being a Bylaw to amend Bylaw No. 3576/2016 The Committees Bylaw of The City of Red Deer.

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

Bylaw No. 3576/2016 is hereby amended as follows:

1. By deleting 50(1)(b) and replacing it with the following:

“Group” means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and

2. By inserting the following new section at 50(2)(b):

The Nominator and Seconder cannot be current members of the Mayor’s Recognition Awards Committee.

And subsequent renumbering

3. By deleting the following from 50(3)(b)(i):

“, as opposed to institutions, organization, or programs in which they may be participating”

4. By adding “, whose work is beyond the normal scope of their professional duties” to 50(3)(d) after “individuals or groups”.

READ A FIRST TIME IN COUNCIL this	day of	2019.
READ A SECOND TIME IN COUNCIL this	day of	2019.
READ A THIRD TIME IN COUNCIL this	day of	2019.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2019.

\_\_\_\_\_  
MAYOR

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

**48. Committee Name:** Mayor's Recognition Awards Committee

**49. Purpose**

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

**50. Committee Outcomes**

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
  - (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
  - (b) "Group" means two or more individuals assembled together and having some common purpose ~~e.g. organizations, businesses;~~ whose work shall be beyond the normal scope of their professional duties; and
  - (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) The Committee must adhere to the following criteria:
  - (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
  - (b) **The Nominator and Seconder cannot be a current member of the Mayor's Recognition Awards Committee.**
  - (b) Posthumous nominations will be accepted in all categories for up to five years following the nominees death.
  - (c) There is no limit to the number of awards that may be presented in any category in any given year.
  - (d) The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
  - (e) Decisions of the Committee regarding the selection of award recipients will be final.
  - (b) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.

- (c) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.
- (2) The award categories are as follows:
- (3) Athletics:
- (a) i. Nominees must have:
- a. placed first in a national event or competition; or
  - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
  - c. placed first at the highest possible level that can be achieved in their sport.
- ii. Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- iii. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
- iv. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
- v. For Individuals:
- a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
  - b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)
- vi. For Teams:
- a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or
  - b. "Competition" means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
- vii. Nominees may have competed at an amateur or professional level.
- (b) Fine and Performing Arts:
- i. ~~Nominees will be individuals and groups of individuals. as opposed to institutions, organizations, or programs in which they may be participating~~
  - ii. Nominees must have gained a national or international acceptance or

recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.

- iii. Nominees may hold amateur or professional status.
- iv. Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
- v. Nominees are only eligible to receive a Mayor's Recognition Award in this category once for the same fine or performing art.

(c) Distinguished Voluntary Service:

- i. Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
- ii. Nominees will be individuals.

Volunteer work is for service provided for which no salary is paid, except for recovery for out of pocket expenses.

(d) Community Builder Award:

This award recognizes outstanding individuals or groups, **whose work is beyond the normal scope of their professional duties**. Nominees must demonstrate:

- i. Special or unique qualities that highlight how the person/group has made a difference in the community; and
- ii. Leadership, dedication, innovation and creativity; and
- iii. Long term benefits or impact to the community.

(e) Mayor's Special Award:

- i. The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
- ii. Nominees will be individuals, groups or teams who have demonstrated any of the following:
  - a. Humanitarianism; and/or
  - b. Exceptional achievement; and/or
  - c. An act of heroism or bravery.
- iii. Volunteer work shall be beyond the normal scope of their professional duties.
- iv. The Mayor's Special Award will not necessarily be presented each year. Where

special circumstances warrant, more than one award may be presented in a given year.

- v. The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

**51. Membership**

- (1) The Committee will consist of five Members appointed by the Mayor.
- (2) Membership on the Committee will remain anonymous.
- (3) Applicants 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 the Committee.

**52. Meetings**

The Mayor's Recognition Awards Committee meets when called.

**67. Meetings**

**BYLAW NO. 3576/2016**

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**

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

**Definitions**

2. (l) 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" means a decision-making process that seeks the agreement of most participants and 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.
  - (f) "Councillor" means a member of Council but does not include the Mayor.
  - (g) "Council Representative" means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.
  - (h) "Governance Committee" means a Committee established in support of legislative requirements or to support Council's governance role.
  - (i) "Member" means a Member of a Committee.
  - (j) "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

**Establishment of Committees**

3. (1) The following Governance Committees are established:
  - (a) Audit Committee;
  - (b) Community Housing Advisory Board;
  - (c) Gaetz Lakes Sanctuary Committee;
  - (d) Governance & Policy Committee;
  - (e) Mayor's Recognition Awards Committee;
  - (f) Municipal Planning Commission;
  - (g) Nomination Committee; and
  - (h) Public Art Commission.
- (2) Unless otherwise provided for in this bylaw, 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 a Council Representative, a Citizen Representative, and/or an Agency Representative.
- (2) In selecting Committee Members, preference may be given to residents of The City of Red Deer; 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, unless otherwise specified in this bylaw.

- (3) No City staff member can sit as a voting member on a Committee unless otherwise specified in this bylaw.
- (4) Former Committee Members, former Council Members and former City staff 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) Council Representatives are appointed for one-year terms, unless otherwise specified in this bylaw.
    - (a) The Mayor makes mid-term appointments as required.
  - (2) Citizen Representatives and Agency Representatives are appointed for two year terms, except in the initial year when a Committee is established where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for a one year term.
  - (3) A Member may be re-appointed to a Committee at the expiration of the Member's term.
  - (4) No Member shall serve on a Committee for more than three consecutive terms, unless authorized by Council.
  - (5) Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
  - (6) A Member may resign from a Committee at any time by giving written notice to the Legislative Services Manager.
  - (7) By resolution Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.
  - (8) A vice-chairperson may be chosen annually from among the voting Members.
  - (9) Council may alter the terms of appointment of any Member.

### **Chairperson**

7. The chairperson:
  - (1) Will be chosen annually among the voting Members unless otherwise stated;
  - (2) Will preside over and be responsible for the conduct of Committee meetings;

- (3) May limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate;
- (4) Will vote on matters submitted to the Committee unless otherwise disqualified; and
- (5) Will act as the sole spokesperson for the Committee unless this role is delegated to another Member.

### **Committee Meetings**

8. At the first meeting of each Committee following the Organizational Meeting each year, the Committee will:
  - (1) Establish the dates for the Committee meetings; and
  - (2) Appoint a chairperson and if necessary, a vice chairperson.
9. In accordance with 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 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.
  - (1) Section 13 does not apply to 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, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a closed meeting is confidential.
- (3) Notwithstanding 14(1) and 14(2) the Municipal Planning Commission may deliberate and make decisions in a closed meeting.
- (4) 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 is deemed 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.
- (5) 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(4) but may not participate in debate.
  - (b) Is not entitled to vote on any issue before the Committee.
  - (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, but shall not participate in discussion.
- (6) All discussion at a meeting of a Committee is directed through the chairperson.

**Quorum**

15. (1) A majority of voting Members constitutes a quorum.
  - (a) The total number of Members is the number of currently appointed Members. If a Member leaves the Committee the total number of Members will decrease until a replacement is appointed.

- (b) When a Member attending a meeting is absent from a vote, for any reason, they are still counted as part of the total number of Members and must be included in the calculation of quorum.

### **Voting**

- 16. (1) The majority vote of those Members present and voting constitutes the decision of any Committee, unless otherwise specified in this bylaw.
- (2) Each voting 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.
- (3) Members shall only vote if personally present at the time of the vote.
- (4) 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; and
  - (c) The chairperson declares the result of the vote.
- (5) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (6) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (7) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

### **Rules of Procedure**

- 17. Except as outlined in this bylaw and the Procedure Bylaw, as applicable, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.
- 18. Members will support and model The City's Respectful Workplace standards and will not speak disrespectfully about the City, other Members or Administration.

### **Minutes**

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

**Public Access**

20. All agendas and minutes of Committee meetings will be made routinely available to the public, unless the contents are protected from disclosure under the Freedom of Information and Protection of Privacy Act, such as agendas and minutes of:
- (1) Community Housing Advisory Board;
  - (2) Nomination Committee;
  - (3) Mayor's Recognition Awards Committee; and
  - (4) In camera meetings of any Committee.

**Support Staff**

21. (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 Committee to which they are assigned;
    - (ii) Work with the chairperson in developing the meeting agendas;
    - (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 Services department who:
    - (i) Maintain an up to date registry of all Committee Members;
    - (ii) Compile and distribute Committee agendas;
    - (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; and
  - d. Ensuring proper procedure is followed;
- (iv) Prepare written minutes of all meetings and distribute such minutes ; and
  - (v) Work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by a 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**

22. In addition to the Administrative Liaison 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**

23. The referral process for Committees is:
- (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 Administrative Liaison 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; or
  - (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Administrative Liaison for consideration by the Committee. The chairperson, in consultation with the Administrative Liaison, will determine if public requests fall within the Committee's authority, if so, if and when the item will be added to a future agenda.

### **Subcommittees**

24. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.

**Conflict of Interest**

25. (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 consideration and voting on the matter, provided that prior to doing so, 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**

26. (1) The provisions of this bylaw and the provisions of the *Municipal Government Act* regarding pecuniary interest apply to Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
- (a) Declares that he or she has a pecuniary interest; and
  - (b) Describes in general terms the nature of the pecuniary interest.
- (3) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (4) If a Member fails to disclose a pecuniary interest, that member is automatically disqualified from their position.

**Power of Authority**

27. Except as otherwise specified in this bylaw, 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.

**28. Committee Name:** Audit Committee**29. Purpose**

The Audit Committee exists to assist Council in the discharge of its oversight responsibilities by overseeing the organizations operations through the monitoring of financial reporting, internal control and enterprise risk management processes.

**30. Committee Outcomes**

## (I) External Auditor

- (a) The Committee in relation to the appointment of The City's external auditor will:
  - (i) Approve the selection process and criteria;
  - (ii) Review all materials submitted by applicants;
  - (iii) Approve the short list of candidates;
  - (iv) Participate in interviews of the short listed candidates; and
  - (v) Make recommendations to Council about the appointment and fees payable to the external auditor including the extension or termination of existing contracts.
- (b) The Committee has the power to approve the external auditor's work plan and the external auditor's requests for changes to the annual work plan. The work plan will include the following items:
  - (i) The objective and scope of external audit work;
  - (ii) Materiality limits;
  - (iii) Areas of audit risk;
  - (iv) Audit reports required;
  - (v) Timelines for the work plan; and
  - (vi) The identity and credentials of senior staff performing external audit work.
- (c) The Committee will review the external auditor's audit and other reports, post-audit and management letter and will, in particular, address any significant issues or findings on:
  - (i) Financial reporting matters including judgments on estimates, assumptions and clarity of disclosures;
  - (ii) Difficulties or impediments encountered during audits;

- (iii) Identification and assessment of deficiencies in internal controls;
  - (iv) Selection and application of accounting principles or standards and application of elective principles or methods;
  - (v) Audit limitations;
  - (vi) Response to and status of implementation of audit recommendations and follow up; and
  - (vii) Contingencies that could have a material effect on The City's financial statements.
- (d) The Committee will receive for information the external auditor's annual confirmation regarding the external auditor's independence.
- (e) The Committee may request additional information from the external auditor's about any part of the external auditor's work plan or reports.
- (f) Administration will present an annual report to the Audit Committee regarding:
- (i) Categories of non-audit services the external auditor is permitted to provide to The City; and
  - (ii) The cost and nature of non-audit services the external auditor provides to The City.
- (g) The Committee is responsible for providing an annual assessment of the work of the External Auditor.

(2)<sup>1</sup> Value for Money Audits

(a) The Committee will:

- (i) Recommend to Council the subject for Value for Money Audits based on recommendations from administration;
- (ii) Approve the purpose and scope of the Value for Money Audit being proposed;
- (iii) Receive the auditor's report from administration and forward to Council;
- (iv) Review and approve administration's Value for Money implementation plan and refer any recommendations requiring Council approval, such as budget, through the normal budget and Council processes;
- (v) Receive progress reports from administration at a schedule determined by the Audit Committee.

## (3) Financial Statements

- (a) The Committee will annually review the following matters:
  - (i) The completeness and clarity of financial statement reporting;
  - (ii) Estimates and assumptions underlying financial statement reporting;
  - (iii) Financial statement reporting practices;
  - (iv) Compliance with generally accepted accounting standards for the public sector or changes to those standards;
  - (v) Impact of any change in The City's reporting practices on The City's financial statements; and
  - (vi) Issues affecting approval of The City's audited financial statements.
- (b) The Committee will recommend to Council:
  - (i) That the annual audited financial statements be approved; and/or
  - (ii) That further actions or information that Council may desire in relation to The City's financial reporting.

## (4) Enterprise Risk Management

"Enterprise Risk Management" means systems and processes for identifying and managing actual or potential financial risk, strategic risk, operational risk, hazards and other risks to an organization.

The Committee will review reports about The City's enterprise risk management framework including:

- (a) The City's Enterprise Risk Management policies;
- (b) Processes for identifying and assessing risk;
- (c) Evaluation of enterprise risk including, but not limited to insurance risk; and
- (d) Actions taken by Administration to mitigate risks.

## (5) Internal Controls

"Internal Controls" means systems, processes and procedures developed to:

- (a) Safeguard assets;
- (b) Ensure the accuracy of the financial data;
- (c) Promote operational efficiency; and

- (d) Promote adherence to policies.
- (6) The Committee has authority and responsibility to:
- (a) Review reports from Administration about The City's internal control systems including technology, security and financial controls and assess whether they are operating effectively;
  - (b) Review reports from Administration regarding The City's policies and procedures to safeguard The City's assets and assess whether these policies and procedures are operating effectively; and
  - (c) Report and recommend to Council any actions or decisions regarding The City's system of Internal Controls.
- (7) Administrative Compliance
- (a) The Committee monitors Administration's compliance with existing policies and legislation.
  - (b) The Committee has authority to review reports regarding the adequacy and effectiveness of corporate policies on fraud, misconduct and policy compliance that deter, detect and prevent fraud and misconduct.
- (8) Whistleblowing
- The Audit Committee is responsible for oversight of the Whistleblowing Program.
- (9) Planning, Training and Self Evaluation
- (a) An annual work plan is to be completed by the Audit Committee and endorsed by the February of the calendar year to which the annual work plan applies.
  - (b) Members of the Audit Committee shall have the opportunity to obtain education, either from within The City or from outside educational programs, to ensure their knowledge is sufficient to fulfill their responsibilities as Audit Committee members.
  - (c) On an annual basis, the Audit Committee will conduct a self-evaluation. The self-evaluation criteria are to be established by the Audit Committee

### **31. Membership**

- (1) The Audit Committee will consist of seven members as follows:
- (a) The Mayor;
  - (b) Three Councillors (two-year terms, staggered);
  - (c) City Manager, as a non-voting member;

- (d) Director of Corporate Services, as a non-voting member; and
  - (e) Chief Financial Officer, as a non-voting member.
- (2) The Mayor cannot Chair the Audit Committee.
- (3) A quorum of the Audit Committee is two voting members.

## **32. Meetings**

The Audit Committee meets the third Thursday of every month commencing at 1:30 p.m. as required.

**33. Committee Name:** Community Housing Advisory Board**34. Purpose**

The purpose of the Community Housing Advisory Board is to act as an advisor to Council on affordable housing, homelessness, services/activities related to the goal of ending homelessness, and funding allocation within Red Deer.

**35. Committee Outcomes**

- (l) The Community Housing Advisory Board will:
- (a) Act in an advisory role to Council on affordable housing, homeless housing, services/activities related to the goal of ending homelessness, and funding allocations referred to the Board by Council or Administration;
  - (b) Advise The City on accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness;
  - (c) Provide input into community priority-setting when necessary;
  - (d) Provide assistance to 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;
  - (e) 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 affect the development, implementation or administration of policy;
  - (f) Provide a mechanism for individuals and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and Administration;
  - (g) Provide input, upon request, into the development of *EveryOne's Home* and other community plans or planning processes;
  - (h) Review and provide feedback with respect to annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
  - (i) Provide input in the development of community reports on affordable housing and ending homelessness;
  - (j) Support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;

- (k) Raise awareness of homelessness and affordable housing issues with the public, community agencies and private sector through various methods (e.g. report cards, public forums, presentations);
- (l) 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;
- (m) Follow the criteria as outlined through the funding source being managed through The City of Red Deer for optimal benefit to residents; and
- (n) Evaluate the effect of government policy decisions and advise Council on potential opportunities.

### **36. Membership**

- (1) Community Housing Advisory Board consists of ten Members as follows:
  - (a) Two Councillors;
  - (b) Six Citizen Representatives; and
  - (c) Two Representatives of the Aboriginal Community.
- (2) Community Housing Advisory Board shall make its decisions by Consensus.

### **37. Meetings**

The Community Housing Advisory Board meets every fourth Tuesday of the month commencing at 5:00 p.m. as required.

**38. Committee Name:** Gaetz Lakes Sanctuary Committee

**Authority:** Established by agreements between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984

**39. Purpose**

The purpose of the Gaetz Lakes Sanctuary Committee is to ensure compliance with the terms of agreements between Government of Alberta and The City of Red Deer and between Board of Trustees of Red Deer School District and The City of Red Deer in protecting wildlife in its natural habitat with minimal disturbance.

**40. Committee Outcomes**

- (I) The Gaetz Lakes Sanctuary Committee will:
- (a) Comply with the terms of the agreements, between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz lakes lands to The City of Red Deer;
  - (b) Make recommendations regarding the development and management of the Gaetz Lakes Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary; and
  - (c) Advise Council if the Gaetz Lakes Sanctuary Committee believes that any action(s) taken by The City of Red Deer or any other person may be in violation of the terms of the agreement and provide a report and recommendation, to Administration, in this regard.

**41. Membership**

- (I) The Gaetz Lakes Sanctuary Committee consists of six Members. One representative is to be selected by each of the following organizations:
- (a) Alberta Environment in Red Deer;
  - (b) Red Deer River Naturalists Society;
  - (c) City of Red Deer Planning Services Division;
  - (d) City of Red Deer Recreation, Parks & Culture Department;
  - (e) Red Deer Fish and Game Association; and
  - (f) Red Deer Public School District No. 104.

- (2) Appointment of each member to the Committee is done by the particular organization; therefore, Council ratification is not required.

## **42. Meetings**

The Gaetz Lakes Sanctuary Committee meets when called.

**43. Committee Name:** Governance & Policy Committee**44. Purpose**

The purpose of the Governance & Policy Committee is to enhance the organizational governance framework in order to ensure that roles and responsibilities of Council, the City Manager, and Administration can be differentiated, explained, and understood by all stakeholders.

**45. Committee Outcomes**

- (1) The Governance & Policy Committee will:
  - (a) Provide an opportunity for Council to lead the governance processes;
  - (b) Develop a comprehensive governance and policy framework to support Council;
  - (c) Ensure Council's intentions, directions and expected outcomes are captured in their governance and policy framework;
  - (d) Review Council's governance and policy bank and make recommendations and enhancements;
  - (e) Identify priorities for updating Council's governance and policy framework and suggested timing;
  - (f) Review Council's committee structure and recommend changes to committee mandate and role; and
  - (g) Only consider agenda matters which are not addressed or fully addressed by current policy.
- (2) All governance issues being placed before Council must first be considered by the Governance & Policy Committee ensuring that the Committee is advisory to Council.
- (3) Matters for information only will not be added to the agenda of the Governance & Policy Committee.
- (4) 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.

**46. Membership**

- (1) The Governance & Policy Committee consists of nine Members as follows:
  - (a) Mayor; and
  - (b) All Councillors.

- (2) 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 term of Council.

#### **47. Meetings**

The Governance & Policy Committee meets when called. The meetings commence at 1:30 p.m.

**48. Committee Name:** Mayor's Recognition Awards Committee

**49. Purpose**

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

**50. Committee Outcomes**

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
  - (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
  - (b) "Group" means two or more individuals assembled together and having some common purpose, e.g. organizations, businesses; and
  - (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) The Committee must adhere to the following criteria:
  - (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
  - (b) Posthumous nominations will be accepted in all categories for up to five years following the nominee's death.
  - (c) There is no limit to the number of awards that may be presented in any category in any given year.
  - (d) The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
  - (e) Decisions of the Committee regarding the selection of award recipients will be final.
  - (b) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.
  - (c) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.

- (2) The award categories are as follows:
- (3) Athletics:
- (a) i. Nominees must have:
- a. placed first in a national event or competition; or
  - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
  - c. placed first at the highest possible level that can be achieved in their sport.
- ii. Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- iii. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
- iv. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
- v. For Individuals:
- a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
  - b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)
- vi. For Teams:
- a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or
  - b. "Competition" means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
- vii. Nominees may have competed at an amateur or professional level.
- (b) Fine and Performing Arts:
- i. Nominees will be individuals and groups of individuals as opposed to institutions, organizations, or programs in which they may be participating.
  - ii. Nominees must have gained a national or international acceptance or recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.
  - iii. Nominees may hold amateur or professional status.

- iv. Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
- v. Nominees are only eligible to receive a Mayor's Recognition Award in this category once for the same fine or performing art.

(c) Distinguished Voluntary Service:

- i. Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
- ii. Nominees will be individuals.
- iii. Volunteer work shall be beyond the normal scope of their professional duties.

(d) Community Builder Award:

This award recognizes outstanding individuals or groups. Nominees must demonstrate:

- i. Special or unique qualities that highlight how the person/group has made a difference in the community; and
- ii. Leadership, dedication, innovation and creativity; and
- iii. Long term benefits or impact to the community.

(e) Mayor's Special Award:

- i. The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
- ii. Nominees will be individuals, groups or teams who have demonstrated any of the following:
  - a. Humanitarianism; and/or
  - b. Exceptional achievement; and/or
  - c. An act of heroism or bravery.
- iii. Volunteer work shall be beyond the normal scope of their professional duties.
- iv. The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.
- v. The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

**51. Membership**

- (1) The Committee will consist of five Members appointed by the Mayor.
- (2) Membership on the Committee will remain anonymous.
- (3) Applicants 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 the Committee.

**52. Meetings**

The Mayor's Recognition Awards Committee meets when called.

**53. Committee Name:** Municipal Planning Commission**54. Purpose**

The purpose of the Municipal Planning Commission is to act as the Subdivision Authority for The City of Red Deer for subdivision applications referred to it by the Subdivision Officer, and as the Development Authority in all matters assigned to it under the Land Use Bylaw, by Council, or referred to it by the Development Officer.

**55. Committee Outcomes**

- (1) The Development Authority of The City of Red Deer is:
  - (a) The Development Officer and any employee of The City of Red Deer to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer; and
  - (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.
- (2) The Subdivision Authority for The City of Red Deer is:
  - (a) The Subdivision Officer, who is the Director of Planning Services or designate, for all subdivision applications, except as provided for in subsection 2(b) below;
  - (b) The Municipal Planning Commission for any subdivision application that:
    - i. Involves a relaxation of the Land Use Bylaw standards;
    - ii. May not meet the criteria of Section 654(1) of the MGA;
    - iii. Elicits written planning concerns from those persons and local authorities to whom the application was required to be circulated; and
    - iv. Any other subdivision application that the Subdivision Officer refers to the MPC.
- (3) When a registerable instrument is submitted for endorsement, the Subdivision Officer 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 of Red Deer 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 the Municipal Government Act.
- (4) The Subdivision Officer has the authority to:

- (a) Extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement;
  - (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; and
  - (c) Refer requests for extensions of time under subsections (a) and (b) above to the Municipal Planning Commission.
- (5) In addition to the duties set out in the Land Use Bylaw and Municipal Government Act, the Municipal Planning Commission 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 Administration on issues that may impact the implementation or administration of policy;
  - (c) Exercise all 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 and the Subdivision Officer; and
  - (e) Act for the City by providing a position in respect of proposed wells, pipelines, oil and gas facilities within the Intermunicipal Development Plan boundary, as well as Utilities which are referred to MPC by administration.
- (6) The Municipal Planning Commission shall not be bound to follow any formal rules of evidence.

## **56. Membership**

- (1) The Municipal Planning Commission consists of seven Members as follows:
- (a) The Mayor;
  - (b) Two Councillors; and
  - (c) Four Citizen Representatives.
- (2) Council will also appoint one Councillor as an alternate Member of the Municipal Planning Commission, who, if the Mayor or an appointed Councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the Municipal Planning Commission.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a Councillor is not present or must leave the meeting, a Citizen Representative will assume the position of chairperson in the interim.

**57. Meetings**

The Municipal Planning Commission meets every Wednesday commencing at 9:00 a.m. as required.

**58. Committee Name:** Nomination Committee**59. Purpose**

The purpose of the Nomination Committee is to advise Council on Committee appointments, based on criteria including stakeholder feedback, in order to ensure the optimal functioning of all Committees.

**60. Committee Outcomes**

- (l) The Nomination 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 Administration on issues that may impact the operations of any Committee.

**61. Membership**

- (l) The Nomination Committee consists of three members as follows:
  - (a) Three Councillors.

**62. Meetings**

The Nomination Committee meets when called.

**63. Committee Name:** Public Art Commission**64. Purpose**

The purpose of the Public Art Commission is to provide expert and community input on public art for The City of Red Deer.

**65. Committee Outcomes**

- (1) The Public Art Commission will:
  - (a) Recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
  - (b) Review all acquisitions and donations of public art;
  - (c) Make decisions on the re-siting and deaccessioning of public artwork, except in the following situations where the authority will rest with the Public Art Coordinator:
    - (i) temporary relocations to support repairs, maintenance, construction, or to protect artwork;
    - (ii) cases where there is significant, immediate concern for public safety, or the safety or integrity of the artwork; and
    - (iii) short term and permanent relocations of interior placement discreet artworks (e.g. to facilitate a dynamic and interesting public art program).
  - (d) Adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
  - (e) 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.
- (2) The Committee will keep all information confidential including names and details of submissions.

**66. Membership**

- (1) The Public Art Commission consists of the following Members:
  - (a) Three representatives from the community who are knowledgeable about art (Artists, art historians, art curators, art students/educators, etc.);
  - (b) Two Citizen Representatives;

**67. Meetings**

The Public Art Commission meets every second Wednesday of the month, commencing at 5:00 p.m. as required.

**68. Transitional**

- (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) Bylaw 3520/2014 is repealed and this bylaw will come into force on October 24, 2016.

READ A FIRST TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A SECOND TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A THIRD TIME IN OPEN COUNCIL this	12	day of	September	2016.
AND SIGNED BY THE MAYOR AND CITY CLERK this	12	day of	September	2016.

“Mayor Tara Veer”  
\_\_\_\_\_  
Mayor

“Frieda McDougall”  
\_\_\_\_\_  
City Clerk

FILE COPY



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Samantha Rodwell, Deputy City Clerk  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Committees Bylaw 3576/A-2019

---

**Reference Report:**

Legislative Services, dated January 24, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3576/A-2019 (an amendment to the Committees Bylaw to improve award criteria for the Mayor's Recognition Awards)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Corporate Services  
Corporate Meeting Administrator  
Corporate Meeting Support



January 24, 2019

Intermunicipal Subdivision and Development Appeal  
Board Bylaw 3408/A-2019  
Consideration of Second and Third Reading of Bylaw

Legislative Services

**Report Summary & Recommendation:**

---

**Summary:**

The attached report is being brought forward from the Monday, January 21, 2019 Regular City Council meeting.

**Recommendation:**

That Council consider second and third reading of Bylaw 3408/A-2019.

**Background:**

---

At the Monday, January 21, 2019 City Council gave first reading to Bylaw 3408/A-2019 (an amendment to the Intermunicipal Subdivision and Development Appeal Board Bylaw to ensure compliance with the Municipal Government Act and administrative updates).

**Proposed Resolution:**

---

That Bylaw 3408/A-2019 be read a second and third time.



Originally Submitted to the  
January 21, 2019 Council Meeting.

January 3, 2019

## Intermunicipal Subdivision and Development Appeal Board Bylaw Bylaw 3408/A-2019

Legislative Services

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

---

Changes to the Municipal Government Act has predicated amendments to the Intermunicipal Subdivision and Development Appeal Board Bylaw. Staff worked with Administration from Red Deer County to identify amendments in addition to those predicated by changes to the MGA. Attached are the amendments supported by Administration from both The City of Red Deer and Red Deer County.

### **City Manager Comments:**

---

I support the recommendation of Administration. If first reading of Bylaw 3408/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Council Meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

---

That Bylaw 3408/A-2019 be read a first time.



## Report Details

### **Background:**

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In 2007 The City of Red Deer and Red Deer County adopted the Intermunicipal Development Plan (IDP). Both municipalities also established an Intermunicipal Subdivision and Development Appeal Board (ISDAB) to hear appeals on developments and subdivisions within the fringe area identified in the IDP.

### **Discussion:**

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#### Administrative Amendments:

- Changing 'the City of Red Deer' to 'The City of Red Deer' where appropriate
- Numbering the definitions
- Correcting a numbering error
- Formatting of s. 8.1
- Combining clauses related to the Decision of the Board to one section
- Changing information regarding records of the Board to reflect s. 629 of the MGA
- Changing s. 21 'in camera' to 'in a closed session' – use of this terminology is a best practice

#### Municipal Government Act Amendments:

- S. 4(e) stipulates that members shall serve on hearings filed during their term. This allows Administration to ensure the new training requirements under s. 627.2 of the MGA can be met
- Changing references to the 'Secretary of the Board' to the 'Clerk of the Board' who is now a designated officer under s. 627.1

### **Analysis:**

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The proposed amendments ensure compliance with the Municipal Government Act and are recommended by both The City of Red Deer and Red Deer County administration.

**BYLAW NO. 3408/A-2019**

Being a bylaw of The City of Red Deer, in the Province of Alberta, to amend the Intermunicipal Subdivision and Development Appeal Board Bylaw of The City of Red Deer.

WHEREAS on May 5, 2008, The City of Red Deer enacted Bylaw 3408/2008 to establish the Intermunicipal Subdivision and Development Appeal Board;

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

- I. Bylaw #3408/2008 is amended as follows:
  - (a) Section 2 is amended to add subsections by labelling each definition consecutively starting with (a).
  - (b) “the City” is deleted and replaced with “The City” in the following locations: 4 in the preamble; s. 2(b); s. 18; s. 19; s. 22 and s. 24.
  - (c) Section 8.1 is formatted to have its margins the same as s. 8 before it.
  - (d) Sections 14 to 24 are renumbered starting at s. 13 and continuing consecutively to s. 23.
  - (e) Section 4(e) is deleted in its entirety and replaced with:

“Notwithstanding that the terms of appointment to the board shall not exceed 3 years, members shall serve on hearings for appeals and/or disagreements filed during their term; and”.
  - (f) Section 9, including the heading, is deleted in its entirety.
  - (g) Section 10(a) the word “Secretary” is deleted and replaced with the word “Clerk”.
  - (h) Section 12(b) is deleted in its entirety and replaced with:

“Red Deer County shall keep a record of the hearing proceedings in accordance with the requirements of s. 629(b) of the Municipal Government Act.”.

- (i) Section 12(c) is added:  
“Any order or decision by the Board shall be signed by the Chairperson or by the Clerk of the Board.”.
- (j) The text found between section 12(c) and the heading ‘Secretary of the Board’ which states “The Board minutes shall be maintained at Red Deer County Municipal Offices and The City of Red Deer Municipal Offices and be available for public inspection at all reasonable times.” is deleted.
- (k) Section 12(d) is added:  
“A copy of any order or decision of the Board will be maintained at both Red Deer County and the City of Red Deer and will be made available for public inspection at all reasonable times.”
- (l) The heading for s. 13, “Secretary of the Board” is deleted in its entirety and replaced with “Clerk of the Board”.
- (m) Section 13 is deleted in its entirety and replaced with “The Clerk of the Board shall be the Clerk of Red Deer County’s Subdivision and Development Appeal Board.”.
- (n) Section 20 the word “Secretary” is deleted and replaced with the word “Clerk”.
- (o) Section 21 the words “*in camera*” are deleted and replaced with “in a closed session”.

- (p) Section 23 is deleted in its entirety and replaced with “The Clerk of the Board shall be the Clerk of the City of Red Deer’s Subdivision and Development Appeal Board”.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2019
READ A SECOND TIME IN OPEN COUNCIL this	day of	2019
READ A THIRD TIME IN OPEN COUNCIL this	day of	2019
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2019

---

MAYOR

---

CITY CLERK

**BYLAW NO. 3408/2008**

Being a bylaw of **T**he City of Red Deer, in the Province of Alberta, to establish an Intermunicipal Subdivision and Development Appeal Board for **T**he City of Red Deer and Red Deer County.

WHEREAS on July 5, 2007, **T**he City of Red Deer enacted Bylaw 3393/2007 and Red Deer County enacted Bylaw 2007/29, whereby the two municipalities adopted an Intermunicipal Development Plan;

AND WHEREAS **T**he City of Red Deer and Red Deer County have agreed in the Intermunicipal Development Plan to establish an Intermunicipal Subdivision and Development Appeal Board and Intermunicipal Disagreement Resolution Board;

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

1. This Bylaw shall be called the “Intermunicipal Subdivision and Development Appeal Board Bylaw”.

**Definitions**

2. In this Bylaw, the following definitions shall apply:

**a.** “Board” means the Intermunicipal Subdivision and Development Appeal Board and the Intermunicipal Disagreement Resolution Board, as the context requires.

**b.** “Councils” means the Red Deer County Council and **T**he City of Red Deer Council.

**c.** “Intermunicipal Development Plan” or “IDP” means the Red Deer County and City of Red Deer Intermunicipal Development Plan adopted on July 5, 2007 by Red Deer County Bylaw No. 2007/29 and City of Red Deer Bylaw No. 3393/2007.

## **PART I – Intermunicipal Subdivision & Development Appeal Board**

### **Purpose**

- <sup>1</sup>3. The purpose of the Board is to hear appeals from subdivision and development permit decisions made under the provisions of the Intermunicipal Development Plan within the City's Growth Area (Map 1) prior to annexation; and within the Collaborative Planning Areas and the Agricultural and Open Space Area (Map 1) until more detailed policies are adopted as part of the Intermunicipal Development Plan.**

### **Membership and Term**

- 4. The Board shall consist of seven (7) members appointed for a term not to exceed three (3) years, as follows:**
  - (a) Three (3) members from each Municipality; notwithstanding the provisions of the IDP, neither Council shall appoint a County or City Councillor to sit on the Board unless the two municipalities sign a separate agreement allowing for the appointment of one Councillor from each municipality;**
  - (b) A Chairperson agreed upon by both Municipal Councils, or where Councils cannot agree, appointed by a judge of the Court of Queen's Bench of Alberta;**
  - (c) No person who is a County or City staff member or a member of the Municipal Planning Commission or a member of the Subdivision Authority of either municipality shall be appointed as a member of the Intermunicipal Subdivision and Development Appeal Board; and**
  - (d) The appointing Municipality shall be entitled to appoint a replacement member at any time in accordance with section 4(a) for members or 4(b) in the case of the Chairperson.**

---

<sup>1</sup> 3408/A-2012

- (e) **<sup>1</sup>Notwithstanding that the terms of appointment to the board shall not exceed 3 years, members shall serve on hearings for appeals and/or disagreements filed during their term; and**
- (f) **<sup>2</sup>No member shall serve more than two consecutive terms without authorization of both municipal Councils.**

### **Payment to Board**

- 5. **Each member of the Board shall be paid an honorarium by the municipality he/she represents and the Chairperson shall be paid an honorarium by both municipalities on an equal cost share basis, for each day or partial day the Board meets.**

### **Procedure**

- 6. **The Chairperson:**
  - (a) **Will preside over and be responsible for the conduct of the meeting of the Board;**
  - (b) **May set time limits or prescribe the manner in which submissions are to be made, accepting either oral or written submissions or both and setting reasonable limits for such submissions; and**
  - (c) **Will vote on all matters before the Board.**
- 7. **The Board may determine its own procedure and make procedural rules in respect of matters not provided for in this Bylaw, by Statute or under the Intermunicipal Development Plan.**

### **Quorum**

- 8. **A quorum shall consist of an equal number of members appointed by the County and the City, plus the Chairperson.**

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<sup>1</sup> 3408/A-2012, <sup>2</sup> 3408/A-2012

- <sup>1</sup>8.1 **Provided that there are an equal number of County members and City members in attendance, and notwithstanding sections 4(a), 4(b) and 8, in the event that a Intermunicipal Subdivision and Development Appeal Board hearing has been scheduled and the Chairperson is not available to attend, the Panel Members shall choose an alternate Chairperson from among those present and this shall constitute quorum.(format change only)**

**Decision (relocate entire #9 to 12(b))**

- ~~9. Any order or decision by the Board shall be signed by the Chairperson or by the Clerk of the Board.~~

**Commencement of Appeal**

10. An appeal is to commence by:
- (a) The appellant mailing or delivering to the ~~Secretary~~ **Clerk** of the Board at Red Deer County offices a Notice of Appeal in the form established by the Board from time to time; and
  - <sup>2</sup>(b) Paying a fee of Four Hundred Dollars (\$400), which will be retained by the County. The appeal fee is refundable if the appeal is successful.

**Notice and Time for Hearing**

11. Notice of an appeal shall be given in accordance with the provisions of the Municipal Government Act applicable to Subdivision and Development Appeal Boards.

**Decision of the Board**

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<sup>1</sup> 3408/A-2015

<sup>2</sup> 3408/A-2012

12. (a) The Board must give its decision in writing together with reasons for the decision within 15 days after concluding the hearing.
- (b) ~~As soon as reasonably possible after a hearing, the Secretary of the Board shall prepare minutes of the hearing, including the particulars of the appeal.~~ **Red Deer County shall keep a record of the hearing proceedings in accordance with the requirements of s. 629(b) of the Municipal Government Act.**
- (c) **(insert #9)** Any order or decision by the Board shall be signed by the Chairperson or by the **Clerk** of the Board.
- (d) **A copy of any order or decision of the Board will be maintained at both Red Deer County and the City of Red Deer and will be made available for public inspection at all reasonable times.**

~~The Board minutes shall be maintained at Red Deer County Municipal Offices and the City of Red Deer Municipal Offices and be available for public inspection at all reasonable times.~~

~~Secretary of the Board~~

**Clerk of the Board**

~~14.13. The Secretary~~ **Clerk** of the Board shall be appointed by Red Deer County from its ~~administrative staff.~~ **the Clerk of Red Deer County's Subdivision and Development Appeal Board.**

## PART II – Intermunicipal Disagreement Resolution Board

**15.14.** This Bylaw also applies to the establishment of an Intermunicipal Disagreement Resolution Board as provided for in the Intermunicipal Development Plan.

**Membership**

**16.15.** The Intermunicipal Subdivision & Development Appeal Board shall also act and sit as the Intermunicipal Disagreement Resolution Board.

**17.16.** This Bylaw shall in every respect apply to the Intermunicipal Disagreement Resolution Board except as further set out as follows:

**Purpose of the Intermunicipal Disagreement Resolution Board**

**18.17.** The purpose of the Intermunicipal Disagreement Resolution Board is to hear any matters of disagreement relative to the interpretation of the Intermunicipal Development Plan disagreed to as between Red Deer County and **T**the City of Red Deer.

**Filing Disagreement with the Intermunicipal Disagreement Resolution Board**

**19.18.** A disagreement is commenced by a written referral to the Board from either the Manager for Red Deer County or the Manager of **T**the City of Red Deer, or both.

**20.19.** There is no appeal fee payable.

**21.20.** Any matter referred to the Intermunicipal Disagreement Resolution Board shall be heard by the Board within thirty (30) days of the date that the referral is received by the **Secretary Clerk** of the Board.

**22.21.** The Intermunicipal Disagreement Resolution Board shall conduct its deliberations *in-camera* **in a closed session** and only representatives of Red Deer County and **T**the City of Red Deer and their witnesses may appear.

**23.22.** The Intermunicipal Disagreement Resolution Board shall make a decision and provide in writing the decision of the Board and reasons for the decision to each Municipality within fifteen (15) days after the conclusion of the hearing.

**24.23.** The **Secretary Clerk** of the Intermunicipal Disagreement Resolution Board shall be appointed ~~by the City of Red Deer from its administrative staff~~ **the Clerk of The City of Red Deer's Subdivision and Development Appeal Board.**

**READ A FIRST TIME IN OPEN COUNCIL this 5<sup>th</sup> day of May 2008.**

**READ A SECOND TIME IN OPEN COUNCIL this 5<sup>th</sup> day of May 2008.**

**READ A THIRD TIME IN OPEN COUNCIL this 5<sup>th</sup> day of May 2008.**

**AND SIGNED BY THE MAYOR AND CITY CLERK this 5<sup>th</sup> day of May 2008.**

**“Morris Fewwelling”**

**“Kelly Kloss”**

---

**MAYOR**

---

**CITY CLERK**



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Jackie Kurylo, Appeals Coordinator  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Intermunicipal Subdivision and Development Appeal Board Bylaw

---

**Reference Report:**

Legislative Services, dated January 3, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3408/A-2019 (an amendment to the Intermunicipal Subdivision and Development Appeal Board Bylaw to ensure compliance with the Municipal Government Act and administrative updates)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Corporate Services  
Corporate Meeting Administrator  
Corporate Meeting Support



January 24, 2019

## Business Licence Bylaw 3609-A2019 – Not for Profit Consideration of Second and Third Reading of Bylaw

Legislative Services

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

---

#### Summary:

The attached report is being brought forward from the Monday, January 21, 2019 Regular City Council meeting.

#### **Recommendation:**

That Council consider second and third reading of Bylaw 3576/A-2019.

#### **Background:**

---

At the Monday, January 21, 2019 City Council gave first reading, as amended to Bylaw 3609/A-2019 (an amendment to the Business Licence Bylaw to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements). Revised Bylaw 3609/A-2019 is attached.

#### **Proposed Resolution:**

---

That Bylaw 3609/A-2019 be read a second and third time.





Originally Submitted to the  
Monday, January 21, 2019 Council  
Meeting.

December 10, 2018

## Not for Profit - Business Bylaw Amendment 3609/A-2019

Inspections and Licensing

### Report Summary

---

On September 4, 2018, Council gave final reading to the new *Business Licence Bylaw* No. 3609/2018. The bylaw replaced the previous outdated bylaw to create a clear, simplified bylaw that is up-to-date, allows for flexibility, and creates a fair and equitable environment for all businesses.

This report is in response to an additional resolution passed at the September 4, 2018 Council meeting:

*Resolved that Council of The City of Red Deer having considered Bylaw 3609/2018 directs administration report back within eight weeks addressing the business licence fees with consideration being given to the issue of licensing and fees for Not for Profit.*

This report is in response to Council's resolution, and identifies options considered by Administration. Administration proposes a recommendation to amend the *Business Licence Bylaw* to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements (Appendix A & B).

### City Manager Comments

---

I support the recommendation of Administration. The bylaw provides for a definition to clarify what constitutes a Not for Profit, requiring that they obtain a business licence, and making provisions to exclude specific Not for Profits such as parent groups or sports teams. All businesses that occupy space will be treated equitably, and the data available to Administration from those businesses to be used for planning purposes.

Craig Curtis  
City Manager

### Proposed Resolution

---

That Bylaw 3609/A-2019 be read a first time.

## Rationale for Recommendations

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1. **Provide a clear definition of Not for Profit Organizations (NFP).** The current bylaw does not provide a definition of Not for Profit Organizations.
2. **Clarification on exclusions for a business licence.** The purpose of this amendment is to clarify that we intend for all businesses, including Not for Profit Organizations to obtain a business licence, except for those that meet the exclusion criteria.

## Discussion

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### **Background**

The *Business Licence Bylaw* No. 3609/2018 was read a first time in Council on August 20, 2018, and was adopted by Council on September 4, 2018. The bylaw took effect on September 4, 2018, and provides:

- **A more simplified, concise bylaw allowing for the evolution of business types.** The proposed bylaw is easier to understand for business owners and other stakeholders, and allows for increased flexibility as business types and models evolve, and new trends emerge.
- **Creates fairness between business types by requiring a licence for all business types, and charging the same fee for all business types.** The existing bylaw licences only very specific types of business types, and the fee charged is attributed to the type of business.
- **A fees and charges review has identified the requirement for a simplified fee structure, with a lower fee than what is currently charged for resident business owners.**
- **Requiring an annual licence of all businesses in the city provides the opportunity for up-to-date statistics on business data.** This information is requested often by both internal and external stakeholders.

Further, at the September 4 Council meeting, a resolution was passed, directing Administration to further review not for profits and subsequent licensing requirements.

*Resolved that Council of The City of Red Deer having considered Bylaw 3609/2018 directs administration report back within eight weeks addressing the business licence fees with consideration being given to the issue of licensing and fees for Not for Profit.*

This report is in response to Council's resolution, and identifies options considered by Administration. Administration proposes a recommendation to amend the *Business Licence Bylaw* to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements.

### **Analysis**

#### *Review of Alignment with Existing Corporate Processes*

As part of Administration's process to investigate not for profit business licence requirements, fees and exemptions, processes were compared with Revenue and Assessment Services to look at potentially aligning the business licence exemption process with the existing tax exemption process. This was not an option based on property ownership vs property leasing, as well as the co-location of several NFPs in one premise.

Further, the outcome was that the resources required to complete that process would far exceed the nominal fee required for a business licence, resulting in a draw from the tax base to cover the time to determine exemption. Revenue and Assessment Services estimates an average of 5-10 hours per application to properly determine NFP exemption status. That would equate to \$200-\$400 in personnel hours to process a NFP exemption application to remove the \$108 Business Licence fee.

#### *Municipal Comparisons*

Administration also discussed NFP business licences with other municipalities, and their approach for NFP Organizations for comparison. The below chart is the summary of that review.

<b>Other Municipalities</b>	<b>NFP Business Licence Required</b>	<b>Fee for NFP</b>
Lethbridge	Yes	Same as a business licence \$187
Edmonton	Yes	Lower fee than business licence \$45
Medicine Hat	No	Exempt from bylaw and licensing requirements.
Grande Prairie	No	Exempt from bylaw and licensing requirements.
Airdrie	Yes	Same as business licence \$100
Saskatoon	Yes	Same as Business Licence

		\$125
St. Albert	Yes	No fee if exemption verified

### *Provincial Legislation*

Provincial legislation was reviewed as part of the development of the definition of Not For Profit Organizations. In reviewing all provincial legislation, each act had requirements that guide NFP Organization's requirements. These acts have been referenced for guiding principles in determining what is required to be a Not for Profit organization from a legislative perspective:

- a. *Societies Act, R.S.A 1980, c. S-18*
- b. *Companies Act, Part 9 R.S.A. 1980 C-20*
- c. *Canada Corporations Act, Part II R.S.C.1985,c. C-32.*

### **Proposed Bylaw Amendments**

Administration is proposing two amendments to the existing bylaw to provide clarity related to not for profit businesses and the exclusion of not for profit groups such as school, sports or social clubs.

The intent of the licensing requirements in the new bylaw was not to include smaller groups organized for the purposes of fundraising for school or sports activities, but to licence those not for profits that have employees and a business premise from which they operate from.

The addition of the definition and further exclusions achieves the original intent, provides clarity for staff and customers, and addresses concerns identified by Council. The following are the two recommended additions to the bylaw:

#### I. Clear definition of Not for Profit Organization:

*"Not for Profit Organization" means*

- i) *a society established under the Societies Act, R.S.A. 1980, c. S-18;*
- ii) *a registered charity established under the Income Tax Act; R.S.A. 1985, c.1*
- iii) *a company incorporated under Part 9 of the Companies Act, R.S.A. 1980, c. C-20*
- iv) *a company incorporated under Part II of the Canada Corporations Act, R.S.C. 1985, c. C-32; or*
- v) *a society, charity, or company established under successor or replacement legislation to any of the Acts referred to above.*

#### 2. Exclusions from business licensing requirements:

12. *No licence is required for: ...*

- d) *a Not for Profit Organization has no employees; or*
- e) *a Not for Profit Organization that does not Carry On operations from a Premises located within the City of Red Deer.*

Administration recommends that all other not for profit businesses, as defined above, are required to obtain an annual business licence and comply with all other provisions of the bylaw. There are no recommendations for exemptions to fees.

### **Licence and Fee Options**

Administration explored several options available to address licensing requirements for not for profit businesses, including the status quo, licence exemptions, fee exemptions and lower fees.

All of these options would include the addition of the new definition for Not for Profit Organization, as well as the exclusions from licensing requirements for smaller fundraising or social groups. The current fee is \$108 for an annual business licence.

1. Status Quo: Not for profits will require a business licence at full fee, with exclusions as proposed.

With this option, the process is streamlined and easy to execute. This will create consistency and transparency in process with clear expectations for all businesses, but addresses concerns related to licensing for school, sports or social groups.

Data and statistics can be captured for planning purposes. This option also allows The City to maintain cost recovery for administrative time to execute licensing processes. This option still provides guidelines on business licence exclusions, as defined above.

This option also allows for a mechanism to impose terms or conditions on a licence, if required, and to enforce, if necessary.

2. Not for Profits will require a business licence, with exemption opportunities for fees to be waived.

The main concerns with this option are the resources required to administer the fee exemption, given the requirement for Administration to review the applications submitted and determine whether the organization falls within the criteria or not.

There may be some opportunity to verify NFP status with Revenue and Assessment, however not all NFPs are property owners, and thus would not pay property taxes and subsequently would not require an application for property tax exemptions. In addition, some NFP organizations co-locate in one space to save money.

These challenges would require Administration to complete a two step process when verifying NFP status and fee exemption. Once Administration received an application for NFP fee exemption, verification of the NFP status would occur with Revenue and Assessment to see if that organization has been granted a tax exemption. If they are not, Administration would then have to review the application to determine if the business is a valid NFP Organization, based on set criteria.

This option would require the development of a department policy and process on how to determine who is exempt and when the fee should be waived.

3. Not for Profits will require a business licence, with the opportunity for a reduced fee.

This option would have similar concerns to option 2. There would still be an administrative process required to confirm NFP status, which equates to additional administrative time to review and verify the application for a lower fee. This would not allow for cost recovery for The City.

4. No business licence and no fee.

Not for Profits would not require a business licence, and therefore would not pay the business licence fee.

This option would not allow the collection of accurate data on the services and businesses operating in the City of Red Deer. One of the key goals with the *Business Licence Bylaw* was to capture the data of services and businesses operating in city limits for planning purposes.

The ability to impose terms and conditions on a licence would also be unavailable with this option, as the NFP would not be required to otherwise comply with the bylaw.

### **Recommendation**

Administration would recommend status quo; all businesses including Not for Profit Organizations will require a business licence, except for those who are excluded within the new proposed sections 12(e) and (d).

Based on the feedback from Revenue and Assessment, and the comparison to other municipalities, status quo would be in alignment with other municipalities and would limit the administrative resources to review applications. Revenue and Assessment's average review time per application is approximately 5-10 hours, putting The City in a negative financial position. The fees adopted as part of the initial adoption of the bylaw are nominal at \$108 per year. By requiring Not for Profit Organizations to obtain a Business Licence we are also able to impose and enforce conditions on the business licence therefore Administration recommends maintaining the business licence fees for all businesses, including Not for Profit Organizations.

### **Next Steps**

If Council should proceed with first reading of Bylaw 3609/A-2019, second and third readings of the bylaw would occur on February 4, 2019.

## Appendices

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- Appendix A: Proposed *Business Licence Bylaw* No. 3609/A-2019
- Appendix B: Proposed *Business Licence Bylaw* No. 3609/A-2019 Strikethrough



**Schedule "A"**  
**Fee Schedule**

GST EXEMPT

1. The fees for licences are:

(a) Resident Business	\$108.00
(b) Non Resident Business	\$420.00
(c) Resident Short Term	\$50.00
(d) Non Resident Short Term	\$175.00
(e) Change Fee	\$25.00
(f) Late Fee	\$25.00
(g) Not for Profit	\$35.00
  
2. Resident Business and Non Resident Business licence fees under this bylaw may be pro-rated on a monthly basis for each month from the date the licence is first issued until December 31 of that year, for any Business that was not operated or Carried On prior to the licence being issued. In no case will the pro-rated fee be less than \$35.00.
  
3. Business licence fees to be reviewed each year, prior to the renewal process, based on the Consumer Price Index (CPI) of Alberta. Fees will be rounded to the nearest \$0.05.

**BYLAW NO. 3609/2018**

A Bylaw to licence and regulate businesses within the City of Red Deer.

THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Business Licence Bylaw.
2. In this Bylaw:

**“Business”** means:

- i. a commercial, merchandising or industrial activity or undertaking;
- ii. a profession, trade, occupation, calling or employment; or
- iii. an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of Persons;

**“Cannabis”** means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis;

**“Cannabis Production Facility”** means any building in which commercial activities permitted by federal legislation may be conducted, such as the growing, production, labeling, packaging, storing and transporting of Cannabis, but excludes the growing of Cannabis by an individual for their personal use and consumption; and excludes Cannabis Retail Sales;

**“Cannabis Retail Sales”** means a retail store that is licensed by the Province of Alberta where Cannabis and Cannabis Accessories are lawfully sold to individuals who attend at the Premises;

**“Carry On”, “Carrying On”, “Carried On” and “Carries On”** means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent;

**“City”** means the City of Red Deer;

**“Direct Seller”** means the activities of soliciting, negotiating or concluding in person, at any place other than the seller’s place of business, sales contracts, including direct sales contracts to which Part 3 of the *Fair Trading Act* applies, for the provision of goods or services, where the buyer is a consumer, as per the *Designation Of Trades And Businesses Regulation*, Alberta Regulation 78/1999;

**"Drinking Establishment"** means a business the primary purpose of which is the sale of alcoholic beverages for consumption on the Premises in which the business is located and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the Premises, take-out food services, the sale of alcoholic beverages for consumption away from the Premises, and entertainment. A Drinking Establishment includes any Premises in respect of which a "Class A" Liquor Licence has been issued by the Alberta Gaming and Liquor Commission and where the terms of the licence prohibit minors;

**"Late Night Club"** means a facility, the primary purpose of which is to host late night events where:

- i. no alcohol or alcoholic beverages are available on the Premises for consumption or sale;
- ii. 20 or more patrons are assembled at any time between 3:00 a.m. and 6:00 a.m.;
- iii. the events are held for the purpose of gain or profit;
- iv. tickets are sold or an entrance or attendance fee is charged for persons to attend; and
- v. music, noise or sound of any kind or source, including but not limited to amplified recorded or computer generated music, amplified recorded or computer generated sounds, live music, sound or band music is performed or played;

**"Market"** means the Business of providing for rent, stalls, tables or spaces to merchants displaying for sale, offering for sale and selling goods to the public;

**"Mobile Business Unit"** means a motor vehicle, temporary structure or display, or stand from which a Business is Carried On;

**"Mobile Supervised Consumption Services"** means a Business operated within a Mobile Supervised Consumption Services Unit, pursuant to an exemption granted for medical purposes by the federal government, offering a supervised and controlled environment where a Person may consume a controlled substance that was obtained in a manner not authorized under the *Controlled Drugs and Substances Act*;

**"Mobile Supervised Consumption Services Unit"** means a vehicle designed or retrofitted to accommodate Mobile Supervised Consumption Services and having no more than two-booths and room for two people to recover post consumption;

**"Non Resident Business"** means a Business that is Carried On in Red Deer by a Person who either:

- i. does not reside or have its registered office in Red Deer; or
- ii. does not own or lease the Premises that the Business is Carried On from;

**“Not For Profit Organizations” means**

- i. a society established under the Societies Act, R.S.A. 1980, c. S-18;
- ii. a registered charity established under the Income Tax Act; R.S.A. 1985, c.1
- iii. a company incorporated under Part 9 of the Companies Act, R.S.A. 1980, c. C-20
- iv. a company incorporated under Part II of the Canada Corporations Act, R.S.C. 1985, c. C-32; or
- v. a society, charity, or company established under successor or replacement legislation to any of the Acts referred to above.

**“Pawn”** means to give as a deposit anything in pledge or as security for the payment of a loan or debt;

**“Pawnbroker”** means a Person who Carries On the Business of loaning or holding oneself out as ready to loan money on the security of the pawn of property but does not include a bank, trust company, credit union or other similar institution, and includes an agent or employee;

**“Pawned Goods”** means any item that is pawned but does not include real property;

**“Pawn Shop”** means a place of Business, which is not a residence, where a Person may Pawn Goods;

**“Peace Officer”** means a Peace Officer as defined in the *Provincial Offences Procedure Act*, S.A. 1988, c P-21.5;

**“Person”** includes an individual, sole proprietorship, corporation, partnership, joint venture, co-operative or society;

**“Permanent Supervised Consumption Services”** means a Business operated within a standalone location, pursuant to an exemption granted for medical purposes by the federal government, offering a supervised and controlled environment where a Person may consume a controlled substance that was obtained in a manner not authorized under the *Controlled Drugs and Substances Act*;

**“Premises”** means land, buildings, or structures;

**“Regulated Business”** means a Business that is identified in a Schedule

to this Bylaw, excluding Schedule “A” and Schedule “J”, in relation to which Council may adopt regulations in addition to those set out in the body of this Bylaw;

**“Resident Business”** means a Business that is Carried On by a Person who either:

- i. resides in Red Deer and Carries On a Business in Red Deer; or
- ii. Carries On a Business from Premises in Red Deer which the Person owns or rents;

**“Second Hand Dealer”** means the Business of acquiring second-hand property by trade, purchase or consignment, for the purpose of selling or offering for sale, but does not include auction sales, auto-wreckers, or recycling depots;

**“Second Hand Goods”** means any item that is being transferred to a second or later end user but does not include real property;

**“Short Term Licence”** means a licence that is valid for not more than four (4) consecutive months in a calendar year; and

**“Trade Shows”** means an exposition where Businesses in a specific industry can gather to display, demonstrate or sell products or services to other participants or the general public, in a single event operated over the course of one day or one weekend.

### **City Manager**

3. The City Manager is authorized to:

- (a) receive and consider applications for business licences, including the power to consult with, obtain information from and verify information with other employees or agents of the City, other governments, government agencies or Persons;
- (b) issue business licences, impose conditions on business licences and refuse to issue business licences;
- (c) revoke and suspend business licences;
- (d) keep a record of all business licences issued and any particulars of those licences;
- (e) maintain a register of business licences that is available to all departments of the City to access for the purpose of administering and enforcing this bylaw, any other bylaw of the City or an enactment of Alberta or Canada;

- (f) undertake any inspections of lands or buildings and make any inquiries necessary to ensure compliance with this bylaw;
- (g) be responsible for the administration and enforcement of this bylaw; and
- (h) exercise any other power, responsibility or discretion provided under this bylaw.

### **Directory**

4. The City Manager may publish or authorize the production of a directory of licensed businesses in the City, made publicly available.
5. The directory may contain any information provided by an applicant or licence holder under this bylaw.
6. When an applicant or licence holder provides information under this bylaw, the applicant or licence holder must be given an opportunity to exercise the right not be included in a directory that may be published under section 4.
7. The City Manager may establish terms and conditions under which a directory is published or information included in it.
8. The City Manager may also include information in the directory in relation to a Person who is not required to hold a business licence under this bylaw:
  - (a) on the request of that Person; and
  - (b) on terms and conditions established by the City Manager, including payment of a fee for inclusion.

### **Requirement for a Business Licence**

9. A Person that Carries On a Business in Red Deer must hold a valid business licence authorizing the Person to Carry On that Business.
10. Section 9 applies whether a Person Carries On a Business as a principal or as an agent.

### **Exclusions from the Requirement for a Business Licence**

11. The following Persons may Carry On a Business in Red Deer without a business licence:

- (a) the Crown in right of Alberta;
  - (b) the Crown in right of Canada;
  - (c) The City; and
  - (d) a Person whose Business is expressly exempted from the requirement of a business licence by a statute of the Legislature of Alberta or Parliament of Canada.
12. No licence is required for:
- (a) a Business that rents a stall, table, or space in a Market and Carries On within Market hours;
  - (b) Mobile Business Units that are operating as part of a Special Event approved by the City; or
  - (c) a Business that is operating as a vendor at a Trade Show.
  - (d) a Not for Profit Organization has no employees; or
  - (e) a Not for Profit Organization that does not Carry On operations from a Premises located within the City of Red Deer.
13. The Person who organizes a Market or Trade Show is required to obtain a business licence.
14. If only part of a Business is covered by an exemption under section 11 or 12, the Person who Carries On the Business must comply with this bylaw in respect of any part of the Business that is not exempted.
15. A Person who contracts with any of the Governments or Persons designated in section 11 will be subject to all the requirements of this bylaw.

**Application for a Business Licence**

16. Before the issue or renewal of a business licence, a Person must submit to the City Manager:
- (a) an application in a form established by the City Manager;
  - (b) the applicable fee; and
  - (c) any additional information required by this bylaw or by the City Manager.

17. An applicant must be at least 18 years old or have an agent at least 18 years old sign/authorize on behalf of the applicant.
18. The application must be in the form required by the City Manager and information to be submitted with an application must include the following:
  - (a) the applicant's name;
  - (b) the legal name of the Business and any brand names/trade names/operating names under which the Business is to be conducted;
  - (c) the Business contact information, including phone number(s), email address(es), and mailing address;
  - (d) the operating address of the Business;
  - (e) the proper name of the owner(s) of the Business, including the corporate information;
  - (f) the owner(s) contact information, including phone number(s), email address(es), and mailing address(es);
  - (g) a description of the nature of the Business that includes type of Business and the number of employees;
  - (h) where a Person intends to engage in or operate a Business at a specific Premises within the City, the Person shall ensure all necessary approvals required by law have been obtained, and shall provide proof of a valid and existing Development Permit for the Premises;
  - (i) the signature/authorization of the applicant or the applicant's agent;
  - (j) any other information that the City Manager may reasonably require for the purpose of the administration of this bylaw; and
  - (k) the business licence fee specified under Schedule A, unless that Business is exempt under section 11 or 12.
19. In addition to the information required in section 18, an applicant for a business licence for a Regulated Business must also provide the information and documents required by the Schedule applicable to that Business.
20. If there is any change to the information provided to the City Manager in the application for a business licence during the term of a business licence, the licence holder must advise the City Manager in writing of the change immediately.

**Considering the Application**

21. The City Manager must consider each complete application, as outlined in section 18.
22. Subject to section 23, the City Manager must grant a business licence to the applicant if the applicant meets the requirements of this bylaw.
23. The City Manager may refuse to issue a business licence or may impose conditions on a business licence if the City Manager:
  - (a) has revoked or suspended a business licence of the applicant for the same or a similar Business within the past 12 months; or
  - (b) has reasonable grounds for believing that the applicant does not or will not comply with this bylaw, another bylaw of the City, or an enactment of Alberta or Canada in relation to the Carrying On of the Business; or
  - (c) has reasonable grounds for believing that issuing a business licence with respect to the proposed Business is not in the public interest.
24. The City Manager may consult, prior to issuing or renewing a business licence, with authorities and agencies, including but not limited to the Province of Alberta, the RCMP, and City departments, to determine whether they are in possession of information which, in the opinion of the City Manager, renders it inappropriate for a business licence to be issued to the Person.
25. At any relevant time, the City Manager may impose, in addition to the conditions referenced under section 23, conditions on a new or existing business licence in relation to the establishment or operation of the applicable Business.
26. The City Manager must specify on the business licence:
  - (a) the name of the licence holder(s) and each name under which the Business is to be conducted;
  - (b) a description of the type of Business for which the licence is issued;
  - (c) the Schedule, if any, applicable to the regulation of the Business;
  - (d) the location where the Business is to be conducted;
  - (e) any conditions on the business licence; and
  - (f) the expiry date of the business licence.

**Business Licence Fee**

27. If the fee for a business licence is not paid, the business licence is not valid.
28. Once the City Manager has issued a business licence, the business licence fee is not refundable.

#### **Effect of and Limitations on a Business Licence**

29. Subject to section 31, a business licence allows the licence holder to Carry On the Business described in the business licence, and a business licence for a Regulated Business allows the licence holder to Carry On the Regulated Business described in the business licence provided that the licence holder complies with the specific regulations for that Regulated Business.
30. A business licence remains the property of the City.
31. A business licence does not relieve the licence holder from the obligation to obtain any other permit, licence or other approval that may be required under another bylaw of the City or any other governmental authority.
32. A business licence does not confer any property right and no licence holder may sell, transfer, assign, lease or otherwise dispose of or deal in a licence.

#### **Term of Business Licence**

33. A business licence issued under this bylaw expires on December 31 of the year for which it was issued, unless:
  - (a) it is revoked earlier under section 39 of this bylaw; or
  - (b) it was issued as a Short Term Licence.

#### **Obligations of Business Licence Holder**

34. A licence holder must ensure that the Business conducted under a business licence complies with:
  - (a) this bylaw; and
  - (b) any conditions imposed on the business licence.
35. A licence holder must:
  - (a) post the business licence in a conspicuous place in the Premises where the Business under licence is Carried On or operated;
  - (b) Carry On the Person of the licensee, or in or on the vehicle or apparatus from which the Business is Carried On; and
  - (c) produce the business licence to the City Manager or Peace Officer if requested to do so.

36. A licence holder must give access to the Premises specified in the business licence to the City Manager or a Peace Officer if requested to do so.

**Cancellation of Business Licence by a Licence Holder**

37. A licence holder may cancel a business licence by providing written notice to the City Manager.
38. If a licence is cancelled under section 37, the business licence fee is not refundable.

**Revocation or Suspension of Business Licence by City Manager**

39. If the Business Carried On or operated under a business licence does not comply with:

- (a) this bylaw;
- (b) any condition imposed on the licence; or
- (c) any other bylaw or enactment of Alberta or Canada applicable to the Business or the Premises where the Business is located,

the City Manager may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.

40. If an applicant for a business licence provides inaccurate or misleading information in an application for a business licence, the City Manager may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.
41. The City Manager, upon the reasonable belief that the safety, health or welfare of the public may be at risk due to the issuance of the licence, may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.
42. The City Manager must give written notice of the revocation or suspension, setting out in general terms the reason for the revocation or suspension and in the case of a suspension the period of the suspension.
43. The revocation or suspension of a business licence under section 40 is effective:
- (a) 24 hours after delivery if the written notice is delivered personally to the licence holder or the registered office of a corporate licence holder;

- (b) 72 hours after posting if the written notice is posted in a conspicuous place at the Premises specified in the licence where the Business is to be conducted or operated; or
- (c) seven days after the written notice is sent to the mailing address provided in the application for a business licence or the address subsequently provided in writing under section 18,

whichever is earliest.

- 44. In the notice suspending or revoking a licence, the City Manager may increase the time before which a revocation or suspension is effective from that established under section 43.
- 45. If the City Manager increases the amount of time under section 43, the City Manager may impose conditions on the business licence that the City Manager considers reasonable to ensure the protection of the public and the integrity of the administration of this bylaw.
- 46. A licence holder must cease Carrying On a Business immediately once a suspension or revocation is effective.
- 47. The City Manager may act under section 39 in addition to or instead of prosecuting an offence under this Bylaw or the *Provincial Offences Procedure Act*, or both.

### **Appeals**

- 48. If the City Manager:
  - (a) refuses to issue a business licence;
  - (b) revokes or suspends a business licence;
  - (c) identifies a Business subject to a Schedule; or
  - (d) imposes a condition on a business licence;

the applicant or licence holder may appeal the decision to the Red Deer Appeal and Review Board. Appeals are governed and processed in accordance with the provisions of the City of Red Deer *Appeal and Review Bylaw*, No. 3487/2012.

- 49. On the filing of an appeal in accordance with section 48, the decision being appealed is stayed, pending the decision of the Board.

50. The Red Deer Appeal and Review Board may:
- (a) uphold the decision of the City Manager;
  - (b) vary the decision of the City Manager or substitute its own decision; or
  - (c) overturn the decision of the City Manager.

### **Inspection of Lands and Buildings**

51. If there are reasonable grounds for believing that a Person is Carrying On a Business without a business licence, or is in contravention of this bylaw, the City Manager or Peace Officer may inspect the Business Premises and surrounding lands, without prior notice.

### **Business Licence is not a Representation of Compliance with other Bylaws**

52. A business licence issued under this bylaw is not a representation to the licence holder that the Business complies with the requirements of any other bylaw or enactment and the licence holder is responsible to ensure that the licence holder complies with all applicable bylaws and enactments.

### **Enforcement**

53. A Person is guilty of an offence if that Person:
- (a) Carries On a Business in Red Deer without a business licence as required under this bylaw, unless an exclusion under section 11 applies;
  - (b) Carries On a Business in Red Deer in breach of a condition imposed on a business licence;
  - (c) hinders or obstructs any Person in the exercise or performance of the Person's duties or powers pursuant to this bylaw; or
  - (d) is in breach of any provision of this bylaw.
54. When a corporation commits an offence under this bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
55. The owner of real property, who is registered on title at the Land Titles Office, shall be responsible for any act of a permit holder or Person Carrying On Business on the Premises located on the property that constitutes an offence under this Bylaw, in the same manner and to the same extent as though the act were done by the owner.

**Fines and Penalties**

56. A Person who is guilty of an offence under this bylaw is liable to the specified penalty for that offence, as stated in the Specified Penalty Table under Schedule "J".
57. A Person who breaches any of the provisions of this bylaw where the breach is of a continuing nature shall, in addition to the penalties set forth Schedule "J", pay a penalty of not less than \$250 for each day that the breach continues.
58. A Person who has not submitted payment by December 31 of that year may be subject to a \$25.00 late fee that will form part of the total fee owing.
59. When a penalty is not specified under this bylaw, a Person who is guilty of an offence is liable to a fine not exceeding \$10,000, and in default of payment of the fine, to imprisonment for up to six months.

**Municipal Violation Tag**

60. A Peace Officer may issue, with respect to an offence under this bylaw, a municipal violation tag specifying the fine amount (including any early payment fine amount), as may be established by this bylaw.
61. Where a municipal violation tag is issued, the fine amount indicated thereon may be paid as directed in lieu of prosecution.

**Violation Ticket**

62. A Peace Officer may issue, with respect to an offence under this bylaw, a violation ticket:

- (a) specifying the fine amount established by this bylaw; or
- (b) requiring an appearance in court without the option of making a voluntary payment.

63. Where a violation ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed.

**Effective Date**

64. *License Bylaw, No. 3159/96, Late Night Clubs Bylaw, No. 3275/2001 and Drinking Establishment Licensing Bylaw No. 3332/2004* are hereby repealed.

65. This bylaw shall come into force and take effect upon third reading.

READ A FIRST TIME IN OPEN COUNCIL this 20 day of August 2018.

READ A SECOND TIME IN OPEN COUNCIL this 4 day of September 2018.

READ A THIRD TIME IN OPEN COUNCIL this 4 day of September 2018.

AND SIGNED BY THE MAYOR AND CITY CLERK this 4 day of September 2018.

“Tara Veer”  
 \_\_\_\_\_  
 MAYOR  
 CLERK

“Frieda McDougall”  
 \_\_\_\_\_  
 CITY

**Schedule "A"**  
**Fee Schedule**

GST EXEMPT

1. The fees for licences are:
 

(a)	Resident Business	\$108.00
(b)	Non Resident Business	\$420.00
(c)	Resident Short Term	\$50.00
(d)	Non Resident Short Term	\$175.00
(e)	Change Fee	\$25.00
(f)		
	Late	Fee
		\$25.00
  
2. Resident Business and Non Resident Business licence fees under this bylaw may be pro-rated on a monthly basis for each month from the date the licence is first issued until December 31 of that year, for any Business that was not operated or Carried On prior to the licence being issued. In no case will the pro-rated fee be less than \$35.00.
  
3. Business licence fees to be reviewed each year, prior to the renewal process, based on the Consumer Price Index (CPI) of Alberta. Fees will be rounded to the nearest \$0.05.

**Schedule "B"**  
**Pawn Shops and Pawnbrokers**

1. A Pawnbroker must not also Carry On the Business of a Second Hand Dealer on the same Premises.
2. A Pawnbroker must keep a record, recorded at the time of each transaction, of the following information, in a form satisfactory to the City Manager, including by electronic means, where the Pawnbroker receives Pawns Goods:
  - (a) the date and time at which the Pawns Goods were received;
  - (b) an accurate description of the Pawns Goods, including, but not limited to:
    - i. the make and model;
    - ii. the manufacturer's name;
    - iii. any serial number; and
    - iv. other distinguishing marks;
  - (c) the amount of money advanced for the Pawns Goods;
  - (d) the rate of interest which is to be charged on the loan which is made;
  - (e) the full name of the employee who accepted the Pawns Goods.
3. In addition to section 2, a Pawnbroker must record a complete and accurate description of the Person pawning the goods, including the Person's:
  - (a) full name;
  - (b) date of birth;
  - (c) current address and telephone number; and
  - (d) physical description which shall include the following specifics: eye colour, hair colour, height, weight, and any other distinguishing feature.
  - (e) two pieces of numbered identification, one being government issued and containing a picture of the Person tendering the Pawns Goods, that confirm the name and address given.
4. At the time a Person Pawns goods, a Pawnbroker must free of charge, give that Person a copy of the summary of information taken at the time the goods are Pawns.

5. Immediately upon request, a Pawnbroker must make available to the City Manager or Peace Officer an accurate copy of the information kept under section 3.
6. If Pawned Goods are redeemed, the Pawnbroker who conducts the transaction must record:
  - (a) Record the Pawnbroker's own name and the date the pawned goods were redeemed;
  - (b) Record the same information required under section 3 relative to the Person who has redeemed the Pawned Goods; and
  - (c) ensure the information recorded in sections 2 and 3 is kept in accordance with section 14.
7. A Pawnbroker must:
  - (a) not sell any Pawned Goods until at least forty-five (45) days have elapsed from the time the goods were Pawned;
  - (b) keep all Pawned Goods in the Pawn Shop where the Pawn occurred until forty-five (45) days have elapsed from the time the goods were Pawned; and
  - (c) keep all Pawned Goods which have not been redeemed within the time allowed and are for sale apart from all other Pawned Goods for which the forty-five (45) days have not yet elapsed.
8. Notwithstanding section 7, if a longer period of retention has been agreed upon between the Pawnbroker and the Person who Pawns Goods, the Pawnbroker cannot sell or remove the goods from the Pawn Shop where the Pawn occurred until that longer period has expired.
9. A Pawnbroker must not accept Pawned Goods:
  - (a) if the goods are offered by a Person who:
    - i. is under 18 years of age; or
    - ii. fails to provide the identification required under section 3; or
    - iii. appears to be intoxicated.
  - (b) if the goods have had or appear to have had the identification number or serial number removed or altered with in any way, unless prior written approval is obtained from the RCMP.

10. A Pawnbroker must not:
  - (a) erase or alter any information recorded under section 2 or section 3; or
  - (b) direct or allow any Person to erase or alter any information recorded under section 2 or section 3.
11. A Pawnbroker must post in a conspicuous location in the place of Business:
  - (a) the maximum interest rate allowed by the *Statutes of Canada* to be taken by the Pawnbroker; and
  - (b) a detailed statement as to the manner in which the interest rate charged by the Pawnbroker is calculated.
12. The books or records and any personal property in a Pawnbroker's Premises shall be open for inspection at all times by any Peace Officer or the City Manager.
13. On any day the Pawn Shop is open for business, each Pawnbroker shall deliver to the City Detachment of the RCMP, a detailed and accurate description of all Pawns Goods received during the preceding 24 hour period (from 10:00 am that day to 10:00am of the previous day on which the shop was last open for business), including:
  - (a) the date and time of day when each property was received;
  - (b) the serial or folio number in the Pawnbroker's book or record; and
  - (c) the name, address and a detailed description of the Person or Persons from whom the Pawn was received, including the description of the clothing and any other distinguishing features.
14. The information required to be kept in sections 2 and 3 must be kept:
  - (a) in electronic form with automated reporting capabilities;
  - (b) in English;
  - (c) in the Pawn Shop; and
  - (d) for a period of one (1) year from the date the goods were Pawns.

**Schedule "C"**  
**Second Hand Dealers**

1. A Second Hand Dealer shall not Carry On the Business of a Pawnbroker from the same Premises as the Second Hand Dealer Business.
2. A Person shall not be required to hold a licence for dealing in Second Hand Goods where the second hand goods are accepted as part of the consideration for the purchase price of new goods.
3. A Second Hand Dealer must keep a record in English, in a form satisfactory to the City Manager, in relation to each transaction of receiving Second Hand Goods:
  - (a) the date and time at which the Second Hand Goods were received;
  - (b) an accurate description of the Second Hand Goods, including, but not limited to:
    - i. the make and model;
    - ii. the manufacturer's name;
    - iii. any serial number; and
    - iv. other distinguishing marks; and
  - (c) the amount paid by the dealer for the Second Hand Goods.
4. In addition to section 3, a Second Hand Dealer must record a complete and accurate description of the Person of whom the Second Hand Goods were acquired, including the Person's:
  - (a) full name;
  - (b) date of birth;
  - (c) residential address and telephone number; and
  - (d) physical description which shall include the following specifics: eye colour, hair colour, height, weight, and any other distinguishing feature.
5. No entry made in such book, record or computer program shall be erased, obliterated or defaced, nor shall any portion thereof be torn out or removed.
6. The book, record or computer program required herein and any personal property in the Second Hand Dealer's place of Business shall be open to inspection at all times by any Peace Officer or City Manager, and the duplicate copy of such book

or record shall be delivered to the Peace Officer or City Manager upon request.

7. No Second Hand Dealer shall dispose of or undertake the repair of any second hand goods until 72 hours have elapsed from the time of acquisition of such goods.
8. Each Second Hand Dealer shall keep separate and apart from his other goods those goods required to be held under section 7, until the time set forth in that section has elapsed.
9. Sections 3 to 8 inclusive do not apply to:
  - (a) the purchase of second hand goods, wares, merchandise or other effect bargained for or delivered to the purchaser at any place outside the City, although such Person disposes of the same within the City;
  - (b) Persons who deal in second hand books;
  - (c) auctioneers; or
  - (d) thrift shops and clothing banks operated by any church or charitable organization.

**Schedule "D"**  
**Mobile Business Units**

1. In addition to the requirements of section 18 of this Bylaw, an applicant for a business licence for a Mobile Business Unit, must submit to the City Manager, in a form acceptable to the City Manager; a schedule of all locations the Mobile Business Unit intends to Carry On Business, including civic address(es), date(s) and time(s).

**Schedule "E"**  
**Direct Sellers**

1. In addition to the requirements of section 18 of this Bylaw, an applicant for a business licence for a Direct Seller Business, must submit to the City Manager, in a form acceptable to the City Manager; proof of a current/valid direct selling business licence, issued under the *Direct Selling Business Licensing Regulation*, Alberta Regulation, 190/1999.
2. A Direct Seller may not Carry On Business between the hours of 8:00PM and 8:00AM.
3. A Direct Seller must carry with him a copy of the valid business licence issued under this Bylaw and produce it on request to each potential customer.

**Schedule "F"**  
**Drinking Establishments**

**Mandatory Requirements**

1. The licence holder for a Drinking Establishment must:
  - (a) adhere to the provisions of all bylaws, enactments or regulations which apply to the Drinking Establishment;
  - (b) maintain in place a plan to the reasonable satisfaction of the City Manager which includes provisions for:
    - i. first aid for patrons of the establishment; and
    - ii. outside inspection and clean up in the vicinity of the Drinking Establishment during and after the hours of operation.
  - (c) require its manager and staff, on the request of a member of the RCMP, Peace Officer, Safety Codes Officer or City Manager to:
    - i. assist the member of the RCMP, City Manager or Peace Officer in carrying out an inspection of the Premises, and
    - ii. point out the location of the Drinking Establishment Licence so that it may be examined.

**Conditions Attached to Licence**

2. Where events have occurred in connection with the operation of a Drinking Establishment that put at risk the safety, health, welfare or property of members of the public or of the patrons or employees of the Drinking Establishment, the City Manager may include in the licence for that Drinking Establishment specific conditions which are intended to deal with that risk, including conditions respecting the following matters:
  - (a) the number and qualifications of security personnel who must be available at the Drinking Establishment;
  - (b) the procedures required to be in place to address emergency medical and security concerns;
  - (c) noise abatement measures which must be made to ensure noise outside or within the venue is minimized;
  - (d) requirements that the owner install and maintain a system of video camera surveillance, including specific requirements as to the number and type of cameras, their location and hours of operation, and the procedures governing the retention of copies of video tapes or other visual surveillance recordings;

- (e) a requirement that the owner install, maintain and operate an airport–style metal detecting security gate of a model and type and in a manner specified by the City Manager, for the purpose of identifying and barring entry to anyone carrying metal weapons;
- (f) a requirement that the owner enter into an agreement specifying the conditions set out herein, including such additional conditions as may be required by the City Manager pursuant to the provisions of subparagraph (g). Such agreement may, but need not, set out the terms and provisions which will give rise to a revocation or suspension of any licence granted under this Bylaw; and
- (g) such additional conditions consistent with the foregoing requirements, as are, in the opinion of the City Manager, reasonably necessary to protect the safety, health, welfare, and property of the patrons and employees of the Drinking Establishment.

### **Inspection of Premises and Facilities**

3. A Peace Officer, City Manager, Safety Codes Officer, or member of the RCMP may enter and inspect the Premises of any licensed Drinking Establishment at any reasonable time, including during its hours of operation:
  - (a) to determine if the facilities meet the requirements of this Bylaw, other applicable bylaws of the City or any other laws or regulations which the City Manager, Peace Officer, Safety Codes Officer or member of the RCMP is authorized to enforce;
  - (b) to ensure that the licensee is complying with the requirements of this Bylaw, the conditions attached to a licence issued under this Bylaw and other applicable bylaws of the City or any other laws or regulations which the City Manager, Peace Officer, Safety Codes Officer or member of the RCMP is authorized to enforce;
  - (c) in the case of a facility whose licence has been suspended, to examine the Premises to determine whether the conditions leading to the suspension of the licence have been corrected.

**Schedule "G"**  
**Mobile and Permanent Supervised Consumption Services**

**Application Requirements**

1. In addition to any other requirements of this Bylaw, before the issuance or renewal of a business licence for a Mobile or Permanent Supervised Consumption Services, an applicant must submit the following to the City Manager in a form and with supporting documentation acceptable to the City Manager:
  - (a) Mobile Supervised Consumption Services Units
    - i. A signed landowner consent for each location where Mobile Supervised Consumption Services are proposed to be offered;
    - ii. A proposed schedule of the days of the week, times and location(s) where Mobile Supervised Consumption Services will be offered;
    - iii. A detailed description of the proposed Mobile Supervised Consumption Services Unit, including the layout of the booths and recovery spaces;
    - iv. Photographs of the interior and exterior of the vehicle;
    - v. A proposed security plan, including the number and qualifications of security personnel; and
    - vi. Confirmation the applicant has provided ~~with~~ the written notice required by section 3.
  - (b) Permanent Supervised Consumption Services
    - i. A signed landowner consent for the location of the Permanent Supervised Consumption Services;
    - ii. A proposed security plan, including the number and qualifications of security personnel; and
    - iii. Confirmation the applicant has provided the written notice required by section 3.
2. No licence for a Mobile or Permanent Supervised Consumption Services shall be issued unless the applicant has been granted an exemption for medical purposes by the federal government in accordance with section 56.1 of the *Controlled Drugs and Substances Act*.
3. Prior to submitting a licence application, the applicant must provide written notice of their intent to apply for a licence to each owner and occupant of land located within a 100 metre radius of the location(s) where the applicant is proposing to operate.

4. Applications for the issuance or renewal of a business licence for Mobile or Permanent Supervised Consumption Services may be circulated to Health Canada, Alberta Health Services and the RCMP for referral and consultation.

**General Licence Conditions**

5. Prior to making a decision on issuance or renewal of a business licence, the City Manager may take into consideration any written submissions received in response to the notice issued under section 3.
6. In addition to conditions which may be listed as mandatory, the City Manager may impose terms and conditions on a licence for Mobile or Permanent Supervised Consumption Services if, in of the opinion of the City Manager based on reasonable grounds, it is in the public interest to do so. Such conditions may address, without limitation, CPTED concerns, hours of operation, queue management, and security concerns.
7. Any terms and conditions imposed by the City Manager must not conflict with any term or condition of the associated exemption granted for medical purposes by the federal government pursuant to section 56.1 of the *Controlled Drugs and Substances Act*.

**Mobile Supervised Consumption Services Unit Licence Conditions**

8. The following shall be mandatory conditions for business licences for Mobile Supervised Consumption Services:
  - (a) No outdoor storage of goods is allowed in connection with the operations of the Business;
  - (b) The Mobile Supervised Consumption Services Unit shall not remain at an approved location outside of the days and hours of operation approved in the licence;
  - (c) The site must be left in the condition it was prior to Business operation; and
  - (d) A licence for a Mobile Supervised Consumption Service Unit may only be issued for the following locations within the City of Red Deer:
    - i. 3942 50A Avenue; and
    - ii. 5246 53 Avenue

**Permanent Supervised Consumption Services Licence Conditions**

9. The following shall be mandatory conditions for business licences for Permanent Supervised Consumption Services:
  - (a) The licence holder must maintain in place a plan to address emergency, medical and security concerns;

- (b) The licence holder installs and maintains a system of video camera surveillance;
- (c) The licence holder must maintain in place a plan for outside inspections and regular clean up, including needle pick up, within the vicinity of the Permanent Supervised Consumption Service, during and after hours of operation;
- (d) The licence holder must designate one individual to serve as a liaison with the City to address any emerging issues related to community concerns; and

Such additional conditions reasonably necessary to protect the safety, health, welfare, and property of the attendees of the Permanent Supervised Consumption Service and its employees, and the public.

**Schedule “H”  
Cannabis Retail Sales and Cannabis Production Facility**

**Application Requirements**

1. In addition to any other requirements of this bylaw, before the issuance or renewal of a business licence for Cannabis Retail Sales or Cannabis Production Facility, an applicant must submit the following to the City Manager in a form and with supporting documentation acceptable to the City Manager:
  - (a) A proposed security plan for the licensed Premises.

**Licence Conditions for Cannabis Retail Sales**

2. It is a condition of every business licence for Cannabis Retail Sales that the licence holder must:
  - (a) Maintain and keep on the licensed Premises:
    - i. Proof of a valid and subsisting Cannabis Licence pursuant to the *Gaming, Liquor and Cannabis Act* (Alberta), as amended from time to time; and
    - ii. A list of all Persons employed including proof of each employee’s compliance with the qualifications, conditions, or training requirements for employees of Cannabis Licensees set out in the *Gaming, Liquor and Cannabis Act* (Alberta), as amended from time to time.
  - (b) Produce the information set out in subsection (a) when requested to do so by a Peace Officer or City Manager;
  - (c) Display the business licence number assigned to their business licence for Cannabis Retail Sales in any advertisement for the Business placed in any newspaper, web page, magazine or periodical, and not advertise the Business unless any name, telephone number, e-mail address, internal address or other contact information used in the advertisement was previously provided to the City Manager;
  - (d) Ensure that a minimum of two employees are present on the licensed Premises at any time the Business is open to the public;
  - (e) Display the licence in a prominent location in the Business as well as information regarding the health and safety impacts of Cannabis and resources available to users of Cannabis;
  - (f) Comply with an approved security plan; and
  - (g) Comply with all applicable municipal, provincial and federal legislation, regulations, and other requirements, including the terms and conditions of

any federal or provincial licence, permit or authorization, which apply to the operation of the Business.

**Licence Conditions for Cannabis Production Facility**

3. It is a condition of every business licence for a Cannabis Production Facility that the licence must:
  - (a) Maintain and keep on the licensed Premises:
    - i. Proof of a valid and subsisting issued under the *Cannabis Act*, *Controlled Drugs and Substances Act*, or other applicable federal legislation, as amended from time to time; and
    - ii. A list of all Persons employed including proof of each employee's compliance with the qualifications, conditions, or training requirements set out in the *Cannabis Act*, *Controlled Drugs and Substances Act*, or other applicable federal legislation, as amended from time to time.
  - (b) Produce the information set out in subsection (a) when requested to do so by a Peace Officer;
  - (c) Comply with an approved security plan; and
  - (d) Comply with all applicable municipal, provincial and federal legislation, regulations, and other requirements, including the terms and conditions of any federal or provincial licence, permit or authorization, which apply to the operation of the licensed Premises.

**Schedule "I"**  
**Late Night Clubs**

**Application for a Licence**

1. A Person wishing to obtain a licence for a Late Night Club may apply to the City Manager by providing an application in the form established by the City Manager, containing the following information:
  - (a) the full names and addresses of the following Persons:
    - i. the applicant; or
    - ii. where the applicant is a corporate entity, the directors and shareholders of the applicant;
  - (b) the consent of all the above parties for the Red Deer City RCMP to conduct a security check on them;
  - (c) the name and address of the registered owner of the Premises in which the Late Night Club will be located;
  - (d) a description of the usual types of events that will be held at the Late Night Club, including the hours of operation and the method by which admission will be charged; and
  - (e) a description satisfactory to the City Manager of the sound system to be used at the Late Night Club and any steps that will be taken by the applicant to ensure that no offence under the Community Standards Bylaw will occur and that noise disturbance outside the Late Night Club is minimized.
2. The City Manager may not issue a Late Night Club licence if:
  - (a) the City of Red Deer RCMP recommend against issuing the Late Night Club licence because of the criminal record of the applicant; or
  - (b) there are reasonable grounds to believe that it would not be appropriate to issue a Late Night Club licence to an applicant because the potential noise impact of the Late Night Club would create a nuisance in the community near the proposed club.
3. The City Manager may impose conditions in a Late Night Club licence respecting:
  - (a) the number and qualifications of security personnel which must be available at the Late Night Club;
  - (b) the procedures required to be in place to address emergency medical and security concerns;

- (c) the number of people who may attend the Late Night Club;
  - (d) noise abatement measures which must be made to ensure noise outside or within the venue is minimized; and
  - (e) such additional conditions as are, in the opinion of City Manager, reasonably necessary to protect the safety, health, welfare, and property of the attendees of the late night club and its employees.
4. A Late Night Club must meet the following requirements:
- (a) maintain in place an adequate security plan which includes provisions for:
    - i. first aid;
    - ii. entrance control to ensure that alcohol or illicit drugs are not brought into the Premises;
    - iii. outside inspection and clean up in the vicinity of the Late Night Club during and after the hours of operation; and
    - iv. line control including ensuring that patrons are not permitted to re-enter the Late Night Club after they have left.
  - (b) provide for an adequate supply of potable water at no cost to those in attendance.
5. A Late Night Club shall not remain open later than 6:00 a.m.

#### **Inspection Of Premises And Facilities**

6. A Peace Officer, City Manager, or member of the RCMP may enter and inspect the Premises of any intended or licensed Late Night Club at any reasonable time, including during its hours of operation:
- (a) to determine if the facilities meet the requirements of this bylaw;
  - (b) to ensure that the licensee is complying with the requirements of this bylaw or of a licence issued under this bylaw;
  - (c) in the case of a facility whose Late Night Club licence has been suspended, to examine the Premises to determine whether the conditions leading to the suspension of the licence have been corrected.

#### **Duty to Assist Inspector**

7. Late Night Club licences issued shall be subject to a condition that the licence holder must, on the request of a member of the RCMP, City Manager or Peace Officer:
- (a) assist the member of the RCMP, City Manager, or Peace Officer in carrying out an inspection under section 6; and

- (b) provide the member of the RCMP, City Manager, or Peace Officer with the Late Night Club licence and provide a place where it may be examined.

**Schedule "J"**  
**Specified Penalties**

BYLAW SECTION	DESCRIPTION OF CONTRAVENTION	SPECIFIED PENALTY		
		1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence
<b>Applicable to all Licence Types</b>				
35(a)	Failing to post licence in a conspicuous place in the Premises or the vehicle/apparatus where the business is Carried On	\$250	\$500	\$1,000
36(c)	Failing to produce a licence upon request	\$250	\$500	\$1,000
36	Failing to give access to the Premises on the licence	\$250	\$500	\$1,000
40	Providing false, inaccurate or misleading information on a licence application	\$250	\$500	\$1000
46	Carry On Business while licence suspended or revoked	\$500	\$1,000	\$5,000
53(a)	Carry On or operate a Business without a licence	\$250	\$500	\$1,000
53(b)	Carries On a Business in breach of an imposed licence condition	\$500	\$1,000	\$2,500
53(c)	Hinders or obstructs any Person in the exercise or performance of the Person's duties or powers	\$250	\$500	\$1,000
<b>Applicable to Pawn Shops</b>				
Schedule "B" 1	Pawnbroker Carrying on Business as a Second- Hand Dealer on the same Premises	\$500	\$1,000	\$2,500
Schedule "B" 2 & 3	Fail to keep satisfactory records	\$500	\$1,000	\$2,500
Schedule "B" 7	Failure to retain items for the specified time frame	\$500	\$1,000	\$2,500
Schedule "B" 9	Accepting goods from an unauthorized Person	\$500	\$1,000	\$2,500
Schedule "B" 10	Erasing, defacing, or altering records	\$500	\$1,000	\$2,500
12	Failure or refusal to allow inspection of records by Peace Officer or City Manager	\$500	\$1,000	\$2,500

<b>Applicable to Second Hand Dealers</b>				
Schedule "C" 1	Second Hand Dealer Carrying On Business of a Pawnbroker on the same Premises	\$500	\$1,000	\$2,500
Schedule "C" 3 & 4	Failure to keep satisfactory records	\$500	\$1,000	\$2,500
Schedule "C" 5	Erase, deface, remove or alter any portion of a record	\$500	\$1,000	\$2,500
Schedule "C" 6	Failure or refusal to allow inspections of records by Peace Officer or City Manager	\$500	\$1,000	\$2,500
Schedule "C" 7	Disposing or repairing of goods before the specified time frame has elapsed	\$500	\$1,000	\$2,500
<b>Applicable to Direct Sellers</b>				
Schedule "E" 2	Operating within prohibited timeframe (between 8:00PM and 8:00AM)	\$500	\$1,000	\$2,500
Schedule "E" 3	Failure to produce licence to customer upon request	\$500	\$1,000	\$2,500
<b>Applicable to Drinking Establishments</b>				
Schedule "F" 3	Failure or refusal to allow Peace Officer or City Manager on the Premises	\$500	\$1,000	\$2,500
<b>Applicable to Supervised Consumption Services</b>				
Schedule "G" 8(a)	Outdoor storage of goods in connection with operations of the business	\$1,000	\$5,000	\$10,000
Schedule "G" 8(b)	Unit on site outside of approved days and hours	\$1,000	\$5,000	\$10,000
Schedule "G" 8(c)	Failure to maintain site condition after Business operation	\$1,000	\$5,000	\$10,000
Schedule "G" 8(d)	Operating in an unapproved location	\$1,000	\$5,000	\$10,000
Schedule "G" 9(a)	Failure to maintain and/or execute a plan to address emergency, medical and security concerns	\$1,000	\$5,000	\$10,000
Schedule "G" 9(b)	Failure to install and/or maintain a system of video camera surveillance	\$1,000	\$5,000	\$10,000
Schedule "G" 9(c)	Failure to maintain and/or execute a plan for outside inspections and regular clean up	\$1,000	\$5,000	\$10,000
Schedule "G" 9(d)	Failure to inform City of any emerging issues related to community concerns	\$1,000	\$5,000	\$10,000

<b>Applicable to Cannabis Retail Sales and Cannabis Production Facility</b>				
Schedule "H" 2(a)(i)	Failure to keep proof of valid subsisting Cannabis Licence on Premise	\$1,000	\$5,000	\$10,000
Schedule "H" 2(a)(ii)	Failure to keep list of all Persons employed	\$1,000	\$5,000	\$10,000
Schedule "H" 2(b)	Failure to produce information as requested by a Peace Officer or City Manager	\$1,000	\$5,000	\$10,000
Schedule "H" 2(d)	Failure to maintain a minimum of two employees during hours of operation	\$1,000	\$5,000	\$10,000
Schedule "H" 2(f)	Failure to comply with approved security plan	\$1,000	\$5,000	\$10,000
Schedule "H" 3(a)(i)	Failure to keep proof of valid and subsisting Cannabis Licence on Premise	\$1,000	\$5,000	\$10,000
Schedule "H" 3(a)(ii)	Failure to keep list of all Persons employed	\$1,000	\$5,000	\$10,000
Schedule "H" 3(b)	Failure to produce information as requested by Peace Officer or City Manager	\$1,000	\$5,000	\$10,000
Schedule "H" 3 (c)	Failure to comply with approved security plan	\$1,000	\$5,000	\$10,000
<b>Applicable to Late Night Clubs</b>				
Schedule "I" 5	Carrying on Business after 6 A.M.	\$500	\$1,000	\$2,500
Schedule "I" 7	Refusal to allow Peace Officer or City Manager to perform their duties	\$500	\$1,000	\$2,500



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Amy Fengstad, Parking & Licensing Supervisor  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Business Licence Bylaw Amendment 3609/A-2019 – Not for Profit

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**Reference Report:**

Inspections & Licensing, dated December 10, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading, as amended to the following Bylaw:

**Bylaw 3609/A-2019 (an amendment to the Business Licence Bylaw to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements) with the following amendment:**

- Under the amendment to section 12(e) of the original bylaw, delete the word “commercial” and replace with the word “non residential”

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Planning Services  
Inspections & Licensing Manager  
Corporate Meeting Administrator  
Corporate Meeting Support



January 24, 2019

## Minimum Separation from Dynamic Signs to Residential Districts Variance Clarification Bylaw 3357/B-2019

### Consideration of Second and Third Reading

Legislative Services

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

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##### **Summary:**

The attached report is being brought forward from the Monday, January 7, 2019 City Council meeting.

##### **Recommendation:**

That Council considers second and third readings to Land Use Bylaw Amendment 3357/B-2019.

##### **Background:**

Council gave first reading to Bylaw 3357/B-2019 (an amendment to the Land Use Bylaw that provides clarity on the variance powers the Development Authority has with respect to the minimum distance separation from Dynamic Signs to residential districts).

In accordance with Section 606 of the Municipal Government Act, this Land Use Bylaw Amendment was required to be advertised for two consecutive weeks. An advertisement was placed in the Red Deer Advocate on January 11 and January 18, 2019. A Public Hearing will be held on Monday, February 4, 2019 at 6:00 p.m. during Council's regular meeting.

#### **Proposed Resolution:**

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That Bylaw 3357/B-2019 be read a second and third time.



November 23, 2018

Originally Submitted to the January  
7, 2019 Council Meeting.

## Minimum Distance Separation from Dynamic Signs to Residential Districts Variance Clarification, Bylaw 3357/B-2019

Administrative Report

### **Report Summary and Recommendation**

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On October 15, 2018, Council amended Bylaw 3357/DD-2018, which clarified that minimum distance separation between Dynamic Signs and residential districts may be varied, by adding the following at the end of Section 11.8.2(a):

*“The Municipal Planning Commission has jurisdiction to vary 10-20%”*

Some additional amendments are required to ensure Council’s intent is adequately followed through with and that Part Eleven: Sign Development Standards is presented in a user-friendly manner.

Administration recommends that Council go with Option 1 and gives First Reading to Bylaw 3357/B-2019 that prohibits variances to the minimum distance separation between Dynamic Signs and residential areas above 20% and relocates this variance threshold into the subsection that specifically addresses variance requests.

### **City Manager Comments**

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I support the recommendation of Administration. If first reading of Bylaw 3357/B-2019 is given, a Public Hearing would be advertised for two consecutive weeks and would be held on Monday, February 4, 2019 at 6:00 p.m. during Council’s regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolutions**

---

That Bylaw 3357/B-2019 be read a first time.

### **Rationale for Recommendation**

---

Administration’s rationale for the recommendation is:

1. **The October 15, 2018 amendment leaves the approval of variance requests over 20% open to interpretation.** As currently written, variance requests over 20% could be interpreted as going back to the Development Officer for consideration, or that variance requests in excess of 20% are prohibited. Administration recommends clarifying Council intent.
2. **General feedback regarding setbacks was received by public and sign industry during sign review.** The clarifying Bylaw will enable more specific setbacks and clarity on variances to be reviewed by the public and sign industry.

## Discussion

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### *Background*

Bylaw 3357/DD-2018, as amended on October 15, 2018, includes a new development standard that states "The Municipal Planning Commission has jurisdiction to vary 10-20%". As currently written, variance requests for 20.1% or greater are left two differing interpretations:

1. That variance requests for 20.1% or greater would go back to the Development Officer for approval; or
2. That variance requests for 20.1% or greater are prohibited.

Council defeated another amendment that was put on the floor at the October 15, 2018 Council meeting to give Council jurisdiction to approve variances above 20%. As such, it is Administrations understanding that Council does not intend to allow for variances above 20%. The amendments are to better reflect Council's intent (Appendix A).

### *The Purpose of Minimum Separation Distances*

When Council uses minimum separation distances between Dynamic Signs and residential districts, Council is buffering the sensitive use (residential) from the impact of a Dynamic Sign. Attributing minimum distance separation between uses is a balance of:

- Providing opportunities for the use itself;
- Separating sensitive uses;
- Managing potential cumulative impacts (such as sign proliferation and light pollution); and
- Ensuring that there is still an opportunity for a variety of advertising opportunities.

In addition to the minimum distance separations, the Land Use Bylaw (LUB) contains development standards to further mitigate the potential impacts a Dynamic Sign may have on the use and enjoyment of near-by residential uses (Appendix B).

The minimum distance separations coupled with the list of mitigation development standards all work together to achieve the same means; allowing businesses the flexibility to use Dynamic Signs for their advertising needs, while providing measures to alleviate any potential impacts a Dynamic Sign may have on residential uses.

### *The Purpose of Variances*

LUB’s in their nature are prescriptive regulatory documents that paint broad-brush development standards for various uses, creating a blue-print for all development that occurs within The City. For the most part, the development standards are reasonable to apply to the vast majority of parcels. However there are parcels throughout The City that are extremely large, irregularly shaped, have unique environmental or development constraints, and/or have various other attributes that make specific development standards unreasonable. Because of this, the Development Authority should have a mechanism to further evaluate the site and enable variations to specific development standards to allow an otherwise suitable use to occupy on a site.

The LUB can direct what development standards may be varied, the level of variance toleration for those development standards (if any), and can explicitly state what cannot be varied. Caution should be used though; if variance ability is too restricted, the development standards can be too ridged and run the risk of not being responsive to unique situations that do exist.

Part Eleven: Sign Development Standards contains considerations for the Development Authority to review when making a decision on a variance request for a sign. If a variance is approved, the Development Authority also has the ability to impose additional conditions of development approval to mitigate potential impacts varying a development standard may have. The table below contains the variance considerations and conditions of development approval sign variances that may be subject to:

<b>11.4.3 Variances</b>	<b>11.4.4 Attaching Conditions to Variances</b>
<p>(2) In determining if a variance is justified, the Development Authority may consider:</p> <ul style="list-style-type: none"> <li>(a) the size and location of the Site;</li> <li>(b) the design or construction of a Building or a Sign;</li> <li>(c) the Immediate Street Context;</li> <li>(d) whether the proposed Sign would unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring Sites;</li> <li>(e) the heritage value of a Sign or Building;</li> <li>(f) the topography or configuration of the Site;</li> <li>(g) all applicable Council policies and guidelines; and</li> <li>(h) applicable Statutory Plans.</li> </ul>	<p>(1) Any variance approved by the Development Authority may be temporarily approved and may be subject to conditions including:</p> <ul style="list-style-type: none"> <li>(a) the removal of existing Sign(s) on a Site;</li> <li>(b) restrictions on the location, number, and type of new and existing Signs on a Site;</li> <li>(c) controls on light levels or hours of operation of Illuminated Signs;</li> <li>(d) other upgrades or changes to existing Signs on Site;</li> <li>(e) safety and construction matters; and</li> <li>(f) Conditions that reflect impacts on adjacent Sites pursuant to Section 640(6) of the <i>Municipal Government Act</i>.</li> </ul>

11.4.3 Variances	11.4.4 Attaching Conditions to Variances
(3) Notwithstanding any other provision of this bylaw, if necessary for safety reasons, the Development Authority may require greater distance separations between Signs and may increase the minimum display time for Dynamic or Electronic Messaging.	

*Options*

Council is being presented with the following three options regarding clarification around variances to the minimum distance separation between Dynamic Signs and residential districts:

- Option 1: Clarify that variances above 20% are prohibited;
- Option 2: Council is the approving authority for variances above 20%; or
- Option 3: Reconsider the amendment done on October 15, 2018.

Option 1: Clarify that variances above 20% are prohibited

An amendment presented at the October 15, 2018 Council meeting to have all variance requests above 20% go to Council was defeated. Administration took this direction and has prepared Bylaw 3357/B-2019 to:

- Clearly state that the Development Officer may approve variances up to 10%, the MPC may approve variances of up to 10.1% and 20%, and any variances over 20.1% are prohibited; and
- Move the discussion about variance thresholds under the section where variances are discussed.

This option is clear to both the general public and Administration that variances to the minimum distance separation between Dynamic Signs and residential districts are not allowed beyond a 20% threshold. However, this option is has limited flexibility to address unique situations.

This option is being recommended as it reflects Council intent stemming from the October 15, 2018 meeting.

Option 2: Council is the approving authority for variances above 20%

This option is being brought forward for Council to reconsider.

This option provides clarity to the public and Administration that variance requests above 20% will be reviewed by Council, and that there is still flexibility in the process to consider variance requests above 20%. However, this option may delay the application process for applicants.

Option 3: Reconsider the amendment done on October 15, 2018

The recently adopted Part Eleven: Sign Development Standards contain considerations for the Development Authority to apply when reviewing a request to vary a sign development standard. In addition, the Development Authority may impose additional conditions of

development approval in a variance situation in an effort to minimize potential conflict between signs and residential uses. These variance related development standards can mitigate the impacts on residential uses from signage (Appendices B and C).

This option would have the following amendment Council approved on October 15, 2018 removed from Section 11.8.2(1)(a) and Council will have to direct staff to prepare an amending Bylaw reflecting this deletion:

*“The Municipal Planning Commission has jurisdiction to vary 10-20%”*

This option allows minimum distance separation between Dynamic Signs and residential uses to be varied to react to unique situations, and decisions are appealable by the applicant and interested parties. However, large variances could be approved if they meet the variance test contained in the LUB.

### Dialogue

Public dialogue on the proposed amending Bylaw will be done if Bylaw 3357/B-2019 receives First Reading.

### **Appendices**

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Appendix A: Bylaw 3357/B-2019

Appendix B: Mitigation Development Standards Applicable to Dynamic Signs

Appendix C: General Sign Variance Standards

## **Appendix A: Bylaw 3357/B-2019**

The following Bylaw provides clarity on the variance powers the Development Authority has with respect to the minimum distance separation from Dynamic Signs to residential districts. The page after the amending Bylaw shows how the proposed amendments will fit within the Land Use Bylaw if approved.



MAYOR

CITY CLERK

**Bylaw 3357/B-2019, Amendment #1 and #2 (proposed amendment in red font)**

**11.4.3 Variances**

- (1) **Despite Section 2.7(i) and Section 2.8(3) the Development Authority may only vary the following for Signs:**
- (a) Sign Height;
  - (b) Sign Width;
  - (c) permitted number of Signs on a Site, except for the number of Billboard Signs which cannot be varied;
  - (d) the minimum separation distance between Signs, except for Billboard Signs which cannot be varied;
  - ~~(e) the restriction of Dynamic Fascia Signs and Dynamic Freestanding Signs within 100.0 m of a Site located in or adjacent to a Residential District.~~
  - (e) **the restriction of Dynamic Fascia Signs and Dynamic Freestanding Signs within 100.0 m of a Site located in or adjacent to a Residential District, subject to the following:**
    - (i) **without limiting the ability of the Development Officer to refer applications to the Commission under Section 2.7 k), the Development Officer may approve variances of up to 10%;**
    - (ii) **The Commission may approve variances between 10.1% and 20%; and**
    - (iii) **All variances over 20.1% are prohibited.**
  - (f) total Sign Area;
  - (g) minimum clearance above grade for Freestanding Signs; and
  - (h) setbacks.

**Bylaw 3357/B-2019, Amendment #3 (proposed amendment in red font)**

**11.8.2 Residential Proximity Sign Overlay District**

- (1) The Residential Proximity Sign Overlay District prohibits Billboard Signs, Dynamic Fascia Signs, and Dynamic Freestanding Signs within 100.0 m of a Site located in or adjacent to a Residential District.
  - (a) The Development Authority may allow a variance to the 100.0 m prohibition for Dynamic Signs in accordance with Section 11.4.3 Variances. ~~The Municipal Planning Commission has jurisdiction to vary 10-20%~~
- (2) This Overlay District applies to all other Signs that are allowed within 100.0 m of a Site located in or adjacent to a Residential District.
- (3) The intent of the Residential Proximity Sign Overlay District is to ensure the design, size, and type of allowable Signs located near Residential Districts support commercial and public service activity while being sensitive to the residential context.
- (4) Signs within the Residential Proximity Sign Overlay District shall adhere to the following development standards:
  - (a) Only external spot lighting is allowed, unless the Sign faces a Street. The exceptions to this development standard are Electronic Message Fascia Signs and Electronic Message Freestanding Signs;
  - (b) Electronic Message Fascia Signs and Electronic Message Freestanding Signs shall not be illuminated between 10:00 p.m. and 6:00 a.m.;
  - (c) Sign Area shall not face a Residential District; and
  - (d) Maximum Sign Height shall be 7.5 m, unless otherwise specified in this part.

## **Appendix B: Mitigation Development Standards Applicable to Dynamic Signs**

The following Appendix provides Council with development standards currently contained in Part Eleven: Sign Development Standards of the Land Use Bylaw that minimize potential impacts Dynamic Signs may have on residential uses.

## Mitigation Development Standards Applicable to Dynamic Signs (Excerpts)

### 11.4.2 Conditions of Development Approval for Signs

- (1) In addition to Section 2.10 Conditions of Issuing a Development Permit, the Development Authority may impose the following conditions:
- (a) For Illuminated Signs, including Signs with Dynamic or Electronic Message components, any condition needed to mitigate the effects of the Illumination on Sites in a Residential District

### 11.6 General Development Standards for All Signs

The following development standards pertain to all Signs, unless otherwise stated.

- (1) Signs shall not:
- (a) obstruct or interfere with the visibility of a traffic control device;
  - (b) obstruct or interfere with the natural lighting, air intake, or ventilation of a Building;
  - (c) emit sound or noise;
  - (d) obstruct or interfere with vehicular or pedestrian traffic; or
  - (e) contain Third Party Advertising.

### 11.6.3 Design

- (1) When considering an application for a Sign that is a Discretionary Use, the Development Authority must consider the following:
- (a) whether the design, size and type of the proposed Sign is compatible with or will enhance the design and general character of the Building it will be located on;
  - (b) whether the proposed Sign reflects or maintains the Immediate Street Context; and
  - (c) whether the proposed Sign respects the purpose or intent of any Sign Overlay District it is located in.

### 11.6.5 Illumination

- (2) Signs that are Illuminated shall not:
- (a) shine or reflect light directly onto adjacent properties; or
  - (b) create hazards for pedestrian or vehicular traffic; or
  - (c) be of an intensity or brightness that would interfere with the space, comfort, convenience, and general welfare of residents or occupants of adjacent Sites or with vehicular traffic.

### 11.8.2 Residential Proximity Sign Overlay District

- (3) The intent of the Residential Proximity Sign Overlay District is to ensure the design, size, and type of allowable Signs located near Residential Districts support commercial and public service activity while being sensitive to the residential context.
- (4) Signs within the Residential Proximity Sign Overlay District shall adhere to the following development standards:
- (a) Only external spot lighting is allowed, unless the Sign faces a Street. The exceptions to

### **Mitigation Development Standards Applicable to Dynamic Signs (Excerpts)**

- this development standard are Electronic Message Signs and Dynamic Signs;
- (b) Electronic Message Fascia Signs and Electronic Message Freestanding Signs shall not be Illuminated between 10:00 p.m. and 6:00 a.m.;
  - (c) Sign Area shall not face a Residential District; and
  - (d) Maximum Sign Height shall be 7.5 m, unless otherwise specified in this part.

#### **11.11 Dynamic Sign and Electronic Message Sign Development Standards**

- (1) General development standards for Dynamic Signs and Electronic Message Signs
  - (d) Dynamic Signs and Electronic Message Signs shall have an adjustable brightness level and shall maintain a level of brightness acceptable to the Development Authority.
  - (e) Maximum Sign Illumination shall be 350 nits between sunset and sunrise.
- (2) Location Criteria
  - (a) Dynamic Signs and Electronic Message Signs shall only be located along a Boundary adjacent to an Arterial Road or Collector Road, except for those Sites described in subsection (b) below
- (3) Siting Criteria
  - (a) Dynamic Signs and Electronic Message Signs shall direct the Dynamic and Electronic Message portions towards the oncoming traffic on the high volume Street, as determined by the Development Authority.
- (5) Display Time and Transitions
  - (a) Dynamic Signs shall display messages for a minimum time period of 3 seconds.
  - (b) Electronic Message Signs shall display messages for a minimum time period of 20 seconds.
  - (c) When Copy changes on a Dynamic Sign or Electronic Message Sign, the transition:
    - (i) must be instantaneous;
    - (ii) must not include effects like motion, dissolving, blinking, flashing or intermittent lights, video, or the illusion of such effects.

## **Appendix C: General Sign Variance Standards**

The following Appendix provides Council with the general variance standards applicable to signs currently built into Part Eleven: Sign Development Standards of the Land Use Bylaw.

**General Sign Variance Standards (Excerpts)****11.4.3 Variances**

- (2) In determining if a variance is justified, the Development Authority may consider:
- (a) the size and location of the Site;
  - (b) the design or construction of a Building or a Sign;
  - (c) the Immediate Street Context;
  - (d) whether the proposed Sign would unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring Sites;
  - (e) the heritage value of a Sign or Building;
  - (f) the topography or configuration of the Site;
  - (g) all applicable Council policies and guidelines; and
  - (h) applicable Statutory Plans.
- (3) Notwithstanding any other provision of this bylaw, if necessary for safety reasons, the Development Authority may require greater distance separations between Signs and may increase the minimum display time for Dynamic or Electronic Messaging.

**11.4.4 Attaching Conditions to Variances**

- (1) Any variance approved by the Development Authority may be temporarily approved and may be subject to conditions including:
- (a) the removal of existing Sign(s) on a Site;
  - (b) restrictions on the location, number, and type of new and existing Signs on a Site;
  - (c) controls on light levels or hours of operation of Illuminated Signs;
  - (d) other upgrades or changes to existing Signs on Site;
  - (e) safety and construction matters; and
  - (f) Conditions that reflect impacts on adjacent Sites pursuant to Section 640(6) of the *Municipal Government Act*.

Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Jolene Tejkl, Senior Planner  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Bylaw 3357/B-2019 Minimum Distance Separation from Dynamic Signs to Residential Districts Variance Clarification

---

**Reference Report:**

Planning Services, dated November 23, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3357/B-2019 (an amendment to the Land Use Bylaw that provides clarity on the variance powers the Development Authority has with respect to the minimum distance separation from Dynamic Signs to residential districts)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.



Frieda McDougall  
Manager

- c. Director of Planning Services  
Planning Services Manager  
Corporate Meeting Administrator



January 24, 2019

## Redesignation – Timber Ridge Phase 4C Bylaw 3357/E-2019

### Consideration of Second and Third Reading

Legislative Services

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

---

##### **Summary:**

The attached report is being brought forward from the Monday, January 7, 2019 City Council meeting.

##### **Recommendation:**

That Council considers second and third readings to Land Use Bylaw Amendment 3357/E-2019.

##### **Background:**

Council gave first reading to Bylaw 3357/E-2019 (an amendment to the Land Use Bylaw to rezone a portion of the Timber Ridge Neighbourhood from AI – Future Urban Development District to RI – Residential (Low Density) and RIN – Residential (Narrow Lot) District

In accordance with Section 606 of the Municipal Government Act, this Land Use Bylaw Amendment was required to be advertised for two consecutive weeks. An advertisement was placed in the Red Deer Advocate on January 11 and January 18, 2019. A Public Hearing will be held on Monday, February 4, 2019 at 6:00 p.m. during Council's regular meeting.

#### **Proposed Resolution:**

---

That Bylaw 3357/E-2019 be read a second and third time.



November 26, 2018

Originally Submitted to the January 7, 2019 Council Meeting.

## Redesignation – Timber Ridge Phase 4C

### Bylaw 3357/E-2019

Planning Department

### **Report Summary and Recommendation**

---

Planning received an application for the rezoning of a portion of the Timber Ridge neighbourhood from *A1 – Future Urban Development District* to *R1 – Residential (Low Density) District* and *R1N – Residential (Narrow Lot) District*.

Planning staff recommends Council give First Reading to Bylaw 3357/E-2019 and schedule a public hearing as per the requirements of s674 of the Act.

### **City Manager comments**

---

I support the recommendation of Administration. If first reading of Bylaw 3357/E-2019 is given, a Public Hearing would be advertised for two consecutive weeks and would be held on Monday, February 4, 2019 at 6:00 p.m. during Council's regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

---

That Council gives First Reading to Bylaw 3357/E-2019.

### **Rationale for Recommendation**

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- 1. The proposed rezoning conforms to the Timber Ridge Neighbourhood Area Structure Plan.**

### **Discussion**

---

The proposed amendment conforms to the Timber Ridge Neighbourhood Area Structure Plan's land use concept, which identifies the subject area for low density (R1) and narrow lot (R1N) residential uses. The rezoning will allow for the continued subdivision and development of the Timber Ridge area for the intended uses.

### Dialogue

The proposed bylaw was referred to relevant city departments. All concerns/comments provided by departments have been reviewed and considered by the Planning department.

Adjacent landowners did not receive a referral since the proposed bylaw is consistent with the Timber Ridge NASP's land use concept for the subject area.

### **Appendices**

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Appendix A – Location of Subject Site

Appendix B – Timber Ridge NASP Land Use Concept

Appendix C – Land Use Bylaw 3357/E-2019

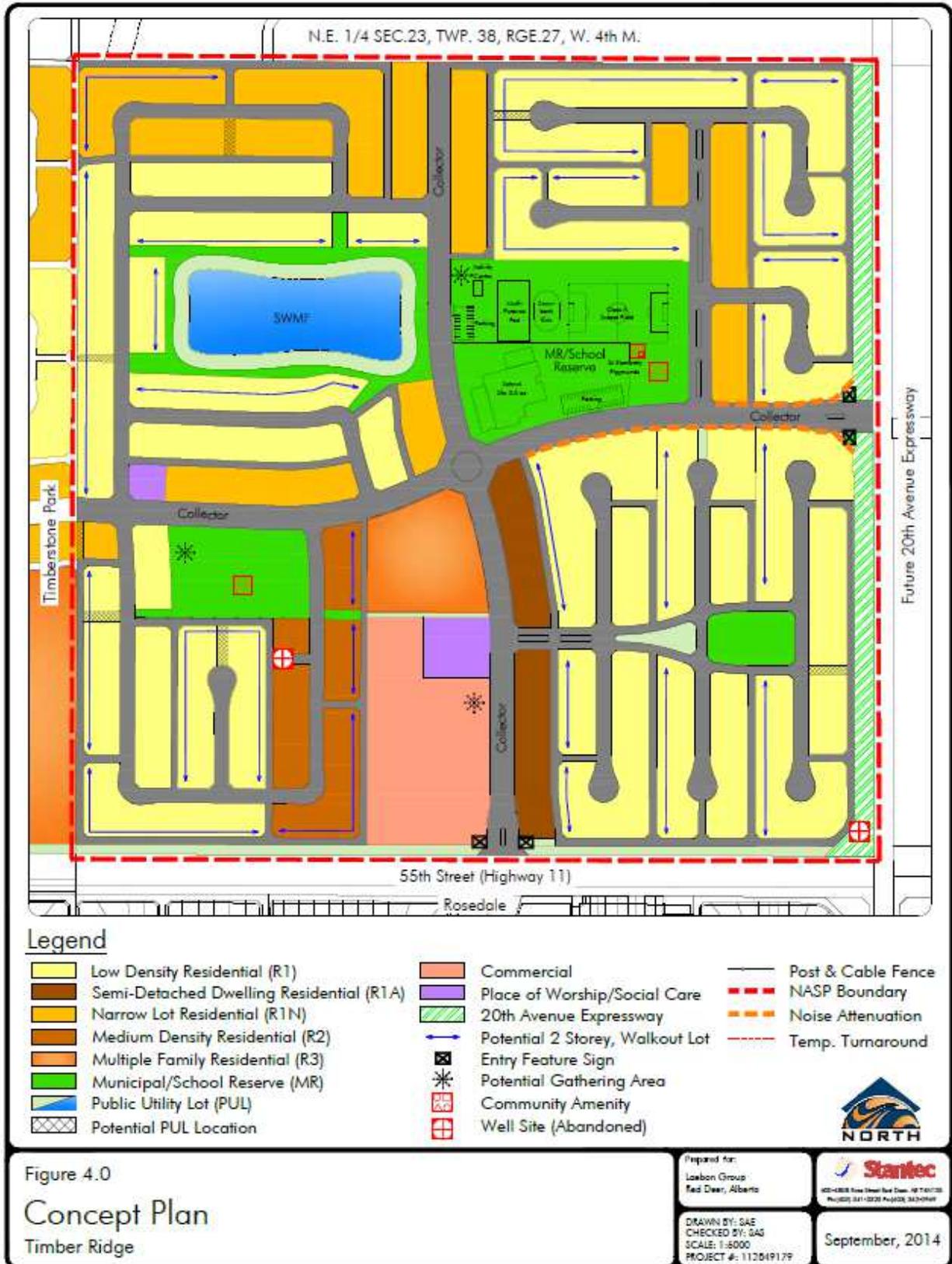
**Appendix A – Location of Subject Site**

**Location of Subject Site**  
**Part of SE ¼ Sec 23; 38-27-W4**



**Appendix B – Timber Ridge NASP Land Use Concept**

### Timber Ridge NASP Land Use Concept

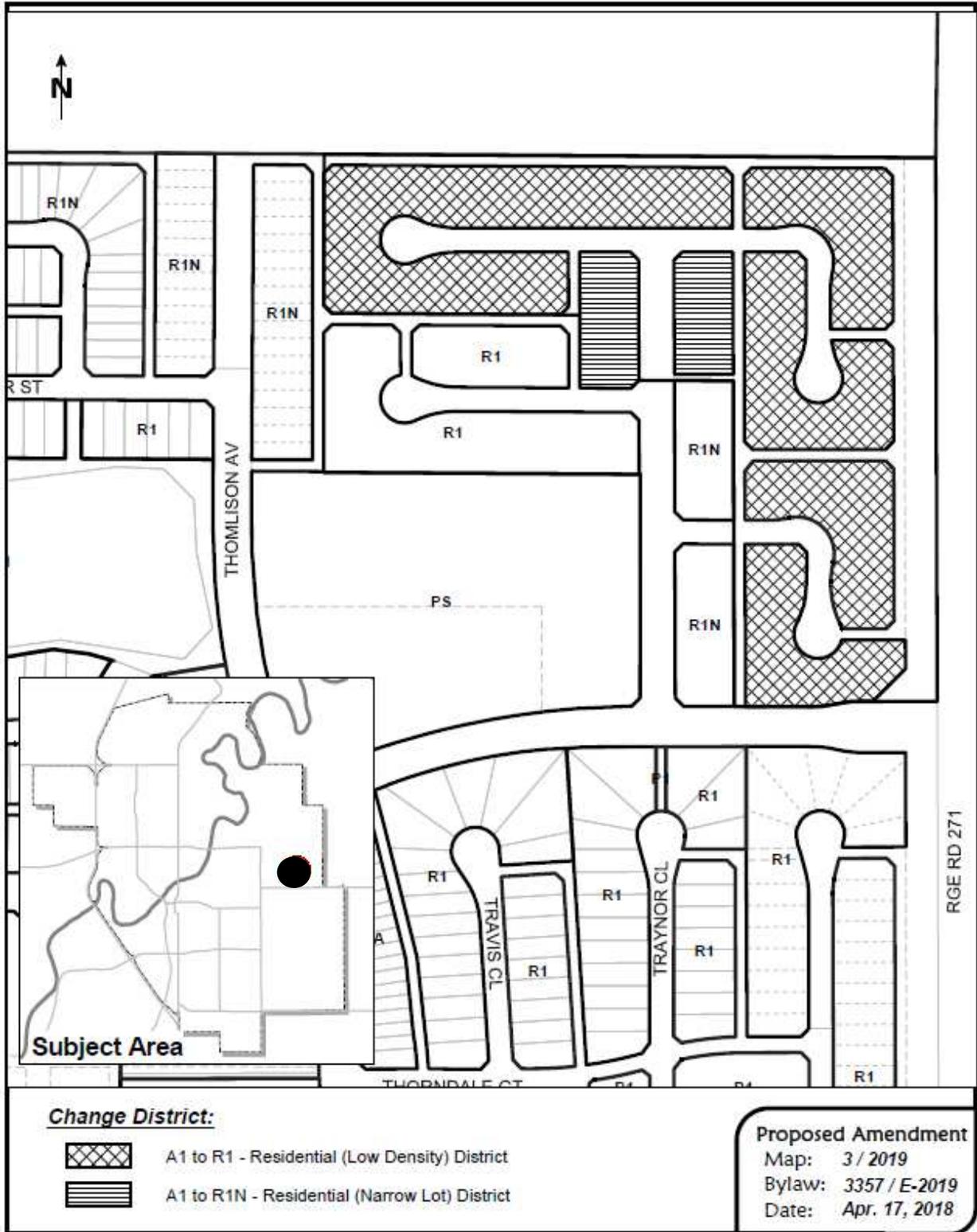


**Appendix C – Land Use Bylaw 3357/E-2019**



Schedule "A"

THE CITY OF Red Deer Proposed Amendment to Land Use Bylaw 3357/2006



FILE COPY



Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Orlando Toews, Senior Planner  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Bylaw 3357/E-2019 – Redesignation – Timber Ridge Phase 4C

---

**Reference Report:**

Planning Services, dated November 26, 2019

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3357/E-2019 (an amendment to the Land Use Bylaw to rezone a portion of the Timber Ridge Neighbourhood from AI – Future Urban Development District to RI – Residential (Low Density) and RIN – Residential (Narrow Lot) District)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Planning Services  
Planning Services Manager  
Corporate Meeting Administrator



January 24, 2019

Site Exception for a Freestanding Sign  
3947-50A Avenue (Lot 2, Block J, Plan 3999RS)  
Bylaw 3357/BB-2018

Consideration of Second and Third Reading

Legislative Services

**Report Summary & Recommendation:**

---

**Summary:**

The attached report is being brought forward from the Monday, January 7, 2019 City Council meeting.

**Recommendation:**

That Council considers second and third readings to Land Use Bylaw Amendment 3357/BB-2018.

**Background:**

Council gave first reading to Bylaw 3357/BB-2018 (an amendment to the Land Use Bylaw to amend an existing site exception that would allow for one freestanding sign as a discretionary use on a parcel that is designated R3 – Residential (Multiple Family) District).

In accordance with Section 606 of the Municipal Government Act, this Land Use Bylaw Amendment was required to be advertised for two consecutive weeks. An advertisement was placed in the Red Deer Advocate on January 11 and January 18, 2019. A Public Hearing will be held on Monday, February 4, 2019 at 6:00 p.m. during Council's regular meeting.

**Proposed Resolution:**

---

That Bylaw 3357/BB-2018 be read a second and third time.



Originally Submitted to the  
January 7, 2019 Council Meeting.

December 28, 2018

## Site Exception for a Freestanding Sign

### Bylaw 3357/BB-2018

3947 – 50A Avenue (Lot 2, Block J, Plan 3999RS)

Legislative Services

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

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#### Summary:

The attached report is being brought forward from the Monday, December 10, 2018 Regular Council Meeting.

#### **Recommendation:**

That Council consider first reading of Bylaw 3357/B-2018.

#### **Background:**

---

At the Monday, December 10, 2018 Regular Council Meeting, Council agreed to table consideration of Bylaw 3357/BB-2018 for up to six weeks.

#### **Proposed Resolution:**

---

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of Bylaw 3357/BB-2018.

That Bylaw 3357/BB-2018 be read a first time.



November 22, 2018

Originally Submitted to the  
December 10, 2018 Council  
Agenda

## Site Exception for a Freestanding Sign

Bylaw 3357/BB-2018

3947 – 50A Avenue (Lot 2, Block J, Plan 3999RS)

Planning Department

### **Report Summary and Recommendation**

---

Planning received an application to amend an existing site exception within the Land Use Bylaw that would allow for one freestanding sign as a discretionary use on a parcel that is designated *R3 – Residential (Multiple Family) District*.

Planning staff recommends Council give First Reading to Bylaw 3357/BB-2018 and schedule a public hearing as per the requirements of s674 of the Act.

### **City Manager comments**

---

I support the recommendation of Administration. If first reading of Bylaw 3357/BB-2018 is given, a Public Hearing would then be held on Monday, February 4, 2019 at 6:00 p.m. during Council's regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

---

That Bylaw 3357/BB-2018 be read a first time.

### **Rationale for Recommendation**

---

**1. Although the subject site is designated *R3 – Residential (Multiple Family) District* it functions as a commercial site through a site exception**

For 30 years this site has had a site exception that allows for, "Medical offices and related facilities and related commercial services provided that such offices shall not be located on any floor of the building which contains a dwelling unit."

**2. Freestanding signs are a permitted or discretionary use in all commercial districts.**

Since this parcel functions as a commercial parcel allowing a freestanding sign is reasonable as freestanding signs are a use in all commercial districts.

**3. A freestanding sign is compatible with surrounding developments.**

The parcel is surrounded by other commercial and public uses (See Appendix A).

**Discussion**

---

Despite its R3 zoning the subject site has developed as a commercial use and it is reasonable for commercial uses to have appropriate signs.

The proposed amendment would allow a freestanding sign up to 9.0 metres high, which is the maximum height allowed under most commercial districts, and up to 7.0 m<sup>2</sup> in sign area as per the applicant's request. Most commercial districts allow sign areas up to 12.0 m<sup>2</sup>.

Allowing an amendment to the existing commercial site exception for a commercial sign is in alignment with other commercial uses and districts in the area. The current R3 zoning has been in place for many years and it is anticipated that this zoning will be examined as part of the larger Land Use Bylaw review.

Listing the proposed use as discretionary gives the Development Authority the ability to impose conditions to minimize any potential negative impacts and it also gives anyone who believes they are impacted by an approval of a Development Permit the right to appeal that decision to the Subdivision and Development Appeal Board.

The Municipal Development Plan's Generalized Land Use Concept identifies this area for residential uses.

Initially the application was to consider *C1 – Commercial (City Centre) District*. However, due to C1 not requiring parking and existing on-site parking being required, the application has been limited to the specific request of a sign consideration. This area is noted for further consideration of a broader Land Use Bylaw review.

**Dialogue**

The proposal was circulated to relevant city departments and all concerns/comments provided have been reviewed and considered by the Planning department.

A referral was sent to nine landowners within 100 metres of the subject site. Although the proposal is now limited to expanding the existing R3 amendment to an existing site exception to allow for a free standing sign, the referral had indicated that the proposal was to rezone the site to *C1 – Commercial (City Centre) District*. The proposal is now more limited. No responses were received from the 100 metre landowners.

## **Appendices**

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Appendix A – Location of Subject Site

Appendix B – Current Wording of Section 8.22 Exceptions Respecting Land Use,  
subsection 1(b)

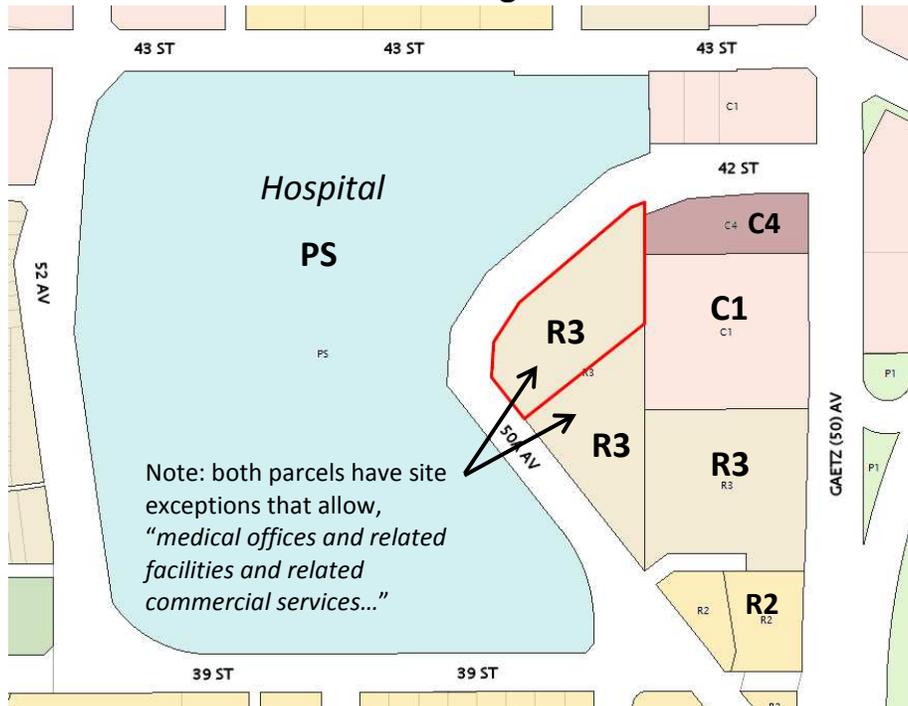
Appendix C – Land Use Bylaw 3357/BB-2018

**Appendix A**  
**Location and Zoning of Subject Site**

### 3947 – 50A Avenue Location



### Zoning



**Appendix B**  
**Current Wording of Section 8.22 Exceptions Respecting Land Use,**  
**subsection 1(b)**

## 8.22 Exceptions Respecting Land Use

### 1. Areas Specifically Designated for a Particular Use

- (b) On those sites listed below, medical offices and related facilities and related commercial services are discretionary uses provided that such offices shall not be located on any floor of the building which contains a dwelling unit. Parking lots are also a discretionary use for Block 4, Plan 6564 E.T.:
  - (i) Block 4, Plan 6564 E.T. (5101 – 5129 39 Street & 5102-5130 38 Street)
  - (ii) Lot 1, Block J, Plan 3999 R.S. (3939-50A Avenue),
  - (iii) Lot 2, Block J, Plan 3999 R.S. (3947-50A Avenue),
  - (iv) 5102-5130 38 Street and 5101 – 5129 39 Street.

**Appendix C**  
**Land Use Bylaw 3357/BB-2018**





Council Decision – February 4, 2019

**DATE:** February 6, 2019  
**TO:** Orlando Toews, Senior Planner  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Site Exception for a Freestanding Sign – 3947-50A Avenue  
Bylaw 3357/BB-2018

---

**Reference Report:**

Planning Services, dated December 28, 2018

**Bylaw Reading:**

At the Monday, February 4, 2019 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

**Bylaw 3357/BB-2018 (an amendment to the Land Use Bylaw to amend an existing site exception that would allow for one freestanding sign as a discretionary use on a parcel that is designated R3 – Residential (Multiple Family) District)**

**Report back to Council:**

No.

**Comments/Further Action:**

This office will amend the bylaw and distribute copies in due course.

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

Frieda McDougall  
Manager

- c. Director of Planning Services  
Planning Services Manager  
Corporate Meeting Administrator