

# FILE

**DATE:** September 10, 1996  
**TO:** All Departments  
**FROM:** City Clerk  
**RE:** PLEASE POST FOR THE INFORMATION OF ALL EMPLOYEES

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## ***SUMMARY OF DECISIONS***

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FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL  
TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

***MONDAY, SEPTEMBER 9, 1996***

COMMENCING AT ***4:30 P.M.***

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- (1) Confirmation of the Minutes of the Regular Meeting of August 26, 1996

**DECISION - Confirmed as transcribed**

- (2) **UNFINISHED BUSINESS**

1. City Clerk - Re: Council Policy Manual

**DECISION - Approved revised Council Policy Manual**

2. City Clerk - Re: Farmer's Market - Annual License Fee /  
License Bylaw Amendment 3159/B-96 (see Bylaw Section for  
readings)

**DECISION - Report received as information. See Bylaw  
section for Bylaw readings**

3. Acting Public Works Manager - Re: Residential Recycling and Solid Waste Collection Tender

**DECISION - Award solid waste collection contract to Western Canadian Waste Services Ltd. and recycling contract to WMI Waste Management of Canada Inc.**

4. City Clerk - Re: Emergency Services Master Plan Steering Committee / Appointment of Citizens at Large

**DECISION - Appointed Phil Hyde and Diane McDonell to the Emergency Services Master Plan Steering Committee**

**(3) PUBLIC HEARINGS**

1. City Clerk - Re:

A) Land Use Bylaw Amendment 3156/I-96 / Rezoning of the Industrial Portion of the Johnstone Park Outline Plan I1 (Industrial/Business District) (see Bylaw Section for readings)

B) Bylaw Amendment 3071/A-96 / Northwest Area Structure Plan / Area North of 67 Avenue and Golden West Avenue (see Bylaw Section for readings)

**(4) REPORTS**

1. Land & Economic Development Manager - Re: Lease of Part of Lot 6 MR, Plan 862-1828 / To Vellner Group of Companies

**DECISION - Agreed to hold a public hearing on this matter on October 7, 1996**

2. City Solicitor - Re: Resolution - Tax Roll / Proposed Council Policy to Provide for the Collection of Unpaid Expenses and Costs

**DECISION - Agreed to add to the tax roll of a parcel of land such amounts that are due to The City as allowed under Section 553(1) of the Municipal Government Act**

3. City Clerk - Re: 1996 AUMA Convention Resolutions

**DECISION - Report received as information**

4. Director of Community Services - Re: FCSS Discussion Paper: Proposed Changes to the FCSS Regulations

**DECISION - Agreed with recommendations outlined in the FCSS discussion paper**

(5) **CORRESPONDENCE**

(6) **PETITIONS AND DELEGATIONS**

(7) **NOTICES OF MOTION**

(8) **WRITTEN INQUIRIES**

(9) **BYLAWS**

1. 3159/B-96 - License Bylaw Amendment / Farmer's Market / To Provide for an Annual License Fee to be Assessed to the Holder of the Provincial Market Approval  
3 Readings

**DECISION - Bylaw given three readings**

2. 3156/I-96 - Land Use Bylaw Amendment / Rezoning of the Industrial Portion of the Johnstone Park Outline Plan I1 (Industrial/Business District)  
2<sup>nd</sup> & 3<sup>rd</sup> Reading

**DECISION - Bylaw given second and third readings**

3. 3071/A-96 - Bylaw Amendment / Northwest Area Structure Plan / Area North of 67 Avenue and Golden West Avenue  
2<sup>nd</sup> & 3<sup>rd</sup> Reading

**DECISION - Bylaw given second and third readings**



# **A G E N D A**

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FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

**MONDAY, SEPTEMBER 9, 1996**

COMMENCING AT **4:30 P.M.**

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- (1) Confirmation of the Minutes of the Regular Meeting of August 26, 1996

PAGE #

(2) **UNFINISHED BUSINESS**

- |   |      |
|---|------|
| 1. City Clerk - Re: Council Policy Manual   | ..1  |
| 2. City Clerk - Re: Farmer's Market - Annual License Fee /<br>License Bylaw Amendment 3159/B-96 (see Bylaw Section for<br>readings) | ..27 |
| 3. Acting Public Works Manager - Re: Residential Recycling and<br>Solid Waste Collection Tender                                     | ..29 |
| 4. City Clerk - Re: Emergency Services Master Plan Steering<br>Committee / Appointment of Citizens at Large                         | ..59 |

(3) **PUBLIC HEARINGS**

1. City Clerk - Re:
- A) Land Use Bylaw Amendment 3156/I-96 / Rezoning of the  
Industrial Portion of the Johnstone Park Outline Plan I1  
(Industrial/Business District) (see Bylaw Section for  
readings)

B)	Bylaw Amendment 3071/A-96 / Northwest Area Structure Plan / Area North of 67 Avenue and Golden West Avenue (see Bylaw Section for readings)	..60
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**(4) REPORTS**

1.	Land & Economic Development Manager - Re: Lease of Part of Lot 6 MR, Plan 862-1828 / To Vellner Group of Companies	..68
2.	City Solicitor - Re: Resolution - Tax Roll / Proposed Council Policy to Provide for the Collection of Unpaid Expenses and Costs	..71
3.	City Clerk - Re: 1996 AUMA Convention Resolutions	..76
4.	Director of Community Services - Re: FCSS Discussion Paper: Proposed Changes to the FCSS Regulations	..105

**(5) CORRESPONDENCE**

**(6) PETITIONS AND DELEGATIONS**

**(7) NOTICES OF MOTION**

**(8) WRITTEN INQUIRIES**

**(9) BYLAWS**

1.	3159/B-96 - License Bylaw Amendment / Farmer's Market / To Provide for an Annual License Fee to be Assessed to the Holder of the Provincial Market Approval	..27
	3 Readings	..127
2.	3156/I-96 - Land Use Bylaw Amendment / Rezoning of the Industrial Portion of the Johnstone Park Outline Plan I1 (Industrial/Business District)	..60
	2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	..128

3. 3071/A-96 - Bylaw Amendment / Northwest Area Structure Plan	
/ Area North of 67 Avenue and Golden West Avenue	..60
2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	..130

Committee of the Whole:

- 1) Committee Appointment

ITEM 1

**DATE:** September 3, 1996  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** COUNCIL POLICY MANUAL

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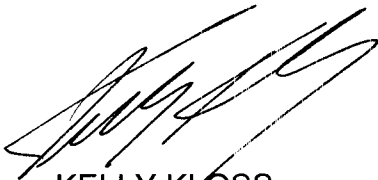
At the Council Meeting held on August 26, 1996, consideration was given to a report from the Assistant City Clerk dated August 19, 1996, re: Council Policy Manual Revisions, and at which meeting the following resolution was introduced and passed:

“RESOLVED that Council of The City of Red Deer, having considered the report from the Assistant City Clerk dated August 19, 1996, re: Council Policy Manual Revision, hereby agrees to table said resolution for a period of two weeks to allow Council the opportunity to thoroughly review the revised Council Policy Manual, and as presented to Council August 26, 1996.”

This above noted report is again attached hereto. I ask that Council members remember to bring their copy of the Council Policy Manual to the meeting.

RECOMMENDATION

That the revised Council Policy Manual be approved.



KELLY KLOSS  
City Clerk

KK/fm

att.

**ITEM 2**

**DATE:** August 19, 1996  
**TO:** City Council  
**FROM:** Assistant City Clerk  
**RE:** COUNCIL POLICY MANUAL REVISION

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The Council Policy Manual for the City of Red Deer provides a compilation of the major policy decisions made by City Council to guide municipal initiatives, service delivery and operations. The manual provides a common policy reference for elected officials, City staff and the public. Its overall purpose is to clarify current policy in the City of Red Deer. (Excerpt from the "Introduction to the Council Policy Manual" prepared by CPM Planning Services Ltd., approved by Council February 18, 1985)

At the request of the City Manager, a complete review has been conducted of the Council Policy Manual.

In conducting this review relevant policies were forwarded to the appropriate administrative staff, requesting that they take into consideration the following:

- (a) should the policy be in the Council Policy Manual or is it more administrative in nature;
- (b) is the wording up to date and the information contained in same current;
- (c) are there additional policies that should be included in the Council Policy Manual that are not currently included in same.

Administration's submissions were compiled and presented to the City Solicitor for final review.

The new "draft" Council Policy Manual is attached to the Agenda for the August 26, 1996 meeting of Council. You will note that comprehensive Index Pages are attached outlining:

- (a) Current Policy Number
  - the numbering system from the current Council Policy Manual has been retained for ease of reference
- (b) New Policy Number
  - to be assigned following approval of Manual by Council


City Council  
August 19, 1996  
Page 2

- (c) Policy Title
  - revised in some instances
- (d) Action Taken
  - e.g. retained with amendments, policy deleted, relocated, added
- (e) Authority for Action

I trust you will find the new Council Policy Manual to be a clear, concise manual containing relevant Council policies for the City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.

RECOMMENDATION

That Council proceed with a resolution adopting the Council Policy Manual as attached.



JEFF GRAVES  
Assistant City Clerk

JG/fm

att.

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
<b><u>GENERAL</u></b>						
101		Council Agendas	X		Revised	K. Kloss
102		Written Inquiries		X	Provided for in Procedure Bylaw	K. Kloss
103		Agenda Topics - Committee of the Whole		X	Provided for in Municipal Government Act	K. Kloss
105		Broadcasting and Taping of Council Meetings	X		Revised	K. Kloss
106		Previously Repealed				
107		Council Remuneration	X		Revised Amended by Council June 17, 1996.	K. Kloss
108		Previously Repealed				
109		Civic Recognition for Council Members	X		Revised	K. Kloss
110		Civic Recognition for Committee, Board and Commission Members	X		Revised	K. Kloss
111		Expenses for Committee, Board and Commission Members	X		Revised	K. Kloss
112 (old)		Ethical Guidelines		X	Covered In New M.G.A.	K.Kloss

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
112 (New)		Utilization of City of Red Deer Logo and Slogan	New Policy		To provide for use of logo and slogan	K. Kloss
113		Utilization of City of Red Deer Crest (Coat of Arms)	X		Revised	K. Kloss
114		City of Red Deer Employee Eligibility on Council Committees, Boards and Commissions	X		Revised	K. Kloss
115		Council Inquiries	X		Revised	K. Kloss
116 (Old 310)		Acceptance of Faxed Documents	X		Revised Included is provision that nomination forms for elections cannot be faxed	A. Wilcock, K. Kloss
117 (Old 311)		Delivery of Mail to The City of Red Deer	X		Revised	A. Wilcock
118 (Old 306)		Property Vandalism	X		Revised Moved to General Section from Personnel Section	K. Kloss
119 (Old 307)		Civic Hospitality			Revised Moved to General Section from Personnel Section	P. Shaw
120 (Old 314)		Public Participation			Moved to General Section from Personnel Section	P. Shaw
201		Previously Repealed				



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202		Grant Structures Review		X	Redundant	K. Kloss
<b><u>PERSONNEL</u></b>						
301		Personnel Management	X		Revised	G. Howell
302		Collective Bargaining (Now encompasses #309)	X		Revised Now Encompasses Policy # 309	G. Howell
303		Recruitment and Promotion of Employees		X	Administrative in nature	G. Howell
304		Training and Development		X	Administrative in nature	G. Howell
305		Employee Recognition	X		Revised by Council in January 1996	G. Howell
308		City Employees' Job Descriptions and Salary Ranges - Public Availability	X		Revised	K. Kloss
309		Collective Bargaining (Now Combined with 302)		X	Included in Policy #302	G. Howell
312		Employee Categories			Moved to City Administration Manual	G. Howell
313		Employee Recognition		X	Moved to City Administration Manual	G. Howell

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<b><u>CORPORATE SERVICES</u></b>						
401		Purchasing and Tendering	X		Revised	A. Wilcock
402		Previously Repealed				
403		Banking Services - Tendering	X		Revised	A. Wilcock
404		Budget Administration - General	X		Revised	A. Wilcock
405		Budget Administration	X		Revised	A. Wilcock
406 (Old 104)		Review of Annual Budget	X		Moved from Council Section to Corporate Services Section	A. Wilcock
407		Previously Repealed				
408		Tax Notice Altered	X		Revised	A. Wilcock
409		Business Tax Levy Rate	X		Revised	A. Wilcock
410		Payment Options	X		Revised	A. Wilcock
412		Investment Policy	X		Revised	A. Wilcock
413		Signing of Cheques		X	Provided for in Organizational Bylaw	K. Kloss

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414		Reimbursement of Course Expenses		X	Administrative in nature	K. Kloss
415		Receiving Cheques	X		Revised	A. Wilcock
416		Invoicing for Third Party Services	X		Revised	A. Wilcock
419		Staff Year End Cash Bonuses	X		Revised	A. Wilcock
420		Grants to Community Service Organizations	X		Revised	A. Wilcock, L. Hodgson
421		Calculating Costs of City Forces in Competition with Tendered Costs Submitted by Contractors	X		Revised	A. Wilcock
422		Use of Bid Depository	X		Revised	A. Wilcock
423		Liability Protection for Non-Union Employees	X		Revised	A. Wilcock
424		Release of Accounts Receivable and Utility Billing Information	X		Revised	A. Wilcock
425		Penalty for Non-Payment of Utility Bills	X		Revised	A. Wilcock
426		Use of Visa and Mastercard for Payments to The City	X		Revised	A. Wilcock
427		Possible Reduction of Penalties Levied on Unpaid Taxes After June 30	X		Revised	A. Wilcock

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428		Incentive Program for the Renovation of Existing Buildings in the Downtown BRZ	X		Approved by Council June 17, 1996. Content unchanged - housekeeping and formatting changes made.	
	429	Penalties Applied to Tax Roll			As per the MGA	City Solicitor
<b>DEVELOPMENT SERVICES</b> - includes E.L. & P (600 series); Emergency Services (700); Engineering (500); Inspections & Licensing (800); Land & Economic Development (800); Planning Services (800); Public Works (500)						
501		Local Improvements		X	Covered in New M.G.A.	K. Haslop
502	Renumber to keep P. W. policies together	Sidewalk Construction Repair and Replacement	X		Revised	K. Haslop, P. Goranson, G. Stewart
503	Renumber to keep P. W. policies together	Wheelchair Crossing		X	Moved to City Administration Manual	K. Haslop, P. Goranson
504		Snow and Ice Control Program	X		Revised	K. Haslop, P. Goranson
505		Previously Repealed				

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506		Hiring Engineering Consultants		X	Engineering Administration Policy Manual	K. Haslop
507		Transit Route Extension/Implementation		X	Covered in Transit Department Business Plan	K. Joll
508		Transit		X	Administrative	K. Joll
509		Land Development Agreement		X	Covered in New M.G.A. & Planning Act	K. Haslop
510		Prepayment of Levies		X	Delete as included in Development Agreements.	K. Haslop
511		Private Forces within City Rights of Way		X	Delete as covered in Traffic Bylaw as well as in Underground Permit Regulations approved by Council.	K. Haslop
512		Previously Repealed				
513	Renumber to keep P. W. policies together	Use of City Owned Equipment	X		Revised	K. Haslop, P. Goranson, G. Stewart
514		Use of Speed Bumps	X			K. Haslop

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515		Bridge Maintenance Responsibility		X	Move to Engineering Administration Policy Manual	K. Haslop
516		Removal of Unused Driveway Crossings		X	Move to Engineering Administration Policy Manual	K. Haslop
517		Paving Over City Easements	X		Revised	K. Haslop
518		Approaches in Rural Type Road Areas		X	Move to Engineering Administration Policy Manual	K. Haslop
519	Renumber to keep P. W. policies together	Unimproved Lanes and Streets	X		Revised	K. Haslop, P. Goranson
520		Road Oiling		X	Move to Public Works Administration Policy Manual	P. Goranson
521		Fence Encroachment Lanes	X		Revised	K. Haslop
522		Curb and Sidewalk Crossing Application		X	Move to Engineering Administration Policy Manual	K. Haslop

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523		Escarpment Development	X		Revised. Also covered under Environmental Protection Draft for subdivision approvals.	K. Haslop
524		Roof Water Leads		X	Move to Engineering Administration Policy Manual	K. Haslop
525		Plugged Sewers	X			P. Goranson, G. Stewart
526		Water Kills Required		X	Move to Engineering Administration Policy Manual	K. Haslop
528		Survey Control Monument Replacement		X	Moved to Engineering Administration Policy Manual	K. Haslop
529		Detailed Specifications		X	Included in Development Agreements	K. Haslop
530		Completion of Utility Servicing		X		K. Haslop
531		Handling Complaints		X		K. Haslop

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532	Renumber to keep P. W. policies together	Reciprocal Agreements (For Maintenance Purposes)	X		Revised	K. Haslop
533		Traffic Control Devices		X	Covered in Traffic Bylaw	K. Haslop
534		Citizen Requests for Traffic Counts		X	Administrative in nature	K. Haslop
535		Cross Walk Painting & Signing	X		Revised	K. Haslop
536		Warrants for Flashing Operation of Traffic Signals		X	Covered in a technical guideline	K. Haslop
537		Previously Repealed				
538		Previously Repealed				
539	Renumber to keep P. W. policies together	Municipal Airport		X	Responsibility of Airport Authority	K. Kloss
540		Previously Repealed				
541		Development in Flood Plain	X		Revised	K. Haslop
542		Snow Routes - Previously Repealed		X	Covered under Policy #504	K. Kloss
543		Guide and Information Signs Installation Warrant	X		Revised	K. Haslop



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544		Utilization of Water and Sanitary Services	X		Revised	P. Goranson, K. Haslop
545		Colour of City Vehicles and Equipment		X	Move to Public Works Administration Policy Manual	P. Goranson
546		Previously Repealed				
547		Previously Repealed				
548		Arterial Roadway Standards Relative to Right of Way Width and Noise Attenuation	X		Revised	K. Haslop
549		Water Servicing		X	Move to Engineering Administration Policy Manual	K. Haslop
550		On-Site Catch Basins and Storm Sewer Connection		X	Move to Engineering Administration Policy Manual	K. Haslop
551		Stormwater Management	X		Revised	K. Haslop
552		Previously Repealed				
553		Previously Repealed				
554		Use of Water Well	X		Revised	K. Haslop
555		Off-Site Levies	X		Revised	K. Haslop

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556		Sidewalk Snow Clearing	X		Revised	P. Goranson, G. Stewart
557		Traffic Noise Attenuation	X		Revised	K. Haslop
601		Supply and Use of Electricity		X	Provided for in Utility Bylaw	A. Roth
602		Electric Utility Financing		X	Considered annually in conjunction with the budget	A. Roth
603		Electrical Upgrading in Downtown Area (Map Attached)	X		Revised	A. Roth
604		Advising Public of Overhead Line Rebuilds	X			A. Roth
701		Mutual Aid Agreements	X		Move to Development Services Section	B. Oscroft
702		Ambulance Agreements	X		Moved to Development Services Section	B. Oscroft
703		Siren Renewal Leases		X	Sirens are no longer in service	B. Oscroft
704		Fire Protection	X		Revised	B. Oscroft
705		Crime Prevention		X	Covered in R.C.M.P. Administration Manuals	Insp. S. Sutton

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706		Municipal Policing Contracts	X		Move to Community Services Section Covered under Provincial legislation, also reflects policy of Council	Insp. S. Sutton
707		Dangerous Goods Transportation	X		Move to Development Services Section	B. Oscroft
708 (Old 820)		Bylaw Enforcement	X		Moved from Development Services Section to Community Services Section (RCMP)	K. Kloss
800 (Old 417)		Lease of City Owned Farm Lands	X		Moved to Development Services Section from Corporate Services Section Revised	
801		Economic Development	X		Revised	A. Scott
802		Land Banking / Development Program	X		Revised	A. Scott
803		Real Estate Expenses	X		Revised	A. Scott

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804		Industrial/Commercial Land Sales		X	Building commitment often not required	A. Scott
805 (Old)		Previously Repealed				
805 (Old 527)		Property Pins and Lines	X		Moved from Engineering Section to Land and Economic Development Section	K. Haslop, A. Scott
806		General Municipal Plan		X	Provided for in General Municipal Plan Bylaw	P. Meyette
806 (Old 411)		Survey Firms	X		Revised Moved from Corporate Services Section to Development Services Section	K. Kloss
807		Previously Repealed				
807 (Old 418)		Delinquent Land Sales Agreements	X		Moved from Corporate Services Section to Development Services Section	K. Kloss
808		Land Use Bylaw		X	Provided for in Land Use Bylaw 3156/96	P. Meyette
809		Area Plans/General Municipal Plan		X	Redundant	P. Meyette

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810		County of Red Deer General Municipal Plan		X	Provided for through Joint General Municipal Plan	P. Meyette
811		Municipal Planning Commission		X	Provided for in Committees Bylaw	P. Meyette
812		Development Officer: Condominium Property Act	X		Revised	R. Strader
813		Accessibility of Buildings and Other Facilities to the Physically Handicapped		X	Covered under Alberta Safety Codes Act	R. Strader
814		Social Care Residence, Day Care Facilities		X	Provided for in other planning documents	P. Meyette
815		Senior Citizens Housing		X	This information should be part of the Subdivision Planning Guidelines.	C. Jensen
816		Lease of City Land for Oil Drilling in an Industrial Area		X	Move to City Administration Manual	A. Scott
817		Oil and Gas Situation Near the City of Red Deer		X	Move to City Administration Manual	A. Scott
818		Residential Land Sales	X		Revised	A. Scott
819		Billboards on City Property	X			R. Strader

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821		Assessment and Taxation on the Sale of City Owned Newly Developed Lots		X	Covered in Section 368 of New M.G.A.	A. Knight
822		Tourism Policy		X	Is obsolete, with agreement with Red Deer Visitor and Convention Bureau	L. Hodgson
823		City of Red Deer Planning and Subdivision Guidelines	X		Policy to be retained and has been revised. The document referred to in Policy will no longer form part of the Council Policy Manual. The document entitled "City of Red Deer Planning and Subdivision Guidelines" is presently being updated by Paul Meyette and will be available through Parkland Community Planning Services.	P. Meyette, K. Kloss
824		Inspections - Single Family Dwellings, Duplexes and Multi Family Buildings	X		Revised	R. Strader

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
825		Propane Installations	X		Revised	R. Strader
826		Commercial Land Use Districts / Conversion of C4 to C2	X		Revised	P. Meyette
827		Parking	X		Revised - now provides only for Courtesy Parking Permits	R. Strader, K. Kloss
828		Handicap Parking Zones (Downtown)	X		Revised	R. Strader
829		City Operated Off Street Parking Staff - Monthly Passes	X		Revised	R. Strader, K. Kloss
830		Parking - City Business	X		Revised	R. Strader, K. Kloss
831		Handicap Parking Zones (Residential)	X		Revised	R. Strader, K. Kloss
832		Downtown Loading Zones	X		Revised	R. Strader
833		Licenses to Occupy (Rights of Way, Lease of Utility Lots)	X		Revised	A. Scott
834		Handicap Parking Permits (Metered Stalls - Downtown )	New		This is the procedure currently being followed. There has never been a formal Council Policy.	K. Kloss

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
<b><u>COMMUNITY SERVICES</u></b> - includes Community Services; Recreation, Parks & Culture; Social Planning; R.C.M.P.						
901		Recreation Board		X	Policy is obsolete	L. Hodgson
902		Community Services Division: Mission Statements		X	Approved as part of the Three Year Business Plan cycle	L. Hodgson
903		Regional River Valley Concept		X	Provided for in Community Services Master Plan	D. Batchelor, K. Kloss
904		Community Services Master Plan		X		L. Hodgson
905		Community Rinks		X	Administrative matter provided for through contracts.	L. Hodgson
906		Sunday and Holiday Policy	X		Revised	L. Hodgson, D. Batchelor
907		Historic Preservation		X	Heritage Preservation Committee. Mandated in agreement with Normandeau Cultural and Natural History Society.	L. Hodgson



<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
908		Fees and Charges	X		Revised	L. Hodgson
909		G.H. Dawe Management Board		X	Board was dissolved in 1994.	L. Hodgson
910		Social Planning		X	Covered in the Social Planning Department's Business Plan.	C. Jensen
911		Child Care Program: Policy Objectives	X		Revised	C. Jensen
912		Red Deer Child Care Society		X	Covered by Council Policy #911 and the Day Care Management Agreement.	C. Jensen
913		Local 20% Costs on F.C.S.S. Projects	X		Revised by deleting clause #2 under the policy statement.	C. Jensen
914		F.C.S.S. Project Advance Funds		X	Move to the City Administration Manual	C. Jensen
915		F.C.S.S. Project Budget Procedure		X	Move to City Administration Manual	C. Jensen
916		Normandeau Cultural and Natural History Society		X	Covered through agreement.	L. Hodgson
917		Red Deer and District Archives		X	Policy is obsolete.	L. Hodgson

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
918		Restrictions on Use of Former Exhibition Grounds		X	Covered in agreement with Westerner Exposition Association.	L. Hodgson
919		Gaetz Lakes Sanctuary Waskasoo Park	X		Retain, with deletion of reference to Community Services Master Plan	L. Hodgson
920		Previously Repealed				
921		Reservation of Park Facilities		X	Administrative policy - unique to Recreation, Parks and Culture Department and will be incorporated into their policy manual.	L. Hodgson
922		Staff Use of City-Owned Facilities	X			L. Hodgson

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
923		Municipal Integration Strategy	X		Revised. Policy Statement now reflects what the Strategy is intended to do and how it will be maintained. Recommendations will now become an administrative document.	C. Jensen
924		Red Deer and District F.C.S.S. Board	X		Retained with minor revisions. This is an important policy as the F.C.S.S. Board is not covered in the Committees Bylaw as it is a multi-municipality partnership.	C. Jensen
925		Environmental Advisory Board		X	Now Covered In Committees Bylaw	L. Hodgson
926		Red Deer Library Board		X	Obsolete.	L. Hodgson
927		River Bend Golf and Recreation Society		X	Obsolete.	L. Hodgson

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
928		Downtown Street Tree Maintenance		X	Will become part of the Recreation, Parks and Culture Administration Policy Manual.	L. Hodgson
929		Street Closures		X	Administrative matter and will become part of the Recreation, Parks and Culture Department's Administration Manual. Also covered in the Traffic Bylaw.	L. Hodgson
930		Public Artwork	X			L. Hodgson
931 (new)		Development of Municipal Reserves				L. Hodgson D. Batchelor

<b>Current Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
928		Downtown Street Tree Maintenance		X	Will become part of the Recreation, Parks and Culture Administration Policy Manual.	L. Hodgson
929		Street Closures		X	Administrative matter and will become part of the Recreation, Parks and Culture Department's Administration Manual. Also covered in the Traffic Bylaw.	L. Hodgson
930		Public Artwork	X			L. Hodgson
931 (new)		Development of Municipal Reserves				L. Hodgson D. Batchelor

**COMMENTS:**

We recommend that Council approve the revised Policy Manual as submitted.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

# URGENT

**DATE:** August 1, 1996  
**TO:** City Manager  
**FROM:** City Clerk  
**RE:** COUNCIL POLICY MANUAL - DRAFT DOCUMENT

---

Please find attached hereto the first draft of the newly revised Council Policy Manual.

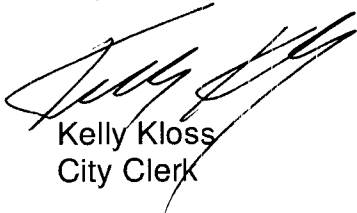
As per your request, we are endeavouring to have the attached manual reviewed by the City Solicitor and appropriate administrative staff, and have requested that they return their comments to us, prior to **August 13, 1996**. This will enable us to make any changes required and to complete preparation of the document in time for same to be presented to Council at the August 26, 1996, Council Meeting.

As I will be away from the office from August 6 - September 2, inclusive, please contact the Assistant City Clerk should you have any concerns with respect to the above.

Please note, that the numbering remained unchanged on the policies for ease of reference in reviewing same. Once this manual has been approved by Council, a complete renumbering of policies will be undertaken.

The new *Council Policy Manual* will be a clear, concise, up to date manual containing relevant Council policies for The City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.

As reviewing this manual may be time consuming, I have provided you with a copy at this time as there may not be sufficient time during agenda preparation for the August 26, 1996 Council Meeting to do so.



Kelly Kloss  
City Clerk

/clr  
attchs.

c Assistant City Clerk

*Re: 2022 adding liability covers to the term roll.*

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**DATE:** August 8, 1996

**TO:** Jeff Graves  
Frieda McDougall

**FROM:** Charlaine Rausch

**RE:** DRAFT COUNCIL POLICY MANUAL

---

I thought the following information may assist you in preparing the Draft Council Policy Manual for the August 26, 1996 Council Meeting:

1. The Draft Council Policy Manual, Index Pages and distribution memos are located in one of the black binders on my desk;
2. The binder containing the back-up material used to prepare this document is on my desk (many of the directions I received were verbal, however, I documented most of them);
3. As changes come in, please update the computer, update the master Draft Council Policy Manual (my copy) and file the memo in the binder. Keep copies of all memos requesting changes and the hard copies of the changes requested so we have a back-up should we be asked for it. Please keep these recent changes separate for me, just for my information.
4. August 13<sup>th</sup> is the deadline for the return of comments and changes. However, there may be some departments who have not yet responded by this date. Please phone them. Inquire as to whether or not they will be submitting changes and remind them of the deadline the City Manager has set for us.
5. Please ask Irene to print copies from her original file (it is current) of the ***Old Council Policy Manual***, for inclusion with the following Council Agendas:
  - (a) Mayor
  - (b) Councillors

The City Manager and City Solicitor already have copies of same.

6. When preparing the Draft Council Policy Manual for Council's consideration:

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL



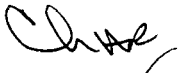
- (a) Please make copies from my black binder as it is the current up-to-date copy (Jeff and Kelly's copies have not been amended);
  - (b) Ensure Index is up-to-date with information regarding any changes made, i.e. deletions, policies moved, etc.
  - (c) A complete renumbering will take place after Council's final approval, numbering to remain the same for ease of reference at this time;
  - (d) Please use a colour other than pink or yellow for the cover and dividers; (Pink already used and yellow will be used for the **approved** manual);
  - (e) Copies to the Mayor, Councillors and the City Solicitor should be provided to them in binders, as opposed to stapling, for ease of reference. Please ask the City Solicitor to discard his "pink" copy as it will now be outdated. (Please ask Jeff if he wishes others to receive their copies in binders as well, keeping in mind that the Directors and Department Heads have already reviewed their respective policies.)
7. The **covering memo to Council** should include reference to the Index Pages - this is a good overview of what has taken place and you should mention in the memo that it outlines the following:
- (a) Current Policy Number  
(Numbering system from the current Council Policy Manual has been retained so as to avoid confusion and for ease of reference)
  - (b) New Policy Number  
(To be assigned once approved by Council)
  - (c) Policy Title  
(Revised in some instances)
  - (d) Action taken, i.e.  
Retained with Amendments

Jeff Graves, Frieda McDougall  
August 8, 1996  
Page 3

Policy Deleted  
Where Policies Relocated  
New Policy Added

- (e) Authority for Action.
8. Also, please advise Council in their ***covering memo*** of the following:
- (a) The appropriate administrative staff have received their applicable portions of the draft Council Policy Manual for review and comments prior to same being submitted for Council's consideration;
  - (b) The new *Council Policy Manual* will be a clear, concise, up to date manual containing relevant Council policies for The City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.
  - (c) Please note, that the numbering remained unchanged on the policies for ease of reference in reviewing same. Once the manual has been approved by Council, a complete renumbering of policies will be undertaken.

Good luck! I hope everything goes smoothly for you. See you in September!

  
Charlaine ...

c Kelly Kloss

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**DATE:** August 1, 1996  
**TO:** Directors  
Department Heads  
**FROM:** City Clerk

**URGENT**

**RE: DRAFT COUNCIL POLICY MANUAL**

---

Please find attached hereto excerpts of the first draft of the new Council Policy Manual, complete with an Index in table format outlining:

- (a) Current Policy Number  
(Numbering system from the current Council Policy Manual has been retained so as to avoid confusion and for ease of reference)
- (b) New Policy Number  
(To be assigned once approved by Council)
- (c) Policy Title  
(Revised in some instances)
- (d) Action taken, i.e.
  - Retained with Amendments
  - Policy Deleted
  - Where Policies Relocated
  - New Policy Added
- (e) Authority for Action.

Please review the attached Index and draft Council Policy Manual pages attached, taking into consideration the following:

- (a) should the policy be in the Council Policy Manual or is it more administrative in nature;
- (b) is the wording up to date and the information contained in same current;
- (c) are there additional policies that should be included in the Council Policy Manual that are not currently included in same.

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BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Once the review of the Council Policy Manual is complete and has received Council approval, we will then embark on a review of the City Administration Manual.

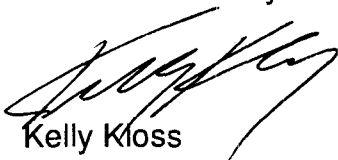
If you wish to obtain a copy of the entire draft Council Policy Manual for review, please advise and we will supply you with same.

The City Manager has requested that this document be presented to the August 26, 1996 Council Meeting. In order to provide us with adequate time to prepare the final draft for Council approval, we must have your comments returned to our office no later than **August 13, 1996**.

The new *Council Policy Manual* will be a clear, concise, up to date manual containing relevant Council policies for The City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.

As I will be away from my office from August 6, 1996 to September 2, 1996, inclusive, please direct any inquiries or comments you may have to the attention of Jeff Graves.

I look forward to your review and response.



Kelly Kloss  
City Clerk

/clr  
attchs.

c      City Manager  
         City Solicitor  
         Assistant City Clerk

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

### MASTER SUMMARY LIST

Name	Policies to be commented on	Date Returned	Changes Made
City Manager	Complete Manual		
City Solicitor	Complete Manual		
Kelly Kloss	Complete Manual		
Jeff Graves	Complete Manual		
Director of Corporate Services	116, 117, 119, 120 & Complete 400 Series		
Director of Development Services	Complete 500, 600, 700 & 800 Series		
Director of Community Services	120, 706, 708, 420 & Complete 900 Series		
G. Howell, Personnel Manager	301, 302, 305, 308		
A. Knight, City Assessor	408, 409, 427		
A. Scott, Land and Economic Development Manager	800, 801, 802, 803, 805, 806, 807, 818, 833		
K. Haslop, Engineering Department Manager	Complete 500 Series		
P. Goranson, Acting Public Works Manager	502, 503, 504, 513, 519, 532		
K. Joll, Transit Manager	Index Only		
A. Roth, E. L. & P. Manager	603, 604		
B. Oscroft, Fire Chief	701, 702, 704, 707		
R. Strader, Inspections & Licensing Manager	812, 819, 824, 825, 827, 828, 829, 830, 831, 832, 834		
P. Meyette, Principal Planner	823, 826		
Insp. S. Sutton, R.C.M.P.	706, 708		
D. Batchelor, Recreation, Parks and Culture Manager	906, 908, 919, 922		
C. Jensen, Social Planning Manager	911, 913, 923, 924		
D. Norris, Treasury Services Manager	Complete 400 Series		
D. Smith, I.T.S. Manager	Index Pages Only		

\* All Directors and Department Heads have been given an Index **BACKUP INFORMATION**  
NOT SUBMITTED TO COUNCIL

**DATE:** August 1, 1996  
**TO:** City Solicitor  
**FROM:** Kelly Kloss,  
City Clerk  
**RE:** COUNCIL POLICY MANUAL - DRAFT DOCUMENT

---

Please find attached hereto the draft Council Policy Manual and Index as well as a copy of the current Council Policy Manual.

I ask that you review the draft manual to determine:

- (a) if there are any policies included that should be deleted;
- (b) if modifications to any policies are required;
- (c) if there are policies that have been deleted from the current Council Policy Manual that should not have been deleted;
- (d) if you feel there are any new policies that should be included, as a result of the new Municipal Government Act, paying particular attention to any policies relating to protecting The City from liability relative to services levels;

It is my understanding that you are now working on a new draft of Council Policy No. 704 regarding Emergency Services response time which you will include in your response to us.

The appropriate administrative staff have received their applicable portions of the draft Council Policy Manual for review and comments prior to same being submitted for Council's consideration.

The City Manager has requested that this document be presented to the August 26, 1996 Council Meeting. In order to provide us with adequate time to prepare the final draft for Council approval, we must have your comments returned to our office no later than **August 13, 1996**.

The new *Council Policy Manual* will be a clear, concise, up to date manual containing relevant Council policies for The City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.

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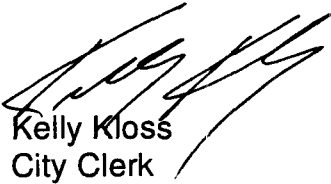
BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

City Solicitor  
August 1, 1996  
Page 2

As I will be away from my office from August 6, 1996 to September 2, 1996, inclusive, please direct any inquiries or comments you may have to the attention of Jeff Graves.

Please note, that the numbering remained unchanged on the policies for ease of reference in reviewing same. Once the manual has been approved by Council, a complete renumbering of policies will be undertaken.

I look forward to your review and response.



Kelly Kloss  
City Clerk

/clr  
attchs.

c      City Manager  
         Assistant City Clerk

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**DATE:** August 1, 1996  
**TO:** City Manager  
**FROM:** City Clerk  
**RE:** COUNCIL POLICY MANUAL - DRAFT DOCUMENT

---

Please find attached hereto the first draft of the newly revised Council Policy Manual.

As per your request, we are endeavouring to have the attached manual reviewed by the City Solicitor and appropriate administrative staff, and have requested that they return their comments to us, prior to **August 13, 1996**. This will enable us to make any changes required and to complete preparation of the document in time for same to be presented to Council at the August 26, 1996, Council Meeting.

As I will be away from the office from August 6 - September 2, inclusive, please contact the Assistant City Clerk should you have any concerns with respect to the above.

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The new *Council Policy Manual* will be a clear, concise, up to date manual containing relevant Council policies for The City of Red Deer. The new form and numbering system we have chosen is consistent with other City documents and will be much more *user friendly* than the previous format.

As reviewing this manual may be time consuming, I have provided you with a copy at this time as there may not be sufficient time during agenda preparation for the August 26, 1996 Council Meeting to do so.



Kelly Kloss  
City Clerk

/clr  
attchs.

c Assistant City Clerk

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL



**FILE****DATE: October 22, 1996****TO: Kelly Kloss****FROM: Charlaïne Rausch****RE: COUNCIL POLICIES PRIOR TO SEPTEMBER 9, 1996 - RELOCATE**

---

**BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL**

During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies. Hereunder is a list of those policies that should now be reviewed, updated if need be, and placed in the appropriate City or departmental manuals by the respective departments.

<b>Policy #</b>	<b>Policy Title</b>	<b>Authority</b>	<b>Relocate To Manual</b>
312	Employee Categories	G. Howell	City Administration
414	Reimbursement of Course Expenses	K. Kloss	Personnel Administration
503	Wheelchair Crossings	P. Goranson	City Administration or Public Works Administration
506	Hiring Engineering Consultants	K. Haslop	Engineering Administration
515	Bridge Maintenance Responsibility	K. Haslop	Engineering Administration
516	Removal of Unused Driveway Crossings	K. Haslop	Engineering Administration
518	Approaches in Rural Type Road Areas	K. Haslop	Engineering Administration
520	Road Oiling	P. Goranson	Public Works Administration
522	Curb and Sidewalk Crossing Application	K. Haslop	Engineering Administration
524	Roof Water Leads	K. Haslop	Engineering Administration
526	Water Kills Required	K. Haslop	Engineering Administration
528	Survey Control Monument Replacement	K. Haslop	Engineering Administration
529	Detailed Specifications	K. Haslop	Engineering Administration
530	Completion of Utility Servicing	K. Haslop	Engineering Administration
531	Handling Complaints	K. Haslop	Engineering Administration
534	Citizen Requests for Traffic Counts	K. Haslop	Engineering Administration
536	Warrants for Flashing Operation of Traffic Signals	K. Haslop	Technical Guidelines, Engineering
545	Colour of City Vehicles and Equipment	P. Goranson	Public Works Administration
549	Water Servicing	K. Haslop	Engineering Administration
550	On-Site Catch Basins and Storm Sewer Connections	K. Haslop	Engineering Administration
816	Lease of City Land for Oil Drilling in an Industrial Area	A. Scott	City Administration
817	Oil and Gas Situation Near The City of Red Deer	A. Scott	City Administration
914	F.C.S.S Project Advance Funds	C. Jensen	City Administration
915	F.C.S.S Project Budget Procedure	C. Jensen	City Administration
921	Reservation of Park Facilities	D. Batchelor	Recreation, Parks and Culture Administration

Kelly Kloss  
October 22, 1996  
Page 2

928 Downtown Street Tree Maintenance

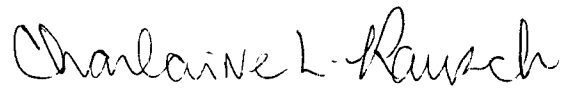
D. Batchelor Recreation, Parks and  
Culture Administration

929 Street Closures

D. Batchelor Recreation, Parks and  
Culture Manager

I have attached draft memos to the respective departments, requesting that they review and update, and, if necessary, include these policies in the appropriate administration manuals.

Thanks.



Charlaine L. Rausch  
City Clerk's Office

/clr  
attchs.

**DATE:** October 22, 1996  
**TO:** Grant Howell,  
Personnel Manager  
**FROM:** City Clerk  
**RE:** **RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996**

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FILE

FILE

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

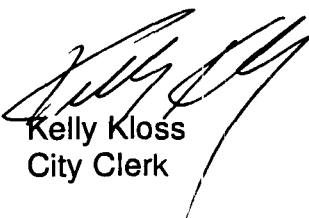
During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

Listed hereunder, and attached hereto, is the one policy outlined in the memo from Sara-Mae Dippel, dated May 27, 1996, that requires relocation to the City Administration Manual. Sara-Mae had included this revised version with her memo. Please advise if it is now appropriate to include this policy in the City's Administration Manual:

Council Policy No. 312      Employee Categories

As well, old Council Policy No. 414, Reimbursement of Course Expenses, was omitted from the new version of the Council Policy Manual. Please advise if you feel it would be appropriate to relocate this policy to the Personnel Administration Manual or to the City's Administration Manual?

Thank you for your cooperation and assistance during the review and approval process of the Council Policy Manual.

  
Kelly Kloss  
City Clerk

/clr  
attchs.

**DATE:** October 22, 1996  
**TO:** Paul Goranson,  
A/Public Works Manager  
**FROM:** City Clerk  
**RE:** **RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996**

---

**FILE**

During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

Listed hereunder are the policies that you requested we omit from the new Council Policy Manual, in your memos dated June 28, 1996 and August 9, 1996. The Engineering Department Manager referred to some of these policies as well, in his memo dated May 8, 1996.

**POLICY**

**MOVE TO**

<b>503 Wheelchair Crossings</b>	City Administration or Public Works Administration Manual
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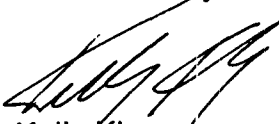
Please review, and, if necessary, update the above policy, prior to submitting same to our office, should you require Policy #503 to be included in the City's Administration Manual. As a follow-up, I have also listed hereunder the policies that you advised would be relocated to the Public Works Administration Manual:

**POLICY**

**MOVE TO**

<b>520 Road Oiling</b>	Public Works Administration
<b>545 Colour of City Vehicles and Equipment</b>	Public Works Administration

Thank you for your assistance during the review and approval process of the new Council Policy Manual. I look forward to your response.

  
Kelly Kloss  
City Clerk

/clr  
attchs.

**DATE:** October 22, 1996

**TO:** Ken Haslop,  
Engineering Services Manager

**FROM:** City Clerk

**RE:** ***RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996***

---

**FILE**

During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

As a follow-up, listed hereunder are the policies that you requested we omit from the new Council Policy Manual, in your memo May 8, 1996 and that you advised would be added to the Engineering Department's Administration Manual:

- 506 Hiring Engineering Consultants
- 515 Bridge Maintenance Responsibility
- 516 Removal of Unused Driveway Crossings
- 518 Approaches in Rural Type Road Areas
- 522 Curb and Sidewalk Crossing Application
- 524 Roof Water Leads
- 526 Water Kills Required
- 528 Survey Control Monument Replacement
- 529 Detailed Specification
- 530 Completion of Utility Servicing
- 531 Handling Complaints
- 534 Citizen Requests for Traffic Counts
- 536 Warrants for Flashing Operation of  
Traffic Signals
- 549 Water Servicing
- 550 On-Site Catch Basins and Storm Sewer Connections

Should you require any of the above policies added to the City's Administration Manual, please advise.

Thank you for your assistance during the review and approval process of the new Council Policy Manual. I look forward to your response in this instance.

  
Kelly Kloss  
City Clerk

/clr

**DATE:** October 22, 1996  
**TO:** Land and Economic Development Manager  
**FROM:** City Clerk  
**RE:** ***RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996***

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**FILE**

During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

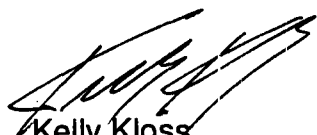
Listed hereunder are the policies that you requested we omit from the new Council Policy Manual and relocate to the City's Administration Manual:

***POLICY***

**816            Lease of City Land for Oil Drilling in an Industrial Area**  
**817            Oil and Gas Situation Near the City of Red Deer**

Please advise if it is appropriate at this time to now include these policies in the City of Red Deer's Administration Manual. If so, please review, and if necessary, update the above policies and submit same to this office on the appropriate form, for insertion in same.

Thank you for your assistance during the review and approval process of the new Council Policy Manual. I look forward to your response.

  
Kelly Kloss  
City Clerk

/clr  
attchs.

**DATE:** October 22, 1996

**TO:** Colleen Jensen,  
Social Planning Manager

**FROM:** City Clerk

**RE:** **RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996**

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During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

As a follow-up, listed hereunder, and attached hereto, are the policies outlined in your memo dated May 10, 1996 that you requested we omit from the new Council Policy Manual:

#914	F.C.S.S. Project Advance Funds (amended wording attached)
#915	F.C.S.S. Project Budget Procedure (amended wording attached).

I trust you will be reviewing these policies to determine if they should be included in your department's administration manual.

Thank you for your cooperation and assistance during the review and approval process of the Council Policy Manual.

Thank you.



Kelly Kloss  
City Clerk

/clr  
attchs.

**FILE**

**DATE:** October 22, 1996  
**TO:** Recreation, Parks and Culture Manager  
**FROM:** City Clerk  
**RE:** ***RELOCATION OF OLD COUNCIL POLICIES,  
PRIOR TO SEPTEMBER 9, 1996***

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**FILE**

During the recent review and approval of the new Council Policy Manual, we were given the authority by various departments to omit from the new version of the manual, a number of policies.

As a follow-up, listed hereunder are the policies outlined in the memo from the Director of Community Services dated April 17, 1996, that were requested omitted from the new Council Policy Manual in order to be added to the Recreation, Parks and Culture Department's Administration Manual:

- #921 Reservation of Park Facilities
- #928 Downtown Street Tree Maintenance

This is submitted for your information and follow-up.

Thank you for your cooperation and assistance during the review and approval process of the Council Policy Manual. I look forward to your response in this instance.

  
Kelly Kloss  
City Clerk

/clr  
attchs.



**BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL**

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
<b>GENERAL</b>						
101	5201	Council Agendas	X		Revised	K. Kloss
102		Written Inquiries		X	Provided for in Procedure Bylaw	K. Kloss
103		Agenda Topics - Committee of the Whole		X	Provided for in Municipal Government Act	K. Kloss
105	5202	Broadcasting and Taping of Council Meetings	X		Revised	K. Kloss
106		Previously Repealed				
107	5203	Council Remuneration	X		Revised Amended by Council June 17, 1996.	K. Kloss
108		Previously Repealed				
109	1001	Civic Recognition for Council Members	X		Revised	K. Kloss
110	1002	Civic Recognition for Committee, Board and Commission Members	X		Revised	K. Kloss
111	1003	Expenses for Committee, Board and Commission Members	X		Revised	K. Kloss
112 (old)		Ethical Guidelines		X	Covered In New M.G.A.	K.Kloss

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
112 (New)	1006	Utilization of City of Red Deer Logo and Slogan	New Policy		To provide for use of logo and slogan	K. Kloss
113	1007	Utilization of City of Red Deer Crest (Coat of Arms)	X		Revised	K. Kloss
114	1004	City of Red Deer Employee Eligibility on Council Committees, Boards and Commissions	X		Revised	K. Kloss
115	1005	Council Inquiries	X		Revised	K. Kloss
116 (Old 310)	5204	Acceptance of Faxed Documents	X		Revised Included is provision that nomination forms for elections cannot be faxed	A. Wilcock, K. Kloss
117 (Old 311)	5205	Delivery of Mail to The City of Red Deer	X		Revised	A. Wilcock
118 (Old 306)	1008	Property Vandalism	X		Revised Moved to General Section from Personnel Section	K. Kloss
119 (Old 307)	1009	Civic Hospitality			Revised Moved to General Section from Personnel Section	P. Shaw
120 (Old 314)	1010	Public Participation			Moved to General Section from Personnel Section	P. Shaw

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
201		Previously Repealed				
202		Grant Structures Review		X	Redundant	K. Kloss
<b>PERSONNEL</b>						
301	2001	Personnel Management	X		Revised	G. Howell
302	2002	Collective Bargaining (Now encompasses #309)	X		Revised Now Encompasses Policy # 309	G. Howell
303		Recruitment and Promotion of Employees		X	Deleted	G. Howell
304		Training and Development		X	Deleted	G. Howell
305	2003	Employee Recognition	X		Revised by Council in January 1996	G. Howell
308	2004	City Employees' Job Descriptions and Salary Ranges - Public Availability	X		Revised	K. Kloss
309		Collective Bargaining (Now Combined with 302) (2002)		X	Included in Policy #302	G. Howell
312		Employee Categories			Moved to City Administration Manual	G. Howell
313		Employee Recognition		X	Deleted	G. Howell

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
<b>CORPORATE SERVICES</b>						
401	5301	Purchasing and Tendering	X		Revised	A. Wilcock
402		Previously Repealed				
403	5302	Banking Services - Tendering	X		Revised	A. Wilcock
404	5305	Budget Administration - General	X		Revised	A. Wilcock
405	5306	Budget Administration	X		Revised	A. Wilcock
406 (Old 104)	5307	Review of Annual Budget	X		Moved from Council Section to Corporate Services Section	A. Wilcock
407		Previously Repealed				
408	5101	Tax Notice Altered	X		Revised	A. Wilcock
409	5102	Business Tax Levy Rate	X		Revised	A. Wilcock
410	5308	Payment Options	X		Revised	A. Wilcock
412	5309	Investment Policy	X		Revised	A. Wilcock
413		Signing of Cheques		X	Provided for in Organizational Bylaw	K. Kloss

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
414		Reimbursement of Course Expenses		X	Administrative in nature	K. Kloss
415	5310	Receiving Cheques	X		Revised	A. Wilcock
416	5311	Invoicing for Third Party Services	X		Revised	A. Wilcock
419	5312	Staff Year End Cash Bonuses	X		Revised	A. Wilcock
420	5313	Grants to Community Service Organizations	X		Revised	A. Wilcock, L. Hodgson
421	5303	Calculating Costs of City Forces in Competition with Tendered Costs Submitted by Contractors	X		Revised	A. Wilcock
422	5304	Use of Bid Depository	X		Revised	A. Wilcock
423	5317	Liability Protection for Non-Union Employees	X		Revised	A. Wilcock
424	5314	Release of Accounts Receivable and Utility Billing Information	X		Revised	A. Wilcock
425	5315	Penalty for Non-Payment of Utility Bills	X		Revised	A. Wilcock
426	5316	Use of Visa and Mastercard for Payments to The City	X		Revised	A. Wilcock
427	5104	Possible Reduction of Penalties Levied on Unpaid Taxes After June 30	X		Revised	A. Wilcock

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
428	5318	Incentive Program for the Renovation of Existing Buildings in the Downtown BRZ	X		Approved by Council June 17, 1996. Content unchanged - housekeeping and formatting changes made.	
429	(429) 5103	Penalties Applied to Tax Roll			As per the MGA	City Solicitor
<b>DEVELOPMENT SERVICES</b>						
501		Local Improvements		X	Covered in New M.G.A.	K. Haslop
502	Renumber to keep P. W. policies together 4601	Sidewalk Construction Repair and Replacement	X		Revised	K. Haslop, P. Goranson, G. Stewart
503		Wheelchair Crossing		X	Moved to City Administration Manual	K. Haslop, P. Goranson
504	4602	Snow and Ice Control Program	X		Revised	K. Haslop, P. Goranson
505		Previously Repealed				

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506		Hiring Engineering Consultants		X	Engineering Administration Policy Manual	K. Haslop
507		Transit Route Extension/Implementation		X	Covered in Transit Department Business Plan	K. Joll
508		Transit		X	Administrative	K. Joll
509		Land Development Agreement		X	Covered in New M.G.A. & Planning Act	K. Haslop
510		Prepayment of Levies		X	Delete as included in Development Agreements.	K. Haslop
511		Private Forces within City Rights of Way		X	Delete as covered in Traffic Bylaw as well as in Underground Permit Regulations approved by Council.	K. Haslop
512		Previously Repealed				
513	Renumbr to keep P. W. policies together 4606	Use of City Owned Equipment	X		Revised	K. Haslop, P. Goranson, G. Stewart

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
514	4301	Use of Speed Bumps	X			K. Haslop
515		Bridge Maintenance Responsibility		X	Move to Engineering Administration Policy Manual	K. Haslop
516		Removal of Unused Driveway Crossings		X	Move to Engineering Administration Policy Manual	K. Haslop
517	4302	Paving Over City Easements	X		Revised	K. Haslop
518		Approaches in Rural Type Road Areas		X	Move to Engineering Administration Policy Manual	K. Haslop
519	Renum- ber to keep P. W. policies together 4604	Unimproved Lanes and Streets	X		Revised	K. Haslop, P. Goranson
520		Road Oiling		X	Move to Public Works Administration Policy Manual	P. Goranson
521	4303	Fence Encroachment Lanes	X		Revised	K. Haslop



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522		Curb and Sidewalk Crossing Application		X	Move to Engineering Administration Policy Manual	K. Haslop
523	4304	Escarpment Development	X		Revised. Also covered under Environmental Protection Draft for subdivision approvals.	K. Haslop
524		Roof Water Leads		X	Move to Engineering Administration Policy Manual	K. Haslop
525	4605	Plugged Sewers	X			P. Goranson, G. Stewart
526		Water Kills Required		X	Move to Engineering Administration Policy Manual	K. Haslop
528		Survey Control Monument Replacement		X	Moved to Engineering Administration Policy Manual	K. Haslop
529		Detailed Specifications		X	Included in Development Agreements	K. Haslop
530		Completion of Utility Servicing		X		K. Haslop

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
531		Handling Complaints		X		K. Haslop
532	Renumber to keep P. W. policies together 4607	Reciprocal Agreements (For Maintenance Purposes)	X		Revised	K. Haslop
533		Traffic Control Devices		X	Covered in Traffic Bylaw	K. Haslop
534		Citizen Requests for Traffic Counts		X	Administrative in nature	K. Haslop
535	4305	Cross Walk Painting & Signing	X		Revised	K. Haslop
536		Warrants for Flashing Operation of Traffic Signals		X	Covered in a technical guideline	K. Haslop
537		Previously Repealed				
538		Previously Repealed				
539		Municipal Airport		X	Responsibility of Airport Authority	K. Kloss
540		Previously Repealed				
541	4306	Development in Flood Plain	X		Revised	K. Haslop

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542		Snow Routes - Previously Repealed			Covered under Old Policy 504 (New Policy O4602)	K. Kloss
543	4307	Guide and Information Signs Installation Warrant	X		Revised	K. Haslop
544	4308	Utilization of Water and Sanitary Services	X		Revised	P. Goranson, K. Haslop
545		Colour of City Vehicles and Equipment		X	Move to Public Works Administration Policy Manual	P. Goranson
546		Previously Repealed				
547		Previously Repealed				
548	4309	Arterial Roadway Standards Relative to Right of Way Width and Noise Attenuation	X		Revised	K. Haslop
549		Water Servicing		X	Move to Engineering Administration Policy Manual	K. Haslop
550		On-Site Catch Basins and Storm Sewer Connection		X	Move to Engineering Administration Policy Manual	K. Haslop
551	4310	Stormwater Management	X		Revised	K. Haslop

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552		Previously Repealed				
553		Previously Repealed				
554	4311	Use of Water Well	X		Revised	K. Haslop
555	4312	Off-Site Levies	X		Revised	K. Haslop
556	4603	Sidewalk Snow Clearing	X		Revised	P. Goranson, G. Stewart
557	4313	Traffic Noise Attenuation	X		Revised	K. Haslop
601		Supply and Use of Electricity		X	Provided for in Utility Bylaw	A. Roth
602		Electric Utility Financing		X	Considered annually in conjunction with the budget	A. Roth
603	4101	Electrical Upgrading in Downtown Area (Map Attached)	X		Revised	A. Roth
604	4102	Advising Public of Overhead Line Rebuilds	X			A. Roth
701	4201	Mutual Aid Agreements	X		Move to Development Services Section	B. Oscroft
702	4202	Ambulance Agreements	X		Moved to Development Services Section	B. Oscroft

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703		Siren Renewal Leases		X	Sirens are no longer in service	B. Oscroft
704	4203	Fire Protection	X		Revised	B. Oscroft
705		Crime Prevention		X	Covered in R.C.M.P. Administration Manuals	Insp. S. Sutton
706	3201	Municipal Policing Contracts	X		Move to Community Services Section Covered under Provincial legislation, also reflects policy of Council	Insp. S. Sutton
707	4204	Dangerous Goods Transportation	X		Move to Development Services Section	B. Oscroft
708 (Old 820)	3202	Bylaw Enforcement	X		Moved from Development Services Section to Community Services Section (RCMP)	K. Kloss

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800 (Old 417)	4505	Lease of City Owned Farm Lands	X		Moved to Development Services Section from Corporate Services Section Revised	
801	4501	Economic Development	X		Revised	A. Scott
802	4502	Land Banking / Development Program	X		Revised	A. Scott
803	4508	Real Estate Expenses	X		Revised	A. Scott
804		Industrial/Commercial Land Sales		X	Building commitment often not required	A. Scott
805 (Old)		Previously Repealed				
805 (Old 527)	4507	Property Pins and Lines	X		Moved from Engineering Section to Land and Economic Development Section	K. Haslop, A. Scott
806		General Municipal Plan		X	Provided for in General Municipal Plan Bylaw	P. Meyette

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806 (Old 411)	4509	Survey Firms	X		Revised Moved from Corporate Services Section to Development Services Section	K. Kloss
807		Previously Repealed				
807 (Old 418)	4504	Delinquent Land Sales Agreements	X		Moved from Corporate Services Section to Development Services Section	K. Kloss
808		Land Use Bylaw		X	Provided for in Land Use Bylaw 3156/96	P. Meyette
809		Area Plans/General Municipal Plan		X	Redundant	P. Meyette
810		County of Red Deer General Municipal Plan		X	Provided for through Joint General Municipal Plan	P. Meyette
811		Municipal Planning Commission		X	Provided for in Committees Bylaw	P. Meyette
812	4401	Development Officer: Condominium Property Act	X		Revised	R. Strader
813		Accessibility of Buildings and Other Facilities to the Physically Handicapped		X	Covered under Alberta Safety Codes Act	R. Strader

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814		Social Care Residence, Day Care Facilities		X	Provided for in other planning documents	P. Meyette
815		Senior Citizens Housing		X	This information should be part of the Subdivision Planning Guidelines.	C. Jensen
816		Lease of City Land for Oil Drilling in an Industrial Area		X	Possibly Move to City Administration Manual	A. Scott
817		Oil and Gas Situation Near the City of Red Deer		X	Possibly Move to City Administration Manual	A. Scott
818	4503	Residential Land Sales	X		Revised	A. Scott
819	4402	Billboards on City Property	X			R. Strader
821		Assessment and Taxation on the Sale of City Owned Newly Developed Lots		X	Covered in Section 368 of New M.G.A.	A. Knight
822		Tourism Policy		X	Is obsolete, with agreement with Red Deer Visitor and Convention Bureau	L. Hodgson



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823	3401	City of Red Deer Planning and Subdivision Guidelines	X		Policy to be retained and has been revised. The document referred to in Policy will no longer form part of the Council Policy Manual. The document entitled "City of Red Deer Planning and Subdivision Guidelines" is presently being updated by Paul Meyette and will be available through Parkland Community Planning Services.	P. Meyette, K. Kloss
824	4403	Inspections - Single Family Dwellings, Duplexes and Multi Family Buildings	X		Revised	R. Strader
825	4404	Propane Installations	X		Revised	R. Strader
826	3402	Commercial Land Use Districts / Conversion of C4 to C2	X		Revised	P. Meyette

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827	4405	Parking	X		Revised - now provides only for Courtesy Parking Permits	R. Strader, K. Kloss
828	4406	Handicap Parking Zones (Downtown)	X		Revised	R. Strader
829	4411	City Operated Off Street Parking Staff - Monthly Passes	X		Revised	R. Strader, K. Kloss
830	4409	Parking - City Business	X		Revised	R. Strader, K. Kloss
831	4407	Handicap Parking Zones (Residential)	X		Revised	R. Strader, K. Kloss
832	4410	Downtown Loading Zones	X		Revised	R. Strader
833	4506	Licenses to Occupy (Rights of Way, Lease of Utility Lots)	X		Revised	A. Scott
834	4408	Handicap Parking Permits (Metered Stalls - Downtown )	New		This is the procedure currently being followed. There has never been a formal Council Policy.	K. Kloss
<b>COMMUNITY SERVICES</b>						
901		Recreation Board		X	Policy is obsolete	L. Hodgson

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902		Community Services Division: Mission Statements		X	Approved as part of the Three Year Business Plan cycle	L. Hodgson
903		Regional River Valley Concept		X	Provided for in Community Services Master Plan	D. Batchelor, K. Kloss
904		Community Services Master Plan		X		L. Hodgson
905		Community Rinks		X	Administrative matter provided for through contracts.	L. Hodgson
906	3101	Sunday and Holiday Policy	X		Revised	L. Hodgson, D. Batchelor
907		Historic Preservation		X	Heritage Preservation Committee. Mandated in agreement with Normandeau Cultural and Natural History Society.	L. Hodgson
908	3102	Fees and Charges	X		Revised	L. Hodgson
909		G.H. Dawe Management Board		X	Board was dissolved in 1994.	L. Hodgson

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910		Social Planning		X	Covered in the Social Planning Department's Business Plan.	C. Jensen
911	3301	Child Care Program: Policy Objectives	X		Revised	C. Jensen
912		Red Deer Child Care Society		X	Covered by Council Policy #911 and the Day Care Management Agreement.	C. Jensen
913	3302	Local 20% Costs on F.C.S.S. Projects	X		Revised by deleting clause #2 under the policy statement.	C. Jensen
914		F.C.S.S. Project Advance Funds		X	Move to the City Administration Manual	C. Jensen
915		F.C.S.S. Project Budget Procedure		X	Move to City Administration Manual	C. Jensen
916		Normandeau Cultural and Natural History Society		X	Covered through agreement.	L. Hodgson
917		Red Deer and District Archives		X	Policy is obsolete.	L. Hodgson

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
918		Restrictions on Use of Former Exhibition Grounds		X	Covered in agreement with Westerner Exposition Association.	L. Hodgson
919	3104	Gaetz Lakes Sanctuary Waskasoo Park	X		Retain, with deletion of reference to Community Services Master Plan	L. Hodgson
920		Previously Repealed				
921		Reservation of Park Facilities		X	Administrative policy - unique to Recreation, Parks and Culture Department and will be incorporated into their policy manual.	L. Hodgson
922	3105	Staff Use of City-Owned Facilities	X			L. Hodgson

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
923	3303	Municipal Integration Strategy	X		Revised. Policy Statement now reflects what the Strategy is intended to do and how it will be maintained. Recommendations will now become an administrative document.	C. Jensen
924	3304	Red Deer and District F.C.S.S. Board	X		Retained with minor revisions. This is an important policy as the F.C.S.S. Board is not covered in the Committees Bylaw as it is a multi-municipality partnership.	C. Jensen
925		Environmental Advisory Board		X	Now Covered In Committees Bylaw	L. Hodgson
926		Red Deer Library Board		X	Obsolete.	L. Hodgson
927		River Bend Golf and Recreation Society		X	Obsolete.	L. Hodgson

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
928		Downtown Street Tree Maintenance		X	Will become part of the Recreation, Parks and Culture Administration Policy Manual.	L. Hodgson
929		Street Closures		X	Administrative matter and will become part of the Recreation, Parks and Culture Department's Administration Manual. Also covered in the Traffic Bylaw and the new Parade/Special Event Approval Policy No. 3103.	L. Hodgson
930	3106	Public Artwork	X			L. Hodgson
931 (new)	3107	Development of Municipal Reserves				L. Hodgson D. Batchelor
New 96 Oct 7	3103	Parade/Special Event Approval	X (New)		Added to New Council Policy Manual October 7, 1996	D. Batchelor

<b>Old Policy No.</b>	<b>New Policy No.</b>	<b>Policy Title</b>	<b>Retain in Council Policy Manual, as Amended</b>	<b>Delete Policy</b>	<b>Moved To, Explanations</b> (Revised: Includes policies where formatting & numbering changes have been made only)	<b>On Advice Of</b>
New 96 OCT 21	3108	Leasing & License to Occupy City Owned Parkland Policy				

cc Council Agenda File of September 9, 1996  
Final Edition of the Old Council Policy Manual in the Safe  
City Clerk's Main Office Copy of the New Council Policy Manual

\*\* Please update all copies of this report should a revision be made to same \*\*



**FILE**

*The City of Red Deer*

*Council Policy Manual*

Approved: February 18, 1985

Repealed: September 9, 1996

*Prepared by:*

*CPM Planning Services Ltd.*

*January 1985*

*Approved by Council*

*February 18, 1985*

# *The City of Red Deer*

## *Council Policy Manual*

*Prepared by:*

*CPM Planning Services Ltd.*

*January 1985*

*Approved by Council*

*February 18, 1985*

## 1. Introduction to the Policy Manual

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### 1.1. Introduction

The Council Policy Manual for the City of Red Deer provides a compilation of the major policy decisions made by City Council to guide municipal initiatives, service delivery and operations. The manual provides a common policy reference for elected officials, City staff and the public. Its overall purpose is to clarify current policy in the City of Red Deer.

### 1.2. Objectives

The manual has been prepared to achieve the following objectives:

- a) to clarify existing Council policy and the direction this provides for policy implementation by the Administration.
- b) to provide access to existing policy information, assisting in the understanding and interpretation of current policy.
- c) to establish a policy development process whereby policy can be formulated to meet emerging needs and demands in the community.
- d) to establish a policy monitoring and evaluation system, to encourage the review, improvement and simplification of City policy.
- e) to establish an administrative support system to ensure that City policy will be kept up-to-date.

### 1.3. The Structure of the Policy Manual

The manual has been written in three sections: an introduction, a policy section and appendices. The introduction clarifies the purpose of the manual. It also outlines how the manual is to be used. The policy section provides nine (9) subsections for

policy statements; each subsection relates to a particular area of municipal responsibility. The appendices outline the policy formulation process, the policy monitoring and evaluation process and policy amendment procedures. A glossary is also included to clarify the interpretation of technical terms used in the text of the manual.

## 2. Instructions for Use

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### 2.1. Policy Formulation

The purpose of the policy manual is in part to clarify how a policy statement is prepared and submitted for Council approval. This subsection describes the components of the policy format for the manual; clarifying what information is needed in presenting a policy to Council for consideration. Appendix 1 describes what steps are taken from policy identification to policy implementation.

The policy format, which is attached as Exhibit 1 to the Appendix, includes 12 pieces of information. It is recommended that as much of this information be provided to assist Council in making their decision.

The format incorporates the following:

- 1) Policy Section: the section of the policy manual the policy should be filed under.
- 2) Policy Subject: a title to identify the policy for future reference.
- 3) Lead Role: the agency or position responsible for policy implementation.
- 4) Policy Reference: The index number given to the policy statement.
- 5) Resolution/Bylaw: the resolution date or bylaw number to which the policy relates.

- 6) Purpose: a brief explanation as to why the policy is necessary and what it is intended to do.
- 7) Policy Statement: a statement of the City's overall intention in certain areas of its responsibility.
- 8) Cross Reference: any documentation which would provide further information on the interpretation of the policy statement.
- 9) Remarks: comments related to policy implementation or monitoring and evaluation.
- 10) Date of Approval: the date of adoption by Council.
- 11) Effective Date: the date when the policy comes into effect.

12) Date of Revision: the date of policy amendment by Council.

The submission of the policy format to Council can occur at any time. In some situations, the format may assist Council in dealing with a particular decision, by clarifying the general policy framework for similar situations. In this case, the proposed policy format should accompany the request for Council decision on the matter being dealt with. The format may also be used to bring to Council's attention the need for policy in a new area of responsibility or the need for policy clarification in an existing area of responsibility where clearer Council direction is needed. In these cases, the format should be submitted to Council under a covering request for policy direction. This request should outline the history and background of the issue, a discussion of the factors under consideration and alternative courses of action, the recommended policy direction and justification.

## 2.2. Policy Monitoring and Evaluation

Council policies will be reviewed both on an as needed basis and through an annual overview in relation to the budget preparation process. Appendix 2 describes the process which is established for policy review and evaluation. This subsection outlines a list of factors which should be considered in policy monitoring and review.

Policy monitoring and review requires two essential ingredients. The first is a checklist for monitoring; the second is an agreement in the municipality on what standards or criteria need to be met for each checklist item. Where the first is relatively easy to establish, the second will take time to reach consensus on. Adequate time should therefore be provided in the policy review stage of policy formulation so that criteria can be agreed on.

The following list of factors should be considered in policy monitoring:

1. origin/history of the issue
2. relationship to other issues
3. existing policy
4. established authority
5. inter-agency relations in the policy area
6. policy intent and objectives
7. decision areas to be dealt with
8. corporate considerations
9. operational/departamental considerations
10. intergovernmental considerations
11. public-private sector considerations
12. impact on the local community
13. long term planning implications
14. resource implications

The above should provide adequate information to clarify the scope of the policy and the operating frame of reference; from which alternative courses of policy action can be described and a policy recommendation made.

### 2.3. Policy Amendment

Based on a policy review, a recommendation may be made to amend an existing policy. In this case, the original policy format shall be submitted to the City Clerk, along with a revised policy format; clearly indicating where changes have been made. A visible box should be drawn around the sections of the format which have been changed. Appendix 3 establishes the procedure for policy amendment.



### 3. Administration of the Policy Manual

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#### 3.1. Responsibility

The administrative system for the policy manual shall be the responsibility of the City Clerk. This office will be responsible for monitoring policy review activity underway in the City, for keeping track of policies once approved by Council, for entering policies in the manual, for disseminating them to holders of the manual and for initiating implementing action following Council decision.

#### 3.2. Updating the Policy Manual

As new policies are adopted, copies of the approved format will be sent to all manual holders by the City Clerk.

The policy index, which provides assistance in locating a policy, will be updated every six months by the City Clerk.

A "record of revision" sheet will accompany the revised index to clarify which revisions and additions have been sent to the manual holder over the six month period.

#### 3.3. Distribution of the Manual

The Policy Manual is to be housed in the office of the City Clerk. Copies will be distributed to all members of Council, the City Commissioner and all department heads.

Introduction

1. Introduction to the Policy Manual
2. Instructions for Use
3. Administration of the Policy Manual

Policy Direction

- |                                 |           |
|---------------------------------|-----------|
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| 2. External Organizations       | 201 - 202 |
| - Provincial Government         |           |
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| 4. Finance                      | 401 - 427 |
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| - Assessment and Taxation       |           |
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| - Tourism Policy                |           |
| 9. Community Services           | 901 - 930 |
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| - Museum/Archives               |           |
| - Library                       |           |
| - Family and Community Support  |           |
| - River Bend                    |           |
| - Environmental Advisory Board  |           |

Appendices

1. The Policy Formulation Process in the City of Red Deer
2. Policy Monitoring, Review and Updating
3. Policy Amendment Procedures
4. Glossary

# *The City of Red Deer*

## *Council Policy Manual*

*Prepared by:*

*CPM Planning Services Ltd.*

*January 1985*

*Approved by Council*

*February 18, 1985*

# THE CITY OF RED DEER COUNCIL POLICY MANUAL

## INDEX

### COUNCIL

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101	Agendas		
102	Written Inquiries		
103	Agenda Topics: Committee of the Whole		
104	Review of Annual Budget		
105	Taping Council Meetings		
106	Council Representation on Committees, Boards, Commissions		March 3/86
107	Remuneration/Salary	March 9/87 April 3/89 June 17/96	
108	Spousal Expenses		Jan. 17/94
109	Civic Recognition for Council Members	Sept. 8/87	
110	Civic Recognition for Committees, Boards and Commissions		
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113	Use of Crest and Coat of Arms		
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## EXTERNAL ORGANIZATIONS

[illegible]

## ADMINISTRATION

NO.	TITLE	REVISED	REPEALED
301	Personnel Management		
302	Collective Bargaining		
303	Recruitment and Promotion of Employees		
304	Training and Development		
305	Employee Recognition	Jan. 8/90 Jan.15/96	
306	Property Vandalism		
307	Civic Hospitality	1975	
308	City Employees' Job Descriptions		
309	Collective Bargaining		
310	Acceptance of FAX Documents		
311	Delivery of Mail to the City of Red Deer		
312	Employment Categories		
313	Employee Recognition		
314	Public Participation		

## FINANCE

NO.	TITLE	REVISED	REPEALED
401	Purchasing and Tendering	Feb. 22/88 June 27/88 Nov. 13/90 May 13/91 Sept. 30/91 Apr. 13/93 Feb. 28/94	
402	Insurance Brokers		May 28/90
403	Banking Services - Tendering		
404	Budget Administration: General	Nov. 21/94 Feb. 27/95	
405	Budget Administration	Feb. 16/93 Feb. 14/94 Apr. 10/95 Apr. 24/95	
406	Budget Administration: Capital		Feb. 16/93
407	Budget Variances		Feb. 16/93
408	Tax Notice Altered		
409	Business Tax Levy Rate		
410	Payment Options	Feb. 1/93	
411	Survey Firms	Jan. 9/84	
412	Investment Policy	May 30/88 Mar. 19/90 Apr. 29/91 Mar. 15/93	
413	Signing of Cheques		
414	Reimbursement of Course Expenses		
415	Receiving Cheques		
416	Invoicing for Third Party Services		
417	Lease of City Owned Farm Lands		
418	Delinquent Land Sales Agreements		

**FINANCE** cont'd[illegible]



**ENGINEERING**

NO.	TITLE	REVISED	REPEALED
501	Local Improvements	June 21/93	
502	Sidewalk Construction Repair and Replacement	May 10/93	
503	Wheelchair Crossing	June 7/93	
504	Snow and Ice Control Program	Oct. 15/85 May 13/91 May 10/93 Oct. 25/93 Oct. 11/94 Dec 18/95	
505	Dangerous Gds.Transportation (See Policy 707)		June 21/93
506	Hiring Engineering Consultants		
507	Transit Route Extension/Implementation		
508	Transit	June 21/93	
509	Land Development Agreement	Oct. 15/85	
510	Prepayment of Levies		
511	Private Forces within City Rights of Way	June 21/93	
512	Street Closures (See Policy 929)		June 21/93
513	Use of City Owned Equipment	May 13/91	
514	Use of Speed Bumps		
515	Bridge Maintenance Responsibility		
516	Removal of Unused Driveway Crossings	June 21/93	
517	Paving Over City Easements	June 21/93	
518	Approaches in Rural Type Road Areas		
519	Unimproved Lanes and Streets	May 10/93	
520	Road Oiling	May 13/91	
521	Fence Encroachment Lanes		
522	Curb and Sidewalk Crossing Application		
523	Escarpment Development		

**ENGINEERING** cont'd

NO.	TITLE	REVISED	REPEALED
524	Roof Water Leads	June 21/93	
525	Plugged Sewers	May 10/93	
526	Water Kills Required	June 21/93	
527	Property Pins and Lines		
528	Survey Control Monument Replacement		
529	Detailed Specifications		
530	Completion of Utility Servicing		
531	Handling Complaints		
532	Reciprocal Agreements		
533	Traffic Control Devices	June 21/93	
534	Citizen Requests for Traffic Counts		
535	Warrants for Crosswalks	Apr. 27/92	
536	Warrants for Flashing Operation of Traffic Signals		
537	Parking (See Policy 827)	June 21/93	Nov. 8/93
538	Parking: City Business (See Policy 830)	June 21/93	Nov. 8/93
539	Municipal Airport	Mar. 9/87 May 13/91	
540	Placement & Enforcement of Signs on Private Property		June 21/93
541	Development in Flood Plain		
542	Snow Routes		Oct. 15/85
543	Guide and Information Signs Installation Warrant		
544	Utilization of Water & Sanitary Services	June 21/93 April 22/96	
545	Color of City Vehicles & Equipment	May 13/91 May 10/93	

**ENGINEERING** cont'd

NO.	TITLE	REVISED	REPEALED
546	Handicapped Parking Zones (See Policy 831)	June 21/93	Nov. 8/93
547	Painting of Yellow Curbs		June 21/93
548	Arterial Roadway Standards Relative to Right of Way Width and Noise Attenuation	Mar. 29/93	
549	Water Servicing		
550	On-site Catch Basins & Storm Sewer Connection		
551	Stormwater Management		
552	Downtown Loading Zones (See Policy 832)		Nov. 8/93
553	Unconstructed Lanes		May 10/93
554	Use of Water Well		
555	Off-site Levies	July 5/93	
556	Sidewalk Snow Clearing	Oct. 11/94	
557	Traffic Noise Attenuation		

## ELECTRICITY, LIGHT AND POWER

[illegible]

## PROTECTION SERVICES

[illegible]

## PLANNING SERVICES

NO.	TITLE	REVISED	REPEALED
801	Economic Development		
802	Land Banking/Development Program	July 21/86	
803	Real Estate Commissions on Municipal Land	Nov. 26/84	
804	Industrial/Commercial Land Sales		
805	Strategy for Downtown Action		Feb. 18/85
806	General Municipal Plan	Nov. 25/91 May 11/92	
807	General Municipal Plan Priorities		May 11/92
808	Land Use Bylaw	May 11/92	
809	Area Plans/General Municipal Plan	May 11/92	
810	County of Red Deer General Municipal Plan	May 11/92	
811	Municipal Planning Commission		
812	Development Officer: Condominium Property Act		
813	Accessibility of Buildings and Other Facilities to the Physically Handicapped	May 11/92	
814	Social Care Residence/Day Care Facilities	Oct. 29/90 Dec. 9/91 May 11/92	
815	Senior Citizens Housing		
816	Lease of City Land for Oil Drilling in an Industrial Area		
817	Oil and Gas Situation near the City of Red Deer		
818	Residential Land Sales		
819	Billboards on City Property		
820	Bylaw Enforcement		

**PLANNING SERVICES** cont'd

NO.	TITLE	REVISED	REPEALED
821	Assessment & Taxation on the Sale of City Owned Newly Developed Lots		
822	Tourism Policy		
823	City of Red Deer Planning and Subdivision Guidelines	Oct. 28/91 May 11/92 Dec. 21/92	
824	Inspection - Single Family Dwelling/Duplex/Multiple Family Building/Proceeding to Grade Real Property Reports - Permanent Buildings Only		
825	Propane Installations		
826	Commercial Land Use Districts/Conversion of C-4 to C-2		
827	Parking	June 21/93 Nov. 8/93	
828	Handicapped Parking Zones (Downtown)		
829	Parking Lot Stall Monthly Passes	Oct. 11/94	
830	Parking: City Business	June 21/93 Nov. 8/93	
831	Handicapped Parking Zones	June 21/93 Nov. 8/93	
832	Downtown Loading Zones	Nov. 8/93	
833	Licenses to Occupy	Aug. 28/95	

## COMMUNITY SERVICES

NO.	TITLE	REVISED	REPEALED
901	Recreation Board	Jan. 20/92	
902	Community Services Division: Mission Statements	Mar. 3/86 Jan. 20/92	
903	Regional River Valley Concept	Jan. 20/92	
904	Community Services Master Plan	Jan. 20/92	
905	Community Rinks	Jan. 20/92	
906	Sunday and Holiday Policy	Jan. 21/85 Mar. 3/86 Jan. 20/92	
907	Historic Preservation	Mar. 3/86 Jan. 20/92	
908	Fees and Charges	Mar. 3/86 Jan. 20/92	
909	G.H. Dawe Management Board	Jan. 20/92	
910	Social Planning	Jan. 20/92	
911	Child Care Program: Policy Objectives	Jan. 20/92	
912	Red Deer Child Care Society	Jan. 20/92	
913	Local 20% Costs on F.C.S.S. Projects	Jan. 20/92	
914	F.C.S.S. Project Advance Funds	Jan. 20/92	
915	F.C.S.S. Project Budget Procedure	Jan. 1/82 Jan. 20/92 Nov.22/93	
916	Normandeau Cultural and Natural History Society	Mar. 3/86 Jan. 20/92	
917	Red Deer and District Archives	Jan. 20/92	
918	Restrictions on Use of Former Exhibition Grounds	Jan. 20/92	
919	Gaetz Lakes Sanctuary Waskasoo Park	Jan. 20/92	
920	Landlord & Tenant Advisory Board		Mar. 3/86



**COMMUNITY SERVICES** cont'd

NO.	TITLE	REVISED	REPEALED
921	Reservation of Park Facilities	Jan. 20/92	
922	Staff Use of City-Owned Facilities	Jan. 20/92	
923	Municipal Integration Strategy	May 25/93	
924	F.C.S.S. Board		
925	Environmental Advisory Board		
926	Red Deer Library Board		
927	River Bend Golf & Recreation Society		
928	Downtown Street Tree Maintenance		
929	Street Closures	June 21/93	
930	Public Artwork		

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Agendas

Policy Reference:  
101

Lead Role:  
City Clerk

Resolution/Bylaw:  
May 25, 1982

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PURPOSE

POLICY STATEMENT

Council Agendas be delivered on the Thursday preceding the Council meeting.

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Cross Reference

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Remarks

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Date of Approval:  
May 25, 1982

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Written Inquiries

Policy Reference:  
102

Lead Role:  
City Clerk

Resolution/Bylaw:  
January 9, 1978

---

## PURPOSE

## POLICY STATEMENT

All written inquiries to the Administration be placed before Council and voted on by all members present before any action is taken to respond. The decision to proceed with an inquiry should be based on the following considerations:

- 1) Whether the inquiry and the response thereto would be of any specific benefit to the citizens at large,
- 2) Whether the Member of Council could obtain the necessary information simply by direct approach to a particular Department Head, and
- 3) What the cost of preparation of a detailed response would be to the taxpayer.

The Commissioners shall have discretion in responding to written inquiries.

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Cross Reference  
Procedure Bylaw 2323

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Remarks

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Date of Approval:  
January 9, 1978

Effective Date:

Date of Revision:

Policy Section:

Council

Page:

1 of 1

Policy Subject

Agenda Topics: Committee of  
the Whole

Policy Reference:

103

Lead Role:

City Clerk

Resolution/Bylaw:

January 9, 1978

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PURPOSEPOLICY STATEMENT

All items that are to be discussed by the Committee of the Whole of Council be listed on the OPEN AGENDA under a heading "TOPICS TO BE DISCUSSED" by the Committee of the Whole of Council.

---

Cross Reference

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Remarks

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Date of Approval:  
January 9, 1978

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject:  
Review of Annual Budget

Policy Reference:  
104

Lead Role:  
Commissioners/Treasurer

Resolution/Bylaw:  
January 22, 1978

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PURPOSE

POLICY STATEMENT

An initial review of the proposed annual budget be undertaken by the Commissioners, Treasurer and Department Heads only, with the final consideration of the annual budget to be given by City Council.

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Cross Reference

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Remarks

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Date of Approval:  
January 22, 1978

Effective Date:

Date of Revision:

Policy Section  
Council

Page:  
1 of 1

Policy Subject  
Taping Council Meetings

Policy Reference:  
105

Lead Role:  
Council

Resolution/Bylaw:  
1969

---

### PURPOSE

### POLICY STATEMENT

Any news media be granted the right to tape record for broadcast purposes, or to broadcast direct, open Council meetings, subject to suitable arrangements to be made to assure that electronic equipment does not by its presence interfere in any way with normal Council proceedings. Before any live broadcast is commenced, the chair shall be given notice before the meeting.

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Cross Reference

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Remarks

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Date of Approval:  
1969

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Remuneration/Salary

Policy Reference:  
107

Lead Role:  
Council

Resolution/Bylaw:  
August 28, 1978

---

### PURPOSE

To allow for Council remuneration.

### POLICY STATEMENT

Council annual remuneration shall be adjusted on January 1st of each year by the same percentage increase as exempt staff salaries are adjusted. Councillors are entitled to a fixed per diem rate and vouchered expenses while on City business when outside the City of Red Deer, concerning matters for which they have been appointed and/or authorized by Council to attend.

Council's remuneration will be reviewed during the middle year of each Council's term of office. Said review shall include relative information from communities with similar workloads with the information being reviewed by the Personnel Committee for recommendation to Council.

Of the annual remuneration, unvouchered car allowances and per diem rates paid to the Mayor and Council members; one-third is considered to be paid as an unvouchered expense allowance for the performance of the duties of office.

---

### Cross Reference

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### Remarks

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Date of Approval:  
August 28, 1978

Effective Date:

Date of Revision:  
March 9, 1987  
April 3, 1989  
June 17, 1996

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Civic Recognition for  
Council Members

Policy Reference:  
109

Lead Role:  
Mayor

Resolution/Bylaw:  
May 25, 1982

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PURPOSE

POLICY STATEMENT

Council shall formally recognize the service provided to the City and the citizens of Red Deer by members who have been elected to serve on Council of The City of Red Deer. This recognition shall be in the form of a gold ring, brooch, bracelet or necklace to be presented at an appropriate time following the swearing-in of the newly elected member of Council.

Council further reserves the right to withhold the recognition if a member is relieved of his/her office. A permanent record of this formal recognition of Council Members shall be kept in the City Clerk's Department.

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Cross Reference

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Remarks

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Date of Approval:  
May 25, 1982

Effective Date:

Date of Revision:  
September 8, 1987



Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Civic Recognition for Committees,  
Boards and Commissions

Policy Reference:  
110

Lead Role:  
Mayor

Resolution/Bylaw:  
November 23, 1981

---

PURPOSE

POLICY STATEMENT

Council shall formally recognize the service of citizens provided to Council-appointed committees, commissions and boards by hosting a supper every two years.

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Cross Reference

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Remarks

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Date of Approval:  
November 23, 1981

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Member Expenses on Committees,  
Boards and Commissions

Policy Reference:  
111

Lead Role:  
Treasurer

Resolution/Bylaw:  
April 27, 1981

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PURPOSE

POLICY STATEMENT

Reasonable direct or out-of-pocket expenses are reimbursed to members of Civic Boards, Committees and Commissions attending conferences, seminars or special meetings on behalf of such bodies providing adequate budget provision has been made for such expenses.

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Cross Reference

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Remarks

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Date of Approval:  
April 27, 1981

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Ethical Guidelines of Conduct

Policy Reference:  
112

Lead Role:  
Council

Resolution/Bylaw:  
August 15, 1983

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### PURPOSE

To outline certain basic rules in order that elected officials may carry out their duties with impartiality and equality of service to all.

### POLICY STATEMENT

Council of The City of Red Deer agrees to uphold the intent of the "Ethical Guidelines of Conduct for Elected Local Government Officials" as attached herewith.

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### Cross Reference

"Ethical Guidelines of Conduct for Elected Local Government Officials"

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### Remarks

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Date of Approval:  
August 15, 1983

Effective Date:

Date of Revision:

## Ethical Guidelines of Conduct for Board, Committee and Commission Members

To assist in the many-faceted operation of their municipality, local elected Councils may appoint citizens to many Boards, Committees and Commissions.

The proper operation of democratic local government requires that both elected officials and those persons appointed to the various other bodies be independent, impartial and duly responsible to the people.

It is imperative, therefore, that:

- the decisions and recommendations of these bodies be made through the proper channels of the local government structure
- the positions held by the members not be used for personal gain
- the public have confidence in this aspect of local government

It is the purpose of these guidelines of conduct to outline certain basic rules for those persons appointed to municipal boards, committees and commissions so that they may carry out the duties entrusted to them by their municipal council with impartiality and equality of service to all.

### Appointed Board, Committee and Commissioned Members shall:

1. Declare at the first opportunity their interests, or known interests of any close relatives, in any enterprise with which the body they are serving on proposes to conduct business or recommend to the municipal council; not vote on the matter; and should leave the place of the meeting while the subject is being discussed and voted on.
2. Declare at the first opportunity their interests or the known interests of any close relatives, in any property which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration being dealt with by the body on which they serve; not vote on the matter; and leave the place of meeting while the subject is being discussed and voted on.
3. Not use information designated confidential for the personal profit of themselves or any other person.
4. Not communicate information designated confidential to anyone not entitled to receive same.
5. Not use their position to secure special privileges, favours, or exemptions for themselves, or any other person.

6. Avoid any situations that could cause any person to believe that they have brought bias or partiality to a question before the Board, Committee, or Commission.
7. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity. Appointed Board, Committee and Commission Members shall not assure that any unethical activities not covered or specifically prohibited by these unethical guidelines of conduct, or by any legislation, are therefore condoned.

Members of this \_\_\_\_\_ agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution this \_\_\_\_\_ day of \_\_\_\_\_  
A.D. \_\_\_\_\_.

\_\_\_\_\_  
(Chairman)

\_\_\_\_\_  
(Secretary)

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Use of Crest and Coat of Arms

Policy Reference:  
113

Lead Role:  
Mayor/Council

Resolution/Bylaw:  
August 3, 1976

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PURPOSE

POLICY STATEMENT

The Mayor of the City of Red Deer is delegated the power to authorize the use of the Municipal Crest and Coat of Arms, by any person or unincorporated group of persons.

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Cross Reference  
Bylaw 2188 (February 8, 1965)

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Remarks

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Date of Approval:  
August 3, 1976

Effective Date:

Date of Revision:

Policy Section:  
Council

Page:  
1 of 1

Policy Subject  
Employee Eligibility on Council  
Committees, Commissions and Boards

Policy Reference:  
114

Lead Role:  
Council

Resolution/Bylaw:  
October 15, 1985

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### PURPOSE

To provide for City employees' eligibility to serve on Council Committees, Commissions and Boards.

### POLICY STATEMENT

No City employee shall be eligible to serve as a voting member on any Council Committee, Commission, or Board established by bylaw unless such Committee, Commission or Board is solely of a technical nature and appointment of the City employee is embodied within the bylaw.

A City Employee may serve as an advisory member without vote, on any Council Committee, Commission or Board established by bylaw.

Where deemed appropriate by Council, a City employee may serve on an Ad Hoc Committee established by resolution of Council.

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Cross Reference  
Notice of Motion - September 30, 1985

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Remarks

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Date of Approval: October 15, 1985	Effective Date:	Date of Revision:
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Policy Section:  
Council

Page:  
1 of 2

Policy Subject  
Council Inquiries

Policy Reference:  
115

Lead Role:  
Council/City Commissioner/  
Department Managers

Resolution/Bylaw:  
January 6, 1992

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### PURPOSE

1. To insure that there is a mechanism for individual Council members to obtain information on issues of particular concern to them.
2. To identify procedures to be followed by the Administration when providing information to members of Council in response to their inquiries.

### POLICY STATEMENT

1. Verbal inquiries from members of Council not requiring a written response, may be responded to verbally by any staff member with the Department Manager's approval.
2. All inquiries from members of Council requiring a written response or photocopied material shall be submitted in writing by the Council member to the Department Manager.
3. The Department Manager shall provide the written response directly to the Council member making the inquiry with a copy to the City Commissioner.
4. If the inquiry, verbal or written, is for highly sensitive, controversial, personal or confidential information, or if the response would be very costly or time consuming, the inquiry shall be submitted to the City Commissioner for a decision as to A) whether to proceed with the response B) whether to refer the inquiry to Council.

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Cross Reference

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Remarks

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Date of Approval:  
January 6, 1992

Effective Date:

Date of Revision:



Policy Section:  
Council

Page:  
2 of 2

Policy Subject  
Council Inquiries

Policy Reference:  
115

Lead Role:  
Council/City Commissioner/  
Department Managers

Resolution/Bylaw:  
January 6, 1992

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PURPOSE

POLICY STATEMENT

5. Any inquiry referred to Council shall be in accordance with the Procedure Bylaw.
6. Responses to all inquiries shall be supplied as soon as possible.
7. If it is not possible to supply the response within one week from the date the inquiry is lodged, the City Commissioner shall be notified upon receipt of the request by the Department Head and in turn, the Commissioner shall notify the member of Council.

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Cross Reference

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Remarks

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Date of Approval:  
January 6, 1992

Effective Date:

Date of Revision:

Policy Section:  
External Organizations

Page:  
1 of 1

Policy Subject  
Grant Structures Review

Policy Reference:  
202

Lead Role:  
Grant Structures Review Committee

Resolution/Bylaw:  
September 17, 1984

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PURPOSE

POLICY STATEMENT

Council of the City of Red Deer hereby agrees that the Province of Alberta be requested to continue the system of grants to various categories such as Transportation, Police, Recreation, F.C.S.S., etc., but that:

- 1) Municipalities be permitted more flexibility in the allocation of funds within the categories, and
- 2) There be a simplification in the application, administration and accounting for grants.

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Cross Reference

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Remarks

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Date of Approval:  
September 17, 1984

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Personnel Management

Policy Reference:  
301

Lead Role:  
Personnel

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

The Council shall only become involved in the administration of City of Red Deer personnel in the following matters:

- a) Organizational changes that result in the establishment of a new position at the Department Head level or above.
- b) Confirmation of appointments at the Department Head level or above.
- c) Disciplinary action at the Department Head level or above.
- d) Approval of all collectively bargained agreements.
- e) Approval of benefit and salary changes for exempt staff.
- f) Approval of consultants to conduct special projects in personnel administration.

The Personnel Committee shall review and make recommendations to the Council on those matters listed above. The City Commissioner(s) may present other matters to the Personnel Committee for their review, information and/or advice.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Collective Bargaining

Policy Reference:  
302

Lead Role:  
Personnel

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

The City Commissioner shall, prior to the commencement of collective bargaining, obtain from the Personnel Committee a bargaining mandate within which to negotiate the collective agreements. This mandate may be altered by the Personnel Committee as the negotiations progress.

The Commissioner may at his discretion employ labour relation experts to assist in the solution of labour problems.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Recruitment and Promotion of Employees

Policy Reference:  
303

Lead Role:  
Personnel

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

The City Commissioner shall establish by procedural guidelines and/or through the bargaining process a recruitment and promotion process that ensures that adequately qualified employees are appointed to vacant positions in a manner that protects the interests of the residents of Red Deer, that is cost effective, and is free of patronage.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Training and Development

Policy Reference:  
304

Lead Role:  
Personnel

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

It is the policy of Council that to the extent practical, that existing employees of the City be trained and upgraded to fill new positions or to undertake additional responsibilities, in preference to the recruitment of new employees at other than the entry levels.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Employee Recognition

Policy Reference:  
305

Lead Role:  
Personnel

Resolution/Bylaw:  
March 15, 1982

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### PURPOSE

To show recognition and appreciation for long service, safety and special merit.

### POLICY STATEMENT

1. A civic employee dinner to be held annually.
  2. Long Service Awards to be as follows:
    - 10 years - Approximately \$30.00 value
    - 15 years - Approximately \$50.00 value
    - 20 years - Approximately \$150.00 value
    - 25 years - Approximately \$500.00 value
    - 30 years - Approximately \$525.00 value
    - 35 years - Approximately \$550.00 value
- 

### Cross Reference

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### Remarks

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Date of Approval:  
March 15, 1982  
February 18, 1985

Effective Date:

Date of Revision:  
January 8, 1990  
January 15, 1996

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Property Vandalism

Policy Reference:  
306

Lead Role:  
Commissioners/Lawyer

Resolution/Bylaw:  
May 29, 1978

---

PURPOSE

POLICY STATEMENT

It is policy to take civil action for recovery of losses in cases involving vandalism of City property where the Courts do not order restitution and to offer rewards for information leading to the arrest and conviction of persons involved in such forms of vandalism.

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Cross Reference

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Remarks

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Date of Approval:  
May 29, 1978

Effective Date:

Date of Revision:



Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Civic Hospitality

Policy Reference:  
307

Lead Role:  
Mayor/Council

Resolution/Bylaw:  
1967, 1975

---

PURPOSE

POLICY STATEMENT

The City of Red Deer will sponsor or participate in the sponsoring of civic hospitality to:

- 1) National conventions held in Red Deer directly involving municipal government;
- 2) Provincial or regional conventions held in Red Deer directly involving municipal government;
- 3) Other conventions, competition events, or groups in exceptional circumstances;
- 4) Youth groups under special circumstances.

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Cross Reference

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Remarks

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Date of Approval:  
1967, 1975

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
City employees' job descriptions

Policy Reference:  
308

Lead Role:  
City Clerk

Resolution/Bylaw:  
March 23, 1987

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### PURPOSE

To provide for a policy on the availability of job descriptions of City employees to the public.

### POLICY STATEMENT

Job descriptions of City employees are to be made available at normal rates to any elector or owner of land within the City of Red Deer, upon written request to the City Clerk.

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Cross Reference

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Remarks

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Date of Approval:  
March 23, 1987

Effective Date:  
March 23, 1987

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Collective Bargaining

Policy Reference:  
309

Lead Role:  
Personnel

Resolution/Bylaw:  
June 27, 1988

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### PURPOSE

To establish that Council must ratify any tentative agreement with a Union before that agreement is binding on Council.

### POLICY STATEMENT

WHEREAS Council of The City of Red Deer has in the past, and may in the future, delegate to an employee or a consultant the responsibility to negotiate a tentative collective agreement with a union;

AND WHEREAS this individual may, on behalf of the Council, reach a tentative agreement with a union;

AND WHEREAS this tentative agreement may have been agreed to and ratified by the union negotiator(s) and membership;

IT SHALL BE THE CITY'S POLICY that no collective agreement shall be in any way binding on The City of Red Deer as an employer until such time as a resolution has been passed in an open meeting of Council agreeing to the terms and conditions contained in that agreement.

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### Cross Reference

Council Agenda - June 27, 1988

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### Remarks

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Date of Approval:  
June 27, 1988

Effective Date:  
June 27, 1988

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Acceptance of FAX Documents

Policy Reference:  
310

Lead Role:  
City Treasurer

Resolution/Bylaw:  
Oct. 29, 1990

---

### PURPOSE

To determine when faxed documents will be accepted as originals.

### POLICY STATEMENT

Faxed documents and faxed signatures will be accepted as legally valid subject to the original copy being subsequently received by mail or courier. The following circumstances will be excluded from this policy and only original documents will be considered as legally valid.

- a) When payment is required along with the notice, e.g. accepting an option or right of first refusal.
- b) Service of any court documents such as notices of motion, orders, affidavits and injunctions.
- c) Payments.
- d) Execution of contracts and agreements.
- e) Requests for sealed quotations, or tenders to be publicly opened at 2:00 p.m.

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Cross Reference

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Remarks

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Date of Approval:  
October 29, 1990

Effective Date:  
October 29, 1990

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 1

Policy Subject  
Delivery of Mail to the City of Red Deer

Policy Reference:  
311

Lead Role:  
City Clerk

Resolution/Bylaw:  
November 13, 1990

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### PURPOSE

To provide for the receiving, opening and distribution of mail delivered to the City of Red Deer.

### POLICY STATEMENT

All mail delivered to the City of Red Deer shall be considered municipal mail and therefore, municipal property.

All mail delivered shall be opened and date stamped by the appropriate personnel located in the City Clerk's Department Mail Room, then distributed to the appropriate City department/personnel with the exception of mail clearly marked "Personal" and/or "Confidential".

Mail marked "Personal" and/or "Confidential" shall not be opened, however is to be date stamped and forwarded to the appropriate addressee.

City of Red Deer employees, elected officials or affiliated agencies shall not use the City's address for personal mail unless authorization has been received by the City Commissioners.

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Cross Reference

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Remarks

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Date of Approval:  
November 13, 1990

Effective Date:

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 3

Policy Subject  
Employment Categories

Policy Reference:  
312

Lead Role:  
Personnel Manager

Resolution/Bylaw:  
Nov. 12, 1991

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### PURPOSE

The intent of this policy is to:

1. clarify the definitions of employment categories.
2. establish The City of Red Deer's rationale for different employment categories.
3. ensure staff understand their employment status and benefit eligibility.

\* Where a Collective Agreement applies, the clauses therein will take precedence.

### POLICY STATEMENT:

1. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at any time (in compliance with the Employment Standards Code) is retained by both the employee and the employer.
2. Staff in any of the following employment categories will, as provided in the Labour Relations Code, be classified as EMPLOYEES or EXEMPTED.
3. All staff will belong to one of the following employment categories:

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Cross Reference:

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Remarks

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Date of Approval:  
Nov. 12, 1991

Effective Date:  
Nov. 12, 1991

Date of Revision:

Policy Section:  
General Administration

Page:  
2 of 3

Policy Subject:  
Employment Categories

Policy Reference:  
312

Lead Role:  
Personnel Manager

Resolution/Bylaw:  
Nov. 12, 1991

---

### PURPOSE

### POLICY STATEMENT

- 3.1 PERMANENT FULL-TIME staff are those who are not assigned to a temporary status and who are regularly scheduled to work the organization's full-time schedule. This category reflects The City of Red Deer's intent to provide year round, full-time, meaningful employment for staff. Staff in this category are eligible for the City of Red Deer's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- 3.2 PERMANENT PART-TIME staff are those who are regularly scheduled to work less than the full-time work schedule and who are not assigned to a temporary status. This category reflects The City of Red Deer's intent to provide flexible, alternative work arrangements for staff, where appropriate and where business conditions permit. Staff in this category receive all legally mandated benefits (such as workers' compensation), while being eligible for the employer's benefit programs on a pro-rated basis, if an average of at least 20 hours per week is worked.
- 3.3 TEMPORARY staff are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary staff retain that status unless they are officially notified of being selected for a position with a different status or they are terminated. While temporary staff receive all legally-mandated benefits (such as workers' compensation insurance), they are not eligible for the employer's benefit programs unless there are contracted specifications which make them eligible (eg. CUPE Temporaries receive some benefits after accumulating 2080 hours of service).

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Cross Reference:

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Remarks

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Date of Approval:  
Nov. 12, 1991

Effective Date:  
Nov. 12, 1991

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 2

Policy Subject:  
Employee Recognition

Policy Reference:  
313

Lead Role:  
Personnel Manager

Resolution/Bylaw:  
Nov. 12, 1991

---

### PURPOSE

Employees will know that their extra efforts and contributions are appreciated because they will be noticed, noted and recognized.

### POLICY STATEMENT

The City of Red Deer will encourage both management and employees to "catch people doing something good" by providing for recognition of employees or groups where their contributions have been "especially helpful" to The City in meeting its objectives.

1. TYPES OF RECOGNITION:

There will be three types of recognition:

1.1 "C.C.'s" or "Commissioner's Commendations"

the Commissioner, in his travels about the organization, is made aware of or notices an individual or group that is making a special contribution and stops to give a small token of appreciation (which is a conversation generator) to that person or group. This token will be immediately recognizable to other City employees as a "C.C."

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Cross Reference:

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Remarks

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Date of Approval:  
Nov. 12, 1991

Effective Date:  
Nov. 12, 1991

Date of Revision:



Policy Section:  
General Administration

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Policy Subject:  
Employee Recognition

Policy Reference:  
313

Lead Role:  
Personnel Manager

Resolution/Bylaw:  
Nov. 12, 1991

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## PURPOSE

## POLICY STATEMENT

### 1.2 Council Recognition

Three times per year one part of the City operation is placed on the Council agenda to make a 15 minute (approximately) presentation on a project or innovation that has been done particularly well in terms of cost savings, efficiency or organization effectiveness.

### 1.3 Corporate Awards

these awards, acknowledging "Safe Work", "Service," and "the year's outstanding employee" are formally organized corporately and presented annually.

## 2. ADMINISTRATION

2.1 Personnel is responsible for the administration of the "Commissioner's Commendation" program. These commendations will be targeted to be not less than bi-weekly in order to ensure that the program maintains its impact.

2.2 The Commissioner's Office is responsible for the choice and scheduling of Council presentations. Personnel is responsible for obtaining potential presentations.

2.3 Personnel is responsible for the administration of the Corporate Awards program.

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Cross Reference:

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Remarks

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Date of Approval:  
Nov. 12, 1991

Effective Date:  
Nov. 12, 1991

Date of Revision:

Policy Section:  
General Administration

Page:  
3 of 3

Policy Subject:  
Employment Categories

Policy Reference:  
312

Lead Role:  
Personnel Manager

Resolution/Bylaw:  
Nov. 12, 1991

---

### PURPOSE

### POLICY STATEMENT

- 3.4 CASUAL staff are those who have established an employment relationship with the organization but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance), they are not eligible for the employer's benefit programs.
4. Staff hired by The City of Red Deer in any of the above categories must serve an appropriate performance assessment period and will be classified as:
- 4.1 PROBATIONARY staff are those whose performance is being evaluated upon initial hire to determine whether further employment with the organization is appropriate. Staff on probation are required to serve a benefits eligibility waiting period.
- 4.2 TRIAL staff are those whose performance is being evaluated upon transfer/promotion/demotion to determine whether further employment in a specific classification/position is appropriate.

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Cross Reference:

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Remarks

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Date of Approval:  
Nov. 12, 1991

Effective Date:  
Nov. 12, 1991

Date of Revision:

Policy Section:  
General Administration

Page:  
1 of 2

Policy Subject  
Public Participation

Policy Reference:  
314

Lead Role:  
Senior Management Team

Resolution/Bylaw:  
November 20, 1995

---

### PURPOSE

WHEREAS, governance is a partnership of citizens, elected officials and administration, and

WHEREAS, there is an ever-growing interest and need by the citizens to know and to participate in decisions that affect them and their community, and

WHEREAS, Council of The City of Red Deer is committed to foster and encourage public participation in the business of governance and has documented this in both our Vision 2020 report and our Strategic Plan,

THEREFORE, BE IT RESOLVED that Council of The City of Red Deer commit to encourage citizen involvement through various and appropriate public participation processes.

### POLICY STATEMENT

Public participation is a systematic process that provides an opportunity for citizens, administrators and elected representatives to share their experience, knowledge and goals, and to combine their energy to create a plan or to develop a course of action. This policy is to ensure that the citizens of Red Deer have that opportunity to be involved in municipal issues and decision making. It is recognized that different situations and different issues require different levels of participation, yet, ultimately, the final decision must always rest with the elected officials. However, whenever and wherever it is practical, citizens who could be directly affected will be advised and given opportunity for input.

Division and Department Business Plans will commit to identifying those issues/decisions for which public input is appropriate, and will devise specific plans for implementation of a public process related to same. Different levels of participation are identified below and the examples of public participation are not exhaustive, nor are they intended to inhibit creativity in seeking new ways of involving the public.

Policy Section:  
General Administration

Page:  
2 of 2

Policy Subject  
Public Participation

Policy Reference:  
314

Lead Role:  
Senior Management Team

Resolution/Bylaw:  
November 20, 1995

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Levels include:

- Information dissemination, awareness building.
  - e.g., press releases, advertisement, signage
- Validation of, or reaction to, a proposed plan or options.
  - e.g., public meetings/open houses to present information and invite reaction and/or validate a decision already made
- Information sharing, with feedback to be used in developing a course of action.
  - e.g., public meeting/open house, inviting input and discussion leading toward a decision or plan of action
- Joint planning, consultation and problem solving.
  - e.g., public meeting/open house, with an issue simply being placed before the group, with discussion and input leading toward resolution by the group
- Facilitation of self-planning or community development.
  - e.g., City staff serving as facilitators in assisting the community to identify their own issues and develop their own plans

Nothing in this policy prevents direct access by the citizens to Red Deer City Council.

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Cross Reference

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Remarks

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Date of Approval:  
November 20, 1995

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 7

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

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### PURPOSE

### POLICY STATEMENT

1. Purchasing is to be centralized within the Purchasing Agent's Department as opposed to individual direct purchasing by each department.

2. The exceptions to (1) is that each Department Head is authorized to issue "Emergency" Purchase Orders without reference to the Purchasing Department to a limit of \$1,000.00 (excluding purchases from foreign sources).

3. Purchase of Environmentally Responsible Goods and Services

The City of Red Deer is committed to the procurement and use of re-usable, recycled and environmentally responsible products in its operations, wherever possible and practical.

Environmental responsible or 'green' products are those which:

- achieve a reduction in the project or materials usage or in the waste generated,
- allow for re-use of the original product or material, and
- contain recycled materials.

4. Quotations and Tenders

- a) Purchasing Agent may obtain quotations on an informal basis by telephone or fax when there is an urgent need for an item.

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### Cross Reference

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### Remarks

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Date of Approval:  
June 30, 1980

Effective Date:  
June 30, 1980

Date of Revision:  
February 22, 1988  
June 27, 1988  
November 13, 1990  
Sept. 30, 1991  
April 13, 1993  
February 28, 1994

Policy Section:  
Finance

Page:  
2 of 7

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

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PURPOSE

POLICY STATEMENT

- b) For other than urgent requirement the procedure is to be:
- 1) Purchases under \$10,000
    - The Purchasing Agent can use discretion in requesting formal quotations by a certain date and time. They may be subject to rejection for late submission.
    - Unless goods are required urgently, the time to be allowed for return of tenders shall not be less than:
      - i) Where only Red Deer suppliers are involved - 7 days
      - ii) Where in Province suppliers are involved - 10 days
      - iii) Where out of Province suppliers are involved - 12 days
      - iv) Where foreign suppliers are involved - 15 days.
  - 2) Purchases over \$10,000
    - Formal purchasing procedures are to be used
      - a) All prices to be tendered
      - b) A specified date and time for submission
      - c) Tenders received after (b) to be filed unopened (<\$50,000)
    - Time to be allowed for submission of tenders shall not be less than as indicated for purchases under \$10,000
    - Tenders in excess of \$50,000 shall be addressed to the City Clerk and opened after (b) above in the presence of the Purchasing Agent and a City representative. Tenders received after (b) to be returned to bidder unopened.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

February 28, 1994

Policy Section:  
Finance

Page:  
3 of 7

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

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PURPOSE

POLICY STATEMENT

- 3) Bids received on FAX machine
- The City of Red Deer will not accept bids by FAX for any 2:00 p.m. Public Tender openings, which are tenders in excess of \$50,000.00
  - Bids by FAX for 12:00 o'clock noon openings which are tenders under \$50,000, will be accepted, provided that the FAXED copy is a duly completed and signed copy of The City of Red Deer tender form
  - The bidders use the FAX machine at their sole risk and the City accepts no responsibility in the event of error or omission.

- c) Professional services are not normally tendered; the provisions for the engagement of consultants and other professional services are included in Section 8 of this policy.

5. Selection of Tenders

The City will purchase environmental preferable products and services when quality and service is equal or better and price is equal to or lower than other less environmentally preferable products and services.

- The low bidder shall normally be accepted unless:
  - a) Low bidder does not meet specifications materially
  - b) Low bidder cannot deliver in time required

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

February 28, 1994

Policy Section:  
Finance

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Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

### PURPOSE

### POLICY STATEMENT

- c) The past performance of the low bidder is unacceptable.
- d) Acceptance of low bid would result in a higher overall or end cost. It is recognized that the original purchase price of products rarely reflects the full environmental cost of production and waste disposal. The City of Red Deer will recognize these costs and purchase products of higher environmental value when it can be demonstrated that any reasonable premium paid would be offset by waste disposal costs associated with less environmentally preferable products.

### 6. Purchase Order Approvals

The Purchase Order authorizing the purchase of the good and/or service (except for professional services - see Section 8) requires the following approvals:

<u>Amount</u>	<u>Restriction</u>	<u>Authority to Purchase</u>
Up to \$10,000	Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the City Treasurer.	Purchasing Agent on receipt of written approval by Dept. Head or designated representative.

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### Cross Reference

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision

May 13, 1991

Sept. 30, 1991

April 13, 1993

February 28, 1994



Policy Section:  
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Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

PURPOSE

POLICY STATEMENT

<u>Amount</u>	<u>Restriction</u>	<u>Authority to Purchase</u>
Over \$10,000	Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the City Council unless the difference is less than \$500 and/or Council has approved a similar purchase in a prior year. To determine the lowest acceptable bidder the criteria used are: <ol style="list-style-type: none"><li>1. must not be significantly deficient on important specifications, or</li><li>2. must deliver within the required time period, or</li><li>3. past performance must be acceptable, or</li><li>4. must be lowest overall or end cost.</li></ol>	Purchasing Agent on receipt of written approval by Department Head.
7. After tenders have closed a summary of prices tendered (including unit prices) will be released to any member of the public upon request without charge. If a request for a copy of the whole tender received is requested, it will be provided upon payment of a fee based on the number of pages involved at \$1.00 per page but such fee will not be less than \$10.00.		

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

February 28, 1994

Policy Section:  
Finance

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Policy Subject:  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

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## PURPOSE

### POLICY STATEMENT

#### 8. Professional Services

When professional services are required:

- a) Qualified consultants (normally a minimum of three) shall be requested to submit proposals.

In circumstances where it is cost effective to approach only one consultant, the Department Head shall be required to submit a recommendation to the Purchasing Agent for approval, and if required by other terms and conditions stated within this policy, to City Council for approval as well.

In the event the Department Head and Purchasing Agent are unable to agree on the recommendation by the Department Head, the City Commissioner will be asked to approve the recommendations.

- b) 1) If the total professional services fees and costs will not exceed \$10,000, and the cost is provided for in the current year's budget, the Department Head may make a selection.
- 2) If the total professional services fees and costs will exceed \$10,000, the Department Head shall select a consultant from the proposals received and make a recommendation to the Purchasing Agent for approval.
- c) City Council approval shall be required if:
- funds for the engagement of a consultant are not provided in a budget approved by Council.
- d) A purchase order is required to authorize the engagement.

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Cross Reference:

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

February 28, 1994

Policy Section:  
Finance

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Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

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### PURPOSE

### POLICY STATEMENT

- e) This policy will not apply to the engagement of legal survey firms for other than major subdivision development, as the terms of such engagements are provided in Council Policy #411, dated January 9, 1984.

#### 9. Availability of Budget Funds

The department head is responsible to ensure funding approved by Council is available to fund purchase order requisitions issued by the department. If approved funding for the expenditure will be exceeded, the department head is responsible to request City Council approval for the overexpenditure prior to the purchase order requisition being issued, unless:

- an emergency situation exists, or
- funding approved by Council for the Department in total will be underspent.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

February 28, 1994

Policy Section:  
Finance

Page:  
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Policy Subject  
Banking Services - Tendering

Policy Reference:  
403

Lead Role:  
Treasurer

Resolution/Bylaw:  
February 6, 1978

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PURPOSE

POLICY STATEMENT

The City shall tender its banking services at approximate 5 year intervals.

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Cross Reference

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Remarks

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Date of Approval:  
February 6, 1978

Effective Date:

Date of Revision:

Policy Section:  
Corporate Services

Page:  
1 of 2

Policy Subject  
Budget Administration: General

Policy Reference:  
404

Lead Role:  
Director of Corporate Services

Resolution/Bylaw:

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### PURPOSE

The purpose of this policy is to provide guidance for the administration of the budget approved by Council.

### POLICY STATEMENT

1. Council authorizes the expenditure of funds by resolution approving budgets in:

- a) the annual operating budget
- b) the annual capital budget, or
- c) by special resolution as required

2. If the capital expenditures in (b) above are financed by debenture borrowing, then approval to expend funds is not given until the debenture bylaws have received all approvals (including the Local Authorities Board).

3. It is the responsibility of each department head to ensure the expenditures the department incurs are within the budget funds approved by Council for the department.

4. Until an operating budget is approved by Council for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year.

5. The administrative procedures for the two year budgets approved by Council are:

- Expenditures budgeted for the second year will not be incurred until the second year.
- Where reduced rates can be obtained by tendering for two years, such tenders will call for the second year's work not to be done until the second year. Commitments for the second year will not exceed 50% of a department's operating expenditure budget.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

November 21, 1994

February 27, 1995

Policy Section:  
Corporate Services

Page:  
2 of 2

Policy Subject  
Budget Administration: General

Policy Reference:  
404

Lead Role:  
Director of Corporate Services

Resolution/Bylaw:

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- For the second year, when the second year becomes the first year of the two year budget being reviewed by Council, it is anticipated significant budget changes would not normally be made by Council unless:
  - changes are required because of unanticipated significant changes in revenues or expenditures, or
  - the basis on which the budget had been prepared was revised by Council, e.g. prepared based on a 0% tax increase but Council changed it subsequently to a minus 1% tax decrease, or
  - Council has identified a specific program for review and reconsideration, e.g. Day Care.

6. When purchase orders have been issued for operating budget accounts but the goods or services have not been provided prior to the financial year end (December 31) then the funds will be reserved and carried forward to the following fiscal year. The funds carried forward will offset the payment of the encumbrance. The budget for the following fiscal year will not need to be increased to include the encumbrance because the budget funds were provided in the prior fiscal year.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

November 21, 1994

February 27, 1995

Policy Section:  
Finance

Page:  
1 of 6

Policy Subject:  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

To provide policies for the preparation and administration of the Capital and Operating Budgets

POLICY STATEMENT

1. CAPITAL BUDGET FINANCIAL POLICIES

The financial policies to be used in preparing and administering the Capital Budget are:

- 1) The City will have a Five Year Plan for major capital expenditure and update it annually.
- 2) The issue of debenture debt for financing major capital will be limited to:
  - 20 years for local improvement projects
  - 10 years for all other capital projects.
- 3) The E. L. & P. Utility should maintain a reserve balance equal to \$3 million for providing financing for Utility capital expenditures to avoid issuing debentures.
- 4) Local improvements will normally be financed by the use of surplus debenture borrowings or the use of accumulated surpluses in order to avoid issuing new debenture borrowings.
- 5) The Subdivision Fund should finance its capital expenditures from accumulated surpluses.
- 6) Increases in debt payments financed from property taxation should not exceed the rate of inflation and increases in tax revenue due to assessment growth.

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Cross Reference:

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Remarks

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Date of Approval:      Effective Date:

Date of Revision:  
February 16, 1993

Policy Section:  
Finance

Page:  
2 of 6

Policy Subject:  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- 7) Major renovations of existing facilities should not be financed by long term borrowings.
- 8) Each Department Head is responsible for ensuring the department's capital projects do not exceed the budget authorized by Council.
- 9) Reallocation of unspent funds for Capital projects:
  - require only the City Commissioner's approval if the project was funded 100% by the Operating Budget,
  - require Council approval if funding is not provided 100% by the Operating Budget, and
  - if debenture financing was used, Local Authorities Board approval will also be required.
- 10) If significant increases in operating expenditures will result from Major Capital expenditures, the Capital budget should disclose the projected increases.

2. OPERATING BUDGET POLICIES

The financial policies to be used in preparing and administering the Operating Budget are:

- 1) Current expenditure should be financed by current revenues. The use of accumulated surpluses to finance current operations should be avoided.

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Cross Reference:

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
		February 16, 1993
		February 14, 1994



Policy Section:  
Finance

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Policy Subject:  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- 2) The Operating Budget should provide for the adequate maintenance of capital equipment and facilities and for their orderly replacement by a ten year plan.
- 3) The Operating Budget should be adopted on a basis of accounting consistent with generally accepted accounting principles. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable and a purchase order has been issued.
- 4) 50% of the budget savings achieved by a Department for a fiscal year can be carried forward to the following fiscal year and would be in addition to the budget approved by Council for the following fiscal year. Funds carried forward are to be used for one-time expenditures which would meet at least one of the following criteria:
  - create staff efficiencies
  - improve service delivery
  - provide for staff training and development specific to the technical requirements of the department
  - fund expenditures that would result in on-going savings in expenditures. The resulting savings would be reduced from the Department's base budget in future years.
- 5) Transfers between departments require City Commissioner approval. Transfers within a department require the department head's approval.
- 6) Utility funds should be self supporting.

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Cross Reference:

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

February 16, 1993

February 14, 1994

April 10, 1995

Policy Section:  
Finance

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4 of 6

Policy Subject:  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- 7) The Equipment Fund should have a minimum surplus/reserve balance equal to one average year's equipment purchases.
- 8) The Operating Budget is approved by Council resolution at the department summary level.
- 9) The budget for investment interest will be based on an assumed 6% interest rate. If the average interest rate exceeds 6%, the excess will be put into accumulated surplus to offset shortfalls when the average interest earnings are less than 6%.
- 10) The City will consider on an annual basis inflation, market rates and charges levied by other public and private organizations for similar services in establishing fees and charges.
- 11) A ten year plan for repair and maintenance of City infrastructure should be completed and maintained.
- 12) A department head is responsible to ensure purchases made by the department will not exceed the budget approved by Council. This responsibility includes monitoring department revenues so that the net of actual expenditures and revenues does not exceed the net budget approved by Council.

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Cross Reference:

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

February 16, 1993

February 14, 1994

Policy Section:  
Finance

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Policy Subject  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- 13) If a department budget will be overspent, the City Treasurer is to be advised by the Department Head as soon as possible. If the overexpenditure is considered significant, then the department head will advise Council of the expected overexpenditure and the reasons, and request Council approval.
- 14) No later than April 30 of the year following, a report on significant budget variances is to be submitted to Council by the Treasurer and City Commissioners:
  - identifying significant budget variances, and
  - explaining the reasons for variances in the previous fiscal year.
- 15) The Operating Budget will include a two year budget projection.

3. GENERAL BUDGET POLICIES

The City Manager may make, or cause to be made, expenditures not included in an operating or capital budget, that arise from the ordinary course of the City's business and are submitted for inclusion in a subsequent operating or capital budget or in an amendment to an existing operating or capital budget, including without limitation expenditures of the following kinds:

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Cross Reference

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
		February 16, 1993
		February 14, 1994
		April 24, 1995

Policy Section:  
Finance

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Policy Subject  
Budget Administration

Policy Reference:  
405

Lead Role:  
Treasurer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- (a) expenditures for the purpose of acquiring materials and supplies that are recorded as inventory and do not form part of a budget until they are actually used;
- (b) expenditures for the purpose of prepaying for services or other things that give value over a period of time extending beyond the current budget cycle, e.g. prepaid insurance, maintenance contracts, software licences.

The City Manager may also make, or cause to be made, expenditures for the purpose of supplying labour and/or materials to or for the benefit of another party, on an 'as required' or 'as requested' basis, where the other party is obliged to reimburse the City for the expenditures.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
April 24, 1995

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Tax Notice Altered

Policy Reference:  
408

Lead Role:  
Assessor

Resolution/Bylaw:  
November 27, 1978

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PURPOSE

POLICY STATEMENT

The tax notice shall be altered to indicate and draw to the recipients attention the portions applicable to municipal, school and hospital levies.

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Cross Reference

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Remarks

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Date of Approval:  
November 27, 1978

Effective Date:

Date of Revision:

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Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Business Tax Levy Rate

Policy Reference:  
409

Lead Role:  
Treasurer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

The business tax levy rate shall be reviewed each year for a possible increase in line with property tax increases.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject:  
Payment Options

Policy Reference:  
410

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 23, 1980

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PURPOSE

To identify the methods of payment authorized for customers.

POLICY STATEMENT

The options available for payment by customers are:

- at City offices where collection is provided for
  - cash
  - cheque as provided by Policy #415
  - by debit card as provided by Policy #426
  - by Visa or Mastercard as provided by Policy #426.
- at financial institutions for:
  - utility payments
  - tax payments
  - payment to financial institutions is also authorized to be done by telephone.
- automatic withdrawal from customer's bank account upon customer authorization for:
  - utility customers on the EPP (Equal Payment Plan)
  - property tax payments under the equal monthly payment plan.

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Cross Reference:

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Remarks

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Date of Approval:  
June 23, 1980

Effective Date:

Date of Revision:  
Feb.1, 1993

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Survey Firms

Policy Reference:  
411

Lead Role:  
Assessor

Resolution/Bylaw:  
May 26, 1980  
January 9, 1984

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PURPOSE

POLICY STATEMENT

The City shall use the services of the local legal survey firms which have handled the City work in the past; with the exception of the tendering of major subdivisions. Where it may be advantageous to hire a firm that has been previously working in a general area, this practice will be continued.

Proposal calls shall be revised to exclude therefrom any requests for a fixed price reference but in its place the firms making submissions be requested to provide various item costs such as per diem costs for various employees and estimate as to the length of time required to perform the work.

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Cross Reference

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Remarks

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Date of Approval:  
May 26, 1980  
January 9, 1984

Effective Date:

Date of Revision:



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Policy Section:  
Finance

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

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THE CITY OF RED DEER

INVESTMENT POLICY

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Glossary

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Cross Reference:

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Remarks

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Date of Approval:  
November 25, 1985

Effective Date:  
November 25, 1985

Date of Revision:  
May 30, 1988  
March 19, 1990  
April 29, 1991  
March 15, 1993

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Finance

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

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THE CITY OF RED DEER

INVESTMENT POLICY

1.0 POLICY

It is the policy of The City of Red Deer to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of The City of Red Deer and conforming to all provincial and other statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all funds of The City of Red Deer on deposit or invested in investment securities. The funds are accounted for in The City of Red Deer's Annual Audited Financial Report and include:

2.1 Funds

- 2.1.1 General Fund
- 2.1.2 Utility Funds
- 2.1.3 Any new fund created by City Council, unless specifically exempted.

3.0 PRUDENCE

Investments are to be made with judgement and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

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Cross Reference:

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Remarks

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Date of Approval:

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March 15, 1993

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Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 4.0 OBJECTIVE

The primary objectives, in priority order, of The City of Red Deer's investment activities, shall be:

##### 4.1 Safety

Safety of principal is the foremost objective of the investment program. Investments of The City of Red Deer shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. Investments made must be at least R1 - Low as rated by DBRS unless otherwise approved by Council.

##### 4.2 Liquidity

The City of Red Deer's investment portfolio will remain sufficiently liquid to enable The City of Red Deer to meet all operating requirements which might be reasonably anticipated.

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Cross Reference:

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Remarks:

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Date of Approval:

Effective Date:

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March 15, 1993

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Policy Subject:  
Investment Policy

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412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

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#### 4.3 Return on Investment

The City of Red Deer's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account The City of Red Deer's investment risk constraints and the cash flow characteristics of the portfolio.

#### 5.0 DELEGATION OF AUTHORITY

Authority to manage The City of Red Deer's investment program is derived from the following:

- a) Section 398 of the Municipal Government Act.
- b) City Council resolutions.
- c) Finance and Audit Committee resolutions.

Management responsibility for the investment program is hereby delegated to the Director of Financial Services, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Financial Services. The Director of Financial Services shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### 6.0 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment

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Cross Reference:

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Remarks

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Date of Approval:

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Date of Revision:  
March 15, 1993

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Finance

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

decisions. Employees and investment officials shall disclose to the City Commissioner any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of The City of Red Deer's portfolio. Employees and officers shall subordinate their personal investment transactions to those of The City of Red Deer particularly with regard to the time of purchases and sales.

#### 7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Director of Financial Services shall maintain a list of financial institutions authorized to provide investment services. The financial institutions eligible to appear on the list must:

1. Have an office located in the City of Red Deer.
2. Be able to tender investments that meet the requirements of this policy.
3. Provide a copy of the most recent audited financial statement of the financial institution upon request that is deemed acceptable by the Director of Financial Services.
4. Provide as appropriate:
  - a) Proof of certification
  - b) Proof of registration
  - c) Completed broker/dealer questionnaire
  - d) Certification of having read entity's investment policy
  - e) Depository contract.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Director of Financial Services.

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Cross Reference:

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Remarks

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Date of Approval:

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March 15, 1993

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Policy Section:

Finance

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Policy Subject:

Investment Policy

Policy Reference:

412

Lead Role:

Director of Financial Services

Resolution/Bylaw:

Nov. 25, 1985

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**8.0 AUTHORIZED AND SUITABLE INVESTMENTS**

The City of Red Deer is only to invest in short term or marketable investments rated R1 Low or higher by the DBRS or as authorized by Council resolution. The Finance and Audit Committee is responsible for determining any further limitations within the R1 Low or higher limitation. Investments in the Parkland Savings and Credit Union up to \$5 million may be made subject to review prior to November, 1994.

The types of investments are further limited to those authorized under Section 398 of the Province of Alberta Municipal Government Act.

"398 A council may authorize the municipal treasurer to invest any operating surpluses of the municipality or other money of the municipality that is not required for immediate disbursement in any of the securities referred to in section 377 or in notes or deposit receipts of banks or in term deposit certificates of treasury branches or of a credit union or investment certificates as defined in the Trust Companies Act and issued or entered into by a trust company registered under that Act and to dispose of any investment so made whenever necessary to meet expenditures."

**9.0 SAFEKEEPING AND CUSTODY**

Investment certificates may be held by the financial institution for safekeeping but they must be held in the name of The City of Red Deer. Any investment certificates issued to The City of Red Deer shall be issued in the name of The City of Red Deer.

**10.0 DIVERSIFICATION**

The City of Red Deer will diversify its investments by security type and institution. With the exception of Government of Canada Treasury Bills, no more than 50% of The City of Red Deer's total investment portfolio will be invested in a single security type or with a single financial institution.

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Cross Reference:

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Remarks

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Date of Approval:

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March 15, 1993

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

The Finance and Audit Committee will be responsible for approving industry and institutional limits unless otherwise approved by Council.

#### 11.0 MAXIMUM MATURITIES

To the extent possible, The City of Red Deer will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, The City of Red Deer will not directly invest in unmarketable securities maturing more than (2) years from the date of purchase.

Reserve funds may be invested in securities exceeding two years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

#### 12.0 INTERNAL CONTROL

The Director of Financial Services will establish an annual review of investment results by the Finance and Audit Committee. The Internal Auditor will perform a periodic review of compliance with policies and procedures.

#### 13.0 PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account The City of Red Deer's investment risk constraints and cash flow needs.

##### 13.1 Market Yield (Benchmark)

The entity's investment strategy will be active. Given this strategy, the basis used by the Director of Financial Services to determine whether market yields are being achieved shall be the three month Federal Treasury Bill rate.

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Cross Reference:

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Remarks

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Date of Approval:      Effective Date:

Date of Revision:  
March 15, 1993

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Policy Section:  
Finance

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

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#### 14.0 REPORTING

The Director of Financial Services will report on investment activity and returns to the Finance and Audit Committee on an annual basis. Reports will include performance and interest earnings.

#### 15.0 INVESTMENT POLICY ADOPTION

The City of Red Deer's investment policy shall be adopted by resolution of The City of Red Deer's City Council. The policy shall be reviewed, as required, by the Finance and Audit Committee, and any proposed modifications must be approved by City Council.

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Cross Reference:

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Remarks

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Date of Approval:      Effective Date:

Date of Revision:  
March 15, 1993



Policy Section:  
Finance

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Policy Subject:  
Investment Policy

Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

---

### GLOSSARY

DBRS -	Dominion Bond Rating Service. A Company that investigates and reports on the credit worthiness of companies using money market instruments.
DIVERSIFICATION -	Dividing investment funds among a variety of securities offering independent returns.
FEDERAL TREASURY BILL -	The rate of interest at which Government of Canada funds are traded. This rate is currently pegged by the Government of Canada through open market operations.
INDUSTRY LIMIT -	The total amount that can be invested in a particular industry sector at any time.
LIQUIDITY -	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size can be done at those quotes.
MARKET VALUE -	The price at which a security is trading and could presumably be purchased or sold.
MATURITY -	The date upon which the principal or stated value of an investment becomes due and payable.
MONEY MARKET -	The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
PORTFOLIO -	Collection of securities held by an investor.

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Cross Reference:

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
March 15, 1993

Policy Section:  
Finance

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Policy Subject:  
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Policy Reference:  
412

Lead Role:  
Director of Financial Services

Resolution/Bylaw:  
Nov. 25, 1985

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GLOSSARY (continued)

RATE OF RETURN - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

SAFEKEEPING - A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

YIELD - The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the investment.

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Cross Reference:

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Remarks

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Date of Approval:      Effective Date:      Date of Revision:  
March 15, 1993

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Signing of Cheques

Policy Reference:  
413

Lead Role:  
Treasurer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

- 1) General account cheques shall be signed with the signatures of the Mayor and City Treasurer.
- 2) Payroll cheques will be signed by the City Treasurer
- 3) The signatures in (1) and (2) may be mechanically printed
- 4) Authority is provided to issue a cheque, as necessary, with the signatures of the Mayor and City Treasurer to transfer funds from the City's general bank account to the City's payroll account.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Reimbursement of Course Expenses

Policy Reference:  
414

Lead Role:  
Treasurer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

- 1) The City will reimburse employee course fees upon successful completion
- 2) The City will reimburse 50% of the regular mileage reimbursement when out-of-town mileage is incurred to attend approved courses.
- 3) This policy is not applicable to costs for attending courses where the employee is requested by the Department Head to attend courses. Reasonable costs incurred for such course attendance are reimbursed 100%.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Receiving Cheques

Policy Reference:  
415

Lead Role:  
Treasurer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

- 1) Cheques will only be accepted for up to the amount of payment required. Cheques shall not be accepted if the cheque exceeds the amount of the payment required.
- 2) Third party cheques will not be accepted.
- 3) A charge of \$10.00 will be made for cheques returned by a bank marked 'N.S.F.' (Not Sufficient Funds), Account Closed, or other similar reason.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Invoicing for Third Party Services

Policy Reference:  
416

Lead Role:  
Treasurer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

A 10% administration charge is to be charged when invoicing for third party services provided, other than those services set by bylaw or resolution of Council.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Lease of City Owned Farm Lands

Policy Reference:  
417

Lead Role:  
Assessor

Resolution/Bylaw:  
December 8, 1975

---

PURPOSE

POLICY STATEMENT

City owned farm lands shall be tendered and leases entered into shall be for 3 year periods. Included in the tender documents and leases would be the right by the City to cancel all or part of any lease with 30 days' notice with the tenant being compensated for crop damage should the City require the land during the growing season.

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Cross Reference

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Remarks

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Date of Approval:  
December 8, 1975

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Delinquent Land Sales Agreements

Policy Reference:  
418

Lead Role:  
Assessor

Resolution/Bylaw:  
February 2, 1981

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PURPOSE

POLICY STATEMENT

City Commissioners are authorized to approve or disapprove requests pertaining to the following items subject to the penalty resolution passed by Council September 26, 1977, and further provided that the Commissioners decision may be appealed to City Council:

- 1) Assignment of agreements;
- 2) Addition and/or deletion of names of purchasers;
- 3) Extension of option dates subject to 1% of total purchase price penalty;
- 4) Extension of commencement of construction dates for these agreements that are in default of starting on time subject to 1% of total purchase price penalty.

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Cross Reference

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Remarks

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Date of Approval:  
February 2, 1981

Effective Date:

Date of Revision:



Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Staff Year End Cash Bonuses

Policy Reference:  
419

Lead Role:  
Treasurer

Resolution/Bylaw:  
February 18, 1985

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PURPOSE

POLICY STATEMENT

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

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Cross Reference

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Remarks

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Date of Approval:  
February 18, 1985

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 2

Policy Subject:  
Grants to Community Service Organizations

Policy Reference:  
420

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 20, 1982

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### PURPOSE

To provide a procedure for the submission of grant requests to City Council.

### POLICY STATEMENT

1. Grant requests to City Council shall be considered in only the following category:

- Grants for the Hosting of Provincial, National or International Events

2. Non-profit groups may submit applications for assistance in hosting provincial, national, or international events in the city. Such applications shall include the following additional information:

- Estimated number of participants
- Estimated number of spectators
- Estimated economic benefit to the community

3. Deadline and Application Requirements

Grant applications in both categories shall be submitted to the City Clerk by November 15 of the year prior to the grant being requested.

Grant applications shall be evaluated and recommendations made by the following:

- Recreation, Parks & Culture Board
- Red Deer Visitor & Convention Bureau

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### Cross Reference

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### Remarks

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Date of Approval:  
December 20, 1982

Effective Date:  
Dec.20, 1982

Date of Revision:  
Aug.22, 1988  
Nov.22, 1993  
Nov. 7, 1994

Policy Section:  
Finance

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2 of 2

Policy Subject:  
Grants to Community Service Organizations

Policy Reference:  
420

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 20, 1982

---

PURPOSE

POLICY STATEMENT

Grant applications shall be considered by City Council during the annual budget deliberations.

Grant applications submitted by organizations shall include:

- The specific purpose of the application
- The amount of funding requested
- Proposed budget for the event
- In the case of an annual event, the previous year's financial statement, certified correct by two directors, shall be submitted, showing all surpluses and invested funds.

Grants must be used within the City of Red Deer, unless otherwise authorized by City Council.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

July 22, 1991

November 22, 1993

Nov. 7, 1994

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Calculating Estimated Costs of City Forces  
doing City Work in Competition with Tendered  
Costs submitted by Contractor

Policy Reference:  
421

Lead Role:  
Appropriate Department Head

Resolution/Bylaw:

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### PURPOSE

To provide for comparable estimated costs of City forces doing work that has been tendered.

### POLICY STATEMENT

When construction work is being tendered and it is intended that the undertaking of the work by City forces should be considered as an alternative if the contractor's tenders submitted are high, then the City estimated costs shall be calculated as including:

1. All direct labour, material and equipment costs.
2. A provision of 10% of costs calculated in (1) to recover overhead and indirect costs not included in (1).

The City's estimate should be calculated before the tenders close.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Use of Bid Depository

Policy Reference:  
422

Lead Role:  
Appropriate Department Head

Resolution/Bylaw:  
June 13, 1983  
June 5, 1972

---

### PURPOSE

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

### POLICY STATEMENT

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

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Liability Protection for Non-Union Employees

Policy Reference:  
423

Lead Role:  
Treasurer

Resolution/Bylaw:  
February 3, 1986

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### PURPOSE

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

### POLICY STATEMENT

All reasonable expenses and costs, including indemnification against judgments awarded by a Court, in respect to any criminal or civil action taken against a non-union employee of The City of Red Deer as a result of carrying out normal work duties in the course of employment will be reimbursed by the City provided the employee's actions do not constitute a gross disregard or neglect of duty. Notwithstanding the foregoing, should a non-union employee be found guilty of a criminal charge, the City shall not be liable for any expense in relation to the employee's defence or for any fines assessed on that charge or related charges.

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Cross Reference

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Remarks

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Date of Approval:  
February 3, 1986

Effective Date:  
February 3, 1986

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Release of Accounts Receivable  
and Utility Billing Information

Policy Reference:  
424

Lead Role:  
City Treasurer

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To identify the parties to whom information can be released from general accounts receivable and utility billing records.

### POLICY STATEMENT

1. It is recognized the sharing of account information is a necessary part of effective revenue management and is necessary in the normal course of business to secure revenues due the City. In all other respects this information is to be treated as confidential.
2. This policy does not apply to the assessment and tax roll. Information from these rolls will be released as required by the Municipal Taxation Act upon payment of the fee approved by Council.
3. Information from the general accounts receivable and utility billing records will only be released to the following parties:
  - a) R.C.M.P.
  - b) Other municipalities and levels of government
  - c) Welcome Wagon
  - d) Other creditors in a similar line of business such as other utility companies and landlords
  - e) To a collection company but only for those accounts placed by the City with the collection company.
4. Before release of information to the parties authorized in (3), the identity of the party must be confirmed.

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### Cross Reference

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### Remarks

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Date of Approval:      Effective Date:  
December 9, 1991

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Penalty for non-payment of utility bills

Policy Reference:  
425

Lead Role:  
City Treasurer

Resolution/Bylaw:  
March 2, 1992

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### PURPOSE

To provide for the administration of the penalty for non-payment of utility bills provision in Section 33 of the Utility Bylaw No. 2960/88.

### POLICY STATEMENT

In administering the penalty for non-payment of utility bills in Section 33 of The Utility Bylaw No. 2960/88, the following procedures are to be followed:

1. After the due date the following grace days shall be allowed before the penalty is applied.
  - a) Two working days for counter, mail and drop box payments;
  - b) Four working days for payments received by financial institutions.
2. When a penalty is charged it will be cancelled on a one time basis, upon request by the customer, if the customer has paid on time for 12 consecutive months.
3. If a penalty is charged that is not cancelled under (2) above, the Mayor is authorized to cancel the penalty if the Mayor considers it appropriate to do so in the Mayor's opinion.
4. This policy applies to all utility customers (commercial and residential)

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### Cross Reference

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### Remarks

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Date of Approval:  
March 2, 1992

Effective Date:

Date of Revision:



Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Use of Visa/Mastercard for  
payments to The City

Policy Reference:  
426

Lead Role:  
City Treasurer

Resolution/Bylaw:  
March 2, 1992

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### PURPOSE

To provide for circumstances when VISA or MASTERCARD can be used by City operations to accept payments.

### POLICY STATEMENT

VISA and MASTERCARD will only be used by the City to accept payments when:

1. The City is in competition with the private sector and must provide an equivalent service. Examples would be the River Bend Golf Course and the Lions Campground, or
2. It could be used as a promotional device such as for the sale of recreation facility passes.

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Cross Reference

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Remarks

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Date of Approval:  
March 2, 1992

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 1

Policy Subject  
Possible reduction of penalties  
levied on taxes unpaid after the  
June 30 due date

Policy Reference:  
427

Lead Role:  
City Treasurer

Resolution/Bylaw:  
August 15, 1994

---

### PURPOSE

To reduce the penalty payable on unpaid taxes after the June 30 due date to a lesser penalty if in the opinion of the City Assessor a reduction is appropriate.

### POLICY STATEMENT

The City Assessor is given authority to reduce the penalty payable after the June 30 due date to:

- \$20 if in the opinion of the City Assessor the circumstances warrant a reduction, or
- cancel the penalty if it appears appropriate.

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Cross Reference

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Remarks

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Date of Approval:  
August 15, 1994

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
1 of 3

Policy Subject  
Incentive program for the  
renovation of existing buildings  
in the Downtown BRZ.

Policy Reference:  
428

Lead Role:  
Director of Corporate Services

Resolution/Bylaw:

---

### PURPOSE

To encourage the renovation of existing downtown commercial buildings in the BRZ and provide a source of funding to assist in the implementation of the Downtown Concept Plan.

### DEFINITIONS

Renovation - The structural or cosmetic alteration of a building or structure but does not include its replacement.

### POLICY STATEMENT

This policy will apply to existing buildings located in the Downtown BRZ that are used for commercial or combined commercial/residential purposes. Eligible projects will be limited to:

- renovation of an existing building
- renovation of an existing building that includes an addition
- renovation of an existing non-conforming use to a commercial use

The policy will not apply to new buildings or additions to existing buildings that do not include a renovation of the existing building.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 17, 1996

Policy Section:  
Finance

Page:  
2 of 3

Policy Subject  
Incentive program for the  
renovation of existing buildings  
in the Downtown BRZ

Policy Reference:  
428

Lead Role:  
Director of Corporate Services

Resolution/Bylaw:

---

This policy will be for a three year trial period for eligible renovation projects that have an occupancy permit issued between January 1, 1996 and December 31, 1998.

For eligible projects, the additional municipal portion of property taxes resulting from an assessment increase because of a renovation will be transferred to a reserve. The transfer will start in the year following the issue of the occupancy permit and continue for a total period of five years.

The reserve fund will be called the "Downtown Revitalization Reserve." Interest will be accrued and added to the reserve at the end of each year based on the average short term interest rate earned by the City for that year on short term investments.

Expenditures from the reserve will be for projects recommended in the Downtown Concept Plan. The Downtown Planning Committee will be responsible for recommending projects to City Council for Council's approval. City Council will be responsible for approving expenditures from the reserve.

The Downtown Planning Committee will be responsible for submitting to City Council by July 1, 1998 a detailed evaluation of this policy.

In the event of termination of this policy the Downtown Planning Committee will be responsible for making recommendations to City Council on how any funds remaining in the reserve will be spent.

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Cross Reference

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Remarks

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Date of Approval:  
June 17, 1996

Effective Date:

Date of Revision:

Policy Section:  
Finance

Page:  
3 of 3

Policy Subject  
Incentive program for the  
renovation of existing buildings  
in the Downtown BRZ

Policy Reference:  
428

Lead Role:  
Director of Corporate Services

Resolution/Bylaw:

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City staff will have the following responsibilities related to this policy:

- Inspections and Licensing Manager
  - prepare and forward to the City Assessor and the Downtown Planning Committee a list of eligible projects after the end of each year. It shall be the Manager's responsibility to identify eligible projects based on this policy.
- City Assessor
  - calculate the additional assessment and municipal property taxes resulting from eligible renovation projects, as determined by the Inspections and Licensing Manager and transfer the additional taxes to the reserve account when the taxes are due.

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Cross Reference

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Remarks

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Date of Approval:  
June 17, 1996

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Local Improvements

Policy Reference:  
501

Lead Role:  
Engineer

Resolution/Bylaw:  
July 4, 1983

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PURPOSE

To define the use and application of local improvements.

POLICY STATEMENT

1. Local improvements are normally considered where more than one property owner is involved and are initiated by petition from the property owners concerned.

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1993

Effective Date:

Date of Revision:  
June 21, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Sidewalk Construction Repair and  
Replacement

Policy Reference:  
502

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
July 4, 1983

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PURPOSE

POLICY STATEMENT

All sidewalk repair and replacement shall be charged to the Operating Budget. All new sidewalk construction will be constructed as a local improvement and to be charged at the expense of the adjacent property owner.

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1983

Effective Date:

Date of Revision:  
May 10, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Wheelchair Crossings

Policy Reference:  
503

Lead Role:  
Engineer/Social Planning/  
Public Works Manager

Resolution/Bylaw:  
May 10, 1982

---

#### PURPOSE

To provide wheelchair crossings at intersections.

#### POLICY STATEMENT

- 1) Wheelchair crossings to be installed at intersections whenever existing sidewalk is removed, and where the traffic signal operation permits pedestrian crossing.
- 2) Wheelchair crossings be installed in all new subdivisions according to accepted standards.
- 3) Wheelchair crossings not to be installed in existing subdivisions unless a particular situation is evident.

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Cross Reference

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Remarks

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Date of Approval:  
May 10, 1982

Effective Date:

Date of Revision:  
June 7, 1993



Policy Section:  
Public Works

Page:  
1 of 4

Policy Subject  
Snow and Ice Control Program

Policy Reference:  
504

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
January 29, 1985

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### PURPOSE

To provide for snow and ice control within the City.

### POLICY STATEMENT

The City shall undertake a Snow & Ice Control Program on city streets, lanes, walks and parking lots involving the following key items:

1. Plowing, snow removal where necessary and sanding of all roadways designated under the current emergency snow route map. The emergency snow route map shall be updated as required and approved by the City Manager.
2. Plowing, snow removal where necessary and sanding of all roadways, lanes and walkways designated under the current supplemental snow clearing route map. The supplemental snow clearing route map shall be updated as required and approved by the City Manager.
3. Plowing, snow removal where necessary and sanding of roadways, laneways, parking lots in spot locations throughout the city where unreasonable or unsafe driving conditions exist. Included in this item are requests from other city departments or ratepayers to do work in isolated areas within the City on a work order basis.

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### Cross Reference

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
October 15, 1985  
May 13, 1991  
May 10, 1993  
October 25, 1993  
December 18, 1995

Policy Section:  
Public Works

Page:  
2 of 4

Policy Subject  
Snow and Ice Control Program

Policy Reference:  
504

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
January 29, 1985

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PURPOSE

POLICY STATEMENT

4. Plowing, if required, usually late February or early March depending on snow accumulation and driving conditions, of all remaining subdivision roadways. This operation is to be considered once each season to minimize driving difficulty and flooding problems during spring melt conditions. Plowed windrows to be left at the curb until dissolved by melting temperatures. Windrows are to be placed on alternate sides of the roadway after each major plowing. Where long blocks are plowed and there are no front driveways, at mid-block between two properties an opening will be made in the windrow. Road, lane, marked crosswalks and private driveway intersections are to be cleared as soon as possible if blocked by City operations defined in items 1 to 4. Consideration may be given to licensed day cares, physically challenged residents and for moving vans to provide an access through the windrow. Generally, lanes shall be plowed and a windrow left on both sides of the lane. It will be the residents' responsibility to clear out any access required.
5. First priority is to be assigned to Item #1 followed by Item #2, #3, and finally #4. Should the City be faced with continuous or closely followed storms, the priority will remain with Item #1 until those roadways are operating freely.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

October 15, 1985

May 13, 1991

May 10, 1993

October 11, 1994

December 18, 1995

Policy Section:  
Public Works

Page:  
3 of 4

Policy Subject  
Snow and Ice Control Program

Policy Reference:  
504

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
January 29, 1985

---

PURPOSE

POLICY STATEMENT

6. The City shall follow the emergency snow route system as defined in the Traffic Bylaw. Upon the signing of the necessary declaration by the Commissioners, the Public Works Department will issue a news release to the media advising of the effective dates and times. The R.C.M.P. are to be contacted by the Public Works Department each time the Page Avenue bus restriction is to be used for snow hauling vehicles engaged by The City.
7. Snow fences are to be erected at the discretion of the Public Works Manager on public or private land with approval, to alleviate drifting conditions on public roads and lanes.
8. Salt is to be incorporated in the sanding material only during active temperature conditions to reduce ice formation on bridges and roadways and to prevent snow from sticking to pavement. The concentration is variable depending on temperature conditions.
9. Sanding operations will be normally limited to those roadways defined in the emergency and supplemental maps but will be extended to all city roadways and lanes if conditions warrant.
10. Sanding material will be limited to the maximum sized particle of 1/4" (7 mm) to minimize damage to windshield and headlights of passing vehicles.

Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

October 15, 1985

May 13, 1991

May 10, 1993

October 25, 1993

December 18, 1995

Policy Section:  
Public Works

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4 of 4

Policy Subject  
Snow and Ice Control Program

Policy Reference:  
504

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
January 29, 1985

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11. The Public Works Department is to provide for 24 hour response of road conditions and to have standby personnel on shift, with the exception of Sundays from 4:30 a.m. to 7:30 a.m. and statutory holidays, every day of the week from the beginning of November to the end of March.
- 12(a) The Public Works Department will manage snow storage locations for snow removal operations by complying with the requirements in the Alberta Environmental Protection and Enhancement Act.
- 12(b) Private contractors will be permitted to deposit snow at these storage sites in designated areas, provided they register with the Public Works Department each year. Once registered, they will be required to call prior to the snow being hauled and again with the total number of loads once the haul is completed.
- 12(c) The City Manager will establish rates that contractors will be charged for depositing snow at a snow storage site.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

October 15, 1985

May 13, 1991

May 10, 1993

October 25, 1993

December 18, 1995

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Hiring Engineering Consultants

Policy Reference:  
506

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Preference will be given to hiring local engineering consultants whenever possible providing they can supply the necessary expertise and level of service. Proposals will be called on the more significant projects unless circumstances warrant a particular firm for continuity reasons.

All subconsultants, e.g. materials testing firms, are to be hired by the main or general consultant and not by the City directly.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Transit

Page:  
1 of 1

Policy Subject  
Transit Route Extension/Implementation

Policy Reference:  
507

Lead Role:  
Transit

Resolution/Bylaw:  
NEW

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**PURPOSE**

**POLICY STATEMENT**

There shall be no extension or implementation of bus routes unless subdivision occupancy is 80% and there is suitable road construction or accesses available to the subdivision.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Transit Department

Page:  
1 of 1

Policy Subject  
Transit

Policy Reference:  
508

Lead Role:  
Transit Manager

Resolution/Bylaw:  
Sept. 28, 1981

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PURPOSE

POLICY STATEMENT

Following transit route finalization in November 1981, changes to the system will be limited in order to promote stability in the operation and a review shall be commenced with regard to a program of providing adequate bus bays and sidewalks to all bus stops.

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Cross Reference

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Remarks

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Date of Approval:  
September 28, 1981

Effective Date:

Date of Revision:  
June 21, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Land Development Agreement

Policy Reference:  
509

Lead Role:  
Engineer

Resolution/Bylaw:  
March 1, 1982

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### PURPOSE

### POLICY STATEMENT

The City shall use a standard development agreement for all private residential and industrial development. This agreement shall be amended to reflect changing conditions as required. This agreement shall be entered into as a condition of the issuance of a development permit.

The Red Deer Regional Planning Commission, as the subdivision approving authority for the City, is authorized to require such agreements to require the applicant for a subdivision to:

- 1) construct a public roadway required to give access to the subdivision or to pay to the City such sum as may be established from time to time as a contribution towards the cost of providing public roadways to give access to the subdivision.
- 2) install utilities that are necessary to serve the subdivision, or to pay the City for the installation of such utilities in such amounts that may be determined and established from time to time by the City of Red Deer, and
- 3) pay such off site levy or redevelopment levy as may be imposed from time to time by bylaw of The City of Red Deer.

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Cross Reference

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Remarks

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Date of Approval:  
March 1, 1982

Effective Date:

Date of Revision:  
October 15, 1985



Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Prepayment of Levies

Policy Reference:  
510

Lead Role:  
Engineer

Resolution/Bylaw:  
October 29, 1979

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### PURPOSE

### POLICY STATEMENT

- 1) All offsite and other levies for costs normally incurred prior to signing the agreement are to be paid 100% on signing the agreement.
- 2) Other costs than in (1) are to be paid 50% on signing the agreement and the balance to be payable on the expected date of commencement of construction of each major service or one year after signing of the agreement, whichever occurs first.
- 3) An inflation factor of 1% (one) percent per month is to be added to any payments not made at the signing of the agreement.
- 4) An irrevocable letter of credit from a bank, in a form satisfactory to the City Solicitor, is to be submitted equal to the amount of payments not made at the signing of the agreement.
- 5) Where the City is required to reimburse the developer for costs he might incur on behalf of the City, that the City would reimburse such costs on submission of as built by the developer and the issuing of a completion certificate.

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Cross Reference

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Remarks

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Date of Approval:  
October 29, 1979

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Private Forces Within City Rights of Way

Policy Reference:  
511

Lead Role:  
Engineer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

No private firm or individual will be permitted to do any work whatsoever within a City right of way unless a permit to do so has been obtained from the Director of Engineering Services. This policy applies but is not limited to private contractors, owners, Alberta Government Telephones, Northwestern Utilities Ltd., E. L. & P. Department, Public Works Department. Private contractor work is permitted in some circumstances where it is the most logical and expedient method to complete the work but only under permit.

In most cases the property owner is responsible to complete concrete or asphalt work between the City's curb and the property line for normal driveway, sidewalk, or landscaping operations.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
June 21, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Use of City Owned Equipment

Policy Reference:  
513

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Except as provided for under times of emergency or through mutual arrangement with other government agencies such as the Province, County or other towns, City equipment is not to be engaged in any work either inside or outside of the City limits for private use. Whenever possible the use of private equipment is to be encouraged unless other arrangements have been authorized by the Public Works Manager.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
May 13, 1991

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Use of Speed Bumps

Policy Reference:  
514

Lead Role:  
Engineer

Resolution/Bylaw:  
June 4, 1982

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PURPOSE

POLICY STATEMENT

Due to the potential liability responsibility the City may face and the questionable results of decreasing vehicle speeds at the expense of increased noise and vehicle damage as well as personal injury, the use of speed bumps on City streets will not be considered; but depending on circumstances, bumps may be considered on paved lanes subject to Council approval.

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Cross Reference

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Remarks

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Date of Approval:  
June 4, 1982

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Bridge Maintenance Responsibility

Policy Reference:  
515

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

All pedestrian and vehicle bridge structures contained within the Department Bridge Inspection report will be monitored and maintained by the Engineering Department.

Bridges excluded and constructed by the Urban Parks Management Committee will be monitored and maintained by the Recreation Department.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 pf 1

Policy Subject  
Removal of Unused Driveway Crossings

Policy Reference:  
516

Lead Role:  
Engineer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

At the time of new or redevelopment, all existing curb and or sidewalk crossings no longer required by the proposed development shall be removed and replaced to match the existing curb and sidewalk. This will be done by the City or by the developer's forces with the City's approval at cost to the development.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 21, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Paving Over City Easements

Policy Reference:  
517

Lead Role:  
Engineer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

All easements located on residential lots will be permitted to have asphalt or concrete driveways over an easement perpendicular to it. Other types of driveways and parking pads which are parallel or cover more of the easement will be permitted by signing a standard Indemnification Agreement.

Commercial or industrial lots which request permission to asphalt an easement will be required to sign a standard Indemnification Agreement prior to paving.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

May 28, 1991

June 21, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Approaches in Rural Type Road Areas

Policy Reference:  
518

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

City will permit the construction of approaches to City roadways from private property providing the following conditions are met:

- 1) the location is approved;
- 2) the need for a culvert is determined together with proper size.

The installation will be done by City forces at cost to the developer unless other arrangements are made by the Engineer.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:



Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Unimproved Lanes and Streets

Policy Reference:  
519

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

City has established the policy of not placing gravel or other improvements on roads and lanes that have not been properly constructed. Improvement can only be made through petition to City Council as either a local improvement or a general benefit project.

The construction of unconstructed lanes shall be considered by Council upon receipt of a request or petition for same with each request or petition being considered on its own merits.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
May 10, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Road Oiling

Policy Reference:  
520

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

Road oiling for dust control on City roads and lanes is not undertaken due to:

- 1) life span is short and therefore cannot be reasonably debentured and funded from direct property tax as a local improvement;
- 2) resulting surface requires more expensive maintenance in filling potholes, repairing failures, removing rutting, etc.
- 3) reoiling of roads and lanes would result in significant budget increase as reoiling would be necessary every 3-4 years;
- 4) have received complaints regarding oil tracking into houses by children, into garages by cars, etc;
- 5) only reasonable alternative is paving.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
May 13, 1991

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Fence Encroachment Lanes

Policy Reference:  
521

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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**PURPOSE**

**POLICY STATEMENT**

Private fences, whether residential or commercial, shall be constructed on or inside the private property line.

A tolerance of 300 mm (1.0 feet) will be permitted.

Any encroachment exceeding this measurement will have to be relocated by the land owner at his cost.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Curb and Sidewalk Crossing Application

Policy Reference:  
522

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

The Department will accept applications for private driveway crossings providing access from private property across existing curb and gutter and/or sidewalk, to City streets subject to the following conditions:

- 1) 50% prepayment is made on application with balance due upon completion;
- 2) applications registered from January to July 31 of any year will be completed in field by August 15, weather permitting;
- 3) applications registered from August to October 15 will be completed in field by October 31, weather permitting;
- 4) applications received after October 15 will be carried over until the next season's construction and will be subject to rate review in accordance with the next year's budget.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Escarpment Development

Policy Reference:  
523

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

As a condition of receiving a building permit for any development that is located on or adjacent to a hillside, the developer will first submit a detailed geo-technical report indicating that the development is viable. In addition, the developer shall provide the City with an indemnification agreement satisfactory to the City Solicitor prior to and as a condition of receiving a building permit.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Roof Water Leads

Policy Reference:  
524

Lead Role:  
Engineer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

Roof water leads shall be directed to splash pads at ground elevation. No direct connection of roof leads will be permitted to the storm sewer system, with the exception of the Central Business District where the building density will not permit the use of splash pads. Each development application will be reviewed on an individual basis.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
June 21, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Plugged Sewers

Policy Reference:  
525

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Private plumbing firm always to be called first when a sewer blockage occurs. Plumber is to bill City directly if blockage occurs on City property using rates established by City Council Resolution. City to respond if plumber is unable to clear blockage on City property.

The City will pay for blockages on City property provided that the blockage is not caused by tree roots on the owner's property. The City will re-lay the City portion of the pipe if repeated blockages occur, assuming the grade is not a problem.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
May 10, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Water Kills Required

Policy Reference:  
526

Lead Role:  
Engineer

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

No permit for the demolition or removal of a building shall be issued by the City nor shall any person cause, permit, or allow to be demolished or removed a building connected to a water main, until there has been paid to the City the cost of disconnecting the City service at the water main; including asphalt and concrete repairs; in the amount set out in the current service connection rate schedule. Notwithstanding the foregoing, the Director of Engineering Services may, in circumstances which he considers appropriate, permit the service to remain connected to the water main.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
June 21, 1993



Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Property Pins and Lines

Policy Reference:  
527

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Requests for location or establishment of property pins, property corners and property lines will be referred to private survey firms. The City will not take any responsibility for the work or costs of the work unless it can be clearly shown that the property pins were destroyed or damaged by City forces or City contractor. City lots and lands are sold on an 'as is' basis whereby property pins, corners have been established prior to the sale.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Survey Control Monument Replacement

Policy Reference:  
528

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

A replacement charge at the current rate will be levied on any firm where it can be clearly shown that a survey control monument (A.S.C.M.) has been destroyed or damaged and also that it can be clearly shown who is responsible.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Detailed Specifications

Policy Reference:  
529

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

The Engineering Department may require developers to use detailed specifications and design guidelines for any construction carried out in the City.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Completion of Utility Servicing

Policy Reference:  
530

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

All utilities are to be completed prior to lot sales.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Handling Complaints

Policy Reference:  
531

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Complaints or inquiries made to the City shall be handled on a confidential basis. Where a complaint is made against a City employee, no disciplinary action will be taken against such employee unless the complainant identifies himself/herself and is willing to back up the complaint.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Reciprocal Agreements

Policy Reference:  
532

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Reciprocal agreements may be entered into with government agencies to provide common or sharing of services.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

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Policy Section:

Page:

Engineering/By-laws and Inspections/Transit 1 of 1

Policy Subject

Policy Reference:

Traffic Control Devices

533

Lead Role:

Resolution/Bylaw:

Engineer/Parking Administrator/Transit Manager

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PURPOSEPOLICY STATEMENT

Traffic signals, signs, and pavement markings shall be installed according to the warrants, specifications, and recommendations of the Manual on Uniform Traffic Control Devices of Canada.

On City roadways and parking lots, all traffic control devices shall be installed under the authorization of the following City officials:

Type of DevicesAuthorizing Official

- |  |  |
|--|--|
| 1. Transit zone signs  | Transit Manager  |
| 2. All devices inside parking lots; on-street parking meters and parking signs | Parking Administrator                                    |
| 3. Curb painting   | Director of Engineering Services or designated alternate |
| 4. Pavement marking  | Director of Engineering Services or designated alternate |
| 5. All other traffic signs and signals   | Director of Engineering Services or designated alternate |

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 21, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Citizen Requests for Traffic Counts

Policy Reference:  
534

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

Upon request by citizens, existing traffic count information shall be provided free of charge.

No additional traffic counts by the public shall be considered unless specific budget is provided for.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:



Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Warrants for Crosswalks

Policy Reference:  
535

Lead Role:  
Engineering Department Manager

Resolution/Bylaw:  
NEW

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### PURPOSE

The control and protection of pedestrians is of primary concern to the citizens of Red Deer. This new policy is intended to establish a network of safer continuous crossing routes for pedestrian travel.

### POLICY STATEMENT

#### PROPOSED CROSSWALK MARKING AND SIGN WARRANTS

Crosswalk pavement markings only should be installed to connect sidewalks at signalized intersections.

Crosswalk pavement markings and signs should be installed at unsignalized or uncontrolled intersections that meet the following criteria:

1. Immediately adjacent to convenience stores, movie theatres, care homes, medical institutions, and other locations where the need for a crosswalk is demonstrated by a written request.
2. Along the preferred routes leading from all elementary and junior high schools to the general area of student residences.

The preferred routes are to be designated and maintained by the Engineering Department based on the following criteria:

- a. The route should be within 300 m of the school.
- b. There should not be more than one major route leading from the school entrance to residences in each direction (north, south, east, and west).
- c. Most students should travel on this route.
- d. Any location with limited visibility or other potential hazards will not be marked.

This policy replaces the present system of isolated crosswalk locations with no overall plan regarding pedestrian routes throughout the City.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

April 27, 1992

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Warrants for Flashing Operation of  
Traffic Signals

Policy Reference:  
536

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

- 1) New traffic signals shall be placed in flashing operations for 48 hours immediately before it is put into normal operation.
- 2) Traffic signals may be placed in flashing operation if found to be malfunctioning.
- 3) Traffic signals may be placed into flashing operation provided all the following conditions are met:
  - a) the signal must be in normal operation (Red-Amber-Green) for at least 8 continuous hours of the day
  - b) the maximum vehicular volume for the major approach is 500 vph or less; and for the minor approach is 150 vph or less.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Municipal Airport

Policy Reference:  
539

Lead Role:  
Public Works

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

The municipal airport shall be maintained and operated to:

- 1) provide a safe and business-like area in which the flying public may arrive and depart from Red Deer; and
- 2) provide an industrial area suitable for air-oriented businesses in and around Red Deer.

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Cross Reference

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Remarks

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Date of Approval:  
February 18, 1985

Effective Date:

Date of Revision:  
March 9, 1987  
May 13, 1991

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Development in Flood Plain

Policy Reference:  
541

Lead Role:  
Engineer

Resolution/Bylaw:  
NEW

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### PURPOSE

To Control Development in the Flood Plain

### POLICY STATEMENT

Development in the Flood Plain of the Red Deer River, Waskasoo Creek, or Piper Creek will be controlled by the City of Red Deer. In general, low risk activities such as temporary outside storage or parks use, may be permitted at the discretion of the City Engineer and the Municipal Planning Commission. Industrial or residential development will not be permitted unless the area is flood proofed by filling to a level equivalent to the 1:100 year flood level plus .3 metres. Development in the flood way other than bridge structures and related roadways will not be permitted.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Guide and Information Signs Installation  
Warrant

Policy Reference:  
543

Lead Role:  
City Engineer

Resolution/Bylaw:  
April 28, 1986

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### PURPOSE

To ensure that signs are installed to fulfill the needs of the motorists and that a consistent set of criteria is used in considering all requests for Guide and Information Signs.

### POLICY STATEMENT

The City of Red Deer shall, when considering requests for the installation of signs to give direction to certain private or public facilities/businesses, refer to the document titled "Guide and Information Signs Installation Warrant" dated April 7, 1986, as a guideline.

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### Cross Reference

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### Remarks

Refer to April 28, 1986 Council Agenda

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Date of Approval:  
April 28, 1986

Effective Date:  
April 28, 1986

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Utilization of Water and Sanitary  
Services

Policy Reference:  
544

Lead Role:  
Engineering Department Manager

Resolution/Bylaw:  
July 13, 1987

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PURPOSE

Control the utilization of water and sanitary services relative to redevelopment.

POLICY STATEMENT

In the case of redevelopment, which for the purpose of this policy shall be defined as the construction of a new building, the developer will be required to pay for the installation of new service connections and disconnection of existing services, if the existing sanitary sewer is less than the present standard of 150 mm diameter or if the water service is less than the present standard of 25 mm in diameter, unless otherwise approved by the Director of Development Services.

In the case where the redevelopment consists of a new single family residential house replacing an existing single family residential house, new services will be installed and the developer will be required to pay 50% of the cost for the installation of new service connections and the disconnection of existing services. The remaining 50% of the cost will be borne by the applicable utility.

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Cross Reference

Director of Engineering Services/Report dated December 8, 1986 which appeared on the December 15, 1986 Council Agenda.

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Remarks

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Date of Approval:  
July 13, 1987

Effective Date:  
July 13, 1987

Date of Revision:  
June 21, 1993  
April 22, 1996

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Color of City Vehicles and Equipment

Policy Reference:  
545

Lead Role:  
Public Works

Resolution/Bylaw:  
March 9, 1987

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PURPOSE

Standardize Color of City Vehicles and Equipment

POLICY STATEMENT

Relative City Vehicles and Equipment:

1. The fleet color be changed to white for vehicles and to the prevailing color for heavier equipment, e.g. caterpillar equipment yellow, etc.
2. All units to carry the City crest and Unit Number, except as directed by the Public Works Manager.

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Cross Reference

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Remarks

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Date of Approval:  
March 9, 1987

Effective Date:  
March 9, 1987

Date of Revision:  
May 13, 1991  
May 10, 1993

Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Arterial Roadway Standards  
Relative to Right of Way Width  
and Noise Attenuation

Policy Reference:  
548

Lead Role:  
Engineer

Resolution/Bylaw:  
October 2, 1989

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### PURPOSE

To establish an arterial roadway right of way width and noise attenuation standards for new development areas.

### POLICY STATEMENT

Where the subdivision or development of land requires the extension or construction of arterial roadways, the width of the right of way to accommodate such arterial roadways shall be 60 m. Subject to Council approval, the right of way width may be reduced to 48 m through non-residential development areas.

Earth berming and/or fencing shall be constructed adjacent to new arterial roadways to attenuate traffic noise and provide a visual screen for residential development. The desired maximum 24 hour Equivalent Sound Level (24  $L_{eq}$ ) measured outside the nearest dwelling shall be 55 dBA. The maximum permissible 24  $L_{eq}$  shall be 60 dBA for new arterials adjacent to residential development, calculated according to the Transportation Association of Canada (TAC) Manual of Geometric Design Standards for Canadian roads, and based on design (projected at least 20 years) traffic volumes.

Berming may be constructed along the boulevard within the road right of way and extend beyond the right of way where necessary. Fencing must be constructed of durable material and should be located on private property where possible. Berm and fence construction is subject to the approval of the Engineering Department Manager. Boulevard areas shall be landscaped according to the standards set out by the Parks Manager.

The developer of the adjacent land shall be responsible for the cost of berming, noise modelling, fencing, and boulevard landscaping as required above.

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### Cross Reference

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### Remarks

Date of Approval:  
October 2, 1989

Effective Date:  
October 2, 1989

Date of Revision:  
March 29, 1993



Policy Section:

Engineering

Page:

1 of 2

Policy Subject:

Water Servicing

Policy Reference:

549

Lead Role:

Engineer

Resolution/Bylaw:

February 5, 1990

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PURPOSE

Provide for water servicing standards for duplexes, sites with more than one building located on it, service stations and sites with fuel storage.

POLICY STATEMENT

1. A semi-detached dwelling (duplex) shall, when serviced from a lane, have a separate service to each half of the semi-detached dwelling separated by a minimum distance of 5 m and no closer than 2.5 m to the nearest common property line. The City will install separate service lines to the easement or property line.

Notwithstanding, a semi-detached dwelling (duplex) shall, when serviced from a paved street, be serviced with a "dual service" as detailed in the Engineering Department's Design Guidelines. At the front property/easement line, the services shall be separated by a minimum distance of 2 m and shall be no closer than 1 m to the nearest common property line.

2. If there is more than one building on a property, there may be either a separate water service provided by the City for each building or one service will be provided by the City, which may be divided on private property by the developer to service each building.

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Cross Reference

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Remarks

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Date of Approval:  
February 5, 1990

Effective Date:

Date of Revision:

Policy Section:

Page:

Engineering

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Policy Subject:

Policy Reference:

Water Servicing

549

Lead Role:

Resolution/Bylaw:

Engineer

February 5, 1990

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PURPOSEPOLICY STATEMENT

Each service line, including the private services to the buildings, must have a water shut-off valve and standpipe located outside the building on the property/easement line or at a location approved by the Engineering Department.

3. A copper water service, both City and private portion, will be required for property that will be used for service stations or have fuel storage on site.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:

Page:

Engineering

1 of 1

Policy Subject:

Policy Reference:

On-site Catch Basins & Storm Sewer  
Connection

550

Lead Role:

Resolution/Bylaw:

Engineer

February 5, 1990

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PURPOSE

To control surface water run-off from new developments in the City.

POLICY STATEMENT

Where a storm sewer exists adjacent to a property, the installation of on-site catch basins and connection to the City's storm sewer system will be required, based on the following guidelines:

- a) If the site is less than 0.2 ha, on-site catch basins and a storm sewer connection are generally not required.
- b) If the site is between 0.2 ha and 0.4 ha, on-site catch basins and storm sewer connection requirements will be reviewed.
- c) If the site is greater than 0.4 ha, on-site catch basins and a storm sewer connection will generally be required.
- d) The recommended minimum service connection size will be in accordance with the Engineering Department's Design Guidelines.

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Cross Reference

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Remarks

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Date of Approval:  
February 5, 1990

Effective Date:

Date of Revision:

Policy Section:

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1 of 5

Engineering

Policy Subject

Stormwater Management

Policy Reference:

551

Lead Role:

Streets and Utilities Engineer

Resolution/Bylaw:

June 24, 1991

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**PURPOSE**

To define the conceptual requirements for stormwater management in the City of Red Deer.

To define where municipal reserve land may be utilized for major drainage systems versus public utility or private land.

To define how and what parts of the stormwater management system will be funded through development off-site levies.

**POLICY STATEMENT****1. Major/Minor System**

The storm drainage system should be designed using a dual drainage concept consisting of a minor system and a major system.

The minor system; comprised of pipes, manholes, catch basins, and outfall structures; should convey run-off from snow melt and rainfall events to an adequate receiving stream, lake, or pond without sustaining any surface ponding or excessive surface flows for events up to a 1 in 5 year return period (in accordance with Alberta Environment Standards), where reasonably attainable.

The major system comprises the street system, detention facilities, parkland, and any other routes required to convey run-off during rainfall events up to a 1 in 100 year return period (in accordance with Alberta Environment Standards), to the receiving water body. The major system shall be designed and constructed in a manner

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**Cross Reference**

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**Remarks**

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**Date of Approval:**  
June 24, 1991**Effective Date:**  
June 24, 1991**Date of Revision:**

Policy Section:  
Engineering

Page:  
2 of 5

Policy Subject  
Stormwater Management

Policy Reference:  
551

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
June 24, 1991

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### POLICY STATEMENT

sufficient to prevent flooding that causes significant property damage (e.g. flooding of buildings) from occurring during the 1 in 100 year storm event, where reasonably attainable.

Design standards for major and minor stormwater management systems are included in the City's Design Guidelines.

#### 2. Storage Facilities

The use of stormwater storage facilities may be required to reduce peak flow rates to downstream sewer systems and/or water courses, or provide a temporary receiving area for major drainage flows. Storage facilities are provided in many locations, such as parking lots, roof tops, sports fields, passive park areas, public utility lots, or man-made lakes, depending on unique site conditions. Where storage facilities are to be maintained by the City, they should be of the dry detention pond type and should be designated at the time of Subdivision Outline Plan approval to avoid conflicts with adjacent land uses. Where possible, they should also be designated on the Area Structure Plan.

#### 3. Dry Detention Ponds

Dry detention ponds are generally situated in park-like settings and may incorporate sports fields or other facilities which are not prone to flood damage. Unlike wet retention ponds,

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

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3 of 5

Policy Subject  
Stormwater Management

Policy Reference:  
551

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
June 24, 1991

---

### POLICY STATEMENT

which permanently retain a portion of the stormwater, dry ponds drain completely between rainfall events.

Dry ponds in residential settings should have gentle side slopes (generally no steeper than 5H:1V) and be aesthetically contoured and landscaped to provide an attractive feature for the subdivision. Where possible, dry ponds should be associated with other park areas to take advantage of the joint use ability of the facilities (e.g. extension of sports fields or passive park uses into the dry pond area).

#### 4. Municipal Reserve/Detention Pond Joint Use

Where park facilities (e.g. sports fields, passive areas) can be placed within a dry detention pond without compromising the desired location or effectiveness of the park facility, a portion of the detention pond area may be designated municipal reserve (MR). The remaining area would generally be designated as Public Utility Lot.

The area that may be designated municipal reserve shall be negotiated with the Community Services Division and will be based on the space which can be effectively used for the school and park facilities. A maximum of 1 hectare of municipal reserve (MR) land may be utilized for stormwater storage during minor storm events (1:5 year frequency). Other minor system storage requirements must be contained within a public utility lot (PUL). Storage for major storm events (greater than a 1 in 5 year frequency) may extend onto other portions of the adjoining municipal reserve (school and park

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

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Policy Subject  
Stormwater Management

Policy Reference:  
551

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
June 24, 1991

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### **POLICY STATEMENT**

site) subject to the approval of the Director of Community Services. When seeking such approval, the developer should provide a preliminary site grading plan showing minor and major flood level contours for the pond.

Factors to be considered when utilizing municipal reserve lands for stormwater storage include:

- .1 Site location (e.g. central to neighbourhood)
- .2 Existing topography and vegetation.
- .3 Recreational and park facility requirements.
- .4 School and parking lot envelop to be above major storage level.
- .5 Proposed site grading and water level contours for major and minor stormwater storage in relation to school and park facilities

### **5. Funding of Stormwater Management Facilities**

Where the developer is next in line, following a logical extension of services, he will be reimbursed from development off-site levies collected in the service basin, for constructing trunk storm sewers and stormwater detention ponds, if such facilities have been previously designated by the City as trunk storm management facilities and included in the calculation of the off-site levy rate for the service basin.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Engineering

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5 of 5

Policy Subject  
Stormwater Management

Policy Reference:  
551

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
June 24, 1991

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### POLICY STATEMENT

A storm sewer which would generally qualify as a trunk facility would have an internal diameter of at least 1200 mm, unless a stormwater detention pond has been used to reduce the downstream pipe size below 1200 mm (e.g. where a 1200 mm pipe would otherwise have been required); in which case the detention pond outlet pipe may also qualify as trunk for the size of pipe required to carry the pond(s) outflow only. Reasonable costs for supply and installation of the trunk sewer pipe and manholes, as well as related engineering fees, are normally reimbursable.

A detention pond which would generally qualify as a trunk facility would store more than 5,000 m<sup>3</sup> of stormwater, cover more than 0.4 ha of area, and be required to reduce downstream flows to an existing pipe system or water course, for economical or environmental reasons.

Reimbursement may be made for reasonable costs of land, removing and replacing topsoil, excavating the detention area, constructing an outlet structure, seeding the public utility lot, and associated engineering fees, as required to construct the detention facility in an efficient, economical manner. Land costs for the detention pond area designated as public utility lot (PUL) may be eligible for compensation based upon the average market value of raw, unserved land in the City. The rate of compensation for detention pond land will be set by the City's Director of Financial Services and updated from time to time as required. Development levies will not be assessed against that portion of the detention pond area designated as PUL.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:



Policy Section:  
Engineering

Page:  
1 of 1

Policy Subject  
Use of Water Well

Policy Reference:  
554

Lead Role:  
Director of Engineering Services

Resolution/Bylaw:

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### PURPOSE

To control the use of water wells.

### POLICY STATEMENT

In the circumstances where a property has been previously serviced with an existing water well and upon connection to the City's water system, the owner or developer of the property must disconnect the water well from the building's water system so that no possibility for cross connection exists.

The water well may be retained for irrigation purposes or other approved uses.

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Cross Reference

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Remarks

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Date of Approval:  
August 31, 1992

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
1 of 2

Policy Subject  
Off-site Levies

Policy Reference:  
555

Lead Role:  
Engineering Department Manager

Resolution/Bylaw:  
April 13, 1993

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### PURPOSE

To define the administration and application of off-site levies.

### POLICY STATEMENT

1. Off-site levies are defined as those charges payable to the City by the developer or owner of a property, based on the net area of the development or property, for the use of and benefit received from the existing or proposed major roadways, trunk water mains, trunk sanitary mains, and trunk storm mains.
2. Authority to implement off-site levies for subdivisions and developments is covered in the City's Off-site Levy By-law No. 3068/92 and Section 76 of the Provincial Planning Act.
3. Off-site levies must be paid by the owner or developer of any parcel of land involving subdivision or development where there is no record that off-site levies have been paid. This may involve subdivision or consolidation of one or more lots into duplex, single family, or other types of lots, for example:
  - a. Upon subdivision, if the parcel had previously been serviced, off-site levies will be required on all the new lots created, except the one new lot that was originally serviced. The original lot may be subject to a redevelopment levy.
  - b. Upon subdivision or redevelopment, where the parcel was not previously serviced, off-site levies must be paid on the entire development area.

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Cross Reference  
Policy 510, 549

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Remarks  
Also refer to Sewer Improvement Bylaw No. 2594/78

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Date of Approval:  
April 13, 1993

Effective Date:

Date of Revision:  
July 5, 1993

Policy Section:  
Engineering

Page:  
2 of 2

Policy Subject  
Off-site Levies

Policy Reference:  
555

Lead Role:  
Engineering Department Manager

Resolution/Bylaw:  
April 13, 1993

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PURPOSE

POLICY STATEMENT

4. Where an existing duplex (semi-detached) dwelling on a single lot has been serviced with a single service or two individual services and no further development is contemplated other than subdivision, no off-sites will be levied.

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Cross Reference  
Policy 510, 549

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Remarks  
Also refer to Sewer Improvement Bylaw No. 2594/78

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Date of Approval:  
April 13, 1993

Effective Date:

Date of Revision:  
July 5, 1993

Policy Section:  
Public Works

Page:  
1 of 1

Policy Subject  
Sidewalk Snow Clearing

Policy Reference:  
556

Lead Role:  
Public Works Manager

Resolution/Bylaw:  
November 8, 1993

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### PURPOSE

To define which sidewalks the City will clear of snow.

### POLICY STATEMENT

1. The City shall undertake a sidewalk clearing program after each snow fall. All sidewalks generating a high volume of traffic which are also a route to a major facility such as Red Deer College, the hospital, etc., as outlined on the attached drawing, shall be cleared by City crews as soon as possible.
2. Sidewalks on land that would replace the road right-of-way, such as G.H. Dawe Community Centre along 67 Street, shall be cleared by City crews if there is high volume of pedestrian traffic.
3. Sidewalks that run through residential areas along City-owned right-of-ways where there is a low volume of pedestrian traffic shall be eliminated from the snow clearing map. Specific locations will be reviewed on an individual basis, if complaints are received.
4. Sidewalks in residential areas adjacent to a park or a reserve, as outlined on the attached drawing, shall be cleared only if there is a high volume of pedestrian traffic using these walks.
5. Clearing of sidewalks around senior care facilities and schools shall be the responsibility of the registered owners, not the City.
6. Downtown sidewalks shall be cleared by property owners or whomever is leasing the property at the time, as is outlined in the current bylaw.
7. Paved bicycle trails, such as the areas on 43 Street to Heritage Ranch and on 67 Street from Pamelly Avenue to 55 Street, as outlined on the attached drawing, shall be cleared based on a high volume of pedestrian traffic.

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### Cross Reference

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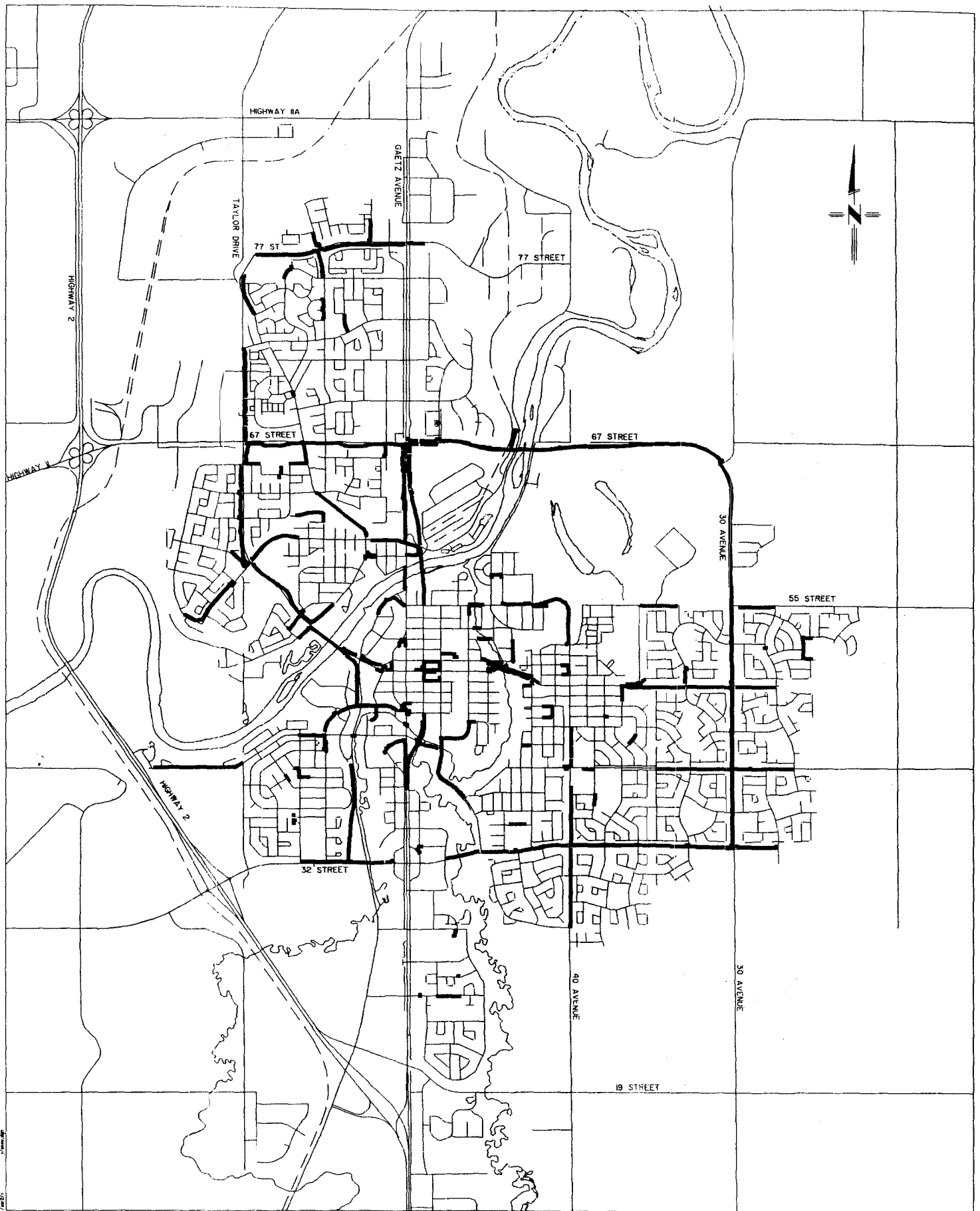
### Remarks

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Date of Approval:  
November 8, 1993

Effective Date:

Date of Revision:



- — SCHOOL
- ⚕ — HOSPITAL
- 👴 — SENIORS LODGE
- 👮 — R.C.M.P. POLICE
- 🔥 — FIRE HALL
- — PLOWED

THE CITY OF RED DEER

# 1994-95 SIDEWALK SNOW CLEARING ROUTES

SCALE 1:50,000

17-OCT-1994

Policy Section:  
Engineering

Page:  
1 of 2

Policy Subject  
Traffic Noise Attenuation

Policy Reference:  
557

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
Sept.25, 1995

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### PURPOSE

To define the maximum design criteria for noise levels adjacent to roadways constructed in new development areas.

To define a warrant system for constructing retro-fit noise attenuation facilities in older existing areas.

### POLICY STATEMENT

#### 1. Maximum Design Criteria for Noise Levels Adjacent to New Roadways

When designing new arterial roadways in the City of Red Deer, traffic noise should be estimated based on traffic volumes projected 20 years ahead. The estimated noise level calculated at ground level within the properties of the adjacent residential development should not exceed a maximum 24 hour, continuous noise level equivalent (Leq) of 60 dBA.

#### 2. Warrant System for Retro-fit Noise Attenuation in Existing Areas

In existing areas, it may be prohibitive to retro-fit roadways, even when reconstructing them, to meet the 60 dBA design criteria noted above. In these situations, the warrant for noise attenuation measures should consider how much the measured noise levels exceed the 60 dBA criteria, the cost of the noise attenuation solution, the resulting noise reduction, the number of residents benefiting from the noise reduction, and other associated benefits and problems.

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Cross Reference

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Remarks

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Date of Approval:  
September 25, 1995

Effective Date:

Date of Revision:

Policy Section:  
Engineering

Page:  
2 of 2

Policy Subject  
Traffic Noise Attenuation

Policy Reference:  
557

Lead Role:  
Streets and Utilities Engineer

Resolution/Bylaw:  
Sept. 25, 1995

The following criteria should be met for retro-fit noise attenuation in existing areas:

1. Residential dwelling units must be exposed to noise levels greater than 60 dBA Leq (24 hr) at ground level.
2. Installation of a noise barrier must be technically and economically feasible.
3. Noise barriers must achieve at lease a 5 dBA noise level reduction.
4. Noise barrier installation should be addressed at the time of road reconstruction for roadways scheduled to be upgraded.
5. Evaluation of noise attenuation facilities should consider the number of affected residents, the severity of the noise problem, the amount of noise reduction provided by the barrier, the total cost of the barrier, and other benefits and problems. The result of the following benefit-cost equation should be greater than 1.0:

$$\frac{R \times (NL-60) \times NR \times 1,000}{\$}$$

where:

R =	The number of residential units affected by the traffic noise
NL =	The existing 24 hour, continuous noise equivalent (Leq)
NR =	The estimated reduction in noise level (24 Hr Leq) with the noise barrier installed
\$ =	Cost of the noise barrier

Cross Reference

Remarks

Date of Approval:  
September 25, 1995

Effective Date:

Date of Revision:

Policy Section:  
Electricity, Light and Power

Page:  
1 of 1

Policy Subject  
Supply and Use of Electricity

Policy Reference:  
601

Lead Role:  
E.L. & P. Manager

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

The City of Red Deer shall provide for the regulation and supply and use of electricity within the City of Red Deer in accordance with the "Electric Utility Bylaw No. 2085".

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:



Policy Section:  
Electricity, Light and Power

Page:  
1 of 1

Policy Subject  
Electric Utility Financing

Policy Reference:  
602

Lead Role:  
E.L. & P. Manager

Resolution/Bylaw:  
NEW

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PURPOSE

POLICY STATEMENT

There shall be assessed each year a franchise fee against the E.L. & P. Utility based on a percentage of the operating revenues.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
E.L. & P.

Page:  
1 of 2

Policy Subject  
Downtown Electrical Underground Grid Charges 603

Policy Reference:

Lead Role:  
E.L. & P. Manager

Resolution/Bylaw:  
March 9, 1987

---

### PURPOSE

To establish a policy in the downtown area for assessing customer contributions for electrical servicing to new customers and customers who are increasing their electrical demand.

### POLICY STATEMENT

1. Definition:

"Downtown" is the area serviced by the totally underground electric utility system. (This area may increase in size in accordance with statement 5 below).

2. The E. L. & P. Department customer contribution for a new or increased electrical service in the Downtown area is to be the same as the customer contribution for an equivalent new or increased electrical service supplied from an underground line in any other area of the City.

3. All new and increased electrical services in the Downtown area will be connected to the totally underground Downtown electric utility system.

4. The existing overhead lines and services in the Downtown area will be removed and the services connected to the underground system over a period of time to avoid having to maintain two electric utility systems. The cost of this work will be paid for entirely by the E. L. & P. Department from its annual Operating Budget or Reserve Fund as annually approved by Council.

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### Cross Reference

See Council Resolution of January 26, 1987  
Council Resolution of May 24, 1994

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### Remarks

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Date of Approval:  
March 9, 1987

Effective Date:

Date of Revision:  
October 11, 1994

Policy Section:

E.L. &amp; P.

Page:

2 of 2

Policy Subject

Downtown Electrical Underground Grid Charges 603

Policy Reference:

Lead Role:

E.L. &amp; P. Manager

Resolution/Bylaw:

March 9, 1987

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PURPOSEPOLICY STATEMENT

5. The totally underground electric utility system will be expanded only in instances where this type of system is deemed by the E. L. & P. Department Manager to be the most appropriate means of servicing new or expanded electrical loads. (This will automatically increase the size of the area defined as "Downtown".)
6. In the area immediately adjacent to the Downtown, the overhead system will be maintained and surface mounted electric utility equipment will be utilized where necessary. New buildings in this area will be required to be set back from the property line to provide the necessary clearance between the building and the power line as specified by the Alberta Electrical Protection Act. The property owner will be required to provide the necessary space on private property, at no cost to the utility, for any surface mounted electric utility equipment which may be required.
7. The only exception to item 6 is the vacated rail land to the west of the Downtown electric system. This area will continue to have electrical utility servicing provided by means of underground lines and surface mounted equipment as specified in a Council resolution of April 30, 1990.
8. The E. L. & P. Department investment in the totally underground Downtown electric utility system which will not be recovered through this customer contribution policy will be written off.

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Cross Reference

See Council Resolution January 26, 1987

Council Resolution of May 24, 1994

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Remarks

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Date of Approval:

March 9, 1987

Effective Date:

Date of Revision:

Feb. 5, 1990

May 14, 1990

October 11, 1994

Date: July 6, 1994

Policy Section:  
Electric, Light & Power

Page:  
1 of 3

Policy Subject  
Advising Public of Overhead Line Rebuilds

Policy Reference:  
604

Lead Role:  
Electric, Light & Power Manager

Resolution/Bylaw:

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### PURPOSE

To give residential area landowners the choice, at their cost, of having existing overhead electric lines replaced with underground lines whenever the Electric, Light and Power Department finds it necessary to rebuild the overhead system within an area.

### POLICY STATEMENT

1. Where overhead electric lines exist, the standard type of supply system which the Electric, Light and Power Department is obligated to maintain from revenues derived through rates applied to electricity consumption is an overhead system.
2. Prior to commencing the rebuild of the overhead system within a residential area, each person registered or assessed as an owner of land abutting on the part of the street or place where the line is located shall be advised of the proposed rebuild by the Electric, Light and Power Department by means of a mailed Information Notice.
3. Should the persons referred to in clause 2 above desire replacement of the overhead lines with underground lines, they shall, within 21 days from the date of the last delivery or mailing of the Information Notice, present City Council with a petition, in accordance with the requirements of the Municipal Taxation Act as currently amended, praying for the overhead lines to be replaced with underground lines as a local improvement. In the event no such petition is received within the deadline specified, the Electric, Light and Power Department may proceed at any time thereafter with the proposed rebuilding of the overhead system within the area.

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Cross Reference  
Council Meeting May 2, 1988

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Remarks

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Date of Approval:  
July 11, 1988

Effective Date:  
July 11, 1988

Date of Revision:

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Policy Section:  
Electric, Light & Power

Page:  
2 of 3

Policy Subject  
Advising Public of Overhead Line Rebuilds

Policy Reference:  
604

Lead Role:  
Electric, Light & Power Manager

Resolution/Bylaw:

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## PURPOSE

## POLICY STATEMENT

4. In the determination of the assessment rate to be incorporated into the Uniform Rate Bylaw for the local improvement, the estimated cost of rebuilding the overhead system, which is an Electric, Light and Power Department service obligation, shall be applied as a credit to the estimated cost of the local improvement.
5. The cost, if any, of replacing the overhead telephone and cable television lines shall be included in the estimated cost of the local improvement.
6. The Electric, Light and Power Department's responsibility for the supply of material, labour, and equipment with respect to the local improvement is confined to public property only, with no responsibility for any facility changes or additions required on private property.
7. The terms and conditions under which the Electric, Light and Power Department will continue to provide electricity, upon completion of the local improvement on the public property, will be for the owner of the property receiving service to install the appropriate electrical service lines upon his property to connect to the Electric, Light and Power Department supply lines at the property line.

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Cross Reference  
Council Meeting May 2, 1988

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Remarks

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Date of Approval:  
July 11, 1988

Effective Date:  
July 11, 1988

Date of Revision:

Policy Section:  
Electric, Light & Power

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Policy Subject  
Advising Public of Overhead Line Rebuilds

Policy Reference:  
604

Lead Role:  
Electric, Light & Power Manager

Resolution/Bylaw:

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### PURPOSE

### POLICY STATEMENT

8. This Policy does not apply to minor improvements to individual system components randomly spaced throughout the area.
9. In the interests of retaining an orderly and efficient electric utility system which can be safely and properly operated and maintained, any local improvement project undertaken under the terms of this policy must include the entire area which is affected by the system rebuild project and not separate isolated sections only.

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Cross Reference  
Council Meeting May 2, 1988

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Remarks

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Date of Approval:  
July 11, 1988

Effective Date:  
July 11, 1988

Date of Revision:

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Policy Section:  
Protective Services

Policy Subject  
Mutual Aid Agreements

Page:  
1 of 1

Policy Reference:  
701

Lead Role:  
Fire

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

The City of Red Deer authorizes entering into Mutual Aid Agreements for fire protection and rescue services with other municipal jurisdictions as approved from time to time by City Council.

The Fire Chief, or in his absence, the Deputy Fire Chief will determine what equipment may be sent out of the City in response to a request made under Mutual Aid Agreements.

Any actions taken by the Fire Chief shall be reported to the City Commissioner or an elected representative as soon as possible.

User fees shall be established and reviewed on an annual basis.

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Cross Reference

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Remarks

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Date of Approval:  
March 5, 1979

Effective Date:

Date of Revision:  
May 25, 1993



Policy Section:  
Protective Services

Page:  
1 of 1

Policy Subject  
Ambulance Agreements

Policy Reference:  
702

Lead Role:  
Fire

Resolution/Bylaw:  
November 22, 1982

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PURPOSE

POLICY STATEMENT

The City shall provide ambulance service outside City limits, through an agreement with other municipal jurisdictions to whom The City of Red Deer is providing ambulance services as approved by City Council.

The agreement specifies that the host community will make a per capita contribution each year towards the operating deficit of the ambulance service and the patient(s) will pay in accordance with the fee schedule as approved by the Council of The City of Red Deer.

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Cross Reference

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Remarks

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Date of Approval:  
November 22, 1982

Effective Date:

Date of Revision:  
May 25, 1993

Policy Section:  
Protective Services

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1 of 1

Policy Subject  
Siren Renewal Leases

Policy Reference:  
703

Lead Role:  
City Clerk/Mayor

Resolution/Bylaw:  
Sept. 12, 1977

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PURPOSE

POLICY STATEMENT

The City of Red Deer authorizes the Mayor and City Clerk to sign all siren renewal leases with the Department of National Defense as they come up in the future in order to eliminate the need to bring such renewal leases for approval to City Council. Any proposed new leases are to be brought to Council's attention.

---

Cross Reference

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Remarks

---

Date of Approval:  
September 12, 1977

Effective Date:

Date of Revision:

Policy Section:  
Protective Services

Page:  
1 of 1

Policy Subject  
Fire Protection

Policy Reference:  
704

Lead Role:  
Fire

Resolution/Bylaw:  
NEW

---

PURPOSE

POLICY STATEMENT

The City of Red Deer shall endeavour to provide fire protection and ambulance service on the basis of a 3 1/2 minute average response time. The City shall operate an adequate number of fire stations to meet this level of service.

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Cross Reference

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Remarks

---

Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Protective Services

Page:  
1 of 1

Policy Subject  
Crime Prevention

Policy Reference:  
705

Lead Role:  
R.C.M.P.

Resolution/Bylaw:  
NEW

---

PURPOSE

POLICY STATEMENT

The City will collaborate with the RCMP in its delivery of a crime prevention program, covering the following:

- 1) school resource officer and school programs
- 2) community education and awareness programs
- 3) business and community security
- 4) crime analysis
- 5) R.C.M.P. in service training in relation to the above

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Cross Reference

---

Remarks

---

Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Protective Services

Page:  
1 of 1

Policy Subject  
Municipal Police

Policy Reference:  
706

Lead Role:  
R.C.M.P.

Resolution/Bylaw:

---

PURPOSE

POLICY STATEMENT

The City shall enter into a standard municipal policing agreement with the R.C.M.P. to enforce laws, prevent crime, and maintain peace, order and security within the City limits.

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Cross Reference

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Remarks

The period for the contract is April 1, 1992 to March 31, 2012

---

Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Fire Department

Page:  
1 of 1

Policy Subject  
Dangerous Goods Transportation

Policy Reference:  
707

Lead Role:  
Fire Chief

Resolution/Bylaw:  
February 14, 1983

---

PURPOSE

POLICY STATEMENT

The City shall designate a dangerous goods transportation system, including routes, fines and prohibitions.

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Cross Reference

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Remarks

---

Date of Approval:  
February 14, 1983

Effective Date:

Date of Revision:  
June 21, 1993

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Economic Development

Policy Reference:  
801

Lead Role:  
Director, Economic Development/Land  
Administrator

Resolution/Bylaw:  
NEW

---

### PURPOSE

### POLICY STATEMENT

The City of Red Deer shall maintain a program of economic development to create jobs and broaden the industrial and commercial tax base of the City of Red Deer. This will be achieved through the following services:

- 1) the encouragement of local businessmen and entrepreneurs in their efforts to expand their existing businesses, and undertake new endeavors. Efforts are directed at all areas of economic development, including retail and office development, tourism, conventions and manufacturing.
- 2) external economic development activity is concentrated in attracting business and industry to Red Deer.
- 3) the creation of a landbank for industrial, commercial and residential development.
- 4) the marketing of industrial and commercial land.
- 5) the general promotion of the City.

---

Cross Reference

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Remarks

---

Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Landbanking/Development Program

Policy Reference:  
802

Lead Role:  
City Assessor/Land Administrator/  
Tax Collector

Resolution/Bylaw:  
September 12, 1983

---

### PURPOSE

### POLICY STATEMENT

The City should continue Land Banking and the Land Development program. The function of the land bank will vary with the type of land but its main purposes will be to ensure an adequate supply of lots on an economical basis and to ensure progressive, orderly development of land within the City. The program should be carried out in a manner that will complement and encourage private development while promoting the broader goals of economic and orderly development.

All residential and industrial land is to be sold at market value.

Profits from residential land sales will be used to offset losses on industrial land sales.

---

### Cross Reference

Landbanking Program Report: September 2, 1983

---

### Remarks

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Date of Approval:  
September 12, 1983

Effective Date:

Date of Revision:  
July 21, 1986



Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Real Estate Commissions on Municipal Land

Policy Reference:  
803

Lead Role:  
Director, Economic Development

Resolution/Bylaw:  
December 20, 1982

---

### PURPOSE

### POLICY STATEMENT

The City shall pay real estate commissions on municipally owned industrial and commercial land.

Arrangements with respect to listings and the payment of commissions shall be through the Red Deer Real Estate Board. It will be the responsibility of the Red Deer Real Estate Board to circulate the information and arbitrate any disputes which may arise over the payment of Commissions. Any disputes between the City of Red Deer and the Red Deer Real Estate Board will be handled initially by the Economic Development Department, subject to review by the Economic Development Committee.

Representations to Council on behalf of a purchaser introduced by an agent shall be made by the Economic Development Department.

The City shall extend commissions to include lease arrangements, consistent with the standard within the industry, but not to exceed in total the commission normally paid on an outright sale. (November 26, 1984)

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### Cross Reference

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### Remarks

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Date of Approval:  
December 20, 1982

Effective Date:

Date of Revision:  
November 26, 1984

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Industrial/Commercial Land Sales

Policy Reference:  
804

Lead Role:  
Director, Economic Development

Resolution/Bylaw:  
February 20, 1978

---

PURPOSE

POLICY STATEMENT

The Industrial and Commercial Land Sales Agreements shall be changed requiring the purchaser to pay for the land within 8 months and start construction within 9 months of the signing of agreement.

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Cross Reference

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Remarks

---

Date of Approval:  
February 20, 1978

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
General Municipal Plan

Policy Reference:  
806

Lead Role:  
Regional Planning Commission

Resolution/Bylaw:  
March 31, 1980  
2663/80  
2663/A-91

---

PURPOSE

POLICY STATEMENT

The City Council adopts the General Municipal Plan outlining the following broad planning policies for the future development of the City.

- 1) Growth
- 2) Urban Encroachment
- 3) Provision of Commercial Facilities
- 4) Provision of Housing
- 5) Living Environment
- 6) Transportation

The policies and specific proposals of the General Municipal Plan will be implemented through the annual work program submitted to Council by the Planning Commission.

---

Cross Reference

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Remarks

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Date of Approval:  
March 31, 1980

Effective Date:

Date of Revision:  
Nov. 25, 1991  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Land Use Bylaw

Policy Reference:  
808

Lead Role:  
Regional Planning Commission

Resolution/Bylaw:  
2672/80

---

## PURPOSE

## POLICY STATEMENT

The City Council adopted the new Land Use Bylaw 2672/80 which replaced the old Land Use Bylaw 2588/78.

The new Land Use Bylaw defines the purpose and regulations of the following districts:

- A1 Future Urban Development District
- A2 Environmental Preservation District
- C1 Commercial (City Centre) District
- C2 Commercial (Regional and Neighbourhood Shopping) District
- C3 Commercial (Local Convenience) District
- C4 Commercial (Major Arterial) District
- I1 Industrial (Business Services) District
- I2 Industrial (Unrestricted) District
- P1 Parks and Recreation District
- PS Public Service (Institutional or Government) District
- R1 Residential (Low Density)
- R2 Residential (General)
- R3 Residential (Multiple Family) District
- R4 Residential (Relocatable Dwelling Unit) District
- D Persons per Hectare
- H Historical District (2672/C-82)
- DC Direct Control
- V Height District (2672/C-82)

---

Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
General Municipal Plan/Area Plans

Policy Reference:  
809

Lead Role:  
Regional Planning Commission

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

Area Plans shall be prepared to guide the development pattern and land use in the City; these plans shall be in conformity with the policies of the General Municipal Plan. The Area Plans currently in place are:

- 1) Northwest Sector Bylaw 2689/80, 2689/A-81, 2979/89
- 2) Exhibition Grounds Bylaw 2713/81 (Area Redevelopment Plan)
- 3) East Hill Concept Plan January 23, 1989
- 4) Waskasoo Park Master Plan, March 1982
- 5) Recommendations for Billboards within the City of Red Deer January, 1991
- 6) Major Entry Arteries - Building and Landscape Design Standards January, 1991
- 7) Outline Plan and Subdivision Guidelines, October 28, 1991, as revised
- 8) Process for Involving and Informing the Public, March 4, 1991
- 9) Red Deer River Corridor Park January 1975

In addition to the above, the following studies provide further guidelines for development:

- 1) Redevelopment in Older Residential Neighbourhoods November 1978
- 2) Downtown Concept Plan, November 25, 1985
- 3) 1990 City Transportation Update
- 4) Community Service Master Plan, December 1991
- 5) Vision 2020, August 19, 1991
- 6) 1992 City Off-site Levy Analysis

City Council designated the following areas for residential rehabilitation:

- 1) Parkvale: March 1981
- 2) Waskasoo: November 1981
- 3) North Red Deer/Fairview: December 1982

---

### Cross Reference

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### Remarks

---

Date of Approval:

Effective Date:

Date of Revision:  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Joint Planning County of Red Deer

Policy Reference:  
810

Lead Role:  
Regional Planning Commission

Resolution/Bylaw:  
May 11, 1981

---

PURPOSE

POLICY STATEMENT

The City strongly objects to the development of industrial, commercial and residential areas and sites within 5 miles of the boundary of the City, but would be receptive to and encourage the development of a Joint General Municipal Plan and servicing management program between the City and the County for the fringe areas between the two municipalities.

---

Cross Reference

---

Remarks

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Date of Approval:  
May 11, 1981

Effective Date:

Date of Revision:  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Municipal Planning Commission

Policy Reference:  
811

Lead Role:  
Regional Planning Commission/Development  
Officer

Resolution/Bylaw:  
July 4, 1983

---

PURPOSE

POLICY STATEMENT

Planning matters regarding proposed development in the City of Red Deer may be considered by the Municipal Planning Commission, prior to submission to Council.

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1983

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Development Officer: Condominium  
Property Act

Policy Reference:  
812

Lead Role:  
Development Officer

Resolution/Bylaw:  
July 4, 1983

---

PURPOSE

POLICY STATEMENT

The Development Officer of The City of Red Deer is authorized to approve and sign, if satisfactory, applications for certificates under the provisions of Section 8(2)(b) of the Condominium Property Act.

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1983

Effective Date:

Date of Revision:



Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Accessibility of Buildings and Other  
Facilities to the Physically Handicapped

Policy Reference:  
813

Lead Role: Resolution/Bylaw:  
Building Inspector/Municipal Planning Commission

---

### PURPOSE

To promote the design of new buildings and facilities (such as parks and playgrounds) or a modification of existing buildings and facilities so that all such buildings and facilities to which the public is admitted are accessible to the physically handicapped.

### POLICY STATEMENT

The Building Inspector of the City of Red Deer shall ensure compliance with provisions in the Alberta Building Code so that all new buildings to which the public is admitted, as defined in the Code, are accessible to the physically handicapped.

The City of Red Deer, through the Building Inspector, actively promotes provision of accessibility for the physically handicapped to all existing buildings undergoing major changes at the time of application for the development permit.

All public facilities being developed and any modifications to existing public facilities will include provision of accessibility for the physically handicapped.

---

Cross Reference  
Alberta Building Code

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Remarks

---

Date of Approval:

Effective Date:

Date of Revision:  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Social Care Residences  
Day Care Facilities

Policy Reference:  
814

Lead Role:  
Land Dept./Licensing  
Regional Planning Commission

Resolution/Bylaw:  
April 13, 1981

---

### PURPOSE

To provide for the development of Social Care Residences, and Day Care Facilities in new subdivisions.

### POLICY STATEMENT

An outline plan for each neighbourhood unit should contain the following sites for community service facilities:

- two sites of 0.12 ha (0.3 acres) for the possible development of social care residences. These sites should be retained for a minimum of six months after servicing. If these sites are not purchased for a social care residence, they could be utilized for conventional residential development. Due to additional parking requirement, these sites should be located close to collector roads; a site on a cul-de-sac should be avoided.
- one site of 0.12 ha (0.3 acres) for the possible development of a private or public day care facility. The site should be located adjacent to the major neighbourhood park and have easy access to the Collector Roads.
- one site suitable for church development 0.2 - 0.4 hectares (0.5 - 1 acre) in size.

---

Cross Reference  
Community Service Master Plan

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Remarks

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Date of Approval:  
April 13, 1981

Effective Date:

Date of Revision:  
October 29, 1990  
December 9, 1991  
May 11, 1992

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Senior Citizens Housing

Policy Reference:  
815

Lead Role:  
Regional Planning Commission/FCSS

Resolution/Bylaw:  
June 9, 1980

---

### PURPOSE

To assure that quality housing alternatives are available for senior citizens

### POLICY STATEMENT

Departments, agencies and other representatives of the City of Red Deer should promote Senior Citizens Housing alternatives which:

1. Encourage the development of 'choices' in the types of housing units and their locations within the City.
2. Are in close proximity and accessibility of shopping, medical services, recreational facilities, churches, banks and other community facilities.

---

### Cross Reference

Senior Citizens Housing in Red Deer, April 1980, report to City Council by the FCSS Department

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Lease of City Land for Oil Drilling in  
an Industrial Area

Policy Reference:  
816

Lead Role:  
M.P.C./Economic Development

Resolution/Bylaw:  
March 18, 1985

---

### PURPOSE

To provide for General Regulations regarding the Lease of City land for Oil Drilling in an Industrial Area.

### POLICY STATEMENT

The City of Red Deer shall, when considering leasing City land for oil drilling in an industrial area, refer to the Document titled "General Regulations Regarding the Lease of City Land for Oil Drilling in an Industrial Area", as a guideline.

---

### Cross Reference

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### Remarks

Refer to March 18, 1985 Council Agenda

---

Date of Approval:  
March 18, 1985

Effective Date:

Date of Revision:

## General Regulations Regarding the Lease of City Land for Oil Drilling in an Industrial Area

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### 1) Size of Site

It is the City's preference to see only the oilwell-heads and pumps located in the industrial area. The production facilities (flare, storage, separator, etc.) should be located outside the City. In that case, the site area can be reduced to a minimum area.

If the production facilities are to remain on the site, then a larger site is required to protect the adjoining areas.

The City wish to reserve the right to request the removal of the production facilities from the site if, in their opinion, the operation becomes incompatible with the development of the surrounding areas.

### 2) Shape of Site

The shape of the parcel should be close to rectangular or square, and should fit onto the conventional subdivision layout with frontage facing a registered road. The idea here again is for re-use of the land after the lease expires.

### 3) Multiple Oil Wells

It is recommended that, when possible, the site contain more than one well, rather than two or three sites close to each other.

### 4) Lease or Purchase

The applicant should lease or purchase the land required for drilling at the discretion of the owner, based on fair market value. The terms of lease or purchase is subject to negotiation and agreement with the City and approval of the City Council.

### 5) Property Tax

Whether the site is leased or purchased, the site will be subject to assessment and property taxes.

### 6) Development Standard

Since the site is in an urban area (industrial) or Westerner area) every effort should be made to make the site attractive and be comparable to other adjoining sites. This includes proper front landscaping (this may be in the form of a berm) or fencing when it is adjoining other industrial areas, etc.

### 7) Flow Lines

Provision should be made to secure sufficient right-of-way to allow the removal of the production facilities to the site outside the City, if the City decides the removal is necessary.

### 8) Flare

If the flowing of excessive gas is permitted, then it could be disposed of in a flare pit or flare stack at the height of not less than 15 metres.

9) Sour Gas Production

The well is to be abandoned and sealed in the event of sour gas production.

10) Overhead Transmission Lines

The City and Trans Alta Utilities Corporation have a number of overhead power lines. The transportation of oil drilling equipment to the location of the drilling service rigs shall not interfere with the City or Trans Alta lines.

11) Noise Level

The pump should be operated in a manner as not to create excessive noise. It is recommended that electric drive be used instead of a gas operated pump. If the power is not available, the gas operated pump may be used until the power is available.

12) Site Reclamation

When the site is returned to the City (in case of a lease), the oilwell shall be sealed and made safe for future use. The site must also be restored to its original condition and the top soil replaced. The location of the well head should be kept further back to allow for the future building site at the front of the lot. No building will be permitted on top of abandoned oilwells.

13) Emergency Situation

The Fire Department requires the name of at least one person who could be contacted on a twenty-four hour basis in case of an emergency.

Policy Section:  
Planning Services

Page:  
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Policy Subject  
Oil and Gas Situation near  
the City of Red Deer

Policy Reference:  
817

Lead Role:  
M.P.C.

Resolution/Bylaw:  
February 4, 1985

---

### PURPOSE

To provide guidelines when considering oil and gas well drilling around Red Deer.

### POLICY STATEMENT

The City of Red Deer shall, when considering applications to drill oil and gas wells in the vicinity of Red Deer, refer to the document titled "Oil and Gas Situation Near the City of Red Deer, January 1985", as a guideline.

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Cross Reference

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### Remarks

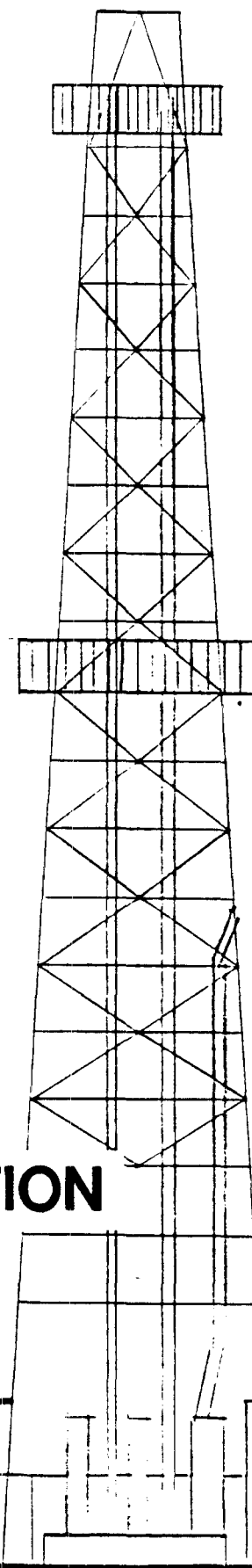
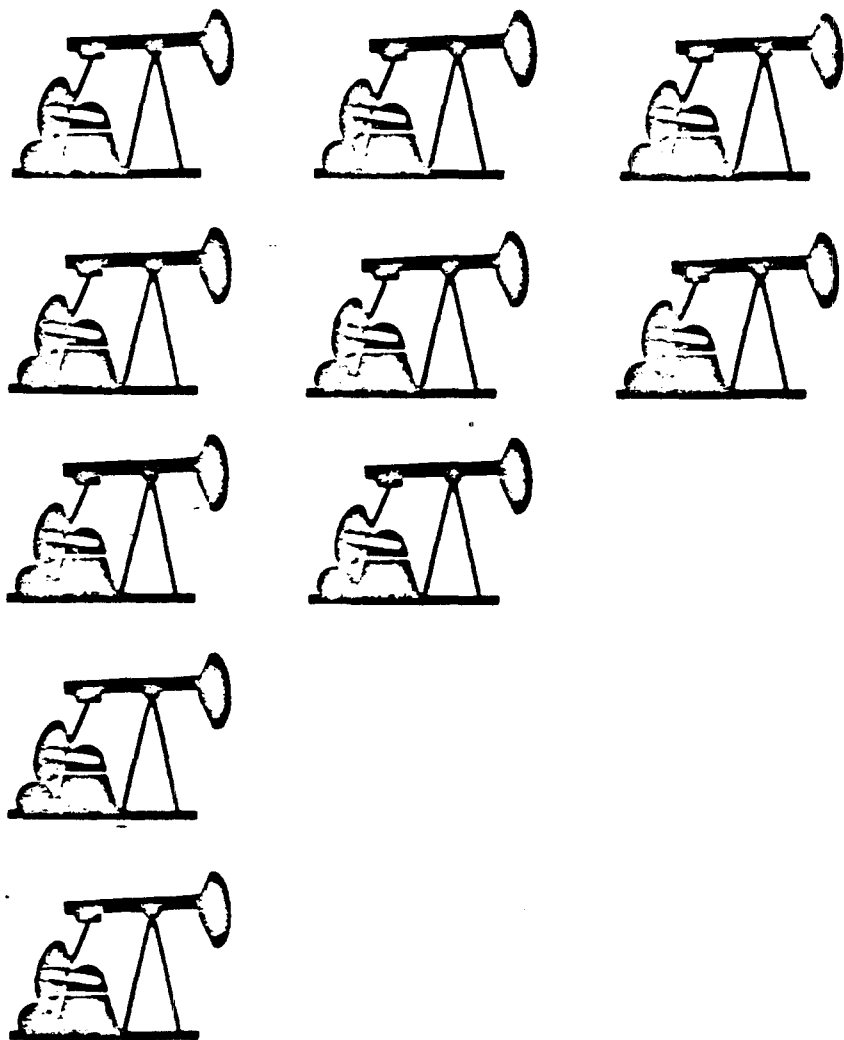
Refer to February 4, 1985 Council Agenda

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Date of Approval:  
February 4, 1985

Effective Date:

Date of Revision:



**OIL and GAS WELL SITUATION  
near the City of Red Deer**



OIL AND GAS WELL SITUATION  
NEAR THE  
CITY OF RED DEER

Prepared by the City Planning Section  
Red Deer Regional Planning Commission  
January 1985

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## 1. Requirements For Drilling Oil and Gas

When drilling for oil and gas, the applicant requires access to the surface rights (to work on the surface of land) and to mineral rights (the right to explore and produce resources beneath the surface). These two rights are often owned separately; some are owned by the individual, some by the federal government, and some are owned by the provincial government. If surface or mineral rights are under government control, they are said to be owned by the "Crown".

The natural resources in Alberta, Saskatchewan and part of Manitoba were under control of the Federal Department of Interior from 1870 until the transfer of the resources to the provinces in 1930.

In Alberta, for example, the provincial government holds more than 80% of the mineral rights. The remainder is split between the federal government (in National Parks and Indian Reserves) and private interest or municipalities. The Canadian Pacific Railway and the Hudson's Bay Company (their interest was later sold to Dome Petroleum) are examples of companies which received land concessions (surface and mineral rights) from the federal government for being instrumental in developing western Canada.

Less than one percent of the mineral rights in Alberta are owned by free holders (individuals, usually early settlers or their descendants).

There is a difference in the proportion of freehold mineral rights in the various western provinces because regions were settled at different times, and the dates after which mineral rights were no longer automatically granted to homesteaders varied from one province to another. British Columbia and Manitoba were settled earlier than Alberta and Saskatchewan and have a greater percentage of freehold rights. In Manitoba about 80% of the mineral rights are owned by individuals.

In densely settled areas of the eastern provinces, practically all mineral rights are owned by individuals or private enterprises who also own the surface rights. In south-western Ontario, where a considerable amount of oil and gas exploration has taken place, most work has been conducted on privately owned mineral rights. On the other hand, mineral rights in northern Ontario are, almost without exception, owned by the province.

The Government of Canada controls the many millions of acres of mineral rights in the Yukon, Northwest Territories, the Arctic Islands and associated waters, and offshore along the east and west coasts. These rights are administered by the federal government on behalf of the citizens of Canada.

## 2. Acquiring Rights (Surface and Mineral Rights)

To explore land for oil and gas the oil companies require a permit granted by the provincial or federal government. The exploration work party also has no right to encroach on the surface of land without first receiving permission from the owner. If the exploration proves successful, then the company must secure the mineral rights through competitive bidding on the Crown land or otherwise negotiate with the owner of mineral rights.

The terms under which a company leases mineral rights from the Crown (provincial or federal) vary in accordance with provincial and federal regulations. In the case of an individual holding the mineral rights, the terms are negotiated between the individual owner and the company in a form of royalty normally ranging from 15 to 18 percent of production value.

## 3. Surface Lease

The owner of the land subject to lease for oil drilling is compensated in the following manner:

1. damage to surface and related damages
2. general disturbance
3. loss of use of the land
4. adverse effect

The sum arrived at from considering the above four points makes up the first year of compensation: it should be paid to the farmer before the drilling of an oil well. The loss of land (point 3) and the adverse effect (point 4) make up the annual lease.

#### Typical Example

Entry fee including all four points, paid once	\$16,800.00
Annual lease normally \$500.00 per acre	
for a 4.20 acre site on point 3 and 4	\$2,100.00

#### 4. Mineral Lease

In Alberta, the mineral rights are divided into freehold (individual or municipality) or Crown land (provincial). In Alberta the provincial government own more than 80% of all mineral rights.

##### Mineral Lease on Crown Land in Alberta

The royalty (a percentage of the Gross Value of Production) on Crown land is paid to the provincial government under Alberta Legislation. It is calculated as a percentage value of the production based on a sliding scale.

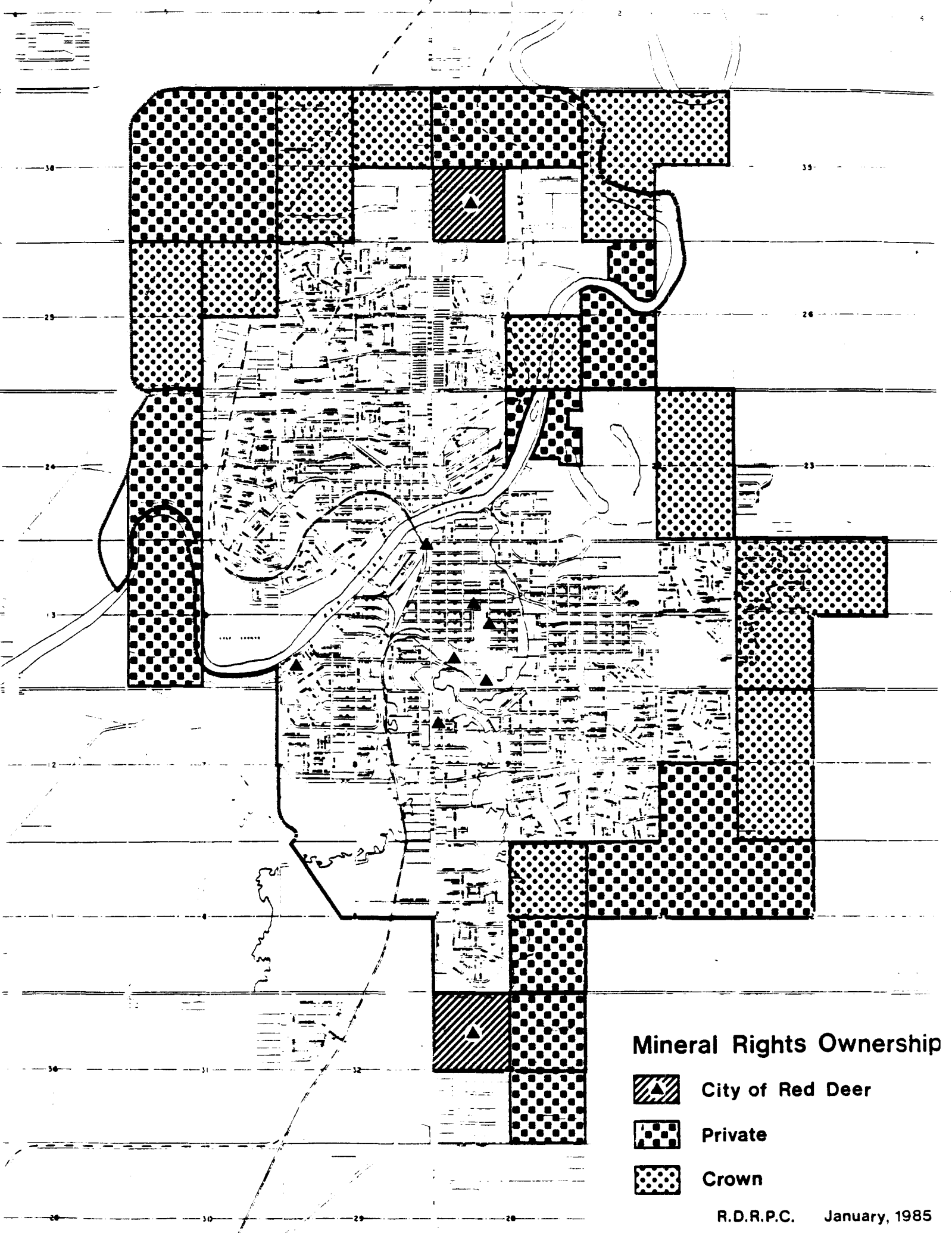
For example, if the production rate is 50 barrels a day, the typical royalty rate is approximately 34% of the production value. If the price of crude oil is \$40.00 a barrel, then the royalty payable to the Alberta government would be \$20,400.00 per month.

$50 \times 40 = \$2,000.00$        $34\% = \$680$  per day or \$20,400.00 per month

The Alberta government under a program called the "Alberta Royalty Rebate" and other incentives, return up to approximately 17% of the royalty back to typical producers, and therefore the effective royalty rate in the above example is approximately 17% of the production value after rebate.

##### Mineral Lease on Freehold

The royalty on freehold land is negotiated between the oil company and the owner of the mineral rights (an individual or a municipality). It is a



### Mineral Rights Ownership



City of Red Deer



Private



Crown

fixed rate, normally between 15 to 18 percent of production value paid to the owner of the mineral rights. Aside from an income tax, a producer of mineral rights is also taxed (freehold mineral tax) by the province equivalent to approximately 10% of the value of the royalty. Given that the producer does not receive the Alberta Royalty Rebate and other incentives on freehold land and also given the fact that the producer faces freehold mineral tax on freehold land, it is more attractive for an oil company to drill oil on provincially-owned mineral rights rather than privately-owned mineral rights.

For example, if the price of crude oil is \$40.00 per barrel and the royalty agreed to is 16% of the production value and the oil well is producing 50 barrels a day, then the income to the mineral rights owner (an individual or a municipality) will be as follows:

50 x 40	=	\$2,000.00	production value per day
16%		\$320.00	Royalty per day
320 x 365	=	\$116,800.00	Royalty per year
116,800 x 7	=	\$817,600.00	Royalty in seven years

#### 5. Property Tax

Each oil well is subject to a property tax of about \$2,000.00 per year payable to the municipality where the well is located.

#### 6. Drilling for Oil and Gas

In south eastern Alberta, the gas wells are often drilled at a depth of 450 - 500 metres (half a kilometre) which requires 2 - 3 days of drilling. On the other hand, in the Rocky Mountain area, the depth could easily reach 4,500 metres (4.5 km) and it takes eight to nine months to drill a well on the hard rock.

Improvements in drilling technology make it possible to drill wells on an angle (directional drilling) in most cases. The horizontal distance between the well head and target area could reach as much as 1,600 m (1.6 km).

The depth of an oil well in the vicinity of the City of Red Deer is between 1,700 - 1,900 metres and it takes up to two weeks to drill one.

Production from an oil well starts after the drilling analysis is completed. On the west side of the City, the oil is often mixed with sweet gas; these are then separated in the nearby hut. The gas is often burned in a flare pit if no gas pipe line network exists. The oil is stored in the nearby storage tank and transported by truck (if no oil pipeline exists) to a central location to be shipped to an oil refinery.

#### 7. Gas Processing

The gas produced may be sweet or sour depending upon the amount of hydrogen sulphide it contains. Sour gas has a hydrogen sulphide ( $H_2S$ ) content which makes it extremely poisonous and dangerous to handle. Natural gas must be processed or treated to separate its various components which can include ethane, propane, butane and carbon dioxide as well as methane, which is the form of natural gas consumers use.

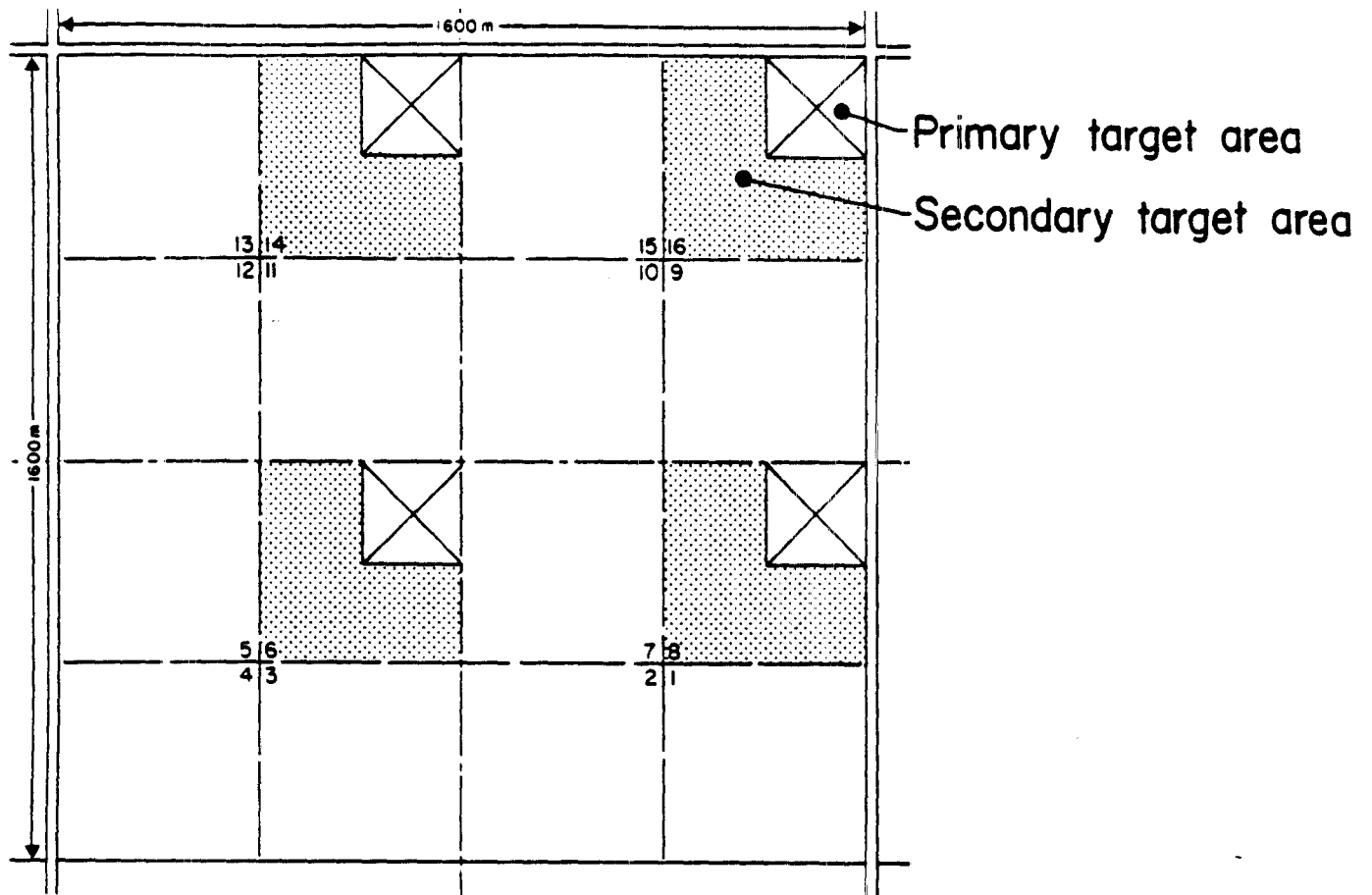
Most components of natural gas have a number of uses. Sulphur is used in the manufacture of fertilizer and for many industrial and chemical processes. Propane and butane, like methane, are used primarily for heating. Some of the hydrocarbon components such as ethylene, are used as feedstock in the petrochemical industry.

#### 8. The Well Spacing

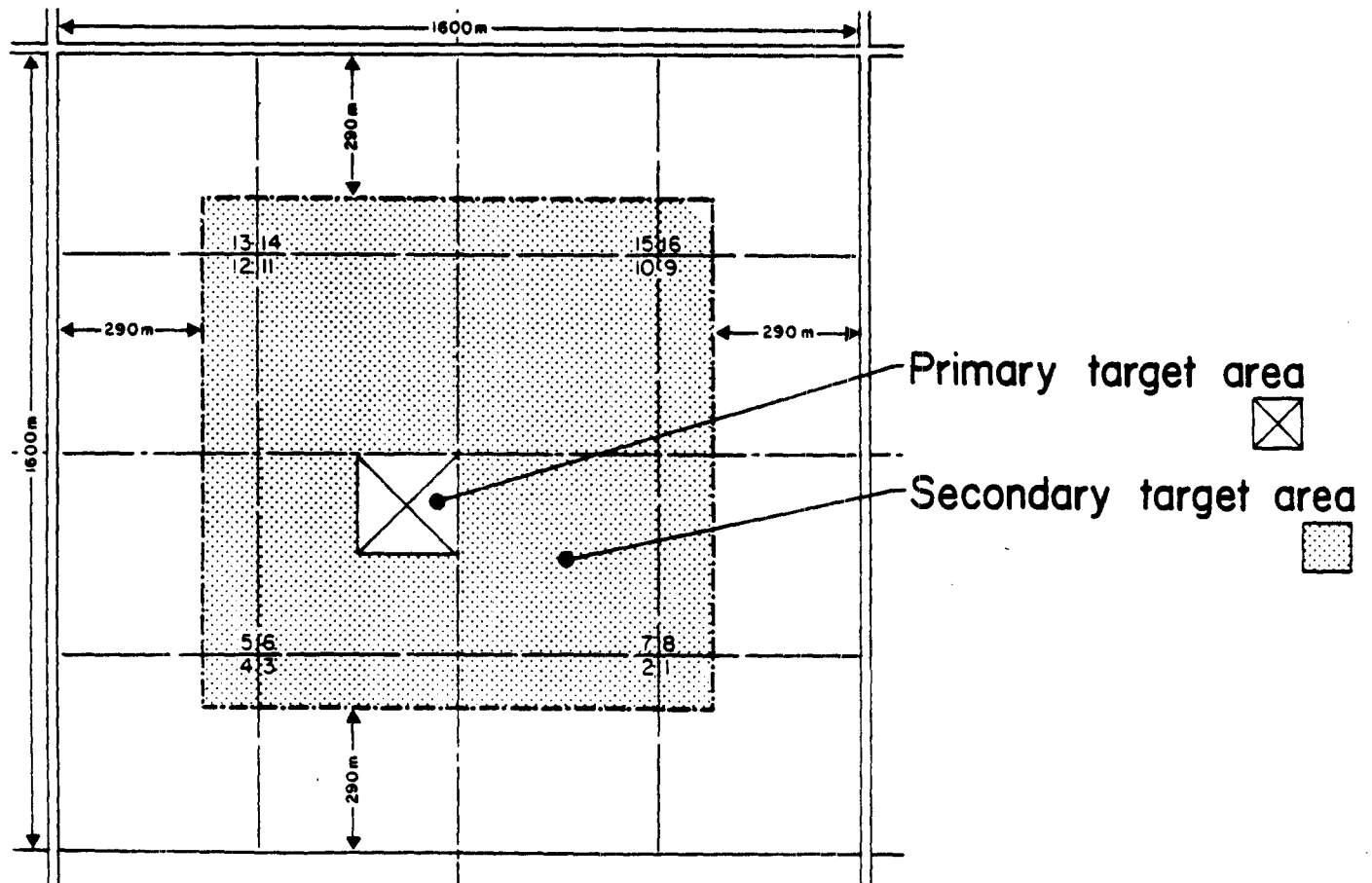
For gas wells, the spacing permitted in Alberta is one well per section of land. Within that spacing unit is a target area where the well must be drilled, this being the centre of 101 hectares (250 acres) of land.

For oil wells the spacing is one well per quarter section within which the target area is normally located at the corner of the quarter section. The intent of the target area is to encourage companies to drill in the corners of the quarter section to reduce the impact of well sites on farming. In each case there is a secondary target area to allow flexibility when geology or topography require locating outside the primary target area.





*Oil Wells Spacing (Per Section)*

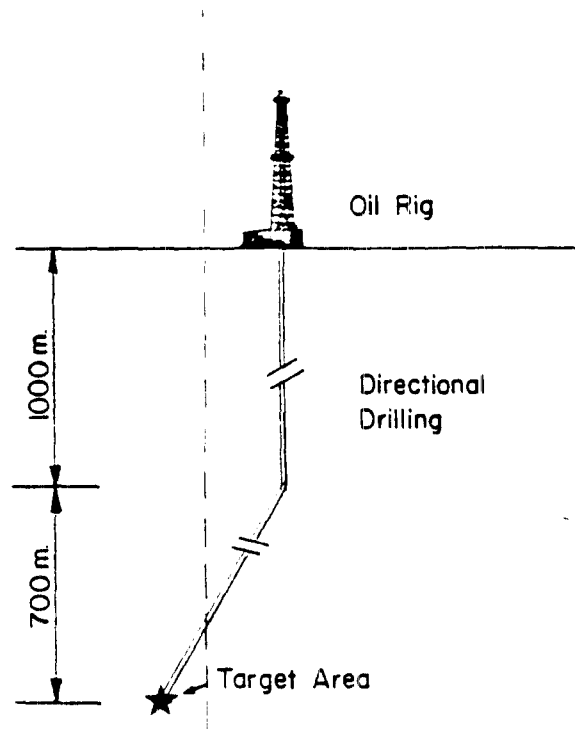


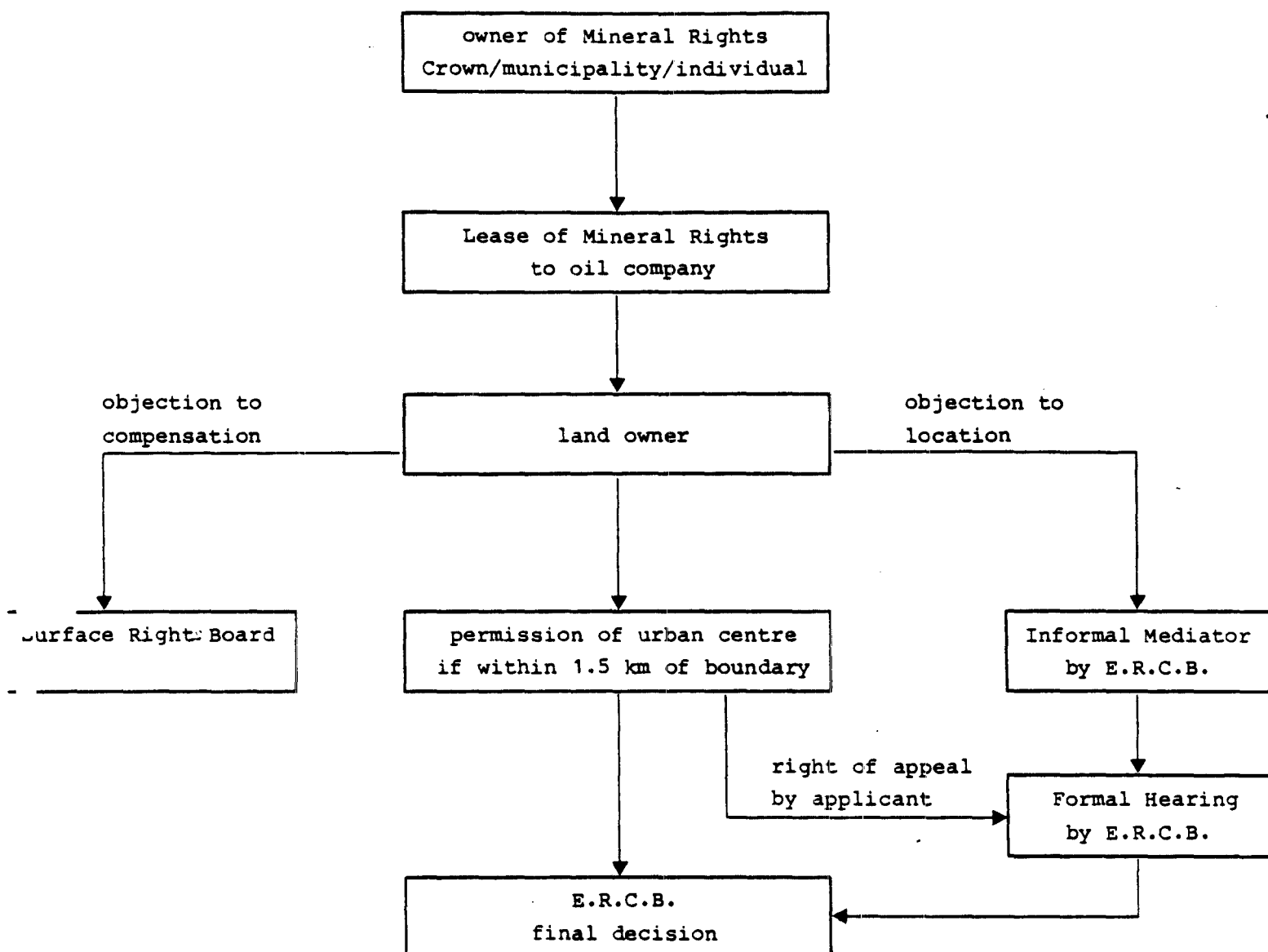
*Gas Wells Spacing (Per Section)*

- Note:
- in parts of eastern Alberta the spacing for gas wells is the same as for oil wells
  - in older oil fields a number of different patterns have been used
  - in "heavy oil" areas four, eight, or more oil wells are permitted per quarter section of land.

When it is not possible to move onto the site for some reason, the oil company engages a method known as directional drilling. They drill to a depth of about 1,000 metres (1 km) straight and then angle towards the target area (about 700 m). The cost of directional drilling and producing is often higher than vertically drilled wells.

In directional drilling (whip stocking) the owner of the mineral rights in the target area will receive the royalty. The owner of the land where the head is located will only receive the entry fee and the annual surface lease.





Procedure to follow to obtain drilling permits

## 9. Subdivision Regulations

### Minimum Separation Distance from Sour Gas Facilities

Under the Subdivision Regulations any proposed subdivision must have a minimum separation distance from an existing sour gas well, pipeline or sour gas facility.

The Subdivision Regulations divide the sour gas facilities into four levels, depending upon the amount of potential volume release of hydrogen sulphide per second.

level	gas well potential release cubic metres per second	gas facilities* potential release cubic metres per second
1	0.3 cubic metre or less	300 cubic metres or less
2	more than 0.3 cubic metre but not more than 2	more than 300 cubic metres but not more than 2,000
3	more than 2 cubic metres but not more than 6	more than 2,000 cubic metres but not more than 6,000
4	more than 6 cubic metres	more than 6,000

\*sour gas facility, refer to sour gas facilities other than a well

The safe distance from a sour gas well or a facility varies, ranging from a minimum of 100 metres to a maximum of 1,500 metres (1.5 km) depending on the level and the type of facility.

For urban municipalities such as Red Deer, the minimum separation distance for levels 1 and 2 ranges from 100 to 500 metres and for levels 3 and 4 ranges from 100 to 1,500 metres. Most sour gas wells on the north east of the City are regarded as level 2 facilities.

## 10. Energy Resources Conservation Board

### Requirements for Drilling Wells Near Urban Centres

In December 16, 1981 the E.R.C.B. issued the following directive for all wells and pipeline operators (Interim Directive I.D. 81-84):

"PROPOSED WELLS AND PIPELINES  
NEAR URBAN CENTRES

Concerns has been expressed by municipal administrations and planning authorities regarding new wells or pipelines near urban centres. In some cases these centres are expanding, and the direction of growth is limited by wells and pipelines, in addition to topography, existing surface improvements or serviceability.

To ensure that municipal administrators are made aware of wells or pipelines proposed near cities, towns or villages, the applicant for a well licence or a pipeline permit shall henceforth include in its application one of the following:

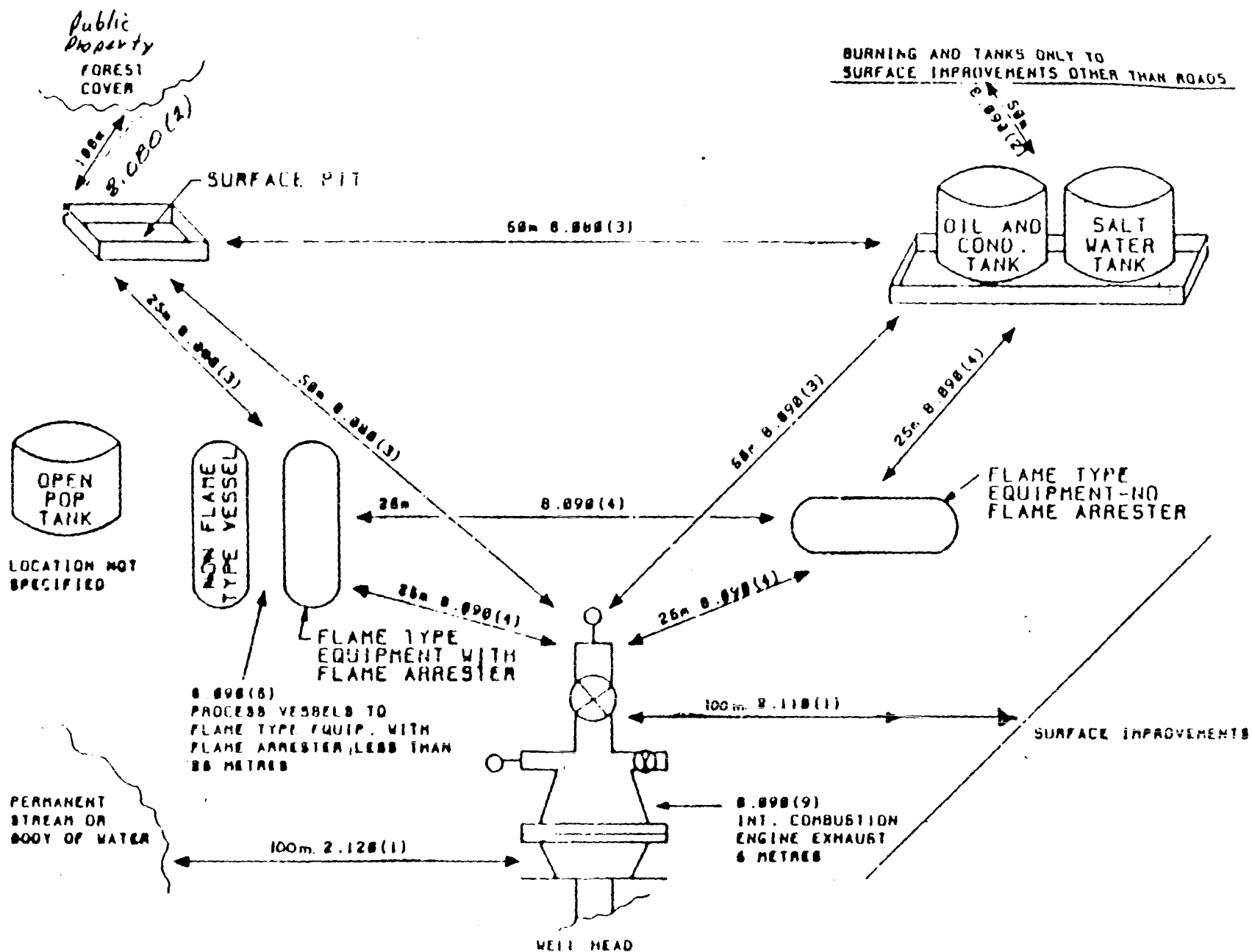
1. A statement, where appropriate, on the plan of application or elsewhere, that the well or pipeline is more than 1.5 km from the corporate limits of any city, town or village.
2. Where the proposed well or pipeline is within 1.5 km of the corporate limits of a city, town or village, a statement that
  - (a) the applicant has advised the municipal administration of its intent to apply for a licence to drill a well, or a permit to construct a pipeline, and
  - (b) the municipality does or does not have any objections to the application.

The terms of reference of this Interim Directive do not include gas distribution lines that will operate at 700 kPa or less. In addition, licence and permit applications for wells and pipelines likely to produce or transport gas having a hydrogen sulphide content of greater than 10 moles per kilomole are dealt with in Interim Directive ID 81-3.

ISSUED at Calgary, Alberta, on 16 December 1981.

ENERGY RESOURCES CONSERVATION BOARD"

The main concern of E.R.C.B. is that the proposed well or pipeline does not create problems for the future expansion of urban centres. The E.R.C.B. is a regulatory body responsible for the issuance of permits. They want to be sure that the municipality is aware of what is going on within a 1.5 km range of an urban centre.



EQUIPMENT SPACING

11. Distance Required from an Oil Well Operation

The oil company normally requires an area of 100 X 100 metres to drill an oil well and produce oil, including the pump, gas separator, storage tank and flair pit. They also require an access road to reach the oil well.

The Oil and Gas Conservation Act enforced by E.R.C.B. requires a distance of 100 metres from a well head to the nearest dwelling, industrial plant, school or church building; it also requires a distance of 40 metres from a surveyed roadway or road allowance.

The E.R.C.B. may permit drilling a well within a lesser distance if special circumstances exist.

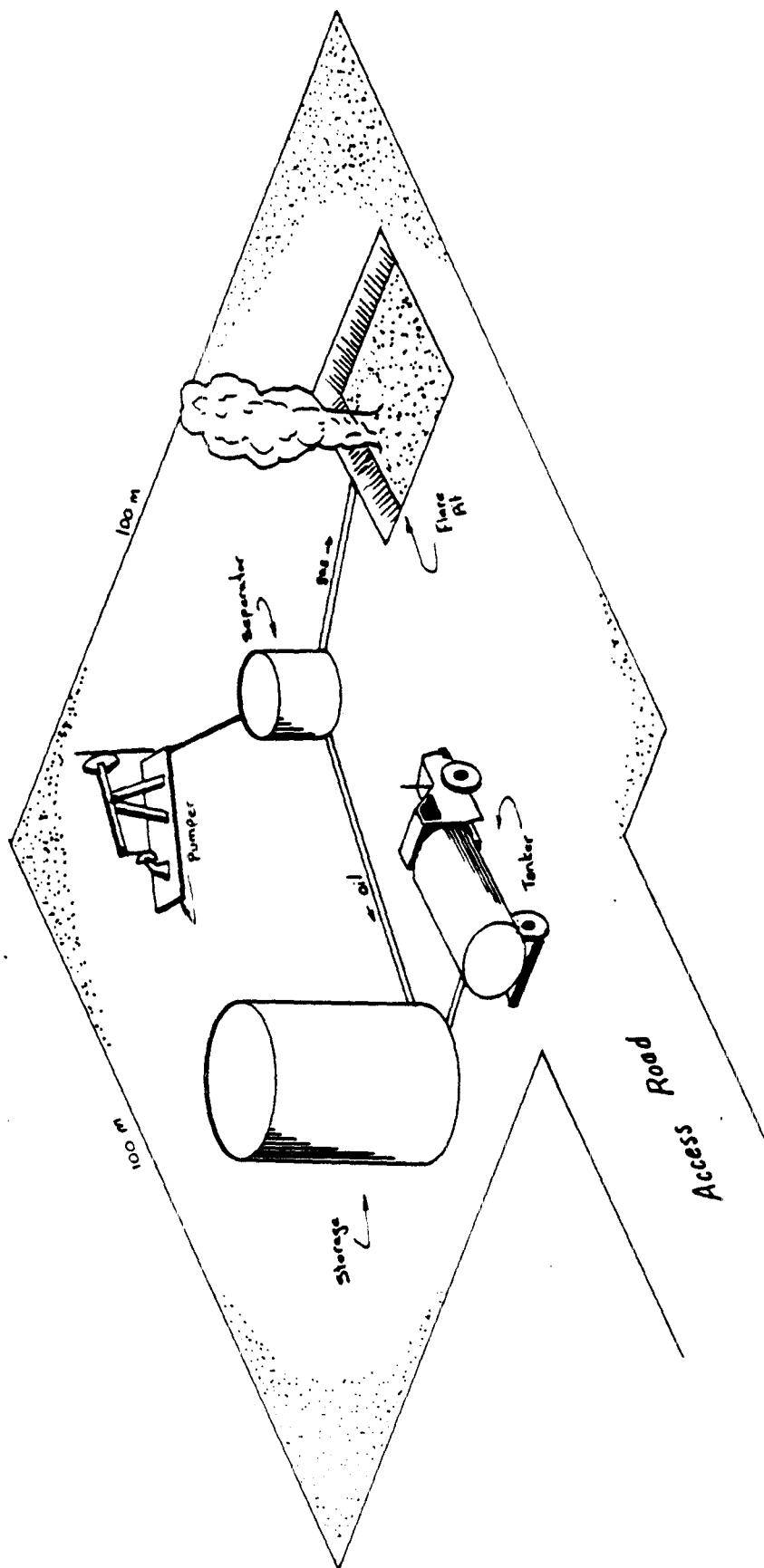
12. Oil and Gas Fields in the Vicinity of Red Deer

There are two main oil and gas fields in the vicinity of the City of Red Deer. The Cygnet field, located on the west side, consists of 37 sections of land and on the east and northeast is the Joffre field, comprising 122 sections of land stretching along the Red Deer Valley from Blackfalds to 27 km east of the city boundary.

The Joffre field to the east is an old field which has been utilized for many years and contains numerous oil and gas wells. In the area west of the city a number of oil producing wells have been drilled in the past 18 months in the Cygnet field. These wells normally reach the oil producing formation at a depth of 1,700-2,000 metres. The oil is transported by truck and the sweet gas is burned in a flair pit due to the lack of pipelines for oil and gas on the west side of the city.

13. Recommended Guidelines for Permitting Oil Wells within and in the Vicinity of the City of Red Deer.

It is recommended that the following points be considered by the Municipal Planning Commission when dealing with an application for drilling an oil well inside or within 1.5 km of the city boundary.



TYPICAL OF AN OIL WELL OPERATION ON THE WEST SIDE OF THE CITY  
WHERE THERE IS NO OIL OR GAS PIPELINES



- For a proposed oil well located inside the city boundary:
  - a. is the location of the oil well within the existing servicing area?
  - b. is the location of the oil well within the expanded serviceable basin area?
  - c. has the land been subject to an area structure plan, a concept plan, or is it required for a specific use?
  - d. does a safe distance exist between the proposed oil field and any future dwelling or industrial building?
  - e. does the location of the well jeopardize the future development of the city's residential, industrial or recreation areas?
  - f. does the location of the oil well interfere with existing or planned transportation routes?
  
- For a proposed oil well located outside the city boundary but within 1.5 km of such boundary:
  - a. is the land located within the city's serviceable area?
  - b. is the land located in an area which has been considered for future expansion?
  - c. does the proposed location interfere with the city's and county's planned transportation route including railway relocation?
  - d. is the proposed well head located within 100 metres of existing or future housing or industrial areas?
  - e. does the access to the oil well site interfere with the city's utility system, including overhead transmission lines?

In granting permission, the M.P.C. may include any condition deemed necessary to protect the city in addition to the following conditions:

1. The location of the flow lines being subject to approval from the city through the Red Deer Regional Planning Commission.
2. The well being abandoned in the event of sour gas production.

It is further recommended that the city request the E.R.C.B. to include the city's conditions as part of the permit, otherwise the applicant will be required to sign an agreement with the City containing the conditions of approval satisfactory to the City Solicitor.

D. Rouhi, M.C.I.P.  
 Senior Planner  
 City Planning Section

Policy Section:  
Planning Services

Page:  
1 of 2

Policy Subject  
Residential Land Sales

Policy Reference:  
818

Lead Role:  
City Assessor/Land Administrator/Tax Dept.

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

Residential Land Sales

- 1) The Land Department shall collaborate with the Red Deer Regional Planning Commission and all City Departments concerned with development to determine and formulate proposals to City Council, for their approval, on where and when new subdivisions should and/or will be located and developed to maintain an adequate supply of residential lots for sale in the City.
- 2) The Land Department shall analyze market trends to determine market values of residential land throughout the City and shall make recommendations to City Council for approval of sale prices.
- 3) The Land Department shall make recommendations to City Council for their approval, regarding lot draw sales and/or lot sales to be advertised and sold to purchasers on a first come basis.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
2 of 2

Policy Subject  
Residential Land Sales

Policy Reference:  
818

Lead Role:  
City Assessor/Land Administrator/Tax Dept.

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

- 4) City policy, as approved by Council, establishes terms of sale, dates that construction must commence and be completed and procedures for return of lots should purchaser(s) not proceed with development as agreed to in the land sale agreement.
- 5) Residential land sales are all handled through the Land, Assessment and Tax Department.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Billboards on City Property

Policy Reference:  
819

Lead Role:  
Land & Tax/Bylaws & Inspections

Resolution/Bylaw:  
May 2, 1988

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PURPOSE

To control the placement of billboards on City property

POLICY STATEMENT

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

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Cross Reference  
Council Agenda May 2, 1988

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Remarks

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Date of Approval:  
May 2, 1988

Effective Date:  
May 2, 1988

Date of Revision:

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Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Bylaw Enforcement

Policy Reference:  
820

Lead Role:  
Bylaws & Inspections Department

Resolution/Bylaw:  
November 14, 1988

---

### PURPOSE

Establish a policy with respect to the enforcement of bylaws.

### POLICY STATEMENT

1. That all complaints which are received by the City alleging a breach of a requirement of any of the City bylaws shall be investigated and where there are reasonable grounds to believe that an offence has been committed, that charges shall be laid.
2. That the City Traffic Bylaw shall be enforced by the Canadian Corps of Commissionaires pursuant to their contract.
3. Except as above, the enforcement and the laying of charges for the breach of provisions of any City bylaw, shall be at the discretion of the City administration.

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Cross Reference  
Council Meeting November 14, 1988

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
November 14, 1988	November 14, 1988	

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Assessment & Taxation on the Sale of City  
Owned Newly Developed Lots

Policy Reference:  
821

Lead Role:  
City Assessor

Resolution/Bylaw:  
Resolution

---

### PURPOSE

To provide a policy for the assessment and taxation on the sale of City owned newly developed lots.

### POLICY STATEMENT

1. that when exempt property is sold to a party that would result in a change to taxable assessment, the property would become taxable at the time of sale and property taxes would be levied from the date of sale unless subdivision had occurred in the year of sale;
2. that when City owned industrial or commercial property is sold to a party that would result in a change to taxable assessment, the property will remain on the exempt roll until the immediately following tax year.

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Cross Reference

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Remarks

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Date of Approval:  
December 12, 1988

Effective Date:  
December 12, 1988

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
Tourism Policy

Policy Reference:  
822

Lead Role:  
Tourist & Convention Board

Resolution/Bylaw:  
Resolution

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### PURPOSE

To provide for a Tourism Policy

### POLICY STATEMENT

Tourism will be encouraged within Red Deer and its surrounding area in ways that will attract more tourists, increase their lengths of stay, increase the amount of money they spend here, and ensure that any adverse social, economic, and/or environmental effects are minimized as a result of activities to improve tourism.

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### Cross Reference

Tourism Action Plan - November 1988

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### Remarks

See Council Meeting File January 9, 1989

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Date of Approval:  
January 9, 1989

Effective Date:  
January 9, 1989

Date of Revision:

Policy Section:  
Planning Services

Page:  
1 of 1

Policy Subject  
City of Red Deer Planning and Subdivision  
Guidelines

Policy Reference:  
823

Lead Role:  
Regional Planning Commission

Resolution:  
March 4, 1991

---

### PURPOSE

To provide guidelines for developers relative to land development within the City of Red Deer.

### POLICY STATEMENT

The document titled, "City of Red Deer Planning and Subdivision Guidelines" (attached hereto) is to be used to provide a framework for developers in the development of subdivisions within the City of Red Deer.

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Cross Reference

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Remarks

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Date of Approval:  
March 4, 1991

Effective Date:

Date of Revision:  
October 28, 1991  
May 11, 1992  
Dec. 21, 1992



**CITY OF RED DEER**  
**PLANNING AND SUBDIVISION GUIDELINES**

Prepared by

City Planning Services  
Red Deer Regional Planning Commission

Adopted by City Council October 28, 1991  
Revised December 6, 1991  
Revised March 30, 1992  
Revised December 21, 1992

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## **1.0 INTRODUCTION**

The land development process in Alberta is marked by distinct steps that have been established by the Planning Act. The City of Red Deer has implemented these statutes according to its requirements and preferences. The following sections outline in detail two key elements in land development which includes the plan and subdivision approval processes.

It should be noted that this document is a guideline in regards to the plan and subdivision approval processes, and where appropriate, specific policies and standards which are applicable to a development should be referenced.

### **1.1 CONSULTATION: CITY, REGIONAL PLANNING COMMISSION AND OTHER AGENCIES**

It is strongly recommended that in the preliminary outline plan or subdivision stage the applicant or appointed agent consult with City Planning Services (RDRPC), the City Engineering Department and other affected agencies such as school boards or utility companies before submitting an outline plan or subdivision application for the following reasons:

- to save the applicant time and money in preparing plans which may prove to be unacceptable.
- to allow City Planning Services to review the proposal, design, concept, its conformity with current planning policy and to then advise the proponent accordingly.
- to allow the City Engineering Department to comment on the location, availability and method of servicing the development area.

## **2.0 RDRPC/CITY INITIATED PLANS**

### **2.1 Area Structure Plans**

City Planning Services, Red Deer Regional Planning Commission will initiate all Area Structure Plans for the City of Red Deer. An Area Structure Plan is a generalized plan covering several quarter sections of land identifying major roads and land uses (including residential, schools, commercial, industrial and parks).

#### **2.1.1 Review Procedure**

The Area Structure Plan is prepared based upon consultation with the City of Red Deer Engineering, Finance and Community Services Divisions as well as the respective City School Boards. The resulting draft document is presented to landowners and the public at a public meeting/open house. Any necessary revisions are made prior to forwarding the Area Structure Plan to City Council for consideration. City Council advertises the proposed plan, holds a public hearing and makes any desired changes prior to adopting the plan by Bylaw. Any changes to an Area Structure Plan are required to follow the same procedure as the initial adoption of the plan. The respective developer shall pay all direct costs for any developer initiated amendments.

## **2.2 Area Development Plans**

The Red Deer Regional Planning Commission will initiate all Area Redevelopment Plans for the City of Red Deer. An Area Redevelopment Plan is a plan which is used to guide redevelopment in an existing neighbourhood or area. This plan identifies major land uses as well as any new or modified roads.

### **2.2.1 Review Procedure**

The consultation and public input process will be the same as those outlined for an Area Structure Plan.

## **2.3 Community Services Master Plan**

A Community Service Master Plan guides the provision of social, recreation, parks and environmental services in the City as well as identifying the components of a standard neighbourhood park area.

### **2.3.1 Review Procedure**

The plan is prepared by the Community Services Division of the City of Red Deer based upon consultation with the Financial Services Division and the Red Deer Regional Planning Commission as well as the respective City school boards and the public. The resulting document is forwarded to the Recreation, Parks and Culture, Environmental Advisory Boards and the Normandeau Cultural and Natural History Society for advice; following the review it is presented to landowners and the public at a public meeting/open house. Any necessary revisions are made prior to forwarding the Community Services Master Plan to City Council for consideration. City Council will receive any public presentations prior to adopting the plan with or without amendments. Any significant changes to the plan are required to follow the same process as the initial adoption of the plan. The respective developer or agency shall pay all direct costs for any significant developer initiated amendments to the Community Services Master Plan.

## **3.0 DEVELOPER INITIATED PLANS**

### **3.1 Outline Plan**

The developer is responsible for preparing a detailed outline plan for the land area. This type of plan is not required by the Planning Act but is considered by the City of Red Deer as a pre-condition for subdivision of larger land areas (eg. quarter section). The outline plan must implement the development concepts of any applicable area structure plan or concept plan, the general municipal plan, the land use by-law, and be in conformity with the regional plan, where applicable.

### **3.1.1 Content**

The outline plan must be submitted in a standard page (8.5 x 11 inch) format and show in detail the type, size and location of all land use, the transportation network, the location and size of neighbourhood facilities such as schools and parks, the location of day care centres, social care facilities and church sites, the staging of development, and conceptual servicing design. Each outline plan must reflect a full and integrated range of housing types of various densities (single family, duplex and multiple family) to service the housing market. Each outline plan should have consideration for any existing adjacent residential development by planning a similar style of housing where the properties adjoin.

### **3.1.2 Review Procedure**

The review process usually takes two to four months and includes the following steps.

- 3.1.2.1 The developer submits an outline plan to City Planning Services of the Red Deer Regional Planning Commission.
- 3.1.2.2 City Planning Services prepares a background report which reviews the proposal in terms of conformity with statutory or other planning documents and highlights other planning considerations.
- 3.1.2.3 The outline plan and the background report is circulated by City Planning Services, to City departments and if necessary, appropriate outside agencies.
- 3.1.2.4 A summary of circulation comments is prepared by City Planning Services and is circulated to members of the City Subdivision Committee.
- 3.1.2.5 The City Subdivision Committee meets to review the circulation comments and makes recommendations in regard to the outline plan. As part of this review, it may be necessary for the Subdivision Committee, City Planning Services and City departments to meet with the developer in order to clarify positions or resolve concerns.
- 3.1.2.6 City Planning Services and appropriate City departments, in conjunction with the developer, will hold a public information meeting in regard to the proposed outline plan. The purpose of the meeting is to ensure that the general public in the area is aware of future proposed development and has an opportunity to comment on the plan. The Community Services Division will present the Neighbourhood Park Plan at the same meeting.  
  
The City will place an ad in the Advocate in regard to a public information meeting in the same format as zoning and other planning matters are advertised. The direct costs of holding the meeting, including advertising, are to be covered by the developer.
- 3.1.2.7 The draft Neighbourhood Park Plan will be forwarded to the Recreation, Parks and Culture Board for comment and recommendation to Council.
- 3.1.2.8 City Planning Services forwards, on behalf of the City Subdivision Committee and the Community Services Division, the Outline and Neighbourhood Park Plans as revised, if necessary, with recommendations to Council for consideration.

- 3.1.2.9 City Council considers the Outline and Neighbourhood Park Plans and may approve them by resolution with or without conditions. An approved Outline Plan is considered the basis from which decisions on future subdivisions and zoning for that area are made. If refused, the developer must make changes to the plan in accordance with directions from Council and administration. An approved Neighbourhood Park Plan will provide the basis for development of recreation and parks facilities in a neighbourhood.

### **3.1.3 Outline Plan Amendment Procedure**

- 3.1.3.1 An amendment to an adopted outline plan is required in the following circumstances:

- (a) a change in proposed land uses such as from single family to duplex housing;
- (b) a change in the classification of roadways such as an upgrading from a local road to a collector road;
- (c) a change in other documents affecting planning and land use in the area such as an amendment to an area structure plan;
- (d) to meet the current content standards for outline plans, as adopted by the City.

- 3.1.3.2 The developer submits a proposed change to an outline plan to City Planning Services of the Red Deer Regional Planning Commission.

- 3.1.3.3 City Planning Services will circulate the proposed change to City departments and if necessary, appropriate outside agencies. The departments or agencies will be requested to reply within 14 days.

- 3.1.3.4 If there are no outstanding issues from the circulation process, the amendment can go to a public information meeting as outlined in Section 3.3(6). The public information meeting must occur prior to a public hearing related to rezoning however the public meeting could occur after first reading of the by-law.

- 3.1.3.5 City Planning Services will prepare a report for City Council which provides a summary of circulation comments, the results of the public information meeting and recommendations in regard to the proposed amendment.

- 3.1.3.6 City Council considers the proposed amendment and may approve it with or without conditions; Council may approve an enabling Land Use By-law at the same time.

### **3.2 Neighbourhood Park Plan**

A Neighbourhood Park Plan shall be prepared concurrently with Outline Plan.

The Neighbourhood Park Plan is prepared by the City Community Services Division and the developer in consultation with the Red Deer Regional Planning Commission and the respective school board.

### 3.2.1 Content

3.2.1.1 The Neighbourhood Park Plan consists of a conveniently located site of 5.1 hectares in size which makes provision for the following facilities:

- 1 - School building site.  
This site shall be 1.2 ha in size to accommodate a proposed elementary school or 1.4 ha to accommodate a middle or junior high school.
- 1 - Elementary playground
- 1 - Pre-school playground
- 1 - Sliding hill
- 1 - Class "B" fastball diamond (non-overlapping)
- 1 - Class "A" sportfield (non-overlapping)
- 1 - Community shelter approximately 93 m<sup>2</sup> - 163 m<sup>2</sup> in size to accommodate rink, skate change in winter and playground activity in summer. Where no school is planned in a neighbourhood, the City should support and make provision for the construction of an enhanced community shelter on the site.
- 1 - Site for multi-purpose pad complete with lighting including two tennis courts and an area for volleyball, basketball and tether ball to be converted into a hockey rink in winter
- 1 - Skating rink with lighting
- 1 - Park entrance sign to City standards
  - Landscaping including grading, drainage, seeding and perimiter and cluster tree planting;
  - A 1.5 m wide shale trail system planned to link with the City's overall trail network;
  - Park furniture including City standard benches, picnic tables and garbage receptacles.

Any small parkettes as well as pedestrian/bicycle paths and buffer reserves are required to be shown on the Outline Plan.

3.2.1.2 The Neighbourhood Park Plan should also contain a phasing plan for the recreation area showing:

- the time lines for facility development and the time lines for dedication of Municipal Reserve No more than 50% of a neighbourhood (± 65 hectares) should be subdivided without a substantial portion of the major 5.1 hectare park site being dedicated as Municipal Reserve
- the location of topsoil stockpiles indicating how the stockpiles will affect development of neighbourhood parks.

### **3.2.2 Review Procedure**

3.2.2.1 The draft Neighbourhood Park Plan will be forwarded to the Joint City/School Planning Committee for approval with or without amendments.

3.2.2.2 The remainder of the approval process is outlined in section 3.1.2.6-3.1.2.9.

3.2.2.3 Any substantial amendment to the Neighbourhood Park Plan would be required to follow the same procedure used in the initial adoption of the plan.

### **3.3 Informing the Public**

The outline plan and neighbourhood park plans shall be attached to all land sale agreements in order to ensure that the initial purchasers are aware of the total development proposal. The plans should indicate that changes may occur from time to time, following consultation with neighbourhood residents.

Developers are encouraged to place a sign showing the outline plan at the entrance of their development to ensure that the initial and subsequent purchasers are aware of the total development proposal.

### **3.4 Existing Outline Plans**

Prior to any additional subdivision approvals, any existing outline plan which does not meet the content requirements noted in section 3.1.1, shall be updated to reflect these requirements.

### **3.5 Land Use Redesignation**

Land use redesignation will occur prior to subdivision approval. The redesignation must conform to the applicable area structure plan and outline plan. Where there is potential for a school to be built, the entire neighbourhood park site will be designated Public Service District (PS), rather than Parks and Recreation District (P1). The designation "PS" will provide an indication to home purchasers that there is potential for a school to be built on the site.

Public participation in the land redesignation process is required through the Planning Act. The public is notified of the proposed redesignation through an advertisement; public input is provided at the public hearing stage.

### **3.6 School Sites**

As part of the implementation of the outline plan school jurisdictions will place signs with the following wording at the road intersection adjoining potential school sites:

"This site is available for a future [Public] [Catholic] School. No building is planned at this time. For further information telephone—."

## **4.0 SUBDIVISION APPLICATION**

The Red Deer Regional Planning Commission is the subdivision approving authority for the City of Red Deer. As such, an application for the subdivision of land within the City must be submitted to the RDRPC to be processed by its City Planning Services section.



The applicant will be expected to submit a plan of subdivision which complies with any applicable statutory plan, outline plan or standards in the land use by-law which have been adopted by City Council and be in conformity with the Regional Plan, where applicable. It is recommended that the applicant seek the help of a professional consultant in order to achieve the best subdivision design and best use of the site.

## **5.0 SUBMISSION OF TENTATIVE PLAN OF SUBDIVISION**

- 5.1 The landowner or an agent (with a letter of authorization) acting on behalf of the land owner is required to submit to the RDRPC the following documents when making a formal application for subdivision:

Fifteen copies of the plan of subdivision to a scale of not less than 1:2000:

- (a) showing the location, dimensions and boundaries of the land to be subdivided;
- (b) clearly outlining the land which the applicant wishes to register in a land titles office;
- (c) showing the location, dimensions and boundaries of,
  - (i) each new lot to be created,
  - (ii) the reserve land, if any,
  - (iii) the right of way of each public road, and
  - (iv) other rights of way;
- (d) showing the location and dimensions of buildings on the land that is the subject of the application and specifying those buildings that are proposed to be demolished or moved, if any;
- (e) showing the location of any existing or proposed railway lines or spur tracks;
- (f) describing the use or uses proposed for the land that is the subject of the application;
- (g) showing existing tree lines and topography;
- (h) such other information as may be required by the RDRPC.

A Copy of the Certificate of Title.

- 5.2 The subdivision approving authority is required to make a decision on an application for subdivision within 60 days from the date of receipt or it is deemed refused unless an extension of time is provided by the applicant.

## **6.0 PROCESSING SUBDIVISION APPLICATIONS**

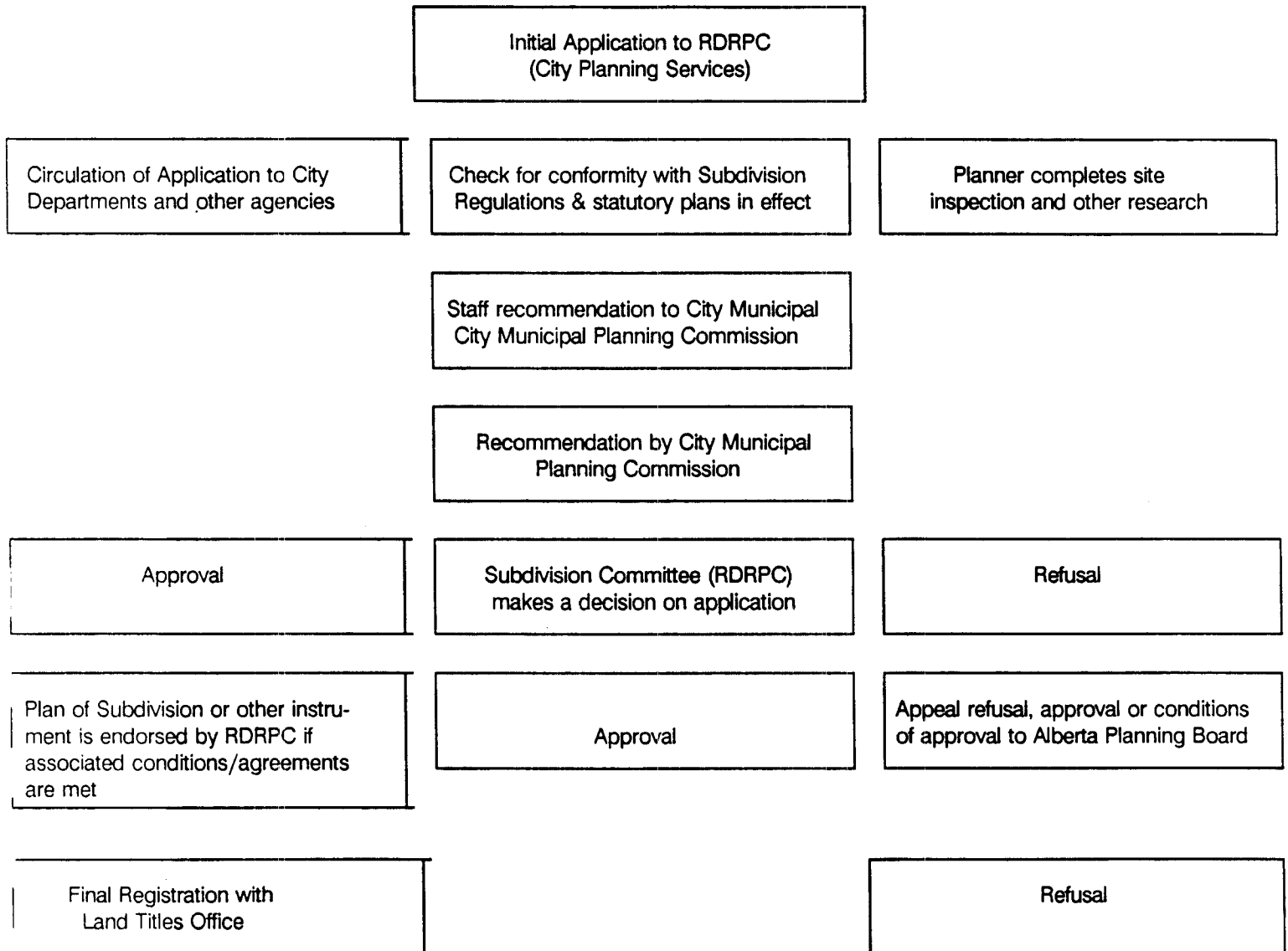
Upon submission of a completed application, City Planning Services forwards copies of the application to City departments and other agencies requesting their comments on the proposed subdivision. If the land is not zoned for the proposed uses, then the applicant must apply to City Council for a redesignation before final approval of the subdivision can be given.

The Subdivision Committee or the Planning Director of the RDRPC will decide on the application after the recommendation of the City Municipal Planning Commission is received. The decision of the Subdivision Committee or the Planning Director may be appealed to the Alberta Planning Board within 30 days of the receipt of the written decision by the applicant, City Council or a school authority. An adjacent land owner may appeal within 14 days from the date on which the decision was first published in the Red Deer Advocate.

## 6.1 Subdivision Approval Process

The following is an overview of the subdivision process for the City of Red Deer which is administered by City Planning Services of the Red Deer Regional Planning Commission.

### City of Red Deer Subdivision Approval Process



## 7.0 PLANNING CONSIDERATIONS FOR SUBDIVISIONS

Any subdivision plan should be based on sound planning principles and should contribute to the orderly growth of the community. Furthermore, the proposed plan of subdivision shall comply with the Regional Plan, the General Municipal Plan, any statutory plans, concept plan, approved outline plans and the land use bylaw. Any application for subdivision requiring amendments to the above documents shall not be approved until the required amendments are in place.

### 7.1 Physical Factors Affecting the Design

In a subdivision layout, careful consideration should be given to the following:

- soil conditions;
- topography and drainage;
- natural features such as rivers, creeks, trees, that should be conserved and incorporated in the design.
- man made features such as railways, highway, major power lines

### 7.2 Residential Subdivision

#### 7.2.1 Street Layout

The subdivision street layout should be designed with regard to topography, natural features, clarity of movements and street function. A subdivision layout must be integrated with the existing street network so that there are at least two points of access in all phases of development. A temporary access may be used in a phase where a permanent access is designed to occur in a subsequent phase.

#### 7.2.2 Residential Density

In the developing areas of the City, the residential density is based on a maximum of 40 persons per gross hectare of land under subdivision. A quarter section of land containing approximately 65 hectares would have a potential population of about 2,600 persons.

The total number of persons are calculated according to the following persons per unit standard:

<u>Unit Type</u>	<u>Persons Per Unit Standard</u>
Detached dwelling	3.4
Semi-detached dwelling	3.3
Multi-attached dwelling	3.0
Multiple family dwelling	
- Bachelor	1.6
- One bedroom	2.4
- Two or more bedrooms	3.0

#### 7.2.3 Street Classification

For the purpose of these guidelines the streets or roads in and around a subdivision have been classified as follows:

- 7.2.3.1 **Arterials:** These roads carry large volumes of all types of traffic with speeds of generally 60 km/h. These roads have limited access and should be found in the periphery of neighbourhoods. The right-of-way for major thoroughfares is 60 metres with 21.8 metres of carriageway.
- 7.2.3.2 **Collector streets:** These streets are intended to collect traffic from local streets and feed them into arterials. The right-of-way recommended is 22 metres with a carriageway of 12 metres.
- 7.2.3.3 **Local streets:** Streets of this type are intended solely for localized or neighbourhood traffic wherein through traffic is discouraged. The local streets will have a 16 metre right-of-way and 10 metres for the carriageway. A local street along multiple family housing will have an 18 metre right-of-way and a 12 metre carriageway.

#### **7.2.4 Public Reserve**

Under the provisions of the Planning Act the applicant will be required to either dedicate 10 percent of the land as municipal or school reserve, or provide 10% of the value of the land to the City in lieu of land. Consideration of allocations are done in consultation with the City and school boards.

The provision of environmental reserves is also required when portions of the site consists of a swamp, a gully, or contains other natural features as outlined in the Planning Act.

#### **7.2.5 Utility Lots**

The areas or portions thereof required for utility lots, including detention pond areas, are subject to the policies and guidelines as established by the respective City departments.

#### **7.2.6 Easements**

The easements required should be provided by a plan of survey and at no cost to the City. Existing easements, especially those for gas or TransAlta use, may stay as easements and/or may be marked as municipal reserve or utility lot, but under no circumstances will these be included in the reserve calculation.

#### **7.2.7 Safety**

Safety considerations should be incorporated into the subdivision design. The subdivision design should permit ease of access for emergency vehicles.

#### **7.2.8 Housing Adjacent to Arterials and Expressways**

Lots should be designed to back onto these types of roads with no means of direct access thereto. In most cases the right-of-way should permit the construction of a berm, in accordance with City Council Policy 548, between the road and the housing to minimize noise. When an adequate right-of-way does not exist, then the creation of a buffer area between the house and road is recommended.

#### **7.2.9 Housing Adjacent to Railway Tracks**

The location of housing adjacent to a railway track should be avoided if possible. Otherwise, it is recommended the lots be set back a minimum distance of 12 metres from the edge of the railway right of way when backing into the track, with a minimum distance of 28 metres to the nearest wall of the house.

### **7.2.10 Transit System**

The neighbourhood layout should be designed to permit the easy circulation of bus services. The bus route is generally located on collector streets in such a manner that the route is within walking distance and does not exceed 450 metres from each house. The bus route requires the approval of the Transit Superintendent.

### **7.2.11 Housing Adjacent to Other Land Uses**

#### **7.2.10.1 Commercial Sites**

If a commercial site, whether a local convenience facility or a district shopping centre, is to form part of the subdivision application, the type and location must be determined according to an area structure plan, or in its absence an outline plan. The size and the uses proposed must be in accordance with the provisions of the land use bylaw. The commercial site in a residential area requires careful planning in relation to adjacent residential areas. Screening shall be provided to protect the residents from the commercial traffic and to minimize noise and visual nuisance. Generally, in residential areas lanes should not be shared with the commercial site.

#### **7.2.10.2 Industrial Uses**

A proposed residential use adjacent to an existing industrial use must be planned to separate the two uses completely. Screening shall be provided as in a commercial site, furthermore it is recommended that the housing back onto the industrial area rather than fronting it. The industrial and residential traffic should be separated. A buffer of 12 metres or an increased residential lot depth is also recommended.

#### **7.2.10.3 Land Adjacent to High Vapour Pressure (HVP) Pipelines or Well Sites.**

It is recommended when subdivision of land is adjacent to (H.V.P.) pipelines or well sites, appropriate legislation be consulted for setbacks.

### **7.2.12 Community Facilities**

A residential subdivision should be well served by community facilities including school, parks, recreation, church, social care residences, kindergarten and daycare facilities. It is a requirement of the City of Red Deer that an outline plan for each neighbourhood unit contain the following community service facilities:

- two sites of 0.12 ha (0.3 acres) for the possible development of social care residences. These sites should be retained for a minimum of six months after servicing. If these sites are not purchased for a social care residence, they could be utilized for conventional residential development. Due to additional parking requirements, these sites should be located close to collector roads; a site on a cul-de-sac should be avoided.
- one site of 0.12 ha (0.3 acres) for the possible development of a private or public day care facility. The site should be located adjacent to the major neighbourhood park and have easy access to the Collector Roads.
- one site suitable for church development 0.2 - 0.4 ha (0.5 - 1 acre) in size.

## 8.0 OTHER REFERENCE DOCUMENTS

The following is a list of reference documents which may be of assistance in the development of outline plans and subdivision applications.

- Planning Act, Revised Statutes of Alberta 1980, Chapter P-9
- Subdivision Regulation (Planning Act), Alberta Regulation 132/78 as amended
- Red Deer Regional Plan, 1986
- Red Deer General Municipal Plan, Adopted, 1980, Revised 1991
- Red Deer Land Use By-law, Adopted 1980, as amended
- East Hill Area Structure Plan, Approved 1992
- Northwest Area Structure Plan, Adopted 1992
- Community Services Master Plan, 1991
- Design Guidelines for Subdivisions, Engineering Department, 1990
- CP Railway Right of Way Area Redevelopment Plan

Policy Section:  
Planning Services

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Policy Subject  
Inspection - Single Family Dwelling/  
Duplex/Multiple Family Building  
Proceeding to Grade  
Real Property Reports - Permanent Buildings Only

Policy Reference:  
824

Lead Role:  
Bylaws & Inspections Department

Resolution/Bylaw:  
June 24, 1991

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### PURPOSE

To provide general regulations and guidelines pertaining to inspections of single family dwellings, duplexes, and multiple family buildings.

### POLICY STATEMENT

On a final inspection of a single family dwelling/duplex/multiple family building, the attic space and the roof are not inspected.

An inspection of a sewer and/or water line is a visual inspection done at grade level.

If some portion of construction is covered over (eg. plumbing), the Chief Building Inspector may waive having the work uncovered, subject to a letter from the installer or contractor indicating the work was done in accordance with the applicable code, and a letter from the property owner stating he is aware of and accepts the situation.

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### Cross Reference

Alberta Building Code,  
The City of Red Deer Land Use Bylaw 2672/80,  
Building Permit Bylaw 2439/74

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### Remarks

Date of Approval:  
June 24, 1991

Effective Date:  
June 24, 1991

Date of Revision:

Policy Section:  
Planning Services

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Policy Subject  
Inspection - Single Family Dwelling/  
Duplex/Multiple Family Building  
Proceeding to Grade  
Real Property Reports - Permanent Buildings Only.

Policy Reference:  
824

Lead Role:  
Bylaws & Inspections Department

Resolution/Bylaw:  
June 24, 1991

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### PURPOSE

### POLICY STATEMENT

If an inspector is not available for an inspection, then the Chief Building Inspector may, at his discretion, waive the inspection.

When an unsatisfactory condition notice related to the heating system has been sent to the property owner, a telephone confirmation from the installer that the condition has been rectified, is acceptable.

The Chief Building Inspector may allow construction to proceed to grade without a permit, subject to such conditions as he sees fit.

The City endorsement on a real property report applies only to the location of permanent buildings on a site. Temporary buildings, retaining walls, moveable sheds and fences are not included in the endorsements.

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### Cross Reference

Alberta Building Code,  
The City of Red Deer Land Use Bylaw 2672/80,  
Building Permit Bylaw 2439/74

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:



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Policy Section:  
Planning Services

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Policy Subject  
Propane Installations

Policy Reference:  
825

Lead Role:  
Bylaws & Inspections Department

Resolution/Bylaw:  
July 8, 1991

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PURPOSE

To provide responsibility for propane installations and propane dispensing facilities within the City limits (excluding automobile conversions).

POLICY STATEMENT

1. Propane installations within City limits which are limited to temporary heat at construction sites will not be inspected or authorized by permit.
2. Propane Distribution Centres are required to obtain necessary permits and inspections. The permit fee is set out in the Building Permit Bylaw.

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Cross Reference  
Alberta Building Code,  
Building Permit Bylaw 2439/74

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Remarks

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Date of Approval:  
July 8, 1991

Effective Date:  
July 8, 1991

Date of Revision:

Policy Section:  
Planning Services

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Policy Subject  
Commercial Land Use Districts/Conversion  
of C-4 to C-2

Policy Reference:  
826

Lead Role:  
Regional Planning Commission

Resolution/Bylaw:  
June 21, 1993

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### PURPOSE

To provide guiding criteria for redesignation of shopping malls from C-4 (Major Arterial) District to C-2 (Regional & District Shopping Centre) District.

### POLICY STATEMENT

Any property being considered for redesignation from C-4 (Major Arterial) District to C-2 (Regional & District Shopping Centre) District must approximate the following minimum standards:

1. Minimum Parcel Size: 1.0 ha
2. Minimum Floor Area: 35,878 ft.<sup>2</sup>
3. Maximum Floor Area: one third of the site area
4. Landscaping: 15% of site area
5. Parking: 5.1 spaces per 93 m<sup>2</sup> (gross leasable floor area)
6. District shopping centres shall back directly onto a residential area and serve a dual neighbourhood convenience and retail function.
7. Aesthetics: The development shall be of a high standard in appearance and shall have design features characteristic of a mall development.
8. Standards: Other characteristics in the C-2 District shall be used as a guide in considering the suitability of the site for a C-2 designation.

NOTE: Any existing bylaw exceptions related to the property will be eliminated when the property is redesignated from C-4 to C-2.

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### Cross Reference

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### Remarks

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Date of Approval:  
June 21, 1993

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

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Policy Subject  
Parking

Policy Reference:  
827

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

1. Long Term Parking in the City shall be free or regulated by devices that allow for parking of five hours or more.
2. Short Term Parking in the City shall be regulated by signs or meters that allow for parking of two hours.
3. At the locations with high parking demand, priority should be given to the demand of short term parkers.
4. The City of Red Deer Parking Tokens may be used only in City of Red Deer parking meters or ticket dispensers to purchase the same amount of parking time as a Canadian 25 cent coin. The parking token may be redeemed at City Hall at 25¢ per token.
5. Parking permits may be issued to handicapped persons who drive motor vehicles and who are confined to a wheelchair.
6. Tourist Cards: For parking meter violations of out-of-province vehicles, Tourist Cards shall be given out instead of parking citations.
7. Courtesy Parking Permits may be issued by the City Clerk's Department and/or the Red Deer Visitor & Convention Bureau to visiting non-resident delegates attending conventions in the City of Red Deer. These permits provide free parking on City owned parking lots and at all on-street parking meters; all other parking restrictions still apply.

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### Cross Reference

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 21, 1993

Nov. 8, 1993

Policy Section:  
Planning Services

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Policy Subject  
Handicapped Parking Zones (Downtown)

Policy Reference:  
828

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
Nov. 8, 1993

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### PURPOSE

To provide on-street handicapped parking stalls in the downtown area.

### POLICY STATEMENT

1. Handicapped parking stalls in the downtown area will be provided only upon request.
2. Requests for a zone are to be made in writing and be submitted by the businesses or residents directly affected by the installation.
3. Stalls are to be located at block end or where room permits, mid-block, in order to provide ease of access.
4. The standard width of a handicapped stall in an angled parking design is 3.5 meters.
5. The stalls are to be free (ie: without a parking meter)
6. A time restriction is to be placed on the handicap stall to coincide with the regular parking meter zones downtown (ie: two hour zone).
7. Stalls are to be identified by the standard on-street "No Parking Except Handicapped" sign (ie: RB-71), with the handicap symbol painted on the roadway.

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Cross Reference

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Remarks

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Date of Approval:  
November 8, 1993

Effective Date:

Date of Revision:

Policy Section:  
Planning Services

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Policy Subject  
Parking Lot Stall Monthly Passes

Policy Reference:  
829

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
Nov. 8, 1993

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### PURPOSE

To provide a monthly parking program for City operated off-street parking stalls.

### POLICY STATEMENT

1. The number of parking stalls made available in each lot will be determined by the Parking Administrator after surveying the lot's peak period occupancy in relation with the lot's intended use (ie: short or long term parking).
2. Passes will be sold at the City Hall cashiers on a first come first served basis.
3. Passes will be sold monthly and will become available for sale on the 20th of the preceding month in which they become valid.
4. Payment in full must be paid whether the space is being used by the parker for the entire month or not.
5. Monthly stall passes are sold on the basis that they are for a specific lot, not being transferrable between lots, with no assigned parking stall, but on a random basis with no guarantee of a particular parking space.
6. Parkers sold passes for lots where a parking attendant is on duty will be required to stop and show the pass to the attendant upon entering and exiting the parking lot.
7. The parking pass is to be visibly displayed on the dash of the car in front of the driver, any time the vehicle is parked in the parking lot.
8. The City will assume no liability whatsoever for any loss of, or damage from any cause to the parker's vehicle or other property.
9. The City reserves the right to make rate changes or amend the number of passes available or terminate the pass program without written notice.
10. Notwithstanding Section 3. above, parking stalls may be leased for a period of up to six months. All other provisions of this policy would apply to leasing.
11. The Bylaws and Inspections Manager has the authority to make changes to this parking program including pricing.

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### Cross Reference

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### Remarks

Date of Approval:  
November 8, 1993

Effective Date:

Date of Revision:  
October 11, 1994

Policy Section:  
Planning Services

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Policy Subject  
Parking: City Business

Policy Reference:  
830

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
NEW

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### PURPOSE

### POLICY STATEMENT

All employees using their own vehicles on City business shall be required to deposit the appropriate coinage in parking meters or purchase a ticket while using a spitter lot.

If an employee on City business is delayed in returning to his or her vehicle and has received a tag for parking violation, such employee shall pay the voluntary penalty stated on the tag and may, with the approval of his or her Department Head, claim such expense on a monthly travel expense form. No reimbursement of tag penalties shall be granted where the tag was issued outside of the normal working hours of the employee unless it can be shown that such employee was in fact involved in City business. A member of Council who receives a parking tag while involved in City business shall either:

1. Submit the parking tag directly to the City Treasurer for payment from the Council Expense Account, or
2. Pay the penalty outlined on the parking tag and submit a receipt for same to the City Treasurer for reimbursement from the Council Expense Account.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 21, 1993

Nov. 8, 1993

Policy Section:  
Planning Services

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Policy Subject  
Handicapped Parking Zones

Policy Reference:  
831

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
May 4, 1987

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### PURPOSE

To provide for handicapped stalls outside the downtown area.

### POLICY STATEMENT

1. THE HANDICAP MUST BE OF A PERMANENT NATURE.  
Handicap stalls are to be designated only for individuals with continuing disabilities.
2. A HANDICAP STALL WILL BE CONSIDERED ONLY IN FRONT OF THE RESIDENCE OF THE DISABLED PERSON.  
The requested location of the 7 m long handicap stall must be directly in front of the residence of the disabled person.
3. THERE IS NO PARKING SPACE AVAILABLE ON-SITE.  
Handicap stalls will be designated on City roadways only if no driveway or other suitable parking area is available on-site.
4. ONLY APPLICATIONS FROM PROPERTY OWNERS WILL BE CONSIDERED.  
The application must be submitted by the property owner. Household occupants, i.e. renters, boarders, apartment dwellers, etc. wanting a handicap stall should submit application through the property owner.

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### Cross Reference

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### Remarks

See Council Agenda May 4/87

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Date of Approval:  
May 4, 1987

Effective Date:  
May 4, 1987

Date of Revision:  
June 21, 1993  
Nov. 8, 1993

Policy Section:  
Planning Services

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Policy Subject  
Downtown Loading Zones

Policy Reference:  
832

Lead Role:  
Bylaws and Inspections Department

Resolution/Bylaw:  
July 22, 1991

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### PURPOSE

Upon determination of need, that the City provide a network of 10 minute curbside loading zones downtown to allow for quick pick-up and delivery on each long block face in the commercial core.

### POLICY STATEMENT

#### Loading Zone Location Guidelines

1. The on-street loading zone stall is provided with the understanding that it is to be used only for quick pick-up/drop-offs of:
  - passengers
  - courier services
  - bank services (i.e. armoured cars, etc.)
  - taxis
  - "minor" commercial services, using vehicles of 6 metres or less (as per Traffic Bylaw).
2. Stall sizes to be the same as that of a standard metered parking stall (i.e. 2.6 metres wide x 6.7 metres long).
3. Loading zones to be free.
4. The zone to be signed as a 10 minute loading zone.
5. Loading zones are to be provided only on an "as needed" basis, with requests reviewed and approved in accordance with The City of Red Deer Traffic Bylaw.
6. Requests for loading zones are to be made from the adjacent businesses affected by its installation.
7. Loading zones are to be located mid-block, or as near as may be possible, with only one zone per block face.
8. Where new or redevelopment occurs downtown, all loading activity with heavy vehicles (vehicles over 6 metres in length) is to be accommodated on-site.

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### Cross Reference

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### Remarks

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Date of Approval:  
July 22, 1991

Effective Date:

Date of Revision:  
Nov. 8, 1993



Policy Section:  
Planning Services

Page:  
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Policy Subject:  
Licenses to Occupy

Policy Reference:  
833

Lead Role:  
Land and Economic Development

Resolution/Bylaw  
May 24, 1994

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#### PURPOSE

To simplify procedures associated with the granting of licenses to occupy rights-of-way and, where appropriate, leases of utility lots.

#### POLICY STATEMENT

The Land and Economic Development Manager shall approve applications for licenses to occupy rights-of-way in the City of Red Deer. This authority shall also include the lease of public utility lots under standard terms approved by City Council.

Should the City offer for sale the public utility lot currently under lease, the present lease holder will be granted first right of refusal.

Effective on approval of this policy, all new licenses to occupy and new leases of utility lots shall include clauses which provide:

- a) that the City Land and Economic Development Manager has the authority to terminate the agreement upon 30 days written notice, without cause; and
- b) if the lessee sells his or her property, the lease may not be transferred to the new property owner without the prior approval in writing of the Land and Economic Development Manager; and
- c) if, at the time of a sale by the lessee or licensee, a second property owner also owning the land adjacent to the utility lot or right of way desires to lease a portion of such lot or right-of-way from the City, then, upon request of such adjacent owner, the license or lease of public utility lot in question shall be divided between the two adjacent properties, provided that:

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1994

Effective Date:  
May 24, 1994

Date of Revision:  
August 28, 1995

Policy Section:  
Planning Services

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Policy Subject:  
Licenses to Occupy

Policy Reference:  
833

Lead Role:  
Land and Economic Development

Resolution/Bylaw  
May 24, 1994

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- i) all costs associated with the termination of the prior license or lease, including the placement and discharges of caveats, title searches, relocation of fencing, and all incidental costs, shall be paid by the property owner requesting the change. Such property owner shall make payment to the City of the full amount of such estimated costs before entering into any lease or license agreement.

Should an applicant wish to appeal the decision of the Land and Economic Development Manager, said appeal would be presented to City Council.

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Cross Reference

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Remarks

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Date of Approval:  
July 4, 1994

Effective Date:  
May 24, 1994

Date of Revision:  
August 28, 1995

Policy Section:  
Community Services

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Policy Subject  
Recreation, Parks & Culture Board

Policy Reference:  
901

Lead Role:  
Director of Community Services  
Recreation & Culture Manager  
Parks Manager

Resolution/Bylaw:  
Bylaw 2872/85  
December 9, 1991

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### PURPOSE

To clarify the role of the Recreation, Parks & Culture Board.

### POLICY STATEMENT

The Recreation, Parks & Culture Board was established in terms of Bylaw 2872/85 and comprises nine members including a City Alderman. The board acts in an advisory capacity to City Council on all matters pertaining to recreation, parks and culture, and Council "normally" refers all such matters to the board for its consideration and recommendation.

The Recreation & Culture Department provides administrative support to the board and ensures compliance with the bylaw.

Staff recommendations to the board are made by the Recreation & Culture and Parks Managers. The Director of Community Services may comment on all board recommendations directly to the City Commissioner and City Council.

- The City should maintain a Recreation, Parks & Culture Board to act in an advisory capacity to City Council on all matters pertaining to recreation, parks and culture.
- The Recreation & Culture Department should continue to provide administrative support to the Recreation, Parks & Culture Board and ensure compliance with all aspects of the Recreation, Parks & Culture Board Bylaw.

Community Services Master Plan  
Section 7.2.1, Page 151

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Cross Reference  
Community Services Master Plan Dec. 9/91

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
		Jan. 20, 1992

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Policy Section:  
Community Services

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Policy Subject  
Community Services Division:  
Mission Statements

Policy Reference:  
902

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the "mission" for the Community Services Division and its departments, within the context of the City's Vision 2020 Policy.

### POLICY STATEMENT

The following mission statements have been adopted for the division and its departments:

- Community Services Division:

To work with the citizens of Red Deer in identifying evolving community needs and values, and to provide leadership in the planning, development and provision of services in the areas of recreation and culture, parks, and social planning.

- Recreation & Culture Department:

To work with the citizens of Red Deer in providing a diverse range of recreation and culture programs, services and facilities, thereby, enhancing both individual and family well-being.

- Parks Department:

To work with the citizens of Red Deer in managing a park/open space system and developing programs and services which maintain, preserve and enhance the built and natural environments which are unique to Red Deer's "quality of life".

- Social Planning Department:

To work with the citizens of Red Deer to support and enhance individual, family, and community life by evaluating community needs and facilitating the planning, development, and delivery of programs that address social concerns.

Community Services Master Plan  
Section 1.3, Page 6

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### Cross Reference

Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
March 3, 1986  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Regional River Valley Concept

Policy Reference:  
903

Lead Role:  
Director of Community Services  
Parks Manager  
Recreation & Culture Manager

Resolution/Bylaw:  
January 20, 1975  
December 9, 1991

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### PURPOSE

To clarify the policy for the development of the Red Deer River Valley.

### POLICY STATEMENT

The Regional River Valley Concept was approved by City Council and the Councils of the County of Red Deer and the County of Lacombe in 1975. This concept proposes a continuous open space corridor along the Red Deer and Blindman Rivers and the Waskasoo and Piper Creeks. It is proposed to protect and enhance the river valley and ensure that a wildlife movement corridor is maintained through the Red Deer area.

Waskasoo Park can be considered to be the first phase of the Regional River Valley Concept. It was developed in accordance with the Waskasoo Park Master Plan, which was approved by the City and County Councils in 1982.

The policies for the future development of the Regional River Valley Concept and Waskasoo Park are outlined in the Community Services Master Plan (refer Policy #904), which was approved by City Council in December 1991.

- The City should continue to support the Regional River Valley Concept and should work cooperatively with the Red Deer Regional Planning Commission and Counties of Red Deer and Lacombe, to promote the preservation and recreational use of the Red Deer River Valley as a regional open space corridor.
- The City should continue the policy of acquiring escarpment and natural amenity areas through reserve dedication and land purchase. Priority should be given to the acquisition of the areas outlined in the Community Services Master Plan.

Community Services Master Plan  
Section 3.2, Page 23

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### Cross Reference

Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:  
March 17, 1992

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Community Services Master Plan

Policy Reference:  
904

Lead Role:  
Director of Community Services  
Parks Manager  
Recreation & Culture Manager  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To provide a policy framework for the planning and development of community service facilities and programs, within the context of the City's Vision 2020 Policy.

### POLICY STATEMENT

The Community Services Division shall prepare and regularly update the Community Services Master Plan as a working policy document for the division and its departments. The Master Plan shall include policies and recommendations regarding the following:

- Open Space
  - Facilities
  - Facility Types
  - Environment
  - Programs
  - Financial Implications
- The City should review specific policies and recommendations in the Community Services Master Plan on an ongoing basis. A complete review of the plan should be undertaken every five years.

Community Services Master Plan  
Section 1.5, Page 7

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### Cross Reference

Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Community Rinks

Policy Reference:  
905

Lead Role:  
Recreation & Culture Manager  
Parks Manager

Resolution/Bylaw:  
December 22, 1980

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PURPOSE

POLICY STATEMENT

The City shall encourage the involvement of community associations in the operation and maintenance of community shelters and rink facilities, through cost and responsibility sharing.

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Cross Reference

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Remarks

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Date of Approval:  
December 22, 1980

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 2

Policy Subject  
Sunday and Holiday Policy

Policy Reference:  
906

Lead Role:  
Recreation & Culture Manager

Resolution/Bylaw:  
March 2, 1981

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### PURPOSE

1. State the position of the Recreation, Parks & Culture Board (herein called "the board") in regard to program sponsorship on such days.
2. Establish the hours of facility operation for Sundays and holidays.
3. Regulate holiday operating costs.

### POLICY STATEMENT

1. The board does not sanction or endorse youth group activity prior to 12:00 noon on Sunday, but will accept bookings for use of recreation and culture facilities from community organizations who wish to use this time for their programs.
2. The Recreation & Culture Department will not generally sponsor Sunday activities other than afternoon public skating and swimming, however, the board has the authority to authorize activity prior to 12:00 noon, and the Recreation & Culture Manager has the authority to authorize activity after 12:00 noon, if circumstances warrant.
3. Recreation & Culture Department facilities operated by private enterprise under a formal agreement are not governed by this policy, and the hours of operation are as stipulated in the agreement, or as approved from time to time by the board and City Council. These facilities include Bower Ponds Pavilion, Heritage Ranch Visitors and Equestrian Centre and the Lions Campground.
4. Recreation & Culture Department sponsored special events will be discouraged on Sunday unless they are with a family orientation.
5. All Recreation and Culture Department facilities will be closed on Good Friday.

...Cont'd.

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### Cross Reference

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### Remarks

Date of Approval:  
March 2, 1981

Effective Date:

Date of Revision:  
Jan. 21, 1985  
March 3, 1986  
Jan. 20, 1992



Policy Section:  
Community Services

Page:  
2 of 2

Policy Subject  
Sunday and Holiday Policy

Policy Reference:  
906

Lead Role:  
Recreation & Culture Manager

Resolution/Bylaw:  
March 2, 1981

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### POLICY STATEMENT

6. All Recreation and Culture Department facilities will remain closed until 12:00 noon on Remembrance Day.

7. All Recreation and Culture Department facilities will be closed at 6:00 p.m. on Christmas Eve and remain closed Christmas Day.

8. All Recreation and Culture Department facilities will be closed at 6:00 p.m. New Year's Eve and, subject to the provisions in Clause 10, the major facilities may be open on New Year's Day.

9. The community rink shelters will be closed on Boxing Day and New Year's Day.

10. Bookings for special events will be accepted for any Recreation and Culture Department facility on all holidays except Christmas Day, Good Friday, and Armistice Day morning; however, there will be a premium rental charge applied, sufficient to cover all additional staff costs in excess of the normal rate.

11. The appropriate facilities will be open for public activity such as skating and swimming on all holidays, excluding New Year's Day and excluding the holidays stated in Clause 10.

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Cross Reference

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Remarks

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Date of Approval:  
March 2, 1981

Effective Date:

Date of Revision:  
Jan. 21, 1985  
March 3, 1986  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Historic Preservation Committee

Policy Reference:  
907

Lead Role:  
Normandeau Cultural and  
Natural History Society

Resolution/Bylaw:  
August 16, 1982  
December 9, 1991

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### PURPOSE

To clarify the role of the Historical Preservation Committee.

### POLICY STATEMENT

The City maintains an Historical Preservation Committee, which is operated by the Normandeau Cultural and Natural History Society, with support from the Red Deer and District Archives. This committee was established in 1981 and is responsible for making recommendations to City Council regarding the designation, preservation, and interpretation of heritage sites.

The historical designation of privately owned buildings shall be considered on a voluntary basis, subject to an indemnity agreement being entered into between the City and the owner, waiving possible compensation and further that the committee be authorized to approach private owners in this regard.

(Council resolution August 16, 1982)

- The City should continue to support the Historical Preservation Committee operated by the Normandeau Cultural and Natural History Society.

Community Services Master Plan  
Section 5.2.26, Page 105

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### Cross Reference

Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:  
August 16, 1982

Effective Date:

Date of Revision:  
March 3, 1986  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Fees and Charges Policy

Policy Reference:  
908

Lead Role:  
Recreation & Culture Manager  
Parks Manager  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

### POLICY STATEMENT

The City's Vision 2020 policy requires the departments in the Community Services Division to assess the appropriate degree of subsidy for all community service programs and facilities and adopt the "user pay" principle where appropriate. It is also necessary for the departments to regularly evaluate the cost/benefits of all programs to ensure that limited financial resources are best utilized.

- Each department within the Community Services Division should maintain a fees and charges policy that shall address:
  - Which programs and services shall be made available free of charge.
  - Which programs and services shall be subsidized, and the identification and rationale for the level of services to be provided.
  - Which programs and services shall be provided on a fully user-pay basis.
  - Which programs and services shall generate a profit.

Where common services/facilities are being offered, an attempt should be made to ensure consistency throughout the division and associated agencies.

The fees and charges policies shall be reviewed by the appropriate Community Services boards and approved by City Council.

Community Services Master Plan  
Section 7.1.3, Page 146

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Cross Reference  
Community Services Master Plan Dec. 9/91

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
		March 3, 1986
		Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
G.H. Dawe Management Board

Policy Reference:  
909

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the role and responsibilities of the G.H. Dawe Management Board.

### POLICY STATEMENT

The G.H. Dawe Management Board was established by a joint agreement between the City and both school boards for the purpose of operating a community educational recreational complex named the G.H. Dawe Community Centre. The board consists of two elected representatives of each of the partners and a representative of the G.H. Dawe Advisory Council. In terms of the revised agreement dated September 24, 1991, no resolution or vote of the board shall be effective, unless at least one member from each of the partners votes in favour. The joint agreement contains the critical objectives for the operation of the centre and provides for the establishment of an administrative committee to develop and recommend policy to the board.

The City contribution towards the operation of the centre is outlined in a detailed management agreement between the City and the G.H. Dawe Management Board, dated October 10, 1991, which is reviewed every three years. The agreement establishes a "base budget", to be increased by an annual City guideline for inflation. Requests for capital budget are reviewed annually by City Council.

- The City should continue to participate in the operation of the G.H. Dawe Community Centre through the G.H. Dawe Management Board.
- The City should maintain a three-year operating agreement with the board, outlining the goals and objectives of the annual operating grant. The Director of Community Services shall act as a resource and liaison to the board and coordinate all aspects of the operating grant and capital budget.

Community Services Master Plan  
Section 7.5.5, Page 178

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### Cross Reference

Joint Agreement - September 24, 1991  
Management Agreement - October 10, 1991  
Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:  
February 20, 1978

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Social Planning

Policy Reference:  
910

Lead Role:  
Social Planning Manager  
Red Deer & District Family and  
Community Support Services Board

Resolution/Bylaw:

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### PURPOSE

To clarify the role and responsibility of the Social Planning Department staff and the Red Deer & District Family and Community Support Services (F.C.S.S.) Board in regard to program areas under its jurisdiction.

### POLICY STATEMENT

The City, in collaboration with the County of Red Deer, Village of Delburne, Village of Elnora, Town of Bowden, and the Town of Penhold, shall form a board known as "The Red Deer and District Family and Community Support Services Board", and through the board and Social Planning Department staff, oversee the following services:

1. Administration and Planning
2. Those projects funded under the Family and Community Support Services Program
3. Special Transportation
4. Child Care Services
5. Facilities under the jurisdiction of the City, such as the Golden Circle Seniors' Centre, the Community Services Centre, the Red Deer Day Care Centre and the Normandeau Day Care Centre.

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### Cross Reference

Municipal F.C.S.S. Agreement dated August 9, 1988.

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

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1 of 1

Policy Subject  
Child Care Program:  
Policy Objectives

Policy Reference:  
911

Lead Role:  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the objectives of the City in its involvement in the provision of child care to the community.

### POLICY STATEMENT

The Child Care Program involves the provision of child care by the Red Deer Child Care Society, through the Day Care Management Agreement with The City of Red Deer. Funding is provided from Provincial grants and parent fees, with the balance shared between the City and the federal government under the Canada Assistant Plan. Particular emphasis is on low income and one-parent families, as well as children with disabilities.

The objectives of the program are outlined in the Day Care Management Agreement and include the following:

- To provide care for pre-schoolers in two day care centres owned by the City.
- To provide care for pre-schoolers in private homes.
- To provide care and training for children with disabilities in private homes.
- To provide care for children whose young mothers are continuing their education.

Community Services Master Plan  
Section 7.4.3, Page 171

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### Cross Reference

Day Care Management Agreement dated December 21, 1989.  
Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Red Deer Child Care Society

Policy Reference:  
912

Lead Role:  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the role of the Red Deer Child Care Society.

### POLICY STATEMENT

The Red Deer Child Care Society is an independent society established with the objective of operating child care programs on behalf of the City. The society includes twelve members, including a City alderman, whose appointments are ratified and confirmed by City Council. The society is contracted by the City to operate the Red Deer Day Care Centre, the Normandeau Day Care Centre, the Red Deer Family Day Home Program and the Focus Program.

The contract between the City and the society is outlined in a detailed management agreement which is reviewed every three years. The agreement includes details of the annual operating grant which is approved on a three-year basis. Requests for capital budget are reviewed annually by City Council. The Social Planning Manager acts as a resource and liaison to the society and coordinates all aspects of the operating grant and capital budget.

- The Social Planning Department should continue to support the decentralized service delivery system for child care services by contracting with the Red Deer Child Care Society.
- The Social Planning Department should review the Day Care Management Agreement prior to its renewal in 1993 and, subsequently, prior to each renewal, as per the agreement.

Community Services Master Plan  
Section 7.4.3, Page 171

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### Cross Reference

Day Care Management Agreement dated December 31, 1989.  
Community Services Master Plan De. 9/91

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision

Jan. 20, 1992

Policy Section:  
Community Services

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Policy Subject  
Local 20% Costs on Family and Community  
Support Services (F.C.S.S.) Projects

Policy Reference:  
913

Lead Role:  
Social Planning Manager

Resolution/Bylaw:

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### PURPOSE

To clarify the role and responsibility of the City relating to the 20% local matching share that is necessary in order to access the Provincial Family and Community Support Services Grant.

### POLICY STATEMENT

1. The City believes that the "deficit" incurred by ongoing F.C.S.S. projects should be cost shared between the Province and the Municipality under the F.C.S.S. program. The City will continue to provide the 20% local share of costs for these projects out of general revenue.
2. The City makes provision for the F.C.S.S. Board to establish a fund each year with the provincial F.C.S.S. allocation to fund short term and experimental projects, in which case the local 20% share of the cost of such projects can be derived from other local sources.

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Cross Reference  
Resolution January 18, 1982

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992



Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Family & Community Support  
Services Project Advance Funds

Policy Reference:  
914

Lead Role:  
Social Planning Manager

Resolution/Bylaw:

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### PURPOSE

To clarify guidelines, procedures and responsibilities relating to funds advanced to Family and Community Support Services funded projects.

### POLICY STATEMENT

1. The City will provide to voluntary, non-profit organizations administering projects in the F.C.S.S. program, advance funding in the amount of 10% of the approved budget when claims are submitted to The City of Red Deer on a monthly basis, or 25% of the approved budget when claims are submitted on a quarterly basis.
2. The amount of advance funding should be adjusted annually as soon as the budget for the year has been approved by City Council.
3. The Social Planning Manager and Grants Manager for The City of Red Deer are given the discretion to refuse such advances in the event a project is not a continuing project, or F.C.S.S. funds only a small portion of the total project costs.
4. Discretion is given to the Social Planning Manager and Grants Manager for The City of Red Deer to advance up to 25% of a program budget under extenuating circumstances.
5. Participating municipalities fund any unrecovered advance in the same proportion as they fund the municipal cost of the program for which the advance was made.

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Cross Reference  
Resolution March 28, 1983

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Jan. 20, 1992

Policy Section:  
Community Services

Page:  
1 of 2

Policy Subject:  
Family and Community Support  
Services (F.C.S.S.) Project Budget  
Procedure

Policy Reference:  
915

Lead Role:  
Social Planning Manager  
Red Deer & District Family and  
Community Support Services (F.C.S.S.) Board

Resolution/Bylaw:

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### PURPOSE

To clarify the requirements of projects funded by Family and Community Support Services funding relating to budget procedures, claims and deficit funding.

### POLICY STATEMENT

1. Budget requests for F.C.S.S. funded projects will be accepted and reviewed annually by the F.C.S.S. Board and respective committees, according to established assessment criteria and budget guidelines and deadlines.
2. The F.C.S.S. Board will recommend budget allocations to the City Commissioner for review, which will be subsequently forwarded to Council.
3. After approval of the budget by City Council and the provincial authorities, the City may forward an operating advance to the project administering authority.
4. Funding will be forwarded to agencies within the city of Red Deer in the amount of 1/12 of their approved deficit on the 30th of each month, with the final cheque of the year based on a single year-to-date claim which allows adjustments to actual expenditures, revenues and eligible deficit.
5. F.C.S.S. funded agencies within the city of Red Deer will be required to submit mid-year reports for June 30 and September 30 which reflect year-to-date expenditures, revenues and resulting deficits. This ensures accountability is attended.
6. Agencies within Red Deer and District F.C.S.S., which operate outside the city of Red Deer, will submit claims at least semi-annually to the City showing expenditure and revenues, with the City providing deficit financing based on the approved claim.
7. Changes in funding allocations in F.C.S.S. funded projects or transfers between budget categories must be approved by the F.C.S.S. Board, as per the agency funding agreement.

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### Cross Reference

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### Remarks

Date of Approval:  
March 3, 1980

Effective Date:

Date of Revision:  
Revise FCSS/PSS  
January 1, 1982  
January 20, 1992  
November 22, 1993

Policy Section:  
Community Services

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Policy Subject:  
Family and Community Support  
Services (F.C.S.S.) Project Budget  
Procedure

Policy Reference:  
915

Lead Role:  
Social Planning Manager  
Red Deer & District Family and  
Community Support Services (F.C.S.S.) Board

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

8. The F.C.S.S. Board may revise budget allocations within a project budget or transfer funds between projects, but must keep the overall F.C.S.S. budget within the amount approved by Council.
9. The F.C.S.S. Board may, from time to time, establish policies that apply to projects receiving F.C.S.S. funds. Projects must adhere to the policies set down by the F.C.S.S. Board.

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Cross Reference

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Remarks

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Date of Approval:  
March 3, 1980

Effective Date:

Date of Revision:  
Revise FCSS/PSS  
January 1, 1982  
January 20, 1992  
November 22, 1993

Policy Section:  
Community Services

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Policy Subject  
Normandeau Cultural and  
Natural History Society

Policy Reference:  
916

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the role of the Normandeau Cultural and Natural History Society.

### POLICY STATEMENT

The Normandeau Cultural and Natural History Society is an independent society, established with the objective of operating the Red Deer and District Museum and other heritage facilities. The society includes twelve members, including a City alderman, whose appointments are ratified and confirmed by City Council. The society is contracted by the City to manage, operate, and maintain the Red Deer and District Museum, the Gaetz Lakes Sanctuary, the Kerry Wood Nature Centre, the Allen Bungalow, the Fort Normandeau Historic Site and Interpretive Centre, and the buildings in Heritage Square (excluding the Aspelund Laft Hus). The society is also responsible for the operation of the Red Deer Historical Preservation Committee.

The contract between the City and the society is outlined in a detailed management agreement, which is renewed every three years. The agreement includes details of the annual operating grant, which is approved on a three-year basis. Requests for capital budget are reviewed annually by City Council. The Community Services Director acts as a resource and liaison to the society, and coordinates all aspects of the operating grant and capital budget.

- The City should continue to contract with the Normandeau Cultural and Natural History Society for the management and operation of the Red Deer and District Museum, the Gaetz Lakes Sanctuary, the Kerry Wood Nature Centre, the Allen Bungalow, the Fort Normandeau Historic Site and Interpretive Centre, and the buildings in Heritage Square (excluding the Aspelund Laft Hus). The society shall also be responsible for the operation of the City's Historical Preservation Committee.

Community Services Master Plan  
Section 7.5.2, Page 175

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### Cross Reference

Management Agreement between the Normandeau Society and the City. Policies No. 907 & No. 919  
Community Services Master Plan Dec. 9, 1991

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Mar. 3, 1986

Jan. 20, 1992

Policy Section:  
Community Services

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Policy Subject  
Red Deer and District Archives

Policy Reference:  
917

Lead Role:  
City Archivist

Resolution/Bylaw:  
Bylaw 2976/89

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### PURPOSE

To clarify the role and responsibilities of the Red Deer and District Archives.

### POLICY STATEMENT

The operation of the Red Deer and District Archives is governed by the Archives Bylaw (2976/89), which was substantially revised and updated in 1989. In terms of this bylaw, the Archivist is responsible for the supervision, maintenance and control of the archives.

The Archives Bylaw also provides for the appointment of the Red Deer and District Archives Committee, which consists of eight members and a number of associate members, who are appointed by City Council. Associate members are appointed annually and are not eligible to vote on financial matters.

- The City should continue to administer the Red Deer and District Archives through the Community Services Division. The Red Deer and District Archives Committee shall continue to advise Council on all matters relating to the display and collection of archival materials.
- The Red Deer and District Archives shall continue to be the only office authorized to receive and obtain records solely on the basis of historical value. The Archivist shall be responsible for the collection and orderly preservation of historical documentation regarding the origin and development of the City.

Community Services Master Plan  
Section 7.5.1, Page 174

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Cross Reference  
Community Services Master Plan Dec. 9/91

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Remarks

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Date of Approval:	Effective Date:	Date of Revision:
		Jan. 20, 1992

Policy Section:  
Community Services

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1 of 1

Policy Subject  
Restrictions on Use of Former  
Exhibition Grounds

Policy Reference:  
918

Lead Role:  
Recreation & Culture Manager

Resolution/Bylaw:

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### PURPOSE

To clarify the restrictions on the use of the former Exhibition Grounds site, as outlined in an agreement between the City and the Westerner Exposition Association.

### POLICY STATEMENT

The lease of the present Westerner site is governed by an agreement between the City and the Westerner Exposition Association, dated March 4, 1980. The lease is for a term of 50 years, and includes the following clause limiting the City's use of the old Exhibition Grounds, including the Red Deer Arena and the Kinex.

- "11. In consideration of the rental herein paid, the City covenants and agrees that it shall not during the term of this agreement suffer, allow, permit or carry on on the present site, any agricultural exhibition, fair, rodeo or other use presently being carried on by the association, on the present site, in competition with the association (which consent shall not be unreasonably withheld) unless the association fails or refuses to accommodate such use by making available reasonable facilities at reasonable costs for such use."

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### Cross Reference

Lease agreement between the City and the Westerner Exposition Association dated March 4, 1980.

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

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Policy Subject  
Gaetz Lakes Sanctuary  
Waskasoo Park

Policy Reference:  
919

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
June 13, 1983

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### PURPOSE

To recognize restrictions imposed on The City of Red Deer as a result of the transfer of the Gaetz Lakes Sanctuary to The City.

### POLICY STATEMENT

The Federal Bird Sanctuary was transferred to the City in 1983, subject to the following terms and conditions, which are maintained by the Gaetz Lakes Sanctuary Committee.

- "- The land shall be used primarily for the protection of wildlife in its natural habitat;
- No activity that conflicts with the protection of wildlife shall be permitted on the land;
- The Council of The City of Red Deer shall establish and maintain a committee that should include a representative of the Fish & Wildlife Division of the Department of Energy & Natural Resources, to ensure that the purchaser complies with the conditions and restrictions on the use of the land set forth in this agreement;
- Access to the land and movement within the boundaries of the land shall be restricted;
- No boats or canoes shall be permitted on any lakes within the boundaries of the land;
- No vehicles of any type shall be allowed in, on or about the land, except for the purpose of an emergency;
- No horses or pets shall be allowed in, on or about the land;
- No camping, picnicking or partying shall be permitted in, on or about the land."

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### Cross Reference

Agreement between the City and the Province dated August 17, 1983. Policy No. 916  
Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

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Policy Subject  
Gaetz Lakes Sanctuary  
Waskasoo Park

Policy Reference:  
919

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
June 13, 1983

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POLICY STATEMENT

- Gaetz Lakes Sanctuary should continue to be operated in accordance with the terms and conditions established by the Province and monitored by Gaetz Lakes Sanctuary Committee.

Community Services Master Plan  
Section 4.2.15, Page 40

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992



Policy Section:  
Community Services

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Policy Subject  
Reservation of Park Facilities

Policy Reference:  
921

Lead Role:  
Parks Department and  
Recreation & Culture Department

Resolution/Bylaw:  
March 9, 1987

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#### PURPOSE

1. To identify those park facilities available to the public on a drop-in or reservation basis.
2. To establish jurisdiction of the park facilities.
3. To establish the terms and conditions for leasing park facilities.

#### POLICY STATEMENT

The City of Red Deer shall, when considering applications for the reservation of park facilities, refer to the document titled "City of Red Deer Recreation and Parks Department Reservation of Park Facilities Policy and Procedure" dated January 16, 1987 as amended.

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Cross Reference

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#### Remarks

Refer to March 9, 1987 Council Agenda.

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Date of Approval:

Effective Date:

Date of Revision:  
Jan. 20, 1992

CITY OF RED DEER  
RECREATION & CULTURE DEPARTMENT  
PARKS DEPARTMENT  
RESERVATION OF PARK AND OUTDOOR RECREATION FACILITIES

POLICY AND PROCEDURE  
Council Policy #921

PURPOSE:

1. To identify those park facilities available to the public on a drop-in or reservation basis.
2. To establish jurisdiction of the park facilities.
3. To establish the terms and conditions for leasing park facilities.
4. To ensure all park uses conform to the Parks & Public Facilities Bylaw

POLICY:

In an attempt to accommodate a wide variety of recreational activities and public needs, certain park facilities have been designated as being available on a casual drop-in basis and shared basis without pre-emptive rights and without assembly rights. Exclusive use of certain park facilities for a variety of purposes is also possible subject to existing terms and conditions and the "Parks and Public Facilities Bylaw". Exclusive access to park facilities and the sale of items, goods, services in a park (in accordance with the Parks & Public Facilities Bylaw) will be subject to a charge in accordance with the "Fees and Charges Policy".

PROCEDURE:

McKENZIE TRAIL GROUP AREA

- Available for exclusive use by reservation only, subject to the approval of the Recreation & Culture Department Manager.
- Available to youth groups involved in natural interpretation programs.
- Overnight camping is not permitted excepting special youth group activities as approved by the Parks Manager.
- Inquiries and reservations will be directed to the Recreation & Culture Department Facility Bookings Coordinator.

- Facility maintenance and preparation is the responsibility of the Parks Department.
- Facility supervision is the responsibility of the Parks Department Park Control Officers.

#### GROUP PICNIC SHELTERS:

These facilities are located at Rotary Picnic Park, Heritage Ranch, Great Chief Park (Kiwanis Picnic Grounds), McKenzie Trail Recreation Area and Three Mile Bend Recreation Area.

- Available to the public on a drop-in and shared basis and for exclusive use by reservation.
- Available to all groups including commercial, political, religious, service and fraternal, community and recreation for barbecues and picnics.
- Consumption of alcoholic beverages is not permitted.
- Inquiries and reservations will be directed to the Recreation & Culture Department Facility Bookings Coordinator. Rental fees shall be in accordance with the Fees & Charges Policy.
- Facility maintenance and preparation is the responsibility of the Parks Department.
- Facility supervision is the responsibility of the Parks Department Park Control Officers.

#### WARMING HUTS

These facilities are located at Rotary Picnic Park, A.C.R. Trail, Heritage Ranch, Great West Adventure Park, McKenzie Trail Recreation Area and Three Mile Bend Recreation Area.

- Available to the public on a drop-in shared use basis only.
- Facility maintenance is the responsibility of the Parks Department.
- Facility supervision is the responsibility of the Parks Department Park Control Officers.

#### HERITAGE RANCH - COURT YARD/FIRE PIT/STAGING AREA

- Available to the public on a drop-in shared use basis and for exclusive use by groups including the Heritage Ranch Visitor Centre and the equestrian centre operator for park related activities when there is no serious inconvenience to the general public.
- Available to all groups including commercial, political, religious, service and fraternal community and recreation for barbecues and socials. Capacity of the fire pit and staging area is limited thus requiring the use of the court yard for groups in excess of 20 persons.

- Inquiries and reservations will be directed to the Red Deer Tourist and Convention Board Operator and the Equestrian Operator.
- Facility preparation is the responsibility of the Red Deer Tourist and Convention Board or the Equestrian Operator.
- Facility maintenance is the responsibility of the Recreation & Culture Department.
- Facility supervision is the responsibility of the Red Deer Tourist and Convention Board or the Equestrian Operator.

#### HERITAGE RANCH VISITOR CENTRE EAST DECK

- Available to the public on a drop-in shared basis.
- Consumption of alcoholic beverages is permissible when purchased from and served by the Visitor Centre operator.

#### HERITAGE RANCH - PASTURE SYSTEM

- These areas are provided for the exclusive use of the Heritage Ranch operator; the small pasture immediately north of the R.V./bus parking lot may be used as a temporary public holding pasture subject to the approval of the Heritage Ranch Equestrian Operator.
- Inquiries for use will be directed to the Heritage Ranch Equestrian Operator.
- Maintenance and preparation is the responsibility of the Heritage Ranch Equestrian Operator in conjunction with the Parks Department.
- Supervision is the responsibility of the Heritage Ranch Equestrian Operator.

#### HERITAGE RANCH - BARNS AND TACK ROOM

- Not available to the public.
- Inquiries for use will be directed to the Heritage Ranch Equestrian Operator.
- Maintenance and preparation is the responsibility of the Heritage Ranch Equestrian Operator and the Recreation & Culture Department.
- Supervision is the responsibility of the Heritage Ranch Equestrian Operator.
- Inquiries and reservation requests will be directed to the Heritage Ranch Equestrian Operator.

#### HERITAGE RANCH - CORRALS

- Except for the training corral, these are available to the public on a drop-in shared basis; they may, however, be reserved for exclusive use by the public and the Heritage Ranch Equestrian Operator.
- Consumption of alcoholic beverages is not permitted.

- Inquiries and reservation requests will be directed to the Recreation & Culture Department Facility Booking Coordinator.
- Maintenance and preparation is the responsibility of the Parks Department.
- Supervision is the responsibility of the Heritage Ranch Equestrian Operator.

#### BOWER PONDS PAVILION

- Is available to the public on a drop-in shared basis.
- Exclusive use is possible after normal operating hours for pond related activities such as skating parties, toboggan and/or ski parties, canoeing or paddle boat parties.
- Consumption of alcoholic beverages is not permitted.
- Inquiries and reservation requests will be directed to the Bower Ponds Pavilion operator.
- Maintenance and supervision is the responsibility of the operator and the Recreation & Culture Department.

#### LIONS CAMPGROUND

- Is under contract to a private operator on an annual basis, through the Recreation & Culture Department.
- Is maintained and supervised by the contract operator with assistance from the Recreation & Culture and Parks Departments.
- Is managed by the Recreation & Culture Department and operated by a contractor.

#### BOWER PONDS STAGE (including surrounding park area)

- Is available to the public on a drop-in shared basis for unorganized entertainment, play, and/or fishing platform.
- Available to all groups for exclusive use subject to the stage booking policy and procedure.
- Consumption of alcoholic beverages is not permitted.
- Inquiries and reservation requests will be directed to the Recreation Centre Facility Bookings Coordinator.
- Maintenance and repairs are the responsibility of Parks Department.
- Supervision is the responsibility of the Bower Ponds Pavilion Operator through the Recreation & Culture Department.

## RECREATION CENTRE PARK

- Is available to the public on a drop-in shared basis.
- Scheduled use of certain areas of the park is permitted although exclusive use or privacy cannot be guaranteed. The intent of use must be that of entertainment and/or barbecues and picnics.
- Consumption of alcoholic beverages is not permitted.
- Inquiries and reservation requests will be directed to the Recreation Centre Facilities Bookings Coordinator.
- Maintenance of the grounds is the responsibility of the Parks Department with minor assistance from the Recreation & Culture Department.
- Maintenance of the building's furniture and play apparatus is the responsibility of the Recreation & Culture Department.
- Supervision is the responsibility of the Recreation & Culture Department.

Policy Section:  
Community Services

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Policy Subject  
Staff Use of City-Owned Facilities

Policy Reference:  
922

Lead Role:  
Director of Community Services  
Director of Financial Services

Resolution/Bylaw:

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PURPOSE

To provide a policy for the staff use of City-owned facilities.

POLICY STATEMENT

Any City department, board and/or society which operates a City-owned facility shall ensure that if any free or subsidized use of said facilities is granted to staff the cost of this benefit shall be included in its budget and reviewed by City Council on an annual basis.

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Cross Reference

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Remarks

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Date of Approval:  
December 12, 1988

Effective Date:  
Dec. 12, 1988

Date of Revision:  
Jan. 20, 1992

Policy Section:  
Community Services

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Policy Subject  
Municipal Integration Strategy

Policy Reference:  
923

Lead Role:  
Social Planning

Resolution/Bylaw:  
June 24, 1991

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PURPOSE

To promote the positive integration of persons with physical and mental disabilities into programs and services for which The City of Red Deer is responsible.

POLICY STATEMENT

Refer to Document titled, "City of Red Deer Municipal Integration Strategy Recommendations A 1993 Update to the Recommendations Approved June 24, 1991".

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Cross Reference

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Remarks

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Date of Approval:  
June 24, 1991

Effective Date:

Date of Revision:  
May 25, 1993



**CITY OF RED DEER**  
**MUNICIPAL INTEGRATION STRATEGY**  
**RECOMMENDATIONS**  
**A 1993 UPDATE TO THE RECOMMENDATIONS APPROVED**  
**JUNE 24, 1991**

# **MUNICIPAL INTEGRATION STRATEGY**

**PURPOSE OF POLICY:** To promote the positive integration of persons with physical and mental disabilities into programs and services for which The City of Red Deer is responsible.

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## **POLICY STATEMENT**

The City of Red Deer will attempt to promote the positive integration of persons with disabilities in a systematic way through three major areas:

1. **Employment** - The City will attempt to increase employment opportunities for persons with disabilities in City departments.
2. **Accessibility/Mobility** - The City will attempt to improve access to facilities and programs and reduce barriers to mobility for persons with disabilities.
3. **Education/Awareness** - The City will attempt to promote a greater community awareness of ways to integrate persons with disabilities into many facets of living in the community.

### **Responsibilities:**

Department Heads will attempt to implement the recommendations in the Municipal Integration Strategy.

The City Commissioner will appoint a Review Committee consisting of one representative from each of the following:

- Community Services Division
- Finance Division
- Engineering Division
- Personnel Department
- an outside Department

to monitor the implementation of the Municipal Integration Strategy and report annually to the senior administration on the success of the Strategy and changes that may be required.

## BACKGROUND

The Brassard Report on persons with mental disabilities was released in November, 1989. The Premier's Council on the Status of Persons with Disabilities released the report "Action Plan" in the spring of 1990. Both reports call for major changes in our society to enable persons with mental and physical disabilities to participate in a more meaningful manner in all facets of community living.

In April, 1990, the Hon. Roy Brassard, Associate Minister of Family & Social Services responsible for persons with disabilities, met with City council and the F.C.S.S. Board to discuss the Brassard Report and its implications to Red Deer. City council expressed general support for the thrust of the report and offered the services of the City to assist in the community-based change process in order to help achieve the objectives of greater participation of persons with disabilities in community living.

In September, 1990 the Community Services Division established an "Integration Committee" to explore ways in which our City might move our community towards the objectives of the above reports. The Integration Committee was made up of Ed Morris and Steve Sogge from the Recreation & Culture Department and Rick Assinger and Barbara Jeffrey from the Social Planning Department. Later, Grant Howell of the Personnel Department joined the committee. The Integration Committee approached the senior administration in the City with regard to the proposed development of a municipal strategy to promote integration in the municipal corporation's sphere of influence. At the November department head meeting the following resolution was adopted:

**That senior administration in the City of Red Deer supports the development of a municipal strategy to promote the positive integration of persons with physical and mental disabilities into programs and services in our community.**

In November, 1990 the Integration Committee circulated copies of the Brassard Report and the Action Plan to all City departments. Sections of the reports were identified as being particularly relevant to various departments. Senior administrators were asked to consider strategies to promote more positive integration of persons with disabilities in the functioning of their respective departments. Members of the Integration Committee then met with all the senior administrators to discuss the reports and possible strategies to promote integration.

The above process resulted in a series of recommendations for each of the City's departments. The composite recommendations and a commitment to follow through became the Municipal Integration Strategy. The F.C.S.S. Board recommended the City adopt the Strategy at its June, 1991 meeting and City Council approved the Strategy on June 24, 1991.

In February, 1992, the City Commissioner appointed a committee "to monitor the implementation of the Municipal Integration Strategy and report annually to senior administration on the success of the Strategy and changes that may be required". The committee which named itself the Municipal Integration Strategy Team (M.I.S.T.) includes Gillian Lawrence (Chairperson) from Social Planning, Steven Sogge from Recreation & Culture, Grant Howell from Personnel, Jack Pallo from Treasury, and Peter Anderson from Engineering. The team has established action plans to carry out it's monitoring and reporting responsibilities and is also active in heightening the awareness of all City Staff. The following report marks the completion of one of the Team's 1992 objectives pertaining to it's monitoring and reporting role.

## **COMMUNITY SERVICES DIVISION'S UPDATED RECOMMENDATIONS**

### **That the Community Services Division will:**

- 1) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 2) undertake an analysis of job functions as positions become vacant. If appropriate, the Division will consider reorganizing job functions to make a position available to a broad range of candidates, including persons with mental and/or physical disabilities.
- 3) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 4) encourage its contracted recreation and culture agencies which deliver programs on behalf of the City to adopt the aforementioned recommendations. These agencies include the following:
  - Red Deer and District Archives
  - Normandeau Cultural and Natural History Society
  - River Bend Golf and Recreation Society
  - Red Deer Library Board
  - G. H. Dawe Management Board
- 5) endeavour to include a representative cross-section of the community on all boards.

## **RECREATION & CULTURE DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Recreation and Culture Department will:**

- 1) commit to reviewing and giving priority to accessibility in annual program planning and objective setting.
- 2) provide or incorporate an education program designed to sensitize program and facility staff to the individual needs of persons with disabilities.
- 3) endeavour to include a representative cross-section of the community on the Recreation, Parks and Culture Advisory Board and other committees.
- 4) continue to design and build barrier free facilities and ensure that recreation facilities undergoing renovations be made barrier-free to the greatest extent possible.
- 5) endeavour to access funds to assist in integration from foundations and other grants.

- 6) ensure that the provincial funding agencies are made aware of the need for financial resources to ensure accessibility to programs and services.
- 7) undertake an education and awareness program to be targeted to all organizations that provide recreational activities, with the intent of increasing accessibility with the community.
- 8) undertake an analysis of the job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 9) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into municipal programs and services.
- 10) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 11) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **PARKS DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Parks Department will:**

- 1) continue to monitor neighbourhood parks and playgrounds to ensure that a maximum attainable level of accessibility is maintained.
- 2) request that MLA's stipulate "barrier-free" design criteria when granting C.F.E.P. and other provincial grants.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 4) endeavour to make all outdoor recreation facilities fully accessible.
- 5) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 6) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.

- 7) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 8) undertake structural modifications to the Bower Ponds stage to make it wheelchair accessible.

### **SOCIAL PLANNING DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Social Planning Department will:**

- 1) continue to review the need for relief services, the need for a support network for families, and the need for better information on services available to families caring for persons with disabilities.
- 2) continue to encourage the Volunteer Centre, as well as other community agencies, to actively recruit persons with disabilities for volunteer positions in the community.
- 3) continue to work closely with the Engineering Department and the Red Deer Regional Planning Commission in addressing urban design issues that impact persons with disabilities.
- 4) encourage the Community Information and Referral Service (an FCSS funded agency) to regularly update the One-Stop Children's Information Delivery System which is a directory of services for children with disabilities.
- 5) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 6) work toward implementing recommendations from the Special (Accessible) Transportation review to be complete in March, 1993.
- 7) continue to liaise with community agencies and other municipal departments in addressing integration and accessibility issues (ie the deinstitutionalization of Michener Centre).
- 8) continue to allocate funds through the Day Care Management Agreement which ensures day care spaces for children with special needs.
- 9) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 10) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.

- 11) in hiring for contract positions such as consultants for program reviews, ensure that the position is available to a broad range of candidates including persons with disabilities. Advertisements for such positions should include this information.
- 12) continue to work with FCSS funded agencies in reviewing their programs and facilities to ensure that persons with disabilities have equal access to these services.
- 13) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 14) endeavour to include a representative cross-section of the community on the F.C.S.S. Advisory Board and other committees.

### **BUILDING INSPECTIONS DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **The Building Inspections Department will:**

- 1) review and make recommendations for improvements to the Alberta Building Code regarding safety and accessibility for persons with disabilities. Such recommendations should be presented to provincial authorities through City Council.
- 2) promote and encourage compliance with the accessibility provisions of the Building Code for older buildings that are not covered by the Code.
- 3) update, as necessary, it's information sheet on building features required by persons with disabilities and continue to make this information sheet available to developers, builders, and contractors.
- 4) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 5) review parking and appropriate signage policies in the City to ensure that the needs of persons with disabilities are suitably addressed.
- 6) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 7) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.



## **ECONOMIC DEVELOPMENT DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Economic Development Department will:**

- 1) encourage business to consider employing persons with disabilities by including information in promotional literature.
- 2) encourage the development of industry and businesses in Red Deer which has the potential of employing persons with disabilities.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 4) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 5) working in cooperation with the Building Inspections Department, promote a greater awareness of housing needs for persons with disabilities through their contact with developers, builders, and contractors.
- 6) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 7) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

## **CITY CLERK'S DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the City Clerk's Department will:**

- 1) promote the availability of parking permits for the disabled and bus passes for the blind.
- 2) review the voting practices in the community to assist persons with disabilities to participate as much as possible in the municipal election process.
- 3) identify in advertising, all polling stations which are handicapped accessible.
- 4) attempt to ensure that all new polling stations are handicapped accessible.
- 5) continue to designate parking for the disabled at all polling stations.
- 6) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.

- 7) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 8) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 9) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **ENGINEERING SERVICES DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Engineering Department will:**

- 1) continue to monitor the policy on traffic lights and signals in the city to determine any additional requirements to meet the needs of the visually impaired.
- 2) continue to monitor its policy on curb cuts, wheelchair ramps, parking lot design, parking meters, garbage containers, sidewalk replacement, and other upgrading of the infrastructure to continue to accommodate some of the mobility needs of persons with disabilities.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 4) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 5) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 6) continue to seek input from provincial authorities, other departments and local agencies regarding urban design issues which impact persons with disabilities (ie consistency in sign and parking meter placement, sidewalk cafes, sidewalk textures, etc.).
- 7) investigate ways and means of minimizing hazards to persons with disabilities while doing work that requires re-routing of pedestrian or vehicular traffic.
- 8) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

## **TAX DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Tax Department will:**

- 1) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 2) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 3) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 4) make structural modifications in order to lower the height of the assessment counter on the main floor of City Hall.

## **COMPUTER SERVICES DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Computer Services Department will:**

- 1) continue to consider accessibility in the recommendation to purchase equipment and work stations.
- 2) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 3) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 4) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

## **RED DEER REGIONAL PLANNING COMMISSION'S UPDATED RECOMMENDATIONS**

### **That the Red Deer Regional Planning Commission will:**

- 1) act in a co-ordinating role to resolve planning and development issues as they relate to the needs and rights of people with disabilities.

- 2) play an advocacy role in acknowledging the needs and right of persons with disabilities in terms of planning and development.
- 3) upon review, incorporate in all City statutory plans and planning documents, policies which ensure full and equal access to all disabled individuals.
- 4) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 5) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 6) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **PERSONNEL DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Personnel Department will:**

- 1) incorporate appropriate information into staff orientation programs in order to sensitize staff to the individual needs of persons with disabilities.
- 2) take a leadership role in promoting the hiring and support of persons with disabilities within the City. In doing this, the Personnel Department will develop an accessibility rating system to be used on all job postings.
- 3) support City departments in identifying work that could be held by persons with disabilities. The Personnel Department will help develop an evaluation tool that will assist departments in evaluating job functions with the intention of making vacant positions available to a wider range of candidates.
- 4) develop and offer training sessions that reinforce the equality and citizenship of persons with disabilities and, more specifically, provide practical skills for staff serving persons with disabilities.
- 5) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 6) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.

- 7) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **E.L.& P. DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the E.L.& P. Department will:**

- 1) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 2) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 3) investigate ways and means of minimizing hazards to persons with disabilities while doing work that requires re-routing of pedestrian or vehicular traffic.
- 4) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **TREASURY SERVICES DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Treasury Services Department will:**

- 1) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 2) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 3) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 4) make structural modifications in order to lower the utilities and cashiers counters on the main floor of City Hall.

## **PUBLIC WORKS DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Public Works Department will:**

- 1) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 2) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 3) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 4) investigate ways and means of minimizing hazards to persons with disabilities while doing work that requires re-routing of pedestrian or vehicular traffic.
- 5) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

## **TRANSIT DEPARTMENT'S UPDATED RECOMMENDATIONS**

### **That the Transit Department will:**

- 1) continue to research and plan to purchase vehicles which include features that enable persons with disabilities to make better use of the transit system. Such features include: easier access, better lighting, better signage, and priority seating. Purchase of these kinds of vehicles will take place as the existing fleet is replaced.
- 2) continue to be a member of the Advisory Committee on Barrier-Free Transportation established by the provincial Minister of Transportation & Utilities and monitor the recommendations of this committee.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 4) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 5) assist with the implementation of recommendations made in the City's Special (Accessible) Transportation Review.

- 6) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **FIRE DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Fire Department will:**

- 1) work with the Building Inspections Department in encouraging the application of construction techniques which provide greater safety for individuals with disabilities living within the community.
- 2) contact all the community agencies involved in providing housing to the physically and mentally disabled in order to investigate the possibility of having automatic sprinkler systems installed in all group homes.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.
- 4) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 5) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.
- 6) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.

### **POLICE (RCMP) DEPARTMENT'S UPDATED RECOMMENDATIONS**

#### **That the Police Department will:**

- 1) continue to provide an education and awareness program regarding the philosophy of citizenship and the application of legal process for people with disabilities.
- 2) continue to include in the training for Victim Services volunteers, information designed to sensitize them to the individual needs of persons with disabilities.
- 3) encourage staff to attend training and awareness sessions designed to support the integration of persons with disabilities into programs and services.

- 5) schedule public meetings in facilities that are barrier-free and ensure that all notice for such meetings include information on accessibility.
- 6) when reviewing existing policies or writing new policies, assess and, if necessary, re-draft these policies ensuring that they do not contradict the Municipal Integration Strategy which is also City policy.
- 7) undertake an analysis of job functions as positions become vacant. If appropriate, the Department will consider reorganizing job functions to make a position available to a broad range of candidates including persons with mental and/or physical disabilities.



Policy Section:  
Community Services

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Policy Subject  
Red Deer and District Family and  
Community Support Services (F.C.S.S.)  
Board

Policy Reference:  
924

Lead Role:  
Director of Community Services  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

---

### PURPOSE

To clarify the role of the Red Deer and District Family and Community Support Services (F.C.S.S.) Board.

### POLICY STATEMENT

The operation of the Red Deer and District F.C.S.S. Board is governed by an agreement between The City of Red Deer, the County of Red Deer, the Village of Delburne, the Village of Elnora, the Town of Penhold and the Town of Bowden, dated August 9, 1988.

In terms of this agreement, the board shall:

- a) Assist in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program.
- b) Advise on the establishment of such relationships with other municipal, provincial and federal departments and community agencies as will promote the orderly development of Family and Community Support Services.
- c) Review all applications for cost-sharing under the Family and Community Support Services Act and make recommendations as to their acceptance, deferment or rejection.

...Cont'd.

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### Cross Reference

Municipal F.C.S.S. Agreement dated August 9, 1988

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### Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

Page:  
2 of 2

Policy Subject  
Red Deer and District Family and  
Community Support Services (F.C.S.S.)  
Board

Policy Reference:  
924

Lead Role:  
Director of Community Services  
Social Planning Manager

Resolution/Bylaw:  
December 9, 1991

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POLICY STATEMENT (Cont'd.)

The Social Planning Department provides administrative support to the board and ensures compliance with the agreement. Staff recommendations to the board are made by the Social Planning Manager. The Director of Community Services may comment on all board recommendations directly to the City Commissioner and City Council

- The City should maintain the Red Deer and District F.C.S.S. Board to act in an advisory capacity to City Council on all matters pertaining to preventative social services.
- The Social Planning Department should continue as unit authority, and will be responsible for the administration of the Red Deer and District Family and Community Support Services Board, and ensure compliance with the joint agreement between the partners in the regional F.C.S.S. program.

Community Services Master Plan  
Section 7.4.1, Page 168

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Cross Reference  
Community Services Master Plan Dec. 9/91

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Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

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Policy Subject  
Environmental Advisory Board

Policy Reference:  
925

Lead Role:  
Director of Community Services  
Parks Manager

Resolution/Bylaw:  
Bylaw 3020/90  
December 9, 1991

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### PURPOSE

To clarify the role of the Environmental Advisory Board.

### POLICY STATEMENT

The Environmental Advisory Board was established in terms of Bylaw 3020/90, and consists of seven members including a City alderman, a representative of either school board, a representative from the Red Deer Chamber of Commerce, a representative from a registered environmental society in Red Deer and three citizens-at-large. The Parks Department is responsible for providing administrative support to the board.

The bylaw outlines the duties and responsibilities of the board which include the following:

- "- To review and recommend to Council environmental policies and initiatives.
- To act as a liaison and coordinating body with existing environmental societies and organizations, as required, to direct their concerns and inquiries to the appropriate City department, Council, or other legislative body.
- To assist and make recommendations with respect to conducting public meetings and workshops as required, on environmental issues, to provide a forum for residents to share or express concerns, suggestions or inquiries.
- To act as a liaison with City departments and advise Council on potentially sensitive environmental issues.
- To act as a liaison and coordinating body to consider and make recommendations on environmental initiatives by provincial or federal agencies.
- To provide comments, as required, on various ongoing environmental public education programs.

...Cont'd.

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Cross Reference

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Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

Page:  
2 of 2

Policy Subject  
Environmental Advisory Board

Policy Reference:  
925

Lead Role:  
Director of Community Services  
Parks Manager

Resolution/Bylaw:  
Bylaw 3020/90  
December 9, 1991

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POLICY STATEMENT Cont'd.

- To review major planning documents and development proposals which may have environmental implications; as may be referred by the Commissioners to the board.
- To act as a liaison with the private business sector to provide information on new environmentally related operational or development procedures."
- The City should maintain an Environmental Advisory Board to act in an advisory capacity to Council on environmental issues.
- The Parks Department should continue to provide administrative support to the Environmental Advisory Board and ensure compliance with the Environmental Advisory Board Bylaw.

Community Services Master Plan  
Section 6.2, Page 130

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Cross Reference

Community Services Master Plan Dec. 9/91

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Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

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Policy Section:  
Community Services

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Policy Subject  
Red Deer Library Board

Policy Reference:  
926

Lead Role:  
Red Deer Library Board  
Director of Community Services

Resolution/Bylaw:  
Bylaw No. 363 -  
April 23, 1914  
December 9, 1991

---

### PURPOSE

To clarify the role and responsibilities of the Red Deer Library Board.

### POLICY STATEMENT

The Red Deer Library Board is a semi-autonomous corporation, which consists of ten members appointed by City Council, including a City alderman. The operation of the Library Board is governed by the Libraries Act, which was substantially revised in 1983. In terms of this Act, the Library Board has "full management and control" of the library, subject to any enactment that limits its authority. The City's Director of Community Services acts as a resource and liaison to the board and library administration, and may comment on board recommendations to City Council.

The Red Deer Library Board is responsible for the management, operation and maintenance of the Red Deer Public Library. The library at the G.H. Dawe Community Centre is an affiliate of the Red Deer Public Library, and is under the direction of the G.H. Dawe Management Board. The funding of this library is shared between the Library Board and both school boards in accordance with an agreement dated May 1990.

The Library Board is responsible for preparing an annual budget for submission to the City, which City Council may approve "in whole or in part". The budget for the Red Deer Library Board is collected through a "Public Library Rate" on the assessed value of all property liable to taxation and not through the general tax levy.

- The City should continue to support the operation of the Red Deer Public Library through the Red Deer Library Board. The Director of Community Services shall act as a resource and liaison to the board and library administration.

Community Services Master Plan  
Section 7.5.4, Page 177

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### Cross Reference

Bylaw No. 363 - April 23, 1914  
Alberta Libraries Act - November 30, 1983  
Red Deer Public Library Bylaw - January 17, 1991  
Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

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1 of 1

Policy Subject  
River Bend Golf and  
Recreation Society

Policy Reference:  
927

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
December 9, 1991

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### PURPOSE

To clarify the role of the River Bend Golf and Recreation Society.

### POLICY STATEMENT

The River Bend Golf and Recreation Society (Red Deer) is an independent society established with the objective of operating the River Bend Golf Course and Recreation Area. The society includes nine members, including a City alderman, who are appointed by City Council.

The society is contracted by the City to manage, operate, and maintain the River Bend Golf Course and Recreation Area. The contract between the City and the society is outlined in a detailed management agreement, which is reviewed every three years. The agreement contains details of the annual "rent", which is approved on a three-year basis. The Director of Community Services acts as a resource and liaison to the society and coordinates all aspects of the agreement on behalf of the City.

- The City should continue to contract with the River Bend Golf and Recreation Society for the management and operation of River Bend Golf Course and Recreation Area.
- The City should maintain a three-year operating agreement with the society outlining the goals and objectives and the annual rent. The Director of Community Services shall act as a resource and liaison to the society and coordinate all aspects of the agreement on behalf of the City.

Community Services Master Plan  
Section 7.5.3, Page 176

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### Cross Reference

Management agreement between the City and the River Bend Golf and Recreation Society.  
Community Services Master Plan Dec. 9/91

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### Remarks

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Date of Approval:  
January 20, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

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Policy Subject  
Downtown Street Tree Maintenance

Policy Reference:  
928

Lead Role:  
Parks Manager  
Construction/Maintenance Superintendent

Resolution/Bylaw:  
December 21, 1992

---

### PURPOSE

To establish tree maintenance standards, in accordance with Traffic Bylaw 2800/C-84, Section 100.9, for trees in the downtown area.

### POLICY STATEMENT

1. The Parks Department shall meet Traffic Bylaw requirements while providing enhancements and aesthetically pleasing landscapes in the downtown area.

Sidewalk Clearance 2.25 m (7.5 ft.)  
Street Clearance 4.2 m (13.5 ft.)

2. Trees that are still developing structural growth habits, and starting to create significant crowns (foliage) are very limited with respect to the clearance above ground that can be attained without adversely affecting the health and growth of the trees.
3. Trees will not be pruned for storefront sign visibility reasons unless the trees obstruct traffic regulatory signs.
4. Pruning of young trees (less than 150 mm - 6 inch caliper) will be limited to structural pruning only.

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Cross Reference  
Traffic Bylaw 2800/C-84

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Remarks

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Date of Approval:  
December 21, 1992

Effective Date:

Date of Revision:

Policy Section:  
Community Services

Page:  
1 of 1

Policy Subject  
Street Closures

Policy Reference:  
929

Lead Role:  
Recreation Program Supervisor

Resolution/Bylaw:

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PURPOSE

POLICY STATEMENT

Street closures for races and other similar events will not be accommodated unless a permit is received from the City Commissioner.

All applications for recreational or other discretionary street closures must be submitted to the Recreation Program Supervisor for initiation and processing.

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

June 21, 1993



Policy Section:  
Community Services

Page:  
1 of 3

Policy Subject  
Public Artwork

Policy Reference:  
930

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
November 20, 1995

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### PURPOSE

WHEREAS, The City of Red Deer believes that public art can enhance the quality of life for a community by contributing a healthy, vibrant sense of place, and

WHEREAS, The City of Red Deer is committed to planning, which is responsive to the unique aspects of our community, and

WHEREAS, The City of Red Deer supports public art of quality and integrity, recognizing freedom of expression, and

WHEREAS, the "Ghosts" program of the Towne Centre Association has been launched and is intended to serve as a focal point for public art on public property in downtown Red Deer,

THEREFORE, a Public Artwork Policy is hereby developed for The City of Red Deer.

- To establish procedures for the installation of permanent artwork on public property. Artwork on private property in public view is outside the domain of this policy.
- To ensure that permanent public artwork compliments the architecture, site and setting, and existing public art, while respecting artistic freedom.
- To encourage an inclusive and collaborative process in the development of public art that enhances the quality of life for the community.
- To encourage public art of quality and integrity.
- To determine ownership, safety considerations and maintenance agreements for all permanent art works on public property.

Policy Section:  
Community Services

Page:  
2 of 3

Policy Subject  
Public Artwork

Policy Reference:  
930

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
November 20, 1995

---

### POLICY STATEMENT

- An application for the installation of permanent art on public property is to be completed on designated forms, available from the City Recreation, Parks & Culture Department, Culture Services Section. Application forms are to be submitted to the Culture Development Superintendent. Installation of non-permanent public artwork shall be part of the Special Events Application.
- An application for the installation of permanent art on public property is to be completed on designated forms, available from the City Recreation, Parks & Culture Department, Culture Services Section. Application forms are to be submitted to the Culture Development Superintendent. Installation of non-permanent public artwork shall be part of the Special Events Application.
- Ownership, insurance and maintenance agreements will be part of the application and recommendation procedures.
- A Public Art Committee (PAC) will review all applications for recommendation to the Recreation, Parks & Culture Board.
- All applications for installation of permanent public art must be approved by City Council.
- The Public Art Committee shall be appointed by the Recreation, Parks & Culture Board for a two-year term, and will consist of:
  - Culture Development Superintendent of the Recreation, Parks & Culture Department, Chairman
  - General Manager of the Towne Centre Association, when the location for the artwork is downtown
  - Municipal Planner, as designated by Parkland Community Planning Services.
  - Two citizens-at-large, as recommended by the three standing members, one for a two-year term and one for a three-year term the first year, and two-year terms thereafter.

Policy Section:  
Community Services

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Policy Subject  
Public Artwork

Policy Reference:  
930

Lead Role:  
Director of Community Services

Resolution/Bylaw:  
November 20, 1995

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- The application for the installation of permanent public art will be routed to any/all of the following departments, as applicable for comment, prior to the PAC review:
  - Engineering Department
  - Bylaws & Inspections Department
  - Public Works Department
  - Electric, Light & Power Department
  - Emergency Services
  - Recreation, Parks & Culture Department
  - Towne Centre Association (as appropriate)
  - Downtown Planning Committee (as appropriate)
- Detailed procedures, definitions and guidelines will be developed by the Public Art Committee and will be made available with an application form.

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Cross Reference

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Remarks

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Date of Approval:  
November 20, 1995

Effective Date:

Date of Revision:

## Appendix 1.

### The Policy Formulation Process in the City of Red Deer

The policy formulation process has six steps:

- 1) policy identification
- 2) policy review
- 3) recommendation
- 4) submission for Council consideration
- 5) Council decision
- 6) policy implementation

Each of these steps is described below:

1) Council policies can be initiated by Council, by a Committee or by a department. The first step in the process is to identify and clarify the issue to be dealt with, to determine the boundaries of the issue and to establish priorities for policy formulation. This can occur at any time; however, the preparation of the annual budget provides an appropriate review period in which department heads can initiate a formal review in relation to program delivery.

2) The second step is an initial policy review by the department head responsible for the area under study. As the review is being initiated by a request to the department head, the City Clerk shall be notified of the policy area to be reviewed and the expected time frame for the review. The Clerk shall keep a current record of all policy reviews underway.

3) The third step is the preparation by the department head of a policy recommendation. The policy format attached to this appendix in Exhibit 1 will be used for the policy recommendation.

4) The fourth step is the submission of the policy format to the City Clerk for Council consideration.

5)The fifth step is the Council decision on the proposed policy statement, on who is responsible for follow up action and on how often and when Council wishes to review the matter.

6)The sixth and final step of the process is the determination as to how policy implementation will occur. Generally, this is the responsibility of the Administration; however, in selected cases Council may wish to specify general implementation guidelines to follow.

Exhibit 1.

THE CITY OF RED DEER

COUNCIL POLICY MANUAL

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Policy Section:

Page:

Policy Subject:

Policy Reference:

Lead Role:

Resolution/Bylaw:

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Purpose

Policy Statement

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

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## Appendix 2.

### Policy Monitoring, Review and Updating

Policy decisions are made by Council for a wide range of situations and under varying conditions. When a decision is made, it is recognized that objectives may be modified over time, assumptions may change, new courses of action initiated or new information made available, e.g. evolving public values or changing economic trends. Changes, such as these, often make Council policy decisions irrelevant, out-of-date or inconsistent with other decisions which have been made. To ensure that Council policies are up-to-date, the policy system needs to be monitored and evaluated periodically.

Two needs for policy monitoring and evaluation have been recognized. The first is the ongoing monitoring which occurs in Council, committees and departments and results in recognition of a problem and the need for corrective policy action. The policy formulation process has been established to handle this situation. The second is the need for a periodic overview of existing policies; relating one policy to another, relating existing policies to the current direction of municipal programs and operations and relating policy to changing conditions, e.g. economic conditions. For this kind of policy overview to occur, adequate resources and time will have to be allocated and a formal procedure recognized. Rather than identify a new procedure, the budget preparation process has been established as the appropriate system to formally review and evaluate Council

policy direction.

An overall departmental policy monitoring and review will therefore occur on an annual basis. Recommendations for new policies, amendments to existing policy and the deletion of policy will be submitted by each department head to the City Commissioners along with their budget submissions. Therefore, as a department reviews its activity for resource allocation, it should also undertake a review of the Council direction for each of its major areas of responsibility.



### Appendix 3.

#### Policy Amendment Procedures

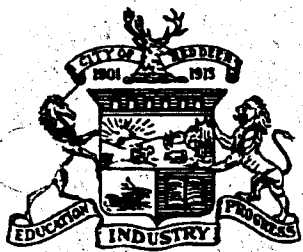
Policy amendments may be minor or major. If the amendment is considered minor, in other words focusing on rewording, it is suggested that the amendment be sent to the City Clerk for Council's attention. A full background report is not considered essential for this situation. If the amendment however, involves a major change to existing policy, then the amendment should proceed through the six step policy formulation process.

Policy amendments should be submitted on the policy format along with a copy of the original policy format, indicating where changes are being recommended.

## Appendix 4.

### Glossary

1. COUNCIL POLICY  
A definite statement made by Council, of overall intention in certain areas of responsibility, to guide and determine present and future decisions in that area.
2. COUNCIL DIRECTIVE  
A statement by which Council delegates authority and responsibility to implement policy in a specified manner.
3. MANAGEMENT DIRECTIVE  
A definite instruction, made by Administration, committing the organization or one of its components, to action.
4. OPERATING POLICIES AND PROCEDURES  
An outline of a series of specified guidelines providing detailed instruction at the departmental level, to guide action in the accomplishment of a desired result.
5. REQUEST FOR POLICY  
A format used to request Council to address an area of decision making, in order to establish a policy.
6. REQUEST FOR DECISION  
A format used to request Council to address a particular issue, to consider the alternative courses of action presented, and to decide on a preferred approach.
7. POLICY DEVELOPMENT PROCESS  
A series of action steps to establish policy direction in a given area. The process involves clarifying issues, setting priorities, defining a frame of reference, reviewing alternatives, recommending a course of action to Council, Council decision and direction for policy implementation.
8. POLICY IMPLEMENTATION  
A course of action to carry out the intent of policy direction, i.e. how the policy will be implemented, who will be responsible and who will be involved, how coordination will occur and when and how action will be reviewed and evaluated.
9. POLICY MONITORING AND EVALUATION  
A procedure for monitoring the impact and influence of adopted policy direction, reviewing the results and evaluating the effectiveness of the policy and its implementation measures in order to decide on needed corrective action.



Adopted By Council  
September 9, 1996

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# *COUNCIL POLICY MANUAL*

**COUNCIL POLICY MANUAL  
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## General

**General Policies Index**  
**Policy Series 1000**

[illegible]

## ***Personnel***

**Personnel Index**  
**Policy Series 2000**[illegible]

## Community Services

**Community Services - General Index**  
**Policy Series 3000**

[illegible]

## Community Services

***Recreation, Parks and Culture Index  
Policy Series 3100***

[illegible]



## Community Services

***R.C.M.P. Index  
Policy Series 3200***

[illegible]

## Community Services

**Social Planning Index  
Policy Series 3300**

[illegible]

## Community Services

**Community and Land Use Planning Index  
Policy Series 3400**

[illegible]

## ***Development Services***

**Development Services - General Index**  
**Policy Series 4000**

[illegible]

## Development Services

***Electric, Light & Power Index  
Policy Series 4100***

[illegible]

## Development Services

***Emergency Services Index  
Policy Series 4200***

[illegible]

## ***Development Services***

### ***Engineering Index Policy Series 4300***

<b><i>Policy Number</i></b>	<b><i>Policy Title</i></b>	<b><i>Revised</i></b>	<b><i>Repealed</i></b>
4301	Use of Speed Bumps		
4302	Paving Over City Easements		
4303	Fence Encroachment Lanes		
4304	Escarpment Development		
4305	Crosswalk Painting and Signing		
4306	Development in Flood Plain		
4307	Guide and Information Signs Installation Warrant		
4308	Utilization of Water and Sanitary Services		
4309	Arterial Roadway Standards Relative to Right of Way Width and Noise Attenuation		
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4312	Off-Site Levies		
4313	Traffic Noise Attenuation		

## ***Development Services***

***Inspections & Licensing Index***  
***Policy Series 4400***

[illegible]



## ***Development Services***

**Land & Economic Development Index  
Policy Series 4500**

[illegible]

## ***Development Services***

***Public Works Index  
Policy Series 4600***

[illegible]

## Corporate Services

**Corporate Services - General Index**  
**Policy Series 5000**

[illegible]

## Corporate Services

**Assessment & Tax Index  
Policy Series 5100**

[illegible]

## ***Corporate Services***

### ***City Clerk's Index Policy Series 5200***

<b><i>Policy Number</i></b>	<b><i>Policy Title</i></b>	<b><i>Revised</i></b>	<b><i>Repealed</i></b>
5201	Council Agendas		
5202	Broadcasting and Taping of Council Meetings		
5203	Council Remuneration		
5204	Acceptance of Faxed Documents		
5205	Delivery of Mail to The City of Red Deer		

**Corporate Services****Treasury Index  
Policy Series 5300**

<b>Policy Number</b>	<b>Policy Title</b>	<b>Revised</b>	<b>Repealed</b>
5301	Purchasing and Tendering		
5302	Banking Services - Tendering		
5303	Calculating Costs of City Forces In Competition with Tendered Costs Submitted by Contractors		
5304	Use of Bid Depository		
5305	Budget Administration: General		
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**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO. 1001**

**Page 1 of 1**

**TITLE: Civic Recognition for  
Council Members**

**Date of Approval:  
September 9, 1996**

**SECTION: General  
(Mayor)**

**Dates of Revision:**

---

**POLICY STATEMENT**

1. Council shall formally recognize the service provided to the City and the citizens of Red Deer by members who have been elected to serve on Council of the City.

2. This recognition shall be in the form of a:

- (a) gold ring; or
- (b) brooch; or
- (c) bracelet; or
- (d) necklace.

to be presented at an appropriate time following the swearing-in of the newly elected member of Council.

3. Council further reserves the right to withhold the recognition if a member is relieved of his/her office.

4. A permanent record of this formal recognition of Council Members shall be kept in the City Clerk's Department.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1002**

**Page 1 of 1**

**TITLE:**

***Civic Recognition for  
Committee, Board &  
Commission Members***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***General  
(Mayor)***

***Dates of Revision:***

---

**POLICY STATEMENT**

*Council shall formally recognize the service provided by citizens to Council appointed committees, commissions and boards by hosting a Volunteer Appreciation Reception every two years.*





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

<b>POLICY NO.</b>	<b>1003</b>	<b>Page 1 of 1</b>
<b>TITLE:</b>	<b><i>Expenses for Council Committee, Board &amp; Commission Members</i></b>	<b><i>Date of Approval: September 9, 1996</i></b>
<b>SECTION:</b>	<b><i>General (Treasurer)</i></b>	<b><i>Dates of Revision:</i></b>

---

**POLICY STATEMENT**

*Members of Council committees, boards and commissions attending conferences, seminars or special meetings on behalf of such bodies, will be reimbursed for reasonable, direct or out of pocket expenses, providing adequate budget provisions have been made for such expenses.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

<b>POLICY NO.</b>	<b>1004</b>	<b>Page 1 of 1</b>
<b>TITLE:</b>	<b>City of Red Deer Employee Eligibility on Council Committees, Boards and Commissions</b>	<b>Date of Approval: September 9, 1996</b>
<b>SECTION:</b>	<b>General (Council)</b>	<b>Dates of Revision:</b>

---

**POLICY STATEMENT**

1. No City employee shall be eligible to serve as a voting member on any Council committee, commission or board established by bylaw, unless:
  - (a) such committee, commission or board is solely of a technical nature; and
  - (b) appointment of the City employee is embodied within the bylaw.
2. As authorized by the City Manager, a City employee may serve as an advisory member without vote, on any Council committee, commission, or board established by bylaw.
3. Where deemed appropriate by Council, a City employee may serve on an ad hoc committee established by resolution of Council.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.** 1005

**Page 1 of 2**

**TITLE:** Council Inquiries

**Date of Approval:**  
September 9, 1996

**SECTION:** General  
(Council)

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is:*

1. *to ensure that there is a mechanism for individual Council Members to obtain information on issues of particular concern to them, and*
2. *to identify procedures to be followed by the Administration when providing information to Council Members in response to their inquiries.*

**A. VERBAL INQUIRIES**

Verbal inquiries from Council Members not requiring a written response, may be responded to verbally by any staff member with the Department Manager's approval.

**B. MISCELLANEOUS INQUIRIES**

1. All inquiries from Council Members requiring a written response or photocopied material, shall be submitted in writing by the Council Member to the respective Department Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**                    **1005**

**Page 2 of 2**

**TITLE:**                        **Council Inquiries**

**Date of Approval:**  
**September 9, 1996**

**SECTION:**                    **General  
(Council)**

**Dates of Revision:**

- 
2. The Department Manager shall provide the written response directly to the Council Member making the inquiry with a copy to the City Manager.
  3. If the inquiry, verbal or written, is for highly sensitive, controversial, personal or confidential information, or if the response would be very costly or time consuming, the inquiry shall be submitted to the City Manager for a decision as to:
    - (a) whether to proceed with the response, and/or
    - (b) whether to refer the inquiry to Council.
  4. Any inquiry referred to Council shall be in accordance with the Procedure Bylaw.
  5. Responses to all inquiries shall be supplied as soon as possible.
  6. If it is not possible to supply the response within one week from the date the inquiry is lodged, the City Manager shall be notified upon receipt of the request by the Department Head, and in turn, the City Manager shall notify the Council Member.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

<b>POLICY NO.</b>	<b>1006</b>	<b>Page 1 of 1</b>
<b>TITLE:</b>	<b>Utilization of City of Red Deer Logo and Slogan</b>	<b>Date of Approval: September 9, 1996</b>
<b>SECTION:</b>	<b>General (Red Deer Visitor and Convention Bureau)</b>	<b>Dates of Revision:</b>

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**POLICY STATEMENT**

1. At The City of Red Deer's Council Meeting held July 25, 1988, Council passed a resolution adopting the following as The City's official logo and slogan:



2. The above logo and slogan have been copyrighted in the name of The City of Red Deer. The Red Deer Visitor and Convention Bureau have been licensed to use the official logo and slogan, and are hereby delegated the power to authorize the use of same.

**Cross Reference:** *City of Red Deer Administration Manual*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1007**

**Page 1 of 1**

**TITLE:**

**Utilization of City of Red Deer  
Crest (Coat of Arms)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**General  
(Mayor)**

**Dates of Revision:**

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**POLICY STATEMENT**

The City of Red Deer's Municipal Crest  
(Coat of Arms)



1. The Mayor and/or City Manager of the City are hereby delegated the power to authorize the use of the City's Municipal Crest (Coat of Arms).
2. The City's Crest (Coat of Arms) may be utilized by City Departments in the normal course of City business.

**Cross Reference:** *City of Red Deer Administration Manual*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1008**

**Page 1 of 1**

**TITLE:**

**Property Vandalism**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**General  
(City Solicitor)**

**Dates of Revision:**

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**POLICY STATEMENT**

*Civil action shall be taken for recovery of losses in cases involving vandalism of City property where the Courts do not order restitution, and rewards may be offered for information leading to the arrest and conviction of persons involved in such vandalism.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1009**

**Page 1 of 1**

**TITLE:**

**Civic Hospitality**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**General  
(Mayor and Council)**

**Dates of Revision:**

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**POLICY STATEMENT**

The City will sponsor or participate in the sponsoring of civic hospitality to:

- (a) National conventions held in Red Deer directly involving municipal government;
- (b) Provincial or regional conventions held in Red Deer directly involving municipal government;
- (c) Other conventions, competition events, or groups in exceptional circumstances;
- (d) Youth groups under special circumstances.

**(CURRENTLY UNDER REVIEW BY MAYOR AND COUNCIL)**





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**                    **1010**

**Page 1 of 3**

**TITLE:**                    **Public Participation**

**Date of Approval:**  
**September 9, 1996**

**SECTION:**                **General**  
                                  **(Senior Management Team)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. This policy recognizes that:
  - (a) *governance is a partnership of citizens, elected officials and administration, and*
  - (b) *there is an ever-growing interest and need by the citizens to know and to participate in decisions that affect them and their community, and*
  - (c) *Council is committed to foster and encourage public participation in the business of governance and has documented this in both our Vision 2020 report and our Strategic Plan,*
2. Council of the City will commit to encourage citizen involvement through various and appropriate public participation processes.
3. Public participation is a systematic process that provides an opportunity for citizens, administrators and elected representatives to share their experience, knowledge and goals, and to combine their energy to create a plan or to develop a course of action. This policy is to ensure that the citizens of Red Deer have that opportunity to be involved in municipal issues and decision making. It is recognized that different situations and different issues require different levels of participation, yet, ultimately, the final decision must always rest with the elected officials. However, whenever and wherever it is practical, citizens who could be directly affected will be advised and given opportunity for input.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1010**

**Page 2 of 3**

**TITLE:**

**Public Participation**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**General  
(Senior Management Team)**

**Dates of Revision:**

- 
4. Division and Department Business Plans will commit to identifying those issues/decisions for which public input is appropriate, and will devise specific plans for implementation of a public process related to same. Different levels of participation are identified below and the examples of public participation are not exhaustive, nor are they intended to inhibit creativity in seeking new ways of involving the public.

Levels include:

- (a) Information dissemination, awareness building
  - e.g., press releases, advertisement, signage
- (b) Validation of, or reaction to, a proposed plan or options
  - e.g., public meetings/open houses to present information and invite reaction and/or validate a decision already made
- (c) Information sharing, with feedback to be used in developing a course of action
  - e.g., public meeting/open house, inviting input and discussion leading toward a decision or plan of action
- (d) Joint planning, consultation and problem solving
  - e.g., public meeting/open house, with an issue simply being placed before the group, with discussion and input leading toward resolution by the group



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**1010**

**Page 3 of 3**

**TITLE:**

**Public Participation**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**General  
(Senior Management Team)**

**Dates of Revision:**

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(e) Facilitation of self-planning or community development

- e.g., City staff serving as facilitators in assisting the community to identify their own issues and develop their own plans

*Nothing in this policy prevents direct access by the citizens to Red Deer City Council.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**                      **2001**

**Page 1 of 1**

**TITLE:**                              **Personnel Management**

**Date of Approval:**  
**September 9, 1996**

**SECTION:**                        **Personnel**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for the extent of Council's involvement in personnel decisions.*

***Administration of Personnel***

1. Council shall only become involved in the administration of City personnel in the following matters:
  - (a) Organizational changes that result in the establishment of a new position at the Department Head level or above;
  - (b) Confirmation of appointments of Designated Officers in accordance with the City's Organizational Bylaw;
  - (c) Disciplinary action of Designated Officers;
  - (d) Approval of all collectively bargained agreements;
  - (e) Approval of general salary and benefit changes for exempt staff.
2. The Personnel Committee shall review and make recommendations to Council on those matters listed above. The City Manager or Senior Management Team may present other matters to the Personnel Committee for their review, information and/or advice.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**2002**

**Page 1 of 1**

**TITLE:**

**Collective Bargaining**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Personnel**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to establish that Council must set a bargaining mandate and ratify any tentative agreement with a union before that agreement is binding on Council.*

1. The City Manager shall, prior to the commencement of collective bargaining, obtain from the Personnel Committee a bargaining mandate within which to negotiate the collective agreements. This mandate may be altered by the Personnel Committee as the negotiations progress.
2. Council may delegate to an employee or consultant the responsibility to negotiate, on behalf of Council, a tentative collective agreement with a union and reach a tentative agreement with a union.
3. No collective agreement shall be in any way binding on the City as an employer until such time as the tentative agreement has been ratified by the union membership and a resolution has been passed in an open meeting of Council agreeing to the terms and conditions contained in that agreement.
4. The City Manager may, at his discretion, employ labour relation experts to assist in the solution of labour problems.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**                      **2003**

**Page 1 of 1**

**TITLE:**                              **Employee Recognition**

**Date of Approval:**  
**September 9, 1996**

**SECTION:**                        **Personnel**

**Dates of Revision:**

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**POLICY STATEMENT**

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

**CIVIC EMPLOYEE RECOGNITION**

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

10 years	-	Approximately \$30.00 value
15 years	-	Approximately \$50.00 value
20 years	-	Approximately \$150.00 value
25 years	-	Approximately \$500.00 value
30 years	-	Approximately \$525.00 value
35 years	-	Approximately \$550.00 value



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**2004**

**Page 1 of 1**

**TITLE:**

***Civic Employee Job Descriptions  
and Salary Ranges -  
Public Availability***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Personnel***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide guidelines for the availability of job descriptions and salary ranges of City employees to the public.*

Job descriptions and salary ranges of City employees are to be made available at normal rates to any elector or owner of land within the City, upon written request to the Personnel Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3101**

**Page 1 of 2**

**TITLE:**

***Sunday and Holiday Policy***

***Date of Approval:***

***September 9, 1996***

**SECTION:**

***Community Services  
(Recreation, Parks and  
Culture)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to establish the hours of Recreation, Parks & Culture facilities operations for Sundays and holidays and to regulate holiday operating costs of facilities.*

1. The City does not sanction or endorse youth group activity prior to 12:00 noon on Sunday, but will accept bookings for use of recreation and culture facilities from community organizations who wish to use this time for their programs.
2. The Recreation, Parks & Culture Department will not generally sponsor Sunday activities other than afternoon public skating and swimming, however, City Council has the authority to authorize activity prior to 12:00 noon, and the Recreation, Parks & Culture Manager has the authority to authorize activity after 12:00 noon, if circumstances warrant.
3. Recreation, Parks & Culture Department facilities operated by private enterprise under a formal agreement are not governed by this policy, and the hours of operation are as stipulated in the agreement, or as approved from time to time by City Council. These facilities include Bower Ponds Pavilion, Heritage Ranch Visitors and Equestrian Centre, Lions Campground, Memorial Centre, Old Court House Cultural Centre, Cronquist House, Fort Normandeau, Kerry Wood Nature Centre, Community Shelters and the River Bend Golf Course/Recreation Area.
4. Recreation, Parks & Culture Department sponsored special events will be discouraged on Sunday unless they are with a family orientation.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3101**

**Page 2 of 2**

**TITLE:**

***Sunday and Holiday Policy***

***Date of Approval:***

***September 9, 1996***

**SECTION:**

***Community Services  
(Recreation, Parks and  
Culture)***

***Dates of Revision:***

- 
5. All Recreation, Parks & Culture Department facilities will be closed on Good Friday.
  6. All Recreation, Parks & Culture Department facilities will remain closed until 12:00 noon on Remembrance Day.
  7. All Recreation, Parks & Culture Department facilities will be closed at 5:00 p.m. on Christmas Eve and remain closed Christmas Day.
  8. All Recreation, Parks & Culture Department facilities will be closed at 5:00 p.m. New Year's Eve and, subject to the provisions in Clause 9.
  9. Bookings for special events will be accepted for any Recreation and Culture Department facility on all holidays except Christmas Day, Good Friday, and Remembrance Day morning; however, there will be a premium rental charge applied, sufficient to cover all additional staff costs in excess of the normal rate.
  10. The City may open some facilities for public skating and swimming on all holidays, excluding New Year's Day and excluding the holidays stated in Clause 9.
  11. All requests for special considerations in contravention of the Sunday & Holiday Policy shall be directed to the Recreation, Parks & Culture Board and City Council.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3102**

**Page 1 of 1**

**TITLE:**

**Fees and Charges**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City's Vision 2020 policy and Strategic Plan require the departments in the Community Services Division to assess the appropriate degree of subsidy for all community service programs and facilities and adopt the "user pay" principle where appropriate. It is also necessary for the departments to regularly evaluate the costs/benefits of all programs to ensure that limited financial resources are best utilized.
2. Each department within the Community Services Division will maintain a fees and charges policy that shall address:
  - (a) Which programs and services shall be made available free of charge;
  - (b) Which programs and services shall be subsidized, and the identification and rationale for the level of services to be provided;
  - (c) Which programs and services shall be provided on a fully user-pay basis;
  - (d) Which programs and services shall generate a profit.
3. Where common services/facilities are being offered, an attempt should be made to ensure consistency throughout the division and associated agencies.
4. Annual fees and charges are approved by respective boards and City Council during annual budget deliberations.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO. 3103**

**Page 1 of 7**

**TITLE:** *Parade/Special Event Approval* **Date of Approval:**  
*October 7, 1996*

**SECTION:** *Community Services* **Dates of Revision:**  
*(Recreation, Parks and Culture)*

---

**POLICY STATEMENT**

*The purpose of this policy is:*

- (a) to provide for approval criteria, in accordance with the Downtown Concept Plan, with respect to parades/special events held on public roads and parking lots, and*
- (b) to provide fairness in serving both the motoring public, who expect to have the roadway available to drive on, and to the general public who wish to, and are entitled to, access public property.*

Permits shall be issued for parades/special events, in accordance with the following criteria.

**A. KEY ROADWAYS**

- 1. Permits will be considered for the *shared use of key roadways*, depending on the nature of the event and the compatibility with existing traffic.
- 2. Key roadways are those that must remain open in some form at all times.
- 3. Key roadways shall include the following:
  - (a) Gaetz Avenue, from Delburne Road to 45 Street and from 52 Street to Highway 11A;
  - (b) 51 Avenue, from 52 Street to 45 Street;
  - (c) 49 Avenue, from 39 Street to 63 Street;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 2 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:  
October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

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- (d) 42 Street Hill to Regional Hospital;
  - (e) 36 Street, from Gaetz Avenue to 51 Avenue;
  - (f) 51 and 50A Avenue, from 36 Street to Regional Hospital;
  - (g) 32 Street, from Highway 2 to Lockwood Avenue;
  - (h) Taylor Drive, from Delburne Road to Highway 11A;
  - (i) 49 Street, from Taylor Drive to 45 Avenue;
  - (j) Ross Street, from Taylor Drive to Davison Drive;
  - (k) 67 Street, from Highway 2 to 30 Avenue;
  - (l) 30 Avenue, from 67 Street to Delburne Road;
  - (m) 77 Street, from Taylor Drive to 40 Avenue;
  - (n) Spruce Drive and 48 Avenue, from 32 Street to 55 Street;
  - (o) 40 Avenue, from Delburne Road to 55 Street;
  - (p) 55 Street, from Gaetz Avenue to 40 Avenue;
4. The only exceptions to shared uses shall be the Westerner Parade, First Night Festival, and the Town Centre Band Extravaganza, where total road closures will be permitted.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 3 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:  
October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

- 
5. On-street parking shall be removed first. If additional space is required, a reduction in the number of vehicle travel lanes will be considered adhering to the following criteria:
    - (a) Two-way roadway - at least one 4.25 m vehicle travel lane must be open in each direction;
    - (b) One-way roadway - at least two 4.25 m travel lanes must be open at all times.
  6. All applications to accommodate parades/special events on key roadways must be submitted to the Recreation, Parks and Culture Manager.
  7. Applications must be circulated to the appropriate City Departments to determine if the shared use is recommended and to obtain conditions of approval.
  8. The Recreation, Parks and Culture Manager will circulate the application to the appropriate City Departments for comments and conditions.
  9. The Recreation, Parks and Culture Manager will then forward the application, along with a summary of comments and conditions, to the Mayor and City Manager's Office, for approval.
  10. The lead time for this type of application is 15 working days.
  11. The Permit processing fee in these instances shall be \$200.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 4 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:**

**October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

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**B. ALL OTHER ROADWAYS**

1. All applications to accommodate parades/special events on all other roadways and/or parking lots, must be submitted to the Recreation, Parks and Culture Manager.
2. Applications in these instances will not be circulated to City Departments, however, a copy of the approved application is to be forwarded to the appropriate City Departments for information purposes.
3. The Recreation, Parks and Culture Manager will:
  - (a) review all applications;
  - (b) approve or deny applications;
  - (c) determine if any appropriate conditions are to be applied to approved applications;
  - (d) issue Permits directly for approved applications.
4. Copies of Permits issued will be circulated to the appropriate City Departments for information purposes.
5. The lead time necessary to process this type of application is five working days.
6. The Permit processing fee in these instances shall be \$50.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 5 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:  
October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

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**C. GENERAL CONDITIONS**

1. The parade/special event:
  - (a) will not be Permitted to seal off access to areas with no alternative access routes;
  - (b) must not conflict with road or utility construction or maintenance activities;
  - (c) must not conflict with public transit routes or bus stops;
  - (d) must accommodate emergency response vehicles at all times;
  - (e) should be scheduled outside of the a.m., noon, and p.m. peak traffic hours, or be scheduled on a weekend;
  - (f) must use City of Red Deer signs and barricades, where applicable;
  - (g) must pay for all associated costs, as determined by the Public Works Manager;
  - (h) must provide the City with at least five working days of advance notice.
2. The Public Works Manager will determine if the labour force to handle the barricades is to be comprised of Public Works employees, or volunteers supplied by the event. If City forces are to be utilized, all labour costs are to be recovered from the event.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 6 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:  
October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

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The criteria for determining which labour forces will be utilized are:

- (a) City of Red Deer bylaw requirements;
- (b) the size of the event;
- (c) the location of the event, i.e. parking lot, busy roadway.

**3. The event's organizer must:**

- (a) make satisfactory arrangements with the Recreation, Parks and Culture Manager for:
  - (i) access to parking;
  - (ii) removal of parking that is normally available to businesses and/or residents.
- (b) provide proof of at least \$1,000,000 public liability insurance, naming The City of Red Deer as additional insured, and in a form satisfactory to the Director of Corporate Services.
- (c) obtain the assistance of the R.C.M.P., where necessary:
  - (i) to provide positive traffic control, particularly at busy intersections;
  - (ii) to provide an escort of the event through the City.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3103**

**Page 7 of 7**

**TITLE:**

**Parade/Special Event Approval**

**Date of Approval:  
October 7, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and Culture)**

**Dates of Revision:**

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- (d) make suitable arrangements to clean up the parade route upon completion of the event.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3104**

**Page 1 of 2**

**TITLE:**

**Gaetz Lakes Sanctuary,  
Waskasoo Park**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to recognize restrictions imposed on the City as a result of the transfer of the Gaetz Lakes Sanctuary to the City.*

1. The Federal Bird Sanctuary was transferred to the City in 1983, subject to the following terms and conditions, which are maintained by the Gaetz Lakes Sanctuary Committee.
  - "(a) The land shall be used primarily for the protection of wildlife in its natural habitat;
  - (b) No activity that conflicts with the protection of wildlife shall be permitted on the land;
  - (c) The Council of the City shall establish and maintain a committee that should include a representative of the Fish & Wildlife Division of the Department of Energy & Natural Resources, to ensure that the purchaser complies with the conditions and restrictions on the use of the land set forth in this agreement;
  - (d) Access to the land and movement within the boundaries of the land shall be restricted;
  - (e) No boats or canoes shall be permitted on any lakes within the boundaries of the land;
  - (f) No vehicles of any type shall be allowed in, on or about the land, except for the purpose of an emergency;
  - (g) No horses or pets shall be allowed in, on or about the land;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3104**

**Page 2 of 2**

**TITLE:**

**Gaetz Lakes Sanctuary,  
Waskasoo Park**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

- 
- (h) No camping, picnicking or partying shall be permitted in, on or about the land."
2. Gaetz Lakes Sanctuary shall continue to be operated subject to the above conditions and in accordance with the terms and conditions established by the Province and monitored by Gaetz Lakes Sanctuary Committee.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3105**

**Page 1 of 1**

**TITLE:**

**Staff Use of City-Owned  
Facilities**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for the staff use of City-owned facilities.*

Any City department, board and/or society which operates a City-owned facility shall ensure that if any free or subsidized use of said facilities is granted to staff the cost of this benefit shall be included in its budget and reviewed by City Council on an annual basis.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3106**

**Page 1 of 3**

**TITLE:**

**Public Art Work**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City believes that public art can enhance the quality of life for a community by contributing a healthy, vibrant sense of place; and
2. The City is committed to planning, which is responsive to the unique aspects of our community; and
3. The City supports public art of quality and integrity, recognizing freedom of expression; and
4. The "Ghosts" Program of the Towne Centre Association has been launched and is intended to serve as a focal point for public art on public property in downtown Red Deer;
5. A Public Artwork Policy is hereby developed for The City of Red Deer:
  - (a) To establish procedures for the installation of permanent artwork on public property. Artwork on private property in public view is outside the domain of this policy;
  - (b) To ensure that permanent public artwork compliments the architecture, site and setting, and existing public art, while respecting artistic freedom;
  - (c) To encourage an inclusive and collaborative process in the development of public art that enhances the quality of life for the community;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3106**

**Page 2 of 3**

**TITLE:**

**Public Art Work**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

- 
- (d) To encourage public art of quality and integrity;
  - (e) To determine ownership, safety considerations and maintenance agreements for all permanent art works on public property.
6. An application for the installation of permanent art on public property is to be completed on designated forms, available from the City Recreation, Parks & Culture Department, Culture Services Section. Application forms are to be submitted to the Culture Development Superintendent. Installation of non-permanent public artwork shall be part of the Special Events Application.
  7. Ownership, insurance and maintenance agreements will be part of the application and recommendation procedures.
  8. A Public Art Committee (PAC) will review all applications for recommendation to the Recreation, Parks & Culture Board.
  9. All applications for installation of permanent public art must be approved by City Council.
  10. The Public Art Committee shall be appointed by the Recreation, Parks & Culture Board for a two-year term, and will consist of:
    - (a) Culture Development Superintendent of the Recreation, Parks & Culture Department (Chairman);
    - (b) General Manager of the Towne Centre Association, when the location for the artwork is downtown;
    - (c) Municipal Planner, as designated by Parkland Community Planning Services;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3106**

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**TITLE:**

**Public Art Work**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Community Services  
(Recreation, Parks and  
Culture)**

**Dates of Revision:**

- 
- (d) Two citizens-at-large, as recommended by the three standing members, one for a two-year term and one for a three-year term the first year, and two-year terms thereafter.
11. The application for the installation of permanent public art will be routed to any/all of the following departments, as applicable for comment, prior to the PAC review:
- (a) Engineering Department;
  - (b) Inspections and Licensing Department;
  - (c) Public Works Department;
  - (d) Electric, Light & Power Department;
  - (e) Emergency Services;
  - (f) Recreation, Parks & Culture Department;
  - (g) Towne Centre Association (as appropriate);
  - (h) Downtown Planning Committee (as appropriate).
12. Detailed procedures, definitions and guidelines will be developed by the Public Art Committee and will be made available with an application form.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3107**

**Page 1 of 1**

**TITLE:**

***Development of  
Municipal Reserves***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Community Services  
(Recreation, Parks and  
Culture)***

***Dates of Revision:***

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**POLICY STATEMENT**

*To purpose of this policy is to identify a procedure and time schedule for the dedication and development of municipal reserves in new residential subdivisions in accordance with the City Council resolution of November 18, 1987.*

1. The City shall work with developers to ensure that the development of a quarter section of residential land is planned for in a timely manner, such that park and recreational facilities are available for use by residents at an early stage of development.
2. Prior to fifty percent (50%) of the quarter section of a neighbourhood being developed, a substantial portion of the municipal reserve should be subdivided and developed using funding from the respective recreation levy.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3108**

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**TITLE:**

***Leasing & License To Occupy  
City-Owned Parkland Policy***

***Date of Approval:  
October 21, 1996***

**SECTION:**

***Community Services  
(Recreation, Parks and Culture)***

***Dates of Revision:***

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**POLICY STATEMENT**

**A. PURPOSE**

1. The City of Red Deer:
  - (a) has the responsibility to hold public lands in trust and ensure public accessibility to these lands, including the protection of certain lands that are considered environmentally sensitive;
  - (b) is committed, through the Community Services Master Plan, to the development of partnerships with non-profit recreational, cultural and community agencies in the provision of programs, services and facilities;
  - (c) has some existing leases of City-owned parkland and needs consistency in dealing with future requests for land leases.
2. This policy and procedure outlines the guidelines for the possible leasing or issuing of a license to occupy City-owned lands, including some parkland, to non-profit recreational, cultural and community organizations to provide services that are considered beneficial to the City of Red Deer and to Red Deer residents. Generally, City-owned parkland is for the enjoyment of all residents without encumbrances or restrictions. Lease requests may only be considered on the merits of each proposal if all sections of this policy are complied with.



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3. Proposals for the sale/acquisition of parkland is not dealt with in this policy. Parkland will not be sold or exchanged except for exceptional circumstances where equal or greater amounts of parkland can be acquired/developed through the sale or exchange of said parkland. Development and/or acquisition proposals for parkland are not generally supported or encouraged, however, proposals may be considered by the Recreation, Parks and Culture Board for recommendation to City Council. All proposals for the possible sale of parkland shall be considered in accordance with existing City Council policy.

**B. GENERAL CONDITIONS**

1. The City of Red Deer will consider entering into agreements to lease or license public parkland to non-profit recreational, cultural and community organizations only for the purposes of development, operation and maintenance of parkland or related recreation, parks and/or culture facilities and services.
2. Proposals to lease City-owned parkland to non-profit recreational, cultural and community organizations will only be considered if the organization can clearly demonstrate that the services to the public will at least be retained or increased and the total net operating and capital costs to The City of Red Deer will not be adversely affected by the lease.
3. All recreational, cultural and community organizations applying to lease City-owned parkland must make available use of the land/facility to all persons without discrimination. Fees charged by a lessee of parkland must be reasonable and at such a level which would not unduly restrict public use.



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4. Recreational, cultural and community organizations shall be an incorporated, non-profit organization, whose mandate includes the promotion and encouragement of recreation, parks or cultural services.
  5. (a) As a general rule, the types of uses that will not be considered for the lease or license of parkland include:
    - (i) commercial operations;
    - (ii) private clubs;
    - (iii) industrial, commercial or residential uses.
  - (b) Under extraordinary circumstances, and as approved by the Recreation, Parks and Culture Board and City Council, private enterprise, concessionaires, and operators may be considered for the lease or license of parkland if they provide an auxiliary or support service to the parkland or facility and the lease does not provide a competitive advantage to the lessor vis-a-vis a private sector operator.
  6. Leases will only be considered for parkland or facilities on parkland that would complement existing services and facilities in the city, and where the intended use is consistent with the values, goals and recommendations contained in the Community Services Master Plan.



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***Community Services  
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7. Leases or Licenses to Occupy shall be considered to organizations subject to the following:
- (a) Leases
    - (i) leases may be considered for long term improvements, uses and development of parkland requiring on-going operations and management by the leasee;
    - (ii) all lease requests will be publicly advertised and posted on-site (applicable to municipal reserve and all non-reserve parkland);
    - (iii) Municipal Reserve parcels being leased will not have the "MR" designation removed; except in those instances where significant improvements/ developments will take place requiring the leasee to obtain funding assistance from a financial institution, in these instances, the leased parkland cannot be used as security to obtain financial assistance;
    - (iv) leases shall provide the opportunity of a minimum of 50% of the total time available in the facility for general public use (proportional distribution of public time must be provided in both prime and non-prime times and all days of the week).



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(b) License to Occupy

- (i) Licenses to Occupy may be considered for short-term use of parkland requiring no significant improvements, operations or maintenance;
- (ii) requests to obtain a License to Occupy will not be advertised;
- (iii) Municipal Reserve "MR" and non-reserve parkland may be considered for a License to Occupy.

- 8. Parkland shall be considered all those lands as outlined in The City of Red Deer's Land Use Bylaw, and the Parks & Public Facilities Bylaw.
- 9. Consideration of leasing parkland shall comply with the Municipal Government Act, which requires public advertising of proposed lease areas on municipal or environmental reserve as part of the review process by City Council.

**C. EXCLUSIONS AND SCHEDULES**

- 1. Leases issued for purposes of development and site improvements must have construction commence within twelve (12) months of the signing of the lease unless otherwise negotiated.



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2. The term of licenses and leases may vary dependent on the organization, the extent of improvements proposed and the services to be provided. Generally, leases should not exceed fifteen (15) years in length. Significant capital and operational investments and mortgaging requirements proposed by an applicant will be taken into consideration when determining the term of a lease.
  3. This policy does not apply to golf courses and curling clubs because of the significant capital associated with these facilities and their ability to generate revenues. Parkland lease requests for golf course and curling facilities will be considered on their own merit and criteria that will be established at that time by the Recreation, Parks & Culture Board and City Council.
  4. This policy does not apply to all existing leases and contracts; existing leases and respective renewals will be grandfathered and deemed to comply with this policy.
  5. Leases and Licenses to Occupy cannot be assigned to another party without the written approval of City Council.

**D. AUXILIARY USES**

The following auxiliary uses are considered appropriate activities, however, they may be taxable if they compete with another business or involve the catering of events off-site from the lease area:

- (a) sale of goods, services, foods, beverages that cater to users/patrons of that facility;



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- (b) cater to special events on-site.

**E. LEASE/RATES RENEWALS**

1. Lease of parkland without the construction of a building shall be set at a minimum of \$100/acre/year or portion thereof or as recommended by the Recreation, Parks & Culture Board.
2. Lease of parkland with an existing building or improvements owned and provided by The City of Red Deer may include rental rates that take into account:
  - (a) public services provided;
  - (b) assessed value of the buildings and improvements;
  - (c) operational/maintenance costs of the facility;
  - (d) potential for revenue generation;
  - (e) financial assistance provided to the organization by The City of Red Deer;
  - (f) preparation and administration of the lease;
  - (g) market value of the land contained in the proposed lease area.



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3. Lease of parkland without a building or capital improvements whereby the lessee intends to construct a building(s) or improvements shall be a minimum of \$200/acre/year, or as recommended by the Recreation, Parks & Culture Board and shall take into consideration the seven points outlined in #2 above.
  4. Renewals and repetitive extensions of leases may be considered for a term not to exceed 50% of the original term (consent will not unreasonably be withheld) and shall take into consideration:
    - (a) bylaws and objectives of the organization;
    - (b) membership and public use statistics of the facilities and services;
    - (c) rates and fee schedule;
    - (d) financial statements;
    - (e) business plan;
    - (f) long-term goals and objectives.





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5. Ongoing activities of recreational, cultural and community non-profit organizations will be monitored by the Director of Community Services, or designate, to ensure that parkland and facilities are being maintained in accordance with established standards, that the financial status of the organization remains solid, and that activities associated with the organization and the land remain compatible with the intent of the agreement. All leases will include a cancellation clause which may be exercised by The City of Red Deer if the leasee does not comply with the terms and conditions of the lease.
  6. The preparation and legal costs incurred by The City of Red Deer in drafting/finalizing approved lease agreements shall be the responsibility of the applicant.

**F. ELIGIBILITY AND APPROVAL**

1. Non-profit recreational, cultural or community organizations wishing to lease City parkland must make a formal application to the Director of Community Services and shall include the following information:
  - (a) A copy of the organization's certificate of incorporation;
  - (b) An outline of the organization's intent for use of the land;
  - (c) A copy of all objectives, bylaws and mandate for the organization;
  - (d) Confirmation from Consumer and Corporate Affairs of the income tax status of the organization;



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- (e) Specific site plan showing the area proposed for lease and use;
  - (f) Conceptual plans of all proposed site development and/or improvements;
  - (g) Financial status of organization;
  - (h) 5-Year Business Plan including proposed operational expenses and revenues;
  - (i) Statement of justification of need for land/facility and projected community use and support;
  - (j) Proposed fee and operational schedule;
  - (k) Capital project costs and all funding sources must be identified, all mortgaging requirements shall be indicated and generally should not exceed 30% of the total project cost.
  - (l) A plan and cost estimate for the removal of facilities and restoration of the leased area to the original site condition upon termination of the agreement (to be considered at the discretion of The City of Red Deer);
  - (m) A profile of users of the site/facility.



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2. Requests for a License to Occupy parkland must make a submission to the Director of Community Services and should include the following:
    - (a) outline of the intent for use of the land;
    - (b) specific site plan showing the license area and use;
    - (c) statement of need for the license and impact on the community;
    - (d) proposed start and termination date for the license.
  3. All applications for the lease or license of City parkland or amendments of existing agreements will be reviewed by the Recreation, Parks and Culture Board and other boards and committees, as appropriate, to make recommendations to City Council.
  4. In considering the lease of City parkland, the City Administration will include a review of the compatibility of the intended use with the surrounding area, existing land uses, possible municipal taxation or exemption and traffic/parking generation. When deemed necessary by The City of Red Deer, a public meeting must be held by the proposed organization to present the proposed lease to the community.
  5. Generally speaking, City parkland is not available for lease or license, however, if the criteria set out in this policy is met, the following lands as identified in The City of Red Deer's Land Use Bylaw may be potentially considered for lease/license:



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- (a) (A1) Future Urban Development District - may be considered pending the length of term and compatibility with the long-term intent of the land as may be identified in an area structure plan.
  - (b) (A2) Environmental Preservation District - if designated as E.R. - Environmental Reserve (in accordance with the Province of Alberta Planning Act) it will not be considered for lease.
  - (c) (P1) Parks & Recreation District - leases may be considered within this district; if the land is designated M.R. - Municipal Reserve (in accordance with the Municipal Government Act) the parkland must firstly be advertised for lease and a public meeting held.
  - (d) (PS) Public Service District - leases may be considered within this district. Consideration to lease land in this category must firstly be advertised for sale or lease and a public meeting held.
  - (e) (HP) Historical Preservation District - leases are generally not supported in this district except where the lessee's objectives and mandate is for the perpetual preservation of historic resources.



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- (f) Other Land Use Designations - City land in residential, commercial and industrial areas are generally not considered appropriate for lease to organizations, appreciating, however, that there may be exceptions where the intended recreational, cultural or community use is compatible with the use in the area.
6. Preferential consideration may be given to requests to lease City parkland that demonstrate the following criteria in addition to the details provided in Sections 1 & 2 of Eligibility and Approval:
- (a) a multi-use facility;
  - (b) a partnership of more than one organization or agency;
  - (c) a timely development consistent with existing utility services, development sequences, land uses and development plans of The City of Red Deer;
  - (d) a facilitative agreement with The City of Red Deer for the delivery of recreational, parks, cultural or community services that are considered beyond the basic needs as identified in the Strategic Plan and the Community Services Master Plan.



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**G. CONDITIONS OF AGREEMENT**

1. An irrevocable letter of credit or other acceptable instrument of compensation and security is required to cover the loss of continued operation of the facility or open space if the organization becomes insolvent or does not perform the conditions outlined in the lease. The amount and duration of the instrument of compensation/security will be negotiated at the time of finalizing the agreement.
2. Where agreements include a commitment from The City of Red Deer to fund 30% or more of capital project costs or operation of the project/facility, The City of Red Deer should have a minimum of one director appointed to the board of directors. (The actual number of City representatives on a non-profit board of directors will be proportionate to the amount of City funding provided.) Where no City contribution is required, no representation on the board is required.
3. Potential revenue projections will be considered at the time of signing an agreement. A revenue-sharing formula for all net profits may be predetermined as a requirement of the agreement.
4. Upon expiration or termination of an agreement, all improvements shall be removed from the leased lands and the leased area restored to the original site condition except in those instances where approved by City Council. At the discretion of City Council and upon the termination of a lease, all improvements on the leased land may become the property of The City of Red Deer. In any dispute related to any matter contained in the lease, City Council shall make the final determination.
5. All or a portion of a lease by a non-profit organization may be subject to taxation if:



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- (a) revenues exceed annual operating costs;
  - (b) the property/facility is used for a business that competes with any other business.
- 6. All utility costs, servicing, license, permits and ongoing repairs and operations would be the responsibility of the lessee.
  - 7. General liability insurance must be obtained by the lessee in an amount not less than \$1 million, listing The City of Red Deer as an additional named insured related to the operation of the organizations in City owned land.
  - 8. All appeals/proposals for improvements, developments, changes in use and facility construction on City-owned parkland leased to a non-profit organization must first be reviewed and approved by the appropriate City departments, the Recreation, Parks & Culture Board and City Council.



**THE CITY OF RED DEER  
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**POLICY NO.**

**3201**

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**TITLE:**

**Municipal Policing Contracts**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(R.C.M.P.)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The R.C.M.P. will be responsible for enforcing laws, preventing crime and maintaining the peace, order and security within the City limits, in accordance with the Municipal Policing Agreement.*





**THE CITY OF RED DEER  
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**3202**

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**TITLE:**

**Bylaw Enforcement**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(R.C.M.P.)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. All complaints received by the City, alleging a breach of a requirement of any City bylaw, will be investigated.
2. The Traffic Bylaw of the City shall be enforced by the Canadian Corps of Commissionaires pursuant to their contract.
3. Except as noted in clause 2, the enforcement and the laying of charges for the breach of provisions of any City bylaw, shall be at the discretion of the City Administration.



**THE CITY OF RED DEER  
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**POLICY NO.**

**3301**

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**TITLE:**

**Child Care Program:  
Policy Objectives**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Social Planning)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The Child Care Program involves the provision of limited funding which allows low income families and families with children with special needs to access affordable child care.
2. This is accomplished through:
  - (a) A Day Care Management Agreement with Red Deer Child Care Society which clearly outlines the role of the Red Deer Child Care Society, expectations in operations, and expectations in the tenancy of the two City owned facilities.
  - (b) Individual agreements with other licensed child care program operators which clarify roles and expectations.

**Cross References:** Day Care Management Agreement dated December 1995 and Community Services Master Plan



**THE CITY OF RED DEER  
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**3302**

**Page 1 of 1**

**TITLE:**

**Local 20% Costs on F.C.S.S.  
Projects**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Social Planning)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to clarify the role and responsibility of the City relating to the 20% local matching share that is necessary in order to access the Provincial Family and Community Support Services Grant.*

The City believes that the "deficit" incurred by ongoing F.C.S.S. projects should be cost shared between the Province and the Municipality under the F.C.S.S. Program. The City, along with other municipalities that are part of the Red Deer and District F.C.S.S. Program, will continue to provide the 20% local share of costs for these projects out of general revenue.



**THE CITY OF RED DEER  
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**3303**

**Page 1 of 2**

**TITLE:**

***Municipal Integration Strategy***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Community Services  
(Social Planning)***

***Dates of Revision:***

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**POLICY STATEMENT**

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

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



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**TITLE:**

**Municipal Integration Strategy**

**Date of Approval:**

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**SECTION:**

**Community Services  
(Social Planning)**

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



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**POLICY NO.**

**3304**

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**TITLE:**

**Red Deer and District  
F.C.S.S. Board**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Community Services  
(Social Planning)**

**Dates of Revision:**

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**POLICY STATEMENT**

*To clarify the role of the Red Deer and District Family and Community Support Services (F.C.S.S.) Board.*

1. The operation of the Red Deer and District F.C.S.S. Board is governed by an agreement between The City of Red Deer, the County of Red Deer, the Village of Delburne, the Village of Elnora, the Town of Penhold and the Town of Bowden, dated June 20, 1994.
2. In terms of this agreement, the Board shall:
  - (a) Assist in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program;
  - (b) Advise on the establishment of such relationships with other municipal, provincial and federal departments and community agencies as will promote the orderly development of Family and Community Support Services;
  - (c) Review all applications for cost-sharing under the Family and Community Support Services Act and make recommendations as to their acceptance, deferment or rejection.
3. The Social Planning Department provides administrative support to the Board and ensures compliance with the agreement. Staff recommendations to the Board are made by the Social Planning Manager. The Director of Community Services may comment on all Board recommendations directly to the City Manager and City Council.



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**Red Deer and District  
F.C.S.S. Board**

**Date of Approval:  
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**SECTION:**

**Community Services  
(Social Planning)**

**Dates of Revision:**

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4. The City should maintain the Red Deer and District F.C.S.S. Board to act in an advisory capacity to City Council on all matters pertaining to preventative social services.
  5. The Social Planning Department should continue as unit authority and will be responsible for the administration of the Red Deer and District Family and Community Support Services Board, and ensure compliance with the joint agreement between the partners in the regional F.C.S.S. program.

**Cross Reference**      Municipal F.C.S.S. Agreement dated June 20, 1994 and  
Community Services Master Plan 1996



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**POLICY NO.**

**3401**

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**TITLE:**

***City of Red Deer Planning and  
Subdivision Guidelines***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Community Services  
(Community and Land Use  
Planning)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide guidelines for developers relative to land development within the City.*

The document entitled, "City of Red Deer Planning and Subdivision Guidelines" contains requirements which must be applied in the development of outline plans and in applications for subdivisions within the City.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3402**

**Page 1 of 2**

**TITLE:**

**Commercial Land Use  
Districts - Conversion of  
C4 to C2**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Community Services  
(Community and Land Use  
Planning)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide guiding criteria for redesignation of shopping malls from C4 (Major Arterial) District to C2 (Regional & District Shopping Centre) District.*

Any property being considered for redesignation from C4 (Major Arterial) District to C2 (Regional & District Shopping Centre) District must approximate the following minimum standards:

- (a) Minimum Parcel Size: 1.0 ha
- (b) Minimum Floor Area: 3333 m<sup>2</sup> (35,878 ft.<sup>2</sup>)
- (c) Maximum Floor Area: one third of the site area
- (d) Landscaping: 15% of site area
- (e) Parking: 5.1 spaces per 93 m<sup>2</sup>  
(gross leasable floor area)
- (f) District Shopping Centres: shall back directly onto a residential area and serve a dual neighbourhood convenience and retail function.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**3402**

**Page 2 of 2**

**TITLE:**

**Commercial Land Use  
Districts - Conversion of  
C4 to C2**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Community Services  
(Community and Land Use  
Planning)**

**Dates of Revision:**

- 
- (g) Aesthetics: The development shall be of a high standard in appearance and shall have design features characteristic of a shopping mall development.
- (h) Standards: Other characteristics in the C2 District shall be used as a guide in considering the suitability of the site for a C2 designation.

**NOTE:** Any existing bylaw exceptions related to the property will be eliminated when the property is redesignated from C4 to C2.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4101**

**Page 1 of 3**

**TITLE:**

***Downtown Electrical  
Underground Grid Charges  
(Map Attached)***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Electric, Light & Power)***

***Dates of Revision:***

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**POLICY STATEMENT**

*To establish a policy in the Downtown area for assessing customer contributions for electrical servicing to new customers and customers who are increasing their electrical demand.*

**1. Definition:**

*"Downtown" is the area serviced by the totally underground electric utility system. (This area may increase in size in accordance with statement 5 below).*

- 2.** The E. L. & P. Department customer contribution for a new or increased electrical service in the Downtown area is to be the same as the customer contribution for an equivalent new or increased electrical service supplied from an underground line in any other area of the City.
- 3.** All new and increased electrical services in the Downtown area will be connected to the totally underground Downtown electric utility system.
- 4.** The existing overhead lines and services in the Downtown area will be removed and the services connected to the underground system over a period of time to avoid having to maintain two electric utility systems. The cost of this work will be paid for entirely by the E. L. & P. Department from its annual Operating Budget or Reserve Fund as annually approved by Council.
- 5.** The totally underground electric utility system will be expanded only in instances where this type of system is deemed by the E. L. & P. Department Manager to be the most appropriate means of servicing new or expanded electrical loads. (This will automatically increase the size of the area defined as "Downtown".)



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4101**

**Page 2 of 3**

**TITLE:**

**Downtown Electrical  
Underground Grid Charges  
(Map Attached)**

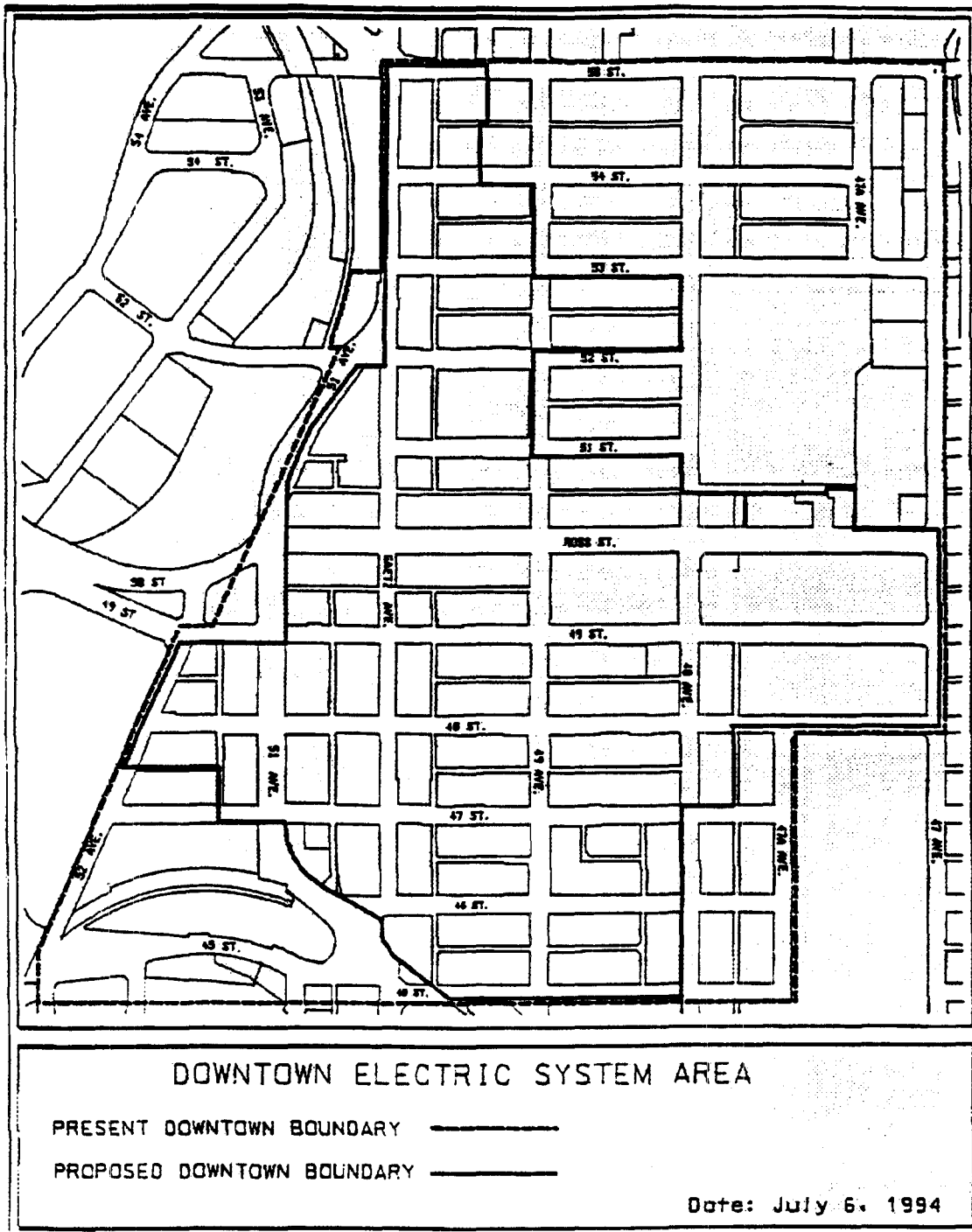
**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Electric, Light & Power)**

**Dates of Revision:**

- 
6. In the area immediately adjacent to the Downtown, the overhead system will be maintained and surface mounted electric utility equipment will be utilized in instances where this type of system is deemed by the E. L. & P. Department Manager to be the most appropriate means of servicing new or expanded electrical loads. New buildings in this area will be required to be set back from the property line to provide the necessary clearance between the building and the power line as specified by the Alberta Electrical Protection Act. The property owner will be required to provide the necessary space on private property, at no cost to the utility, for any surface mounted electric utility equipment which may be required.
  7. The only exception to item 6 is the vacated rail land to the west of the Downtown electric system. This area will continue to have electrical utility servicing provided by means of underground lines and surface mounted equipment as specified in a Council resolution of April 30, 1990.
  8. The E. L. & P. Department investment in the totally underground Downtown electric utility system which will not be recovered through this customer contribution policy will be written off.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4102**

**Page 1 of 2**

**TITLE:**

***Advising Public of  
Overhead Electrical Line  
Rebuilds***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Electric, Light & Power)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to give residential area landowners the choice, at their cost, of having existing overhead electric lines replaced with underground lines whenever the Electric, Light and Power Department finds it necessary to rebuild the overhead system within an area.*

1. Where overhead electric lines exist, the standard type of supply system which the Electric, Light and Power Department is obligated to maintain from revenues derived through rates applied to electricity consumption is an overhead system.
2. Prior to commencing the rebuild of the overhead system within a residential area, each person registered or assessed as an owner of land abutting on the part of the street or place where the line is located shall be advised of the proposed rebuild by the Electric, Light and Power Department by means of a mailed Information Notice.
3. Should the persons referred to in clause 2 above desire replacement of the overhead lines with underground lines, they shall, within 21 days from the date of the last delivery or mailing of the Information Notice, present City Council with a petition, in accordance with the requirements of the Municipal Taxation Act as currently amended, requesting the overhead lines be replaced with underground lines as a local improvement. If no such petition is received within the deadline specified, the Electric, Light and Power Department may proceed at any time thereafter with the proposed rebuilding of the overhead system within the area.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4102**

**Page 2 of 2**

**TITLE:**

**Advising Public of  
Overhead Electrical Line  
Rebuilds**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Electric, Light & Power)**

**Dates of Revision:**

- 
4. In the determination of the assessment rate to be incorporated into the Uniform Rate Bylaw for the local improvement, the estimated cost of rebuilding the overhead system, which is an Electric, Light and Power Department service obligation, shall be applied as a credit to the estimated cost of the local improvement.
  5. The cost, if any, of replacing the overhead telephone and cable television lines shall be included in the estimated cost of the local improvement.
  6. The Electric, Light and Power Department's responsibility for the supply of material, labour, and equipment with respect to the local improvement is confined to public property only, with no responsibility for any facility changes or additions required on private property.
  7. The terms and conditions under which the Electric, Light and Power Department will continue to provide electricity, upon completion of the local improvement on the public property, will be for the owner of the property receiving service to install the appropriate electrical service lines upon his property to connect to the Electric, Light and Power Department supply lines at the property line.
  8. This Policy does not apply to minor improvements to individual system components randomly spaced throughout the area.
  9. In the interests of retaining an orderly and efficient electric utility system which can be safely and properly operated and maintained, any local improvement project undertaken under the terms of this policy must include the entire area which is affected by the system rebuild project and not separate isolated sections only.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4201**

**Page 1 of 1**

**TITLE:**

**Mutual Aid Agreements**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Emergency Services)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City will enter into Mutual Aid Agreements for fire protection and rescue services with other municipal jurisdictions as approved from time to time by City Council.
2. The Fire Chief, or in his absence, the Deputy Fire Chief will determine what equipment may be sent out of the City in response to a request made under Mutual Aid Agreements.
3. Any actions taken by the Fire Chief shall be reported to the Mayor and/or City Manager as soon as possible.
4. User fees shall be established and reviewed on an annual basis.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4202**

**Page 1 of 1**

**TITLE:**

**Ambulance Agreements**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Emergency Services)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City may provide ambulance service outside City limits, through an agreement with other municipal jurisdictions to whom the City is providing ambulance services as approved by City Council.
2. The agreement will specify that the host community will make a per capita contribution each year towards the operating deficit of the ambulance service and the patient(s) will pay in accordance with the fee schedule as approved by City Council.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4203**

**Page 1 of 1**

**TITLE:**

**Fire Protection**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Emergency Services)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The City will provide fire protection and ambulance services in the City and operate a number of fire stations in the City to provide reasonably prompt service having regard to all the circumstances of each event.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4204**

**Page 1 of 1**

**TITLE:**

***Dangerous Goods  
Transportation***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Emergency Services)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The City shall designate a Dangerous Goods Transportation system, including routes, fines and prohibitions.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4301**

**Page 1 of 1**

**TITLE:**

***Use of Speed Bumps***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Engineering)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The use of speed bumps on City streets will not be considered; however, depending on circumstances, bumps may be considered on paved lanes subject to Council approval.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4302**

**Page 1 of 1**

**TITLE:**

***Paving Over City Easements***

***Date of Approval:***

***September 9, 1996***

**SECTION:**

***Development Services  
(Engineering)***

***Dates of Revision:***

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**POLICY STATEMENT**

1. All easements located on residential lots will be permitted to have asphalt or concrete driveways over an easement perpendicular to it.
2. Other types of driveways and parking pads which are parallel or cover more of the easement will be permitted by signing a standard Indemnification Agreement.
3. Persons requesting permission to asphalt an easement on commercial or industrial lots will be required to sign a standard Indemnification Agreement prior to paving.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4303**

**Page 1 of 1**

**TITLE:**

**Fence Encroachment Lanes**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. Private fences, whether residential or commercial, shall be constructed on or inside the private property line.
2. A tolerance of 300 mm (1.0 ft) will be permitted.
3. Any encroachment exceeding this measurement will have to be relocated by the landowner at his cost.
4. Notwithstanding clause 2, the City may require any encroachment to be removed at any time, at the land owners cost.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4304**

**Page 1 of 1**

**TITLE:**

**Escarpment Development**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*As a condition of receiving a building permit for any development that is located on or adjacent to a hillside, the developer will first submit a detailed geotechnical report indicating that the development is viable. In addition, the developer shall provide the City with an Indemnification Agreement satisfactory to the City Solicitor prior to and as a condition of receiving a building permit.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4305**

**Page 1 of 2**

**TITLE:**

**Crosswalk Painting  
& Signing**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The control and protection of pedestrians is of primary concern to the citizens of Red Deer. This policy is intended to establish a network of safer continuous crossing routes for pedestrian travel.*

1. Crosswalk pavement markings will only be installed to connect sidewalks at signalized intersections.
2. Crosswalk pavement markings and signs may be installed at the discretion of the Engineering Department Manager at unsignalized or uncontrolled intersections that meet the following criteria:
  - (a) Immediately adjacent to convenience stores, movie theatres, care homes, medical institutions, and other locations where the engineering department (or designated person) is satisfied there is a demonstrated need;
  - (b) Along the preferred routes leading from all elementary and junior high schools to the general area of residences.
3. The continuous crossing routes which may be designated and marked by the Engineering Department will be based on the following criteria:
  - (a) The route should be within 300 m of the school;
  - (b) There should not be more than one major route leading from the school entrance to residences in each direction (north, south, east, and west);
  - (c) Most students should travel on this route;





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4305**

**Page 2 of 2**

**TITLE:**

**Crosswalk Painting  
& Signing**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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- (d) Any location with limited visibility or other potential hazards will not be marked.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4306**

**Page 1 of 1**

**TITLE:**

**Development In Flood Plain**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to control development in the flood plain.*

1. In general, low risk activities such as temporary outside storage or parks use, may be permitted in the Flood Fringe at the discretion of the Director of Development Services and Parkland Community Planning Services.
2. Industrial, commercial, institutional, or residential development will not be permitted in the Flood Fringe unless the area is flood proofed by filling to a level equivalent to the 1:100 year flood level plus 0.3 m.
3. Development in the Flood Way, other than bridge structures and related roadways, will not be permitted.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4307**

**Page 1 of 1**

**TITLE:**

**Guide and Information Signs  
Installation Warrant**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to ensure that signs are installed to fulfil the needs of motorists and that a consistent set of criteria are used in considering all requests for Guide and Information Signs.*

The City shall, when considering requests for the installation of signs to give direction to certain private or public facilities and/or businesses, refer to the document entitled "Guide and Information Signs Installation Warrant" dated April 7, 1986, as a guideline.

*Cross Reference: Council Agenda of April 28, 1986*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4308**

**Page 1 of 1**

**TITLE:**

**Utilization of Water and  
Sanitary Services**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering))**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to control the utilization of waste and sanitary services relative to redevelopment.*

1. In the case of redevelopment, which for the purpose of this policy shall be defined as the construction of a new building, the developer will be required to pay for the installation of new service connections and disconnection of existing services, if the existing sanitary sewer is less than the present standard of 150 mm diameter or if the water service is less than the present standard of 25 mm in diameter, unless otherwise approved by the Director of Development Services.
2. In the case where the redevelopment consists of a new single family residential house replacing an existing single family residential house, new services will be installed and the developer will be required to pay 50% of the cost for the installation of new service connections and the disconnection of existing services. The remaining 50% of the cost will be borne by the applicable utility.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4309**

**Page 1 of 1**

**TITLE:**

**Arterial Roadway Standards  
Relative to Right of Way Width  
and Noise Attenuation**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to establish an arterial roadway right of way width and noise attenuation standards for new development areas.*

1. Where the subdivision or development of land requires the extension or construction of arterial roadways, the width of the right of way to accommodate such arterial roadways shall be 60 m.
2. At the discretion of the Engineering Department Manager, the right of way width may be reduced to 45 m through non-residential development areas where noise attenuation berming is not deemed necessary.
3. Earth berming and/or fencing, when deemed necessary by the Engineering Department Manager, may be constructed adjacent to new arterial roadways to provide a visual screen for residential development and attenuate traffic noise according to Council's "Traffic Noise Attenuation Policy".
4. Berming may be constructed along the boulevard within the road right of way and extend beyond the right of way where necessary.
5. Fencing must be constructed of durable material and should be located on private property where possible.
6. Berm and fence construction is subject to the approval of the Engineering Department Manager. Boulevard areas shall be landscaped with trees, shrubs and grass according to the standards set out by the Recreation, Parks, and Culture Manager.
7. The developer of the adjacent land shall be responsible for the cost of berming, noise modelling, fencing, and boulevard landscaping as required above.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4310**

**Page 1 of 5**

**TITLE:**

**Stormwater Management**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is:*

- (a) to define the conceptual requirements for stormwater management in the City;*
- (b) to define where municipal reserve land may be utilized for major drainage systems versus public utility or private land; and*
- (c) to define how and what parts of the stormwater management system will be funded through development off-site levies.*

**A. Major/Minor System**

1. The storm drainage system where possible should be designed using a dual drainage concept consisting of a minor system and a major system.
  - (a) The **minor system**, comprised of pipes, manholes, catch basins, and outfall structures to convey run-off from snow melt and rainfall events to a receiving stream, lake, or pond without sustaining excessive surface ponding or surface flows for events up to a 1 in 5 year return period (in accordance with Alberta Environment Standards), where reasonably attainable;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4310**

**Page 2 of 5**

**TITLE:**

**Stormwater Management**

**Date of Approval:**

**September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

- 
- (b) The **major system** comprises the street system, detention facilities, parkland, and any other routes required to convey run-off during rainfall events up to a 1 in 100 year return period (in accordance with Alberta Environment Standards), to the receiving water body.
2. Design standards for major and minor stormwater management systems are included in the City's current Design Guidelines. These standards are intended to prevent or reduce flooding that causes significant property damage where reasonably attainable.

**B. Storage Facilities**

The use of stormwater storage facilities may be required to reduce peak flow rates to downstream sewer systems and/or water courses, or provide a temporary receiving area for major drainage flows. Storage facilities are provided in many locations, such as parking lots, roof tops, sports fields, passive park areas, public utility lots, or man-made lakes, depending on unique site conditions. Where storage facilities are to be maintained by the City, they should be of the dry detention pond type and should be designated at the time of Subdivision Outline Plan approval to avoid conflicts with adjacent land uses. Where possible, they should also be designated on the Area Structure Plan.

**C. Dry Detention Ponds**

1. Dry detention ponds are generally situated in park-like settings and may incorporate sports fields or other facilities which are not prone to flood damage. Unlike wet retention ponds, which permanently retain a portion of the stormwater, dry ponds drain completely between rainfall events.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4310**

**Page 3 of 5**

**TITLE:**

**Stormwater Management**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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2. Dry ponds in residential settings should have gentle side slopes (generally no steeper than 5H:1V) and be aesthetically contoured and landscaped to provide an attractive feature for the subdivision. Where possible, dry ponds should be associated with other park areas to take advantage of the joint use ability of the facilities (e.g. extension of sports fields or passive park uses into the dry pond area).

**D. Municipal Reserve/Detention Pond Joint Use**

1. Where park facilities (e.g. sports fields, passive areas) can be placed within a dry detention pond without compromising the desired location or effectiveness of the park facility, a portion of the detention pond area may be designated municipal reserve (MR). The remaining area would generally be designated as public utility lot (PUL).
2. The area that may be designated municipal reserve shall be negotiated with the Community Services Division and will be based on the space which can be effectively used for the school and park facilities. A maximum of 1 ha of municipal reserve (MR) land may be utilized for stormwater storage during minor storm events (1:5 year frequency). Other minor system storage requirements must be contained within a public utility lot (PUL). Storage for major storm events (greater than a 1 in 5 year frequency) may extend onto other portions of the adjoining municipal reserve (school and park site) subject to the approval of the Director of Community Services. When seeking such approval, the developer should provide a preliminary site grading plan showing minor and major flood level contours for the pond.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4310**

**Page 4 of 5**

**TITLE:**

**Stormwater Management**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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3. Factors to be considered when utilizing municipal reserve lands for stormwater storage include:
- (a) Site location (e.g. central to neighbourhood);
  - (b) Existing topography and vegetation;
  - (c) Recreational and park facility requirements;
  - (d) School and parking lot to be above major storage level;
  - (d) Proposed site grading and water level contours for major and minor stormwater storage in relation to school and park facilities.

**E. Funding of Stormwater Management Facilities**

- 1. Where the developer is next in line, following a logical extension of services, he will be reimbursed from development off-site levies collected in the service basin, for constructing trunk storm sewers and stormwater detention ponds, if such facilities have been previously designated by the City as trunk storm management facilities and included in the calculation of the off-site levy rate for the service basin.
- 2. A storm sewer which would generally qualify as a trunk facility would have an internal diameter of at least 1200 mm, unless a stormwater detention pond has been used to reduce the downstream pipe size below 1200 mm (e.g. where a 1200 mm pipe would otherwise have been required); in which case the detention pond outlet pipe may also qualify as trunk for the size of pipe required to carry the pond(s) outflow only. Reasonable costs for supply and installation of the trunk sewer pipe and manholes, as well as related engineering fees, are normally reimbursable.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4310**

**Page 5 of 5**

**TITLE:**

**Stormwater Management**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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3. A detention pond, which would generally qualify as a trunk facility, would store more than 5,000 m<sup>3</sup> of stormwater, cover more than 0.4 ha of area, and be required to reduce downstream flows to an existing pipe system or water course, for economical or environmental reasons.
  4. Reimbursement may be made for reasonable costs of land, removing and replacing topsoil, excavating the detention area, constructing an outlet structure, seeding the public utility lot, and associated engineering fees, as required to construct the detention facility in an efficient, economical manner. The developer should excavate the detention pond as part of his subdivision pregrading operation. Whereas the developer can use the excavated material to fill low areas in his subdivision, he will be responsible for at least 50% of the cost of excavating the detention pond, as determined by the Engineering Department Manager.
  5. Land costs for the detention pond area designated as public utility lot (PUL) may be eligible for compensation based upon the average market value of raw, unserviced land in the City. The rate of compensation for detention pond land will be set by the City's Director of Corporate Services and updated from time to time as required. Development levies will not be assessed against that portion of the detention pond area designated as PUL.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4311**

**Page 1 of 1**

**TITLE:**

**Use of Water Well**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to control the use of water wells.*

1. In circumstances where a property has been previously serviced with an existing water well and upon connection to the City's water system, the owner or developer of the property must disconnect the water well from the building's water system so that no possibility for cross connection exists.
2. The water well may be retained for irrigation purposes or other uses as approved by the Engineering Department Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4312**

**Page 1 of 2**

**TITLE:**

**Off-Site Levies**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to define the administration and application of off-site levies.*

1. Off-site levies are defined as those charges payable to the City by the developer or owner of a property, based on the net area of the development or property, for the use of and benefit received from the existing or proposed major roadways, trunk water mains, trunk sanitary mains, and trunk storm mains.
2. Authority to implement off-site levies for subdivisions and developments is covered in the City's Off-site Levy Bylaw and Section 648 of the *Municipal Government Act*.
3. Off-site levies must be paid by the owner or developer of any parcel of land within the City involving subdivision or development, where there is no record that off-site levies have been paid, except properties located within the areas outlined on the maps forming part of the City's Off-Site Levy Bylaw. This may involve subdivision or consolidation of one or more lots into duplex, single family, or other types of lots. For example:
  - (a) Upon subdivision, if the parcel had previously been serviced, off-site levies will be required on all the new lots created, except the one new lot that was originally serviced. The original lot may be subject to a redevelopment levy.
  - (b) Upon subdivision or redevelopment, where the parcel was not previously serviced, off-site levies must be paid on the entire development area.



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**POLICY NO.**

**4312**

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**TITLE:**

**Off-Site Levies**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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4. Where an existing duplex (semi-detached) dwelling on a single lot has been serviced with a single service or two individual services and no further development is contemplated other than subdivision, no off-sites will be levied.



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**POLICY NO.**

**4313**

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**TITLE:**

**Traffic Noise Attenuation**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Engineering)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is:*

- (a) to define the maximum design criteria for noise levels adjacent to roadways constructed in new development areas, and*
- (b) to define a warrant system for constructing retro-fit noise attenuation facilities in older existing areas.*

**A. Maximum Design Criteria for Noise Levels Adjacent to New Roadways**

When designing new arterial roadways in the City, traffic noise should be estimated based on traffic volumes projected 20 years ahead. The estimated noise level calculated at ground level within the properties of the adjacent residential development should not exceed a maximum 24 hour, continuous noise level equivalent (Leq) of 60 dBA.

**B. Warrant System for Retro-fit Noise Attenuation in Existing Areas**

1. In existing areas, it may be prohibitive to retro-fit roadways, even when reconstructing them, to meet the 60 dBA design criteria noted above. In these situations, the warrant for noise attenuation measures should consider how much the measured noise levels exceed the 60 dBA criteria, the cost of the noise attenuation solution, the resulting noise reduction, the number of residents benefiting from the noise reduction, and other associated benefits and problems.



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**4313**

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**Traffic Noise Attenuation**

**Date of Approval:  
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2. The following criteria should be met for retro-fit noise attenuation in existing areas:
- (a) Residential dwelling units must be exposed to noise levels greater than 60 dBA Leq (24 hr) at ground level.
  - (b) Installation of a noise barrier must be technically and economically feasible, as determined by the Engineering Department Manager.
  - (c) Noise barriers must achieve at least a 5 dBA noise level reduction.
  - (d) Noise barrier installation should be addressed at the time of road reconstruction for roadways scheduled to be upgraded.
  - (d) Evaluation of noise attenuation facilities should consider the number of affected residents, the severity of the noise problem, the amount of noise reduction provided by the barrier, the total cost of the barrier, and other benefits and problems.



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- (e) The result of the following benefit-cost equation should be greater than 1.0:

$$\frac{R \times (NL-60) \times NR \times 1,000}{\$}$$

where: R = The number of residential units affected by the traffic noise

NL = The existing 24 hour, continuous noise equivalent (Leq)

NR = The estimated reduction in noise level (24 Hr Leq) with the noise barrier installed

\$ = Cost of the noise barrier





**THE CITY OF RED DEER  
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**POLICY NO.**

**4401**

**Page 1 of 1**

**TITLE:**

**Development Officer:  
Condominium Property Act**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

The Development Officer of the City is authorized to approve and sign, if satisfactory, applications for certificates under the provisions of Section 8(1)(b)(ii) of the Condominium Property Act.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4402**

**Page 1 of 1**

**TITLE:**

**Billboards on City Property**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

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

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



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COUNCIL POLICY MANUAL**

**POLICY NO.**

**4403**

**Page 1 of 2**

**TITLE:**

***Inspections:  
Single Family Dwellings/  
Duplexes and Multi Family  
Buildings***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Inspections & Licensing)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide general regulations and guidelines pertaining to inspections of single family dwellings, duplexes, and multiple family buildings.*

1. On a final inspection of a single family dwelling/duplex/multiple family building, the attic space and the roof are not inspected.
2. An inspection of a sewer and/or water line is a visual inspection done at grade level.
3. If some portion of a construction is covered over (e.g. plumbing), the Inspections and Licensing Manager may waive having the work uncovered, subject to:
  - (a) a letter from the installer or contractor indicating the work was done in accordance with the applicable code; and
  - (b) and a letter from the property owner stating he is aware of and accepts the situation.
4. If an inspector is not available for an inspection, then the Inspections and Licensing Manager may, at his discretion, waive the inspection.
5. When an *Unsatisfactory Condition Notice* related to the heating system has been sent to the property owner, a telephone confirmation from the installer that the condition has been rectified, is acceptable.
6. The Inspections and Licensing Manager may allow construction to proceed to grade without a permit, subject to such conditions as he sees fit.



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**TITLE:**

**Inspections:  
Single Family Dwellings/  
Duplexes and Multi Family  
Buildings**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections & Licensing)**

**Dates of Revision:**

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7. The City endorsement on a real property report applies only to the location of permanent buildings on a site. Temporary buildings, retaining walls, moveable sheds and fences are not included in the endorsements.

*Cross Reference: Safety Codes Act*



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**4404**

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**TITLE:**

**Propane Installations**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide responsibility for propane installations and propane dispensing facilities within the City limits (excluding automobile conversions).*

1. Propane installations within City limits which are limited to temporary heat at construction sites, will not be inspected or authorized by permit.
2. Propane distributions centres are required to obtain necessary permits and inspections. The permit fee is set out in the City's Permit Fee Bylaw.

*Cross Reference: Safety Codes Act*



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**POLICY NO.**

**4405**

**Page 1 of 1**

**TITLE:**

***Courtesy Parking Permits***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Inspections and Licensing)***

***Dates of Revision:***

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**POLICY STATEMENT**

**COURTESY PARKING PERMITS**

1. The purpose of these permits is to provide free parking on City owned parking lots and at all on street parking meters. All other parking restrictions shall apply.
2. Courtesy Parking Permits may be issued by the Red Deer Visitor and Convention Bureau to visiting non-resident delegates attending conventions in the City.



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**POLICY NO.**

**4406**

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**TITLE:**

**Handicap Parking Zones  
(Downtown)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide on street handicap parking stalls in the downtown area.*

1. Handicap parking stalls in the downtown area will be provided only upon request.
2. Requests for a handicap parking zone are to be made in writing and be submitted by the businesses or residents directly affected by the installation.
3. Handicap parking stalls are to be located at block end or where room permits, mid-block, in order to provide ease of access.
4. The standard width of a handicap parking stall in an angled parking design shall be 3.5 metres.
5. Parking in handicap parking stalls is to be free of charge (i.e. no parking meters).
6. A time restriction is to be placed on the handicap parking stall to coincide with the regulated parking meter zones downtown (i.e. two hour zone).
7. Stalls are to be identified by the standard on street "No Parking Except Handicapped" sign (i.e. RB-71), with the handicap symbol painted on the roadway.



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**POLICY NO.**

**4407**

**Page 1 of 1**

**TITLE:**

**Handicap Parking Zones  
(Residential Areas)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for handicap parking stalls outside of the Downtown area.*

1. The handicap must be of a **permanent nature**. Handicap stalls are to be designated only for individuals with continuing disabilities.
2. Consideration will only be given to requests for handicap parking stalls that are located *directly in front* of the residence of the disabled person and shall be 7 m in length.
3. Handicap stalls will be designated on City roadways only if no driveway or other suitable parking areas are available on site.
4. Consideration will only be given to applications from property owners. Household occupants (i.e. renters, boarders, apartment dwellers, etc.) requiring a handicap stall must submit their application through the property owner.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4408**

**Page 1 of 4**

**TITLE:**

**Handicap Parking Permits  
(Metered Stalls - Downtown)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for parking at metered stalls in the Downtown area to those permanently disabled persons who operate their own vehicles, to allow them to be exempt from the requirement of placing coins in parking meters.*

**A. Requirements (Yellow Permits)**

1. Handicap Parking Permits will be issued to eligible persons to enable them to park at metered stalls in Downtown Red Deer without the requirement to place coins in those meters, subject to the following conditions. Applicants must:
  - (a) apply *in person* to the City Clerk's Department;
  - (b) be permanently handicapped;
  - (c) operate his/her own vehicle;
  - (d) be confined to a wheelchair.
2. These types of Handicap Parking Permits shall be **yellow** in colour.
3. Permits shall be reissued annually. (i.e. a permit purchased on March 1, 1996 will expire March 1, 1997).
4. Permits are valid only:
  - (a) when used by persons operating motor vehicles to whom permits have been issued;



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**TITLE:**

**Handicap Parking Permits  
(Metered Stalls - Downtown)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

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- (b) when used by the person whose picture appears on the left side of the Permit.
5. Permits shall be displayed on the driver's side dash of the vehicle.
  6. Misuse of a Permit will result in the Permit being revoked.
  7. All parking restrictions, other than the requirement to place coins in parking meters, must be obeyed.
  8. Permits are not valid on Red Deer Regional Hospital Centre parking lots or other private property.
  9. Permits are issued and are subject to cancellation by the City without cause or notice.
  10. The applicant need not be a resident of the City.



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**TITLE:**

**Handicap Parking Permits  
(Metered Stalls - Downtown)**

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**B. Exceptions ( Red Permits)**

1. Any person who suffers from a permanent disability causing them to suffer extreme difficulties with mobility, may apply to the City Clerk for a Red Handicap Parking Permit.
2. The issuance of this type of Permit shall be subject to the following conditions:
  - (a) must comply with A(1)(a),(b) and (c), as noted above;
  - (b) may or may not be confined to a wheelchair;
  - (c) must be employed in Downtown Red Deer; and
  - (d) approval by the Mayor and/or City Manager.
3. In addition to the holder of a Red Handicap Parking Permit being exempt from the requirement to place coins in parking meters, the holder of this type of Permit is also exempt from overtime parking restrictions (i.e. two hour parking time limit), while occupying a metered parking stall in Downtown Red Deer.
4. Consideration of requests for Red Handicap Parking Permits will be given on an individual basis by the Mayor and/or City Manager. Requests shall be reviewed each year by the Mayor and/or City Manager, prior to reissuing the Permit.
5. These types of Handicap Parking Permits shall be **red** in colour.



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**Handicap Parking Permits  
(Metered Stalls - Downtown)**

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6. All other requirements and restrictions as noted in (A) above, shall be adhered to.



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**POLICY NO.**

**4409**

**Page 1 of 1**

**TITLE:**

**Parking: City Business**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. All employees using their own vehicles on City business are required to deposit the appropriate coinage in parking meters or to purchase a ticket while using a spitter lot.
2. If an employee on City business is delayed in returning to his or her vehicle and has received a tag for parking violation, such employee shall:
  - (a) pay the voluntary penalty stated on the tag,
  - (b) and may, with the approval of his or her Department Head, claim such expense on a monthly travel expense form.
3. No reimbursement of tag penalties shall be granted where the tag was issued outside of the normal working hours of the employee unless it can be shown that such employee was in fact involved in City business.
4. A Council Member who receives a parking tag while involved in City business shall either:
  - (a) submit the parking tag directly to the City Clerk for payment from the Council Expense Account, or
  - (b) pay the penalty outlined on the parking tag and submit a receipt for same to the City Clerk for reimbursement from the Council Expense Account.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4410**

**Page 1 of 2**

**TITLE:**

**Loading Zones -  
Downtown**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*Upon determination of need, the City will provide a network of 10 minute curbside loading zones in the Downtown area, to allow for quick pick-up and delivery on each long block face in the commercial core.*

**Loading Zone Location Guidelines**

1. On street loading zone stalls shall be provided with the understanding that they be used only for quick pick-up and delivery of:
  - (a) passengers;
  - (b) courier services;
  - (c) bank services (i.e. armoured cars, etc.);
  - (d) taxis; and/or
  - (e) minor commercial services utilizing vehicles of (6 metres or less (as per The City of Red Deer's Traffic Bylaw)).
2. Stall sizes shall be the same as that of a standard metered parking stall (i.e. 2.6 m wide x 6.7 m long).
3. Use of loading zones are to be free of charge.
4. All loading zones shall be signed "10 Minute Loading Zone".



**THE CITY OF RED DEER  
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**4410**

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**TITLE:**

**Loading Zones -  
Downtown**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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5. Loading zones are to be provided only on an "as needed" basis, with requests to be reviewed and approved in accordance with the City's Traffic Bylaw.
  6. Adjacent businesses which will be affected by the installation of loading zones shall be made aware of loading zone requests.
  7. Loading zones are to be located mid-block, or as near as possible to mid-block.
  8. Only one loading zone per block face will be allowed.
  9. Where new development or redevelopment occurs Downtown, all loading activity with heavy vehicles (vehicles over 6 m in length) is to be accommodated on site.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4411**

**Page 1 of 2**

**TITLE:**

**City Operated Off Street  
Parking Stalls - Monthly  
Passes**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Inspections and Licensing)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for a monthly parking program for City operated off street parking stalls.*

1. The number of parking stalls available in each lot will be determined by the Inspections and Licensing Manager after surveying the lot's peak period occupancy in relation to the lot's intended use (i.e. short or long term parking).
2. Parking passes will be sold monthly by the City Hall Cashier on a first come basis, and will become available for sale on the 20<sup>th</sup> of the month preceding which they become valid.
3. Payment for monthly passes must be made in full, regardless of whether the space is being used by the purchaser for the entire month or for only a portion thereof.
4. Monthly parking stall passes are sold for specific lots only and are not transferable between lots.
5. Monthly parking lot passes will not have assigned stall numbers and parking will be at random. There is no guarantee of a particular parking space.
6. Persons sold passes for lots where a parking attendant is on duty, will be required to stop and show the pass to the attendant upon entering and exiting the parking lot.
7. The parking pass is to be visibly displayed on the driver's side dash of the vehicle at all times when utilizing the parking lot for which the parking pass has been purchased.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4411**

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**TITLE:**

***City Operated Off Street  
Parking Stalls - Monthly  
Passes***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Inspections and Licensing)***

***Dates of Revision:***

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8. The City will assume no liability whatsoever for any loss or damage, from any cause, to the parker's vehicle or other property.
  9. The City reserves the right:
    - (a) to make rate changes;
    - (b) to amend the number of parking passes available; and/or
    - (c) to terminate the pass program without written notice.
  10. Notwithstanding clause 2 above, parking stalls may be leased for a period of up to six months and will be subject to all other provisions of this policy.
  11. The Inspections and Licensing Manager has the authority to make changes to this parking program, including pricing.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4501**

**Page 1 of 1**

**TITLE:**

***Economic Development***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Land and Economic  
Development)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The City shall maintain a program of economic development to create jobs and broaden the industrial and commercial tax base of the City. This will be achieved through the following services:*

1. The encouragement of local businessmen and entrepreneurs in their efforts to expand their existing businesses, and undertake new endeavours. Efforts are to be directed in all areas of economic development, including retail and office development, tourism, conventions and manufacturing.
2. External economic development activity is to be concentrated in attracting business and industry to Red Deer.
3. The continuation of a Land Bank for industrial, commercial and residential development.
4. The marketing of industrial and commercial land.
5. The general promotion of the City.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4502**

**Page 1 of 1**

**TITLE:**

**Land Banking /  
Development Program**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for the continuance of the City's Land Banking and Land Development Programs.*

1. The function of the Land Bank will vary with the type of land, however, the main purposes will be:
  - (a) to ensure an adequate supply of lots on an economical basis; and
  - (b) to ensure progressive, orderly development of land within the City.
2. These programs will be carried out in a manner that will compliment and encourage private development, while promoting the broader goals of economic and orderly development.
3. All residential and industrial lands are to be sold at market value, as directed by Council.
4. Profits from land sales will be used to offset development costs, or as directed by City Council.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4503**

**Page 1 of 1**

**TITLE:**

**Residential Land Sales**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

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



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4504**

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**TITLE:**

***Delinquent Land Sales  
Agreements***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Land and Economic  
Development)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide authorization for amendments to land sale agreements when considered appropriate to do so.*

The Mayor and City Manager are authorized to approve or disapprove requests pertaining to the following items:

- (a) Assignment of agreements;
- (b) Addition and/or deletion of names of purchasers;
- (c) Extension of option dates subject to a penalty, as set out in the Land Sale Agreement.
- (d) Extension of commencement of construction dates for these agreements that are in default of starting on time subject to a penalty as set out in the Land Sale Agreement.

The Mayor and City Manager's decisions may be appealed to City Council.



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**POLICY NO.**

**4505**

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**TITLE:**

**Lease of City Owned  
Farm Lands**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide direction for the lease of City owned land.*

1. City owned farm lands shall be tendered and leases entered into shall be for three (3) year periods.
2. Included in the tender documents and leases shall be the right by the City to cancel all or part of any lease with 30 days' notice, with the tenant being compensated for crop damage should the City require the land during the growing season.



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**POLICY NO.**

**4506**

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**TITLE:**

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

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Land and Economic  
Development)***

***Dates of Revision:***

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**POLICY STATEMENT**

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

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



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**TITLE:**

***Licenses to Occupy  
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Lease of Utility Lots)***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Land and Economic  
Development)***

***Dates of Revision:***

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





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4507**

**Page 1 of 1**

**TITLE:**

**Property Pins and Lines**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. Requests for location or establishment of property pins, property corners and property lines will be referred to private survey firms.
2. The City will not take any responsibility for the work or costs of the work unless it can be clearly shown that the property pins were destroyed or damaged by City forces or City contractor.
3. City lots and lands are sold on an "as is" basis whereby property pins and corners have been established prior to the sale.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4508**

**Page 1 of 1**

**TITLE:**

**Real Estate Expenses**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City shall pay real estate commissions on municipally owned industrial and commercial land.
2. Arrangements with respect to listings and the payment of commissions shall be through the Red Deer Real Estate Board.
3. It will be the responsibility of the Red Deer and District Real Estate Board Co Op Ltd. to circulate the information and arbitrate any disputes which may arise over the payment of commissions. Any disputes between the City and the Red Deer and District Real Estate Board Co Op Ltd. will be handled initially by the Land and Economic Development Department, subject to review by City Council.
4. Representations to Council on behalf of a purchaser introduced by an agent, shall be made by the Land and Economic Development Department.
5. The City shall extend commissions to include lease arrangements, consistent with the standard within the industry, but not to exceed in total the commission normally paid on an outright sale.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4509**

**Page 1 of 1**

**TITLE:**

**Survey Firms**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Land and Economic  
Development)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide a policy for the acquisition of services from legal survey firms.*

1. The City shall use the services of the local legal survey firms which have handled City work in the past.
2. With the exception of tendering for major subdivisions where it may be advantageous to hire a firm that has been previously working in a general area, this practice will be continued.
3. Proposal calls shall be revised to exclude therefrom any requests for a fixed price reference and in its place the firms making submissions shall be requested to provide various item costs such as per diem costs for various employees, and an estimate as to the length of time required to perform the work.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4601**

**Page 1 of 2**

**TITLE:**

**Sidewalk Construction  
Repair and Replacement**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. All sidewalk repair and replacement shall be charged to the Operating Budget. All new sidewalk construction will be constructed as a local improvement and is to be at the expense of the adjacent property owner.
2. The Public Works Department shall inspect sidewalks to determine their condition. Areas where sidewalks are cracked shall be rated on the following basis:
  - Priority 1 Sidewalks which are broken or uneven and have a vertical separation greater than 25 mm when inspected.
  - Priority 2 Sidewalks which have a significant amount of cracking, but where vertical separation is less than 25 mm when inspected or where there are drainage problems.
  - Priority 3 Sidewalks which are cracked, but display no vertical separation.
3. All Priority 1 conditions will be repaired or replaced before any Priority 2 sidewalks are repaired.
4. The Public Works Department will endeavour to repair all Priority 1 locations. Where funds are insufficient to repair all Priority 1 locations, those locations not repaired will be placed at the top of the list for the following year.
5. When all Priority 1 locations are repaired work may take place on Priority 2 locations.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4601**

**Page 1 of 2**

**TITLE:**

**Sidewalk Construction  
Repair and Replacement**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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6. Priority 3 locations will not be repaired, but will be monitored for further deterioration.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4602**

**Page 1 of 3**

**TITLE:**

***Snow and Ice Control  
Program***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Development Services  
(Public Works)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide for snow and ice control within the City.*

The City shall undertake a *Snow & Ice Control Program* on City streets, lanes, walks and parking lots, as approved by the Public Works Manager, involving the following key items:

1. Plowing and/or snow removal and/or sanding of all roadways designated under the current emergency snow clearing route map. The emergency snow clearing route map shall be updated as required and approved by the City Manager.
2. Plowing and/or snow removal and/or sanding of all roadways, lanes and walkways designated under the current supplemental snow clearing route map. The supplemental snow clearing route map shall be updated as required and approved by the City Manager.
3. Plowing and/or snow removal and/or sanding of roadways, laneways, parking lots in spot locations throughout the City where unreasonable or unsafe driving conditions exist. Included in this item are requests from other City departments or ratepayers to do work in isolated areas within the City on a work order basis.
4. Plowing usually late February or early March depending on snow accumulation and driving conditions, of all remaining subdivision roadways. This operation is to be considered once each season to minimize driving difficulty and flooding problems during spring melt conditions.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4602**

**Page 2 of 3**

**TITLE:**

**Snow and Ice Control  
Program**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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Plowed windrows to be left at the curb until dissolved by melting temperatures. Windrows are to be placed on alternate sides of the roadway after each major plowing. Where long blocks are plowed and there are no front driveways, at mid-block between two properties an opening will be made in the windrow. Road, lane, marked crosswalks and private driveway intersections are to be cleared as soon as possible if blocked by City operations defined in Items #1 to #4. Consideration may be given to licensed day cares, physically challenged residents and for moving vans to provide an access through the windrow. Generally, lanes shall be plowed and a windrow left on both sides of the lane. It will be the residents' responsibility to clear out any access required.

5. First priority is to be assigned to Item #1 followed by Item #2, #3, and finally #4. Should the City be faced with continuous or closely followed storms, the priority will remain with Item #1 until those roadways are operating freely.
6. The City will use its best efforts to follow the emergency snow route system as defined in the Traffic Bylaw. Upon the signing of the necessary declaration by the Mayor and/or City Manager, the Public Works Department will issue a news release to the media advising of the effective dates and times.

The R.C.M.P. are to be contacted by the Public Works Department each time the Page Avenue bus restriction is to be used for snow hauling vehicles engaged by the City.

7. Snow fences may be erected at the discretion of the Public Works Manager on public or private land with approval, to alleviate drifting conditions on public roads and lanes.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4602**

**Page 3 of 3**

**TITLE:**

**Snow and Ice Control  
Program**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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8. Salt is to be incorporated in the sanding material only during active temperature conditions to reduce ice formation on bridges and roadways and to prevent snow from sticking to pavement. The concentration may be varied depending upon temperature conditions.
  9. Sanding operations will normally be limited to those roadways defined in the emergency and supplemental snow clearing route maps but will be extended to all City roadways and lanes if conditions warrant.
  10. The Public Works Department is to provide for 24 hour response to road conditions and to have standby personnel available on call, with the exception of Sundays from 4:30 a.m. to 7:30 a.m. and statutory holidays, every day of the week from the beginning of November to the end of March.
  11. The Public Works Department will manage snow storage locations for snow removal operations by complying with requirements in the Alberta Environmental Protection and Enhancement Act.

Private contractors will be permitted to deposit snow at these storage sites in designated areas, provided they register with the Public Works Department each year. Once registered, they will be required to call prior to the snow being hauled and again with the total number of loads once the haul is completed.

The City Manager will establish rates that contractors will be charged for depositing snow at a snow storage site.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4603**

**Page 1 of 1**

**TITLE:**

**Sidewalk Snow Clearing**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to define which sidewalks The City will clear of snow.*

1. The City shall undertake a sidewalk clearing program after each snow fall. All sidewalks generating a high volume of traffic which are also a route to a major facility such as Red Deer College, the hospital, etc. shall be cleared by City crews as soon as possible.
2. Sidewalks on land that would replace the road right-of-way, such as G.H. Dawe Community Centre along 67 Street, shall be cleared by City crews if there is high volume of pedestrian traffic.
3. Sidewalks that run through residential areas along City-owned right-of-ways where there is a low volume of pedestrian traffic shall not be cleared of snow. Specific locations will be reviewed on an individual basis, if complaints are received.
4. Sidewalks in residential areas adjacent to a park or a reserve, as outlined on the attached drawing, shall be cleared only if there is a high volume of pedestrian traffic using these walks.
5. Clearing of sidewalks around senior care facilities and schools shall be the responsibility of the registered owners, not the City.
6. Downtown sidewalks shall be cleared by property owners or whomever is leasing the property at the time, as is outlined in the City's Traffic Bylaw.
7. Paved bicycle trails shall be cleared based on a high volume of pedestrian traffic.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4604**

**Page 1 of 1**

**TITLE:**

**Unimproved Lanes and  
Streets**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

1. The City shall not place gravel or other improvements on roads and lanes that have not been properly constructed. Improvement can only be made through petition to City Council as either a local improvement or a general benefit project.
2. The construction of unimproved lanes shall be considered by Council upon receipt of a request or petition for same with each request or petition being considered on its own merits.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4605**

**Page 1 of 1**

**TITLE:**

**Plugged Sewers**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for dealing with plugged sewer services.*

1. A private plumbing firm is to be called first when a sewer blockage occurs.
2. Plumbers are to bill the City directly if blockages occur on City property, using rates established in the City's Utility Bylaw.
3. The City is to respond if a plumber is unable to clear a blockage on City property.
4. The City will pay for blockages on City property provided that the blockage is not caused by tree roots from trees on private property.
5. The City will re-lay the City portion of the pipe if repeated blockages occur, assuming the grade is not a problem.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4606**

**Page 1 of 1**

**TITLE:**

**Use of City Owned  
Equipment**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to define the use of City equipment by non-City agencies.*

1. The City will endeavour to co-operate with other government agencies, such as the Province, County or other towns, by making City equipment available through a third party work order providing it does not adversely affect City operations.
2. For private citizens, businesses and contractors, the use of private equipment is to be encouraged unless other arrangements have been authorized by the Public Works Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**4607**

**Page 1 of 1**

**TITLE:**

**Reciprocal Agreements  
(For Maintenance Purposes)**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Development Services  
(Public Works)**

**Dates of Revision:**

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**POLICY STATEMENT**

*Reciprocal agreements may be entered into with government agencies to provide common or sharing of services.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5101**

**Page 1 of 1**

**TITLE:**

**Tax Notice Altered**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(City Assessor)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to disclose on the property tax bills, taxes collected for requisitions from other authorities.*

The tax notice shall indicate and draw to the recipients attention the portions applicable to municipal, school and hospital levies.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5102**

**Page 1 of 1**

**TITLE:**

**Business Tax Levy Rate**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(City Assessor)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The business tax levy rate shall be reviewed each year for a possible increase in line with property tax increases.*



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5103**

**Page 1 of 2**

**TITLE:**

**Penalties Applied to  
Tax Roll**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Assessment & Tax)**

**Dates of Revision:**

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**POLICY STATEMENT**

*To provide for the collection of unpaid expenses and costs by applying same to the tax roll.*

Pursuant to section 553(1) of the Municipal Government Act (the "Act"), the following amounts shall be added to the tax roll of a parcel of land when such amounts have become due and remain unpaid after the due date, or, alternately, where such unpaid sums are due on demand and remain unpaid, namely:

1. Unpaid costs referred to in section 35(4) or 39(2) of the Act relating to service connections of a municipal public utility that are owing by the owner of the parcel;
2. Unpaid charges referred to in section 42 of the Act for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
3. Unpaid expenses and costs referred to in section 549(3) of the Act if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
4. Unpaid expenses and costs referred to in section 550(3) of the Act relating to a dangerous structure, excavation or hole in respect of the parcel or unsightly property on the parcel that are owing by the owner of the parcel;
5. Unpaid expenses, costs and remuneration referred to in section 551(5) of the Act if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel;
6. Costs associated with tax recovery proceedings related to the parcel as defined in the Act;





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5103**

**Page 2 of 2**

**TITLE:**

**Penalties Applied to  
Tax Roll**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Assessment & Tax)**

**Dates of Revision:**

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7. Unpaid costs awarded by the Municipal Government Board under section 501 in the Act, if the Board has awarded costs against the owner of the parcel in favour of the municipality and the matter before the Board was related to the parcel;
  8. The costs and expenses of carrying out an order under section 646 in the Act;
  9. Any other amount that may be added to the tax roll under an enactment as defined in the Act.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5104**

**Page 1 of 1**

**TITLE:**

***Possible Reduction of Penalties  
Levied On Unpaid Taxes  
After June 30***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(City Assessor)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide for a reduction to the penalty payable on unpaid taxes after the June 30th due date to a lesser penalty if in the opinion of the City Assessor a reduction is appropriate.*

The City Assessor is given authority to reduce the penalty payable after the June 30 due date to:

- (a) a \$20 administration fee if in the opinion of the City Assessor the circumstances warrant a reduction, or
- (b) cancel the penalty if it appears appropriate.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5201**

**Page 1 of 1**

**TITLE:**

**Council Agendas**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(City Clerk's Department)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide for the distribution of Council agendas.*

1. Council agendas shall be distributed as follows, on the Thursday afternoon preceding Council Meetings:
  - (a) Council Members,
  - (b) Administration, and
  - (c) Media.
2. Council agendas will be made available to the public on the Friday morning preceding Council Meetings, at the City Clerk's Department.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5202**

**Page 1 of 1**

**TITLE:**

**Broadcasting and Taping  
of Council Meetings**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(City Clerk's Department)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide guidelines for the taping and broadcasting of Council Meetings.*

1. The news media shall be granted the right to tape record for broadcast purposes, or to broadcast directly, open Council Meetings, subject to suitable arrangements being made to ensure that electronic equipment does not, by its presence, interfere in any way with normal Council proceedings.
2. Prior to the commencement of any live broadcast, and prior to the commencement of the meeting, the chair person shall be given notice of any intention to broadcast live.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**                      **5203**

**Page 1 of 1**

**TITLE:**                              **Council Remuneration**

**Date of Approval:**  
**September 9, 1996**

**SECTION:**                      **Corporate Services**  
   **(City Clerk's Department)**

**Dates of Revision:**

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**POLICY STATEMENT**

**A.     REVIEW**

Council's remuneration will be reviewed during the middle year of each Council's term of office. Said review shall include relative information from communities with similar workloads with the information being reviewed by the Personnel Committee for recommendation to Council.

**B.     ADJUSTMENTS**

The annual remuneration for Council Members shall be adjusted on January 1<sup>st</sup> of each year by the same percentage increase as exempt staff salaries are adjusted unless otherwise directed by Council.

**C.     PER DIEM**

Councillors are entitled to a fixed per diem rate and vouchered expenses while on City business, concerning matters for which they have been appointed and/or authorized by Council to attend. Unless otherwise provided for by Council, the per diem rate does not apply to attendance at Council and Committee meetings.

Of the annual remuneration, unvouchered car allowances and per diem rates paid to the Mayor and Councillors; one-third is considered to be paid as an unvouchered expense allowance for the performance of duties of office.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5204**

**Page 1 of 1**

**TITLE:**

**Acceptance of  
Faxed Documents**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(City Clerk's Department)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to set guidelines to determine when faxed documents will be accepted as originals.*

1. Faxed documents and faxed signatures will be accepted as legally valid.
2. The following circumstances will be excluded from this policy and only original documents will be considered as legally valid:
  - (a) When payment is required along with the notice, e.g. accepting an option or right of first refusal;
  - (b) Payments;
  - (c) Execution of contracts and agreements;
  - (d) Requests for sealed quotations or tenders to be publicly opened at 2:00 p.m.;
  - (e) Submission of nomination forms relative to General Municipal Elections.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5205**

**Page 1 of 1**

**TITLE:**

***Delivery of Mail to  
The City of Red Deer***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(City Clerk's Department)***

***Dates of Revision:***

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**POLICY STATEMENT**

*To provide a policy for the receiving, opening and distribution of mail delivered to the City.*

1. All mail delivered to the City shall be considered municipal mail and therefore, municipal property.
2. All mail delivered to the City shall be opened and date stamped by the appropriate personnel in the City Clerk's Department Mail Room. Mail will then be distributed to the appropriate City department/personnel with the exception of mail clearly marked "Personal" and/or "Confidential".
3. Mail marked "Personal" and/or "Confidential" shall not be opened, however, is to be date stamped and forwarded to the appropriate addressee.
4. City employees, elected officials or affiliated agencies shall not use the City's address for personal mail unless authorization has been received by the Mayor and/or City Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5301**

**Page 1 of 7**

**TITLE:**

***Purchasing and Tendering***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to identify the procedure to be used by City staff for the purchase of goods and services.*

Staff designated by their department head are allowed to use LPO's (Low Dollar Purchase Orders) to a limit of \$1,000.00 (excluding purchases from foreign sources).

**A. *Purchase of Environmentally Responsible Goods and Services***

1. The City is committed to the procurement and use of re-usable, recycled and environmentally responsible products in its operations, wherever possible and practical.
2. Environmentally responsible or "green" products are those which:
  - (a) achieve a reduction in the project or materials usage or in the waste generated,
  - (b) allow for re-use of the original product or material, and
  - (c) contain recycled materials.

**B. *Quotations and Tenders***

1. Quotations may be obtained on an informal basis by telephone or fax when there is an urgent need for an item.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5301**

**Page 2 of 7**

**TITLE:**

**Purchasing and Tendering**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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2. For other than urgent requirement the procedure is to be:

(a) **Purchases under \$10,000**

Discretion may be used in requesting formal quotations by a certain date and time. They may be subject to rejection for late submission.

Unless goods are required urgently, the time to be allowed for return of tenders shall not be less than:

- (i) Where only Red Deer suppliers are involved - 7 days
- (ii) Where in Province suppliers are involved -10 days
- (iii) Where out of Province suppliers are involved -12 days
- (iv) Where foreign suppliers are involved -15 days

(b) **Purchases over \$10,000**

When making purchases of over \$10,000.00, formal purchasing procedures are to be used, as follows:

- (i) All prices to be tendered
- (ii) A specified date and time for submission
- (iii) Tenders received after (ii) above, are to be filed unopened (<\$50,000).



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5301**

**Page 3 of 7**

**TITLE:**

**Purchasing and Tendering**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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Time to be allowed for submission of tenders shall not be less than as indicated for purchases under \$10,000

**(c) Purchases over \$50,000**

- (i) Tenders in excess of \$50,000 shall be addressed to the City Clerk and opened after (b)(ii) above, in the presence of the Purchasing Agent and a City representative.
- (ii) Notification shall be given to the City Clerk's Department of all tenders in excess of \$50,000.00.
- (iii) Tenders received after (b)(ii) above, are to be returned to the bidder unopened.

**(d) Bids received on FAX Machine**

- (i) Bids by FAX for 12:00 o'clock noon openings which are tenders under \$50,000, will be accepted, provided that the FAXED copy is a duly completed and signed copy of The City of Red Deer tender form
- (ii) The bidders use the FAX machine at their sole risk and the City accepts no responsibility in the event of error or omission.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5301**

**Page 4 of 7**

**TITLE:**

**Purchasing and Tendering**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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**(e) Professional Services**

Professional services are not normally tendered; the provisions for the engagement of consultants and other professional services are included in Section "E" of this policy.

**C. Selection of Tenders**

1. The City will purchase environmentally preferable products and services when quality and service is equal or better and price is equal to or lower than other less environmentally preferable products and services.

The low bidder shall normally be accepted unless:

- (a) the low bidder does not meet specifications materially;
- (b) the low bidder cannot deliver in time required;
- (c) the past performance of the low bidder is unacceptable;
- (d) acceptance of the low bid would result in a higher overall or end cost. It is recognized that the original purchase price of products rarely reflects the full environmental cost of production and waste disposal. The City will recognize these costs and purchase products of higher environmental value when it can be demonstrated that any reasonable premium paid would be offset by waste disposal costs associated with less environmentally preferable products.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5301**

**Page 5 of 7**

**TITLE:**

**Purchasing and Tendering**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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**D. Purchase Order Approvals**

1. The Purchase Order authorizing the purchase of the good and/or service (except for professional services - see Section "E"), requires the following approvals:

**Amount:** **Up to \$10,000.00**

**Restriction:** Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the Purchasing Agent.

**Authority to  
Purchase:**

As per the approvals given by the Department Heads, Directors or City Manager.

**Amount:** **Over \$10,000.00**

**Restriction:** Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by City Council unless the difference is less than \$500 and/or Council approved a similar purchase in a prior year. To determine the lowest acceptable bidder, the criteria used are:

- (a) must not be significantly deficient on important specifications, or
- (b) must deliver within the required time period, or



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**Purchasing and Tendering**

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- (c) past performance must be acceptable, or
  - (d) must be lowest overall or end cost.

**Authority to  
Purchase:**

As per the approvals given by the Department Heads,  
Directors or City Manager.

2. After tenders have closed a summary of prices tendered (including unit prices) will be released to any member of the public upon request without charge. If a request for a copy of the whole tender received is requested, it will be provided upon payment of a fee based on the number of pages involved at \$1.00 per page but such fee will not be less than \$10.00.

**E. Professional Consultant Services**

1. When professional consultant services are required, qualified consultants (normally a minimum of three) shall be requested to submit proposals.
2. In circumstances where it is cost effective to approach only one consultant, and the value of the services exceeds \$10,000, the approval of City Council will be required.
3. City Council approval shall be required if funds for the engagement of a consultant are not provided in a budget approved by Council.
4. A Purchase Order is required to authorize the engagement.
5. This policy will not apply to the engagement of legal survey firms for other than major subdivision development, as the terms of such engagements are provided in Council Policy #806.



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**F. Availability of Budget Funds**

The Department Head is responsible to ensure funding approved by Council is available to fund Purchase Orders and requisitions issued by the department. If approved funding for the expenditure will be exceeded, the Department Head is responsible to request City Council approval for the overexpenditure prior to the Purchase Order requisition being issued, unless:

- (a) an emergency situation exists, or
- (b) funding approved by Council for the Department in total will be underspent.



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**TITLE:**

**Banking Services - Tendering**

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**POLICY STATEMENT**

*The purpose of this policy is to provide a procedure for the acquisition of banking services.*

The City shall tender its banking services at approximate 5 year intervals.



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**5303**

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**TITLE:**

***Calculating Costs of City Forces  
In Competition With Tendered  
Costs Submitted by Contractors***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Appropriate Department Heads)***

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**POLICY STATEMENT**

*The purpose of this policy is to provide for comparable estimated costs of City forces doing work that has been tendered.*

1. When construction work is being tendered and it is intended that the undertaking of the work by City forces should be considered as an alternative if the contractor's tenders submitted are high, then the City's estimated costs shall be calculated as including:
  - (a) All direct labour, material and equipment costs.
  - (b) A provision of 10% of costs calculated in (a) to recover overhead and indirect costs not included in (a).
2. The City's estimate shall be calculated before the close of the tender.





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**TITLE:**

***Use of Bid Depository***

***Date of Approval:  
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**SECTION:**

***Corporate Services  
(Appropriate Department Head)***

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**POLICY STATEMENT**

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

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



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**TITLE:**                              **Budget Administration: General**

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**SECTION:**                        **Corporate Services  
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**POLICY STATEMENT**

*The purpose of this policy is to provide guidance for the administration of the budget approved by Council.*

1. Council authorizes the expenditure of funds by resolution, approving budgets in:
  - (a) the annual operating budget,
  - (b) the annual capital budget, or
  - (c) by special resolution as required.
2. If the capital expenditures in (b) above are financed by debenture borrowing, then approval to expend funds is not given until the debenture bylaws have received all approvals.
3. It is the responsibility of each department head to ensure the expenditures the department incurs are within the budget funds approved by Council for the department.
4. Until an operating budget is approved by Council for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year.
5. The administrative procedures for the three year budgets approved by Council are:
  - (a) Expenditures budgeted for the second and third years will not be incurred until the second and third years.



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- (b) Where reduced rates can be obtained by tendering for two years, such tenders will call for the second year's work not to be done until the second year. Commitments for the second year will not exceed 50% of a department's operating expenditure budget.
  - (c) For the second year, when the second year becomes the first year of the three year budget being reviewed by Council, it is anticipated significant budget changes would not normally be made by Council unless:
    - (i) changes are required because of unanticipated significant changes in revenues or expenditures, or
    - (ii) the basis on which the budget had been prepared was revised by Council, e.g. prepared based on a 0% tax increase but Council changed it subsequently to a minus 1% tax decrease, or
    - (iii) Council has identified a specific program for review and reconsideration, e.g. Day Care.
6. When purchase orders have been issued for operating budget accounts but the goods or services have not been provided prior to the financial year end (December 31) then the funds will be reserved and carried forward to the following fiscal year. The funds carried forward will offset the payment of the encumbrance. The budget for the following fiscal year will not need to be increased to include the encumbrance because the budget funds were provided in the prior fiscal year.



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**Budget Administration  
(Capital and Operating Budgets)**

**Date of Approval:  
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**SECTION:**

**Corporate Services  
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**POLICY STATEMENT**

*The purpose of this policy is to provide policies for the preparation and administration of the Capital and Operating Budgets.*

**A. CAPITAL BUDGET FINANCIAL POLICIES**

1. The financial policies to be used in preparing and administering the Capital Budget are:
  - (a) The City will have a Five Year Plan for major capital expenditure and update it annually.
  - (b) The issue of debenture debt for financing major capital will be limited to:
    - (i) 20 years for local improvement projects,
    - (ii) 10 years for all other capital projects.
  - (c) The E. L. & P. Utility should maintain a reserve balance equal to \$3 million for providing financing for Utility capital expenditures to avoid issuing debentures.
  - (d) Local improvements, under local improvement bylaws, will normally be financed by the use of surplus debenture borrowings or the use of accumulated surpluses in order to avoid issuing new debenture borrowings.



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- (e) The Subdivision Fund should finance its capital expenditures from accumulated surpluses.
  - (f) Increases in debt payments financed from property taxation should not exceed the rate of inflation and increases in tax revenue due to assessment growth.
  - (g) Major renovations of existing facilities should not be financed by long term borrowings.
  - (h) Each Department Head is responsible for ensuring the department's capital projects do not exceed the budget authorized by Council.
  - (i) Reallocation of unspent funds for Capital projects:
    - (i) require only the City Manager's approval if the project was funded 100% by the Operating Budget,
    - (ii) require Council approval if funding is not provided 100% by the Operating Budget.
  - (j) If significant increases in operating expenditures will result from Major Capital expenditures, the Capital budget should disclose the projected increases.

**B. OPERATING BUDGET POLICIES**

1. The financial policies to be used in preparing and administering the Operating Budget are:



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- (a) Current expenditure should be financed by current revenues. The use of accumulated surpluses to finance continuing operations should be avoided.
  - (b) The Operating Budget should provide for the adequate maintenance of capital equipment and facilities and for their orderly replacement by a ten year plan.
  - (c) The Operating Budget should be adopted on a basis of accounting consistent with generally accepted accounting principles. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable and a purchase order has been issued.
  - (d) 50% of the budget savings achieved by a Department for a fiscal year can be carried forward to the following fiscal year and would be in addition to the budget approved by Council for the following fiscal year. Funds carried forward are to be used for one-time expenditures which would meet at least one of the following criteria:
    - (i) create staff efficiencies;
    - (ii) improve service delivery;
    - (iii) provide for staff training and development specific to the technical requirements of the department;



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- (iv) fund expenditures that would result in on-going savings in expenditures. The resulting savings would be reduced from the Department's base budget in future years.
- (e) Transfers between departments require the City Manager's approval. Transfers within a department require the Department Head's approval.
- (f) Utility funds should be self supporting.
- (g) The Equipment Fund should have a minimum surplus/reserve balance equal to one average year's equipment purchases.
- (h) The Operating Budget is approved by Council resolution at the department summary level.
- (i) The budget for investment interest will be based on an assumed 6% interest rate. If the average interest rate exceeds 6%, the excess will be put into accumulated surplus to offset shortfalls when the average interest earnings are less than 6%.
- (j) The City will consider on an annual basis inflation, market rates and charges levied by other public and private organizations for similar services in establishing fees and charges.
- (k) A ten year plan for repair and maintenance of City infrastructure should be completed and maintained.



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- (l) A Department Head is responsible to ensure purchases made by the department will not exceed the budget approved by Council. This responsibility includes monitoring department revenues so that the net of actual expenditures and revenues does not exceed the net budget approved by Council.
  - (m) If a department budget will be overspent, the Director of Corporate Services is to be advised by the Department Head as soon as possible. If the overexpenditure is considered significant, then the Department Head will advise Council of the expected overexpenditure and the reasons, and request Council approval.
  - (n) No later than April 30 of the year following, a report on significant budget variances is to be submitted to Council by the Director of Corporate Services, Mayor and City Manager:
    - (i) identifying significant budget variances, and
    - (ii) explaining the reasons for variances in the previous fiscal year.
  - (o) The Operating Budget will include a three year budget projection.





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**C. GENERAL BUDGET POLICIES**

1. The City Manager may make, or cause to be made, expenditures not included in an operating or capital budget. The expenditures must arise from the ordinary course of the City's business. They must be submitted for inclusion in a subsequent operating or capital budget or in an amendment to an existing operating or capital budget. This includes without limitation expenditures of the following kinds:
  - (a) expenditures for the purpose of acquiring materials and supplies that are recorded as inventory and do not form part of a budget until they are actually used;
  - (b) expenditures for the purpose of prepaying for services or other things that give value over a period of time extending beyond the current budget cycle, e.g. prepaid insurance, maintenance contracts, software licences.
2. The City Manager may also make, or cause to be made, expenditures for the purpose of supplying labour and/or materials to or for the benefit of another party, on an 'as required' or 'as requested' basis, where the other party is obliged to reimburse the City for the expenditures.



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**TITLE:**                              **Review of Annual Budget**

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**POLICY STATEMENT**

The City Manager and Director of Corporate Services are responsible for an initial review of City department budget requests. As a result of the review, recommendations are made to the Senior Management Team. Upon review by the Senior Management Team, a budget is recommended to City Council for consideration. City Council is responsible for final review and approval of the Annual Budget.



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**Payment Options**

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**POLICY STATEMENT**

*The purpose of this policy is to identify the methods of payment authorized for customers.*

**Options for Payment by Customers**

1. The options available for payment by customers are:
  - (a) City offices where collection is provided for
    - (i) cash;
    - (ii) cheque as provided by Policy No. 5310;
    - (iii) by debit card;
    - (iv) by Visa or Mastercard as provided by Policy No. 5316.
  - (b) At financial institutions for:
    - (i) utility payments;
    - (ii) tax payments;
    - (iii) payment to financial institutions is also authorized to be done by telephone.
  - (c) Automatic withdrawal from customer's bank account upon customer authorization for:
    - (i) utility customers on the EPP (Equal Payment Plan);
    - (ii) property tax payments under the equal monthly payment plan.



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**POLICY STATEMENT**

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**A. POLICY**

*It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all provincial and other statutes governing the investment of public funds.*

**B. SCOPE**

1. This investment policy applies to all funds of the City on deposit or invested in investment securities.
2. The funds are accounted for in the City's Annual Audited Financial Report and include:
  - (a) General Fund
  - (b) Utility Funds
  - (c) Any new fund created by City Council, unless specifically exempted.

**C. PRUDENCE**

1. Investments are to be made with judgement and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.



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2. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**D. OBJECTIVE**

The primary objectives, in priority order, of the City's investment activities, shall be:

**(a) Safety**

Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. Investments made must be at least R1 - Low as rated by DBRS unless otherwise approved by Council.

**(b) Liquidity**

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.



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**(c) Return on Investment**

The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

**E. DELEGATION OF AUTHORITY**

1. Authority to manage the City's investment program is derived from the following:
  - (a) Section 250 of the Municipal Government Act;
  - (b) City Council resolutions;
  - (c) Finance and Audit Committee resolutions.
2. Management responsibility for the investment program is hereby delegated to the Director of Corporate Services, who shall establish written procedures for the operation of the investment program consistent with this investment policy.
3. Procedures should include reference to safekeeping, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.



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4. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Corporate Services.
  5. The Director of Corporate Services shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

**F. ETHICS AND CONFLICTS OF INTEREST**

1. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
2. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.
3. Employees and officers shall subordinate their personal investment transactions to those of the City particularly with regard to the time of purchases and sales.

**G. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

1. The Director of Corporate Services shall maintain a list of financial institutions authorized to provide investment services. The financial institutions eligible to appear on the list must:
  - (a) Have an office located in the City;





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- (b) Be able to tender investments that meet the requirements of this policy;
  - (c) Provide a copy of the most recent audited financial statement of the financial institution upon request that is deemed acceptable by the Director of Corporate Services.
  - (d) Provide as appropriate:
    - (i) Proof of certification
    - (ii) Proof of registration
    - (iii) Completed broker/dealer questionnaire;
    - (iv) Certification of having read entity's investment policy;
    - (v) Depository contract.
2. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Director of Corporate Services.



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**H. AUTHORIZED AND SUITABLE INVESTMENTS**

1. The City is only to invest in short term or marketable investments rated R1 Low or higher by the DBRS, or as authorized by Council resolution. The Finance and Audit Committee is responsible for determining any further limitations within the R1 Low or higher limitation. Investments in the Parkland Savings and Credit Union up to \$5 million are authorized. In addition, up to \$1,000,000 may be invested in the Canadian Western Bank for a six month term conditional upon the deposit being callable without penalty with a one week notice and the City being advised within one week of policy changes.
2. The types of investments are further limited to those authorized under Section 250 of the Municipal Government Act.

**I. SAFEKEEPING AND CUSTODY**

1. Investment certificates may be held by the financial institution for safekeeping but they must be held in the name of the City.
2. Any investment certificates issued to the City shall be issued in the name of the City.

**J. DIVERSIFICATION**

1. The City will diversify its investments by security type and institution. With the exception of Government of Canada Treasury Bills, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.
2. The Finance and Audit Committee will be responsible for approving industry and institutional limits unless otherwise approved by Council.



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**K. MAXIMUM MATURITIES**

1. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in unmarketable securities maturing more than two years from the date of purchase.
2. Reserve funds may be invested in securities exceeding two years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

**L. INTERNAL CONTROL**

The Director of Corporate Services will establish an annual review of investment results by the Finance and Audit Committee. The Internal Auditor will perform a periodic review of compliance with policies and procedures.

**M. PERFORMANCE STANDARDS**

1. The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.
2. Market Yield (Benchmark)

The entity's investment strategy will be active. The three month Federal Treasury Bill rate shall be used as the performance measure to determine whether market yields are being achieved.



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**N. REPORTING**

The Director of Corporate Services will report on investment activity and returns to the Finance and Audit Committee on an annual basis. Reports will include performance and interest earnings.

**O. INVESTMENT POLICY ADOPTION**

1. The City's investment policy shall be adopted by resolution of Council.
2. The policy shall be reviewed, as required, by the Finance and Audit Committee, and any proposed modifications must be approved by City Council.

**GLOSSARY**

**DBRS :** Dominion Bond Rating Service. A Company that investigates and reports on the credit worthiness of companies using money market instruments.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Treasury Bill:** The rate of interest at which Government of Canada funds are traded. This rate is currently pegged by the Government of Canada through open market operations.

**Industry Limit:** The total amount that can be invested in a particular industry sector at any time.



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Liquidity:	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
Market Value:	The price at which a security is trading and could presumably be purchased or sold.
Maturity:	The date upon which the principal or stated value of an investment becomes due and payable.
Money Market:	The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
Portfolio:	Collection of securities held by an investor.
Rate of Return:	The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.
Safekeeping:	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
Yield:	The rate of annual income return on an investment, expressed as a percentage.  (a) <i>Income Yield</i> is obtained by dividing the current dollar income by the current market price for the security.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5309**

**Page 11 of 11**

**TITLE:**

**Investment Policy**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

- 
- (b) *Net Yield or Yield to Maturity* is the current income yield plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the investment.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5310**

**Page 1 of 1**

**TITLE:**

**Receiving Cheques**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

---

**POLICY STATEMENT**

*The purpose of this policy is to provide direction for instances when receipt of a cheque is appropriate and to provide for charges for returned cheques.*

1. Cheques will only be accepted for up to the amount of payment required. Cheques shall not be accepted if the cheque exceeds the amount of the payment required.
2. Third party cheques will not be accepted.
3. A charge of \$10.00 will be made for cheques returned by a bank marked "N.S.F." (Not Sufficient Funds), Account Closed, or other similar reason.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5311**

**Page 1 of 1**

**TITLE:**

***Invoicing for Third Party  
Services***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide authorization for the levy of an administration charge when invoicing third party services.*

A 10% administration charge shall be charged when invoicing for third party services provided, other than those services set by bylaw or resolution of Council.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5312**

**Page 1 of 1**

**TITLE:**

**Staff Year End Cash Bonuses**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

---

**POLICY STATEMENT**

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

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



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5313**

**Page 1 of 2**

**TITLE:**

**Grants to Community Service  
Organizations**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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**POLICY STATEMENT**

*The purpose of this policy is to provide a procedure for the submission of grant requests to City Council.*

**A. Grant Requests**

1. Grant requests to City Council shall be considered in only the following category:
  - (a) Grants for the Hosting of Provincial, National or International Events.
2. Non-profit groups may submit applications for assistance in hosting provincial, national, or international events in the city. Such applications shall include the following additional information:
  - (a) Estimated number of participants;
  - (b) Estimated number of spectators; and
  - (c) Estimated economic benefit to the community.

**B. Deadline and Application Requirements**

1. Grant applications in both categories shall be submitted to the City Clerk by November 15 of the year prior to the grant being requested.
2. Grant applications shall be evaluated and recommendations made by the following:
  - (a) Recreation, Parks & Culture Board;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5313**

**Page 2 of 2**

**TITLE:**

**Grants to Community Service  
Organizations**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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- (b) Red Deer Visitor & Convention Bureau.
- 3. Grant applications shall be considered by City Council during the annual budget deliberations.
- 4. Grant applications submitted by organizations shall include:
  - (a) The specific purpose of the application;
  - (b) The amount of funding requested;
  - (c) Proposed budget for the event;
  - (d) In the case of an annual event, the previous year's financial statement, certified correct by two directors, shall be submitted, showing all surpluses and invested funds.
- 5. Grants must be used within the City, unless otherwise authorized by City Council.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5314**

**Page 1 of 2**

**TITLE:**

***Release of Accounts Receivable  
and Utility Billing Information***

***Date of Approval:  
September 23, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

---

**POLICY STATEMENT**

*The purpose of this policy is to identify the parties to whom information can be released from general accounts receivable and utility billing records.*

**A. Account Information**

1. It is recognized the sharing of account information is a necessary part of effective revenue management and is necessary in the normal course of business to secure revenues due the City. In all other respects this information is to be treated as personal and confidential.
2. This policy does not apply to the assessment and tax roll. Information from these rolls will be released as required by the Municipal Government Act upon payment of the fee approved by Council.
3. On each utility application, the customer shall be asked to authorize the release of account information to the Welcome Wagon and/or Hi Neighbour.
4. Information from the general accounts receivable and utility billing records will only be released to the following parties:
  - (a) R.C.M.P.,
  - (b) Other municipalities and levels of government,
  - (c) Welcome Wagon and/or Hi Neighbour (with customer's authorization),
  - (d) Other creditors in a similar line of business such as other utility companies and landlords,



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5314**

**Page 2 of 2**

**TITLE:**

**Release of Accounts Receivable  
and Utility Billing Information**

**Date of Approval:  
September 23, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

- 
- (e) To a collection company but only for those accounts placed by the City with the collection company.
  - 5. Before release of information to the parties authorized in (4), the identity of the party must be confirmed.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5315**

**Page 1 of 1**

**TITLE:**

**Penalty for Non-Payment  
of Utility Bills**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

---

**POLICY STATEMENT**

*The purpose of this policy is to provide for the administration of the penalty for non-payment of utility bills provision in the City's Utility Bylaw.*

**Procedures for Administering Penalties - Utility Bills**

In administering the penalty for non-payment of utility bills in the City's Utility Bylaw, the following procedures are to be followed:

1. After the due date the following grace days shall be allowed before the penalty is applied:
  - (a) Two working days for counter, mail and drop box payments;
  - (b) Four working days for payments received by financial institutions.
2. When a penalty is charged it will be cancelled on a one time basis, upon request by the customer, if the customer has paid on time for 12 consecutive months.
3. If a penalty is charged that is not cancelled under (2) above, the Mayor is authorized to cancel the penalty if, in the opinion of the Mayor, it is appropriate to do so.
4. This policy applies to all utility customers (*commercial and residential*).



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5316**

**Page 1 of 1**

**TITLE:**

***Use of Visa and Mastercard  
for Payments to The City***

***Date of Approval:  
September 23, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to provide for circumstances when VISA or MASTERCARD can be used by City operations to accept payments.*

***Visa and Mastercard***

Visa and Mastercard will only be used by The City to accept payments when:

- (a) The City is in competition with the private sector and must provide an equivalent service. Examples would be the River Bend Golf Course and the Lions Campground, or
- (b) It could be used as a promotional device such as for the sale of recreation facility passes.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5317**

**Page 1 of 1**

**TITLE:**

***Liability Protection for  
Non-Union Employees***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

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**POLICY STATEMENT**

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

All reasonable expenses and costs, including indemnification against judgements awarded by a Court, in respect to any criminal or civil action taken against a non-union employee of the City as a result of carrying out his normal work duties in the course of his employment will be reimbursed by the City provided the employee's actions do not constitute a gross disregard or neglect of his duty. Notwithstanding the foregoing, should a non-union employee be found guilty of a criminal charge, the City shall not be liable for any expense, cost or indemnification in relation to the employee's defence or for any fines assessed on that charge or related charges.





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5318**

**Page 1 of 3**

**TITLE:**

***Incentive Program for the  
Renovation of Existing Buildings  
in the Downtown BRZ***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

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**POLICY STATEMENT**

*The purpose of this policy is to encourage the renovation of existing downtown commercial buildings in the BRZ and provide a source of funding to assist in the implementation of the Downtown Concept Plan.*

*This policy shall be subject to Section 643 of the Municipal Government Act.*

***Definition:***

***“Renovation”***      *The cosmetic or minor structural alteration of a building but does not include its replacement.*

1. This policy will apply to existing buildings located in the Downtown BRZ that are used for commercial or combined commercial/residential purposes. Eligible projects will be limited to:
  - (a) renovation of an existing building,
  - (b) renovation of an existing building that includes an addition,
  - (c) renovation of an existing non-conforming building to a conforming commercial use.
2. The policy will not apply to new buildings or additions to existing buildings that do not include a renovation of the existing building.
3. This policy will be for a three year trial period for eligible renovation projects that have an occupancy permit issued between January 1, 1996 and December 31, 1998.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5318**

**Page 2 of 3**

**TITLE:**

***Incentive Program for the  
Renovation of Existing Buildings  
in the Downtown BRZ***

***Date of Approval:  
September 9, 1996***

**SECTION:**

***Corporate Services  
(Treasury)***

***Dates of Revision:***

- 
4. For eligible projects, the additional municipal portion of property taxes resulting from an assessment increase because of a renovation will be transferred to a reserve. The transfer will start in the year following the issue of the occupancy permit and continue for a total period of five years.
  5. The reserve fund will be called the "Downtown Revitalization Reserve". Interest will be accrued and added to the reserve at the end of each year based on the average short term interest rate earned by the City for that year on short term investments.
  6. Expenditures from the reserve will be for projects recommended in the Downtown Concept Plan. The Downtown Planning Committee will be responsible for recommending projects to City Council for Council's approval. City Council will be responsible for approving expenditures from the reserve.
  7. The Downtown Planning Committee will be responsible for submitting projects to City Council by July 1, 1998 a detailed evaluation of this policy.
  8. In the event of termination of this policy the Downtown Planning Committee will be responsible for making recommendations to City Council on how any funds remaining in the reserve will be spent.
  9. City staff will have the following responsibilities related to this policy:

**(a) *Inspections and Licensing Manager:***

Prepare and forward to the City Assessor and the Downtown Planning Committee a list of eligible projects after the end of each year. It shall be the Manager's responsibility to identify eligible projects based on this policy.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**5318**

**Page 3 of 3**

**TITLE:**

**Incentive Program for the  
Renovation of Existing Buildings  
in the Downtown BRZ**

**Date of Approval:  
September 9, 1996**

**SECTION:**

**Corporate Services  
(Treasury)**

**Dates of Revision:**

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**(b) City Assessor:**

Calculate the additional assessment and municipal property taxes resulting from eligible renovation projects, as determined by the Inspections and Licensing Manager and transfer the additional taxes to the reserve account when the taxes are due.

***INDEX***

***GENERAL***  
***(1000 SERIES)***

## ITEM 2

**DATE:** September 3, 1996  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** FARMER'S MARKET - ANNUAL LICENSE FEE

---


At the Council Meeting held on August 26, 1996, consideration was given to the above topic, and at which meeting the following resolution was introduced and passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Inspections and Licensing Manager dated August 19, 1996, re: Farmer's Market, hereby agrees to direct the Administration to prepare the necessary license bylaw amendment to provide for a \$300.00 annual license fee to be assessed to the holder of the provincial market approval, and as presented to Council August 26, 1996."

The bylaw amendment is now present for Council's consideration.

RECOMMENDATION:

That three readings be given to License Bylaw Amendment 3159/B-96.



KELLY KLOSS  
City Clerk

KK/fm

**COMMENTS:**

We concur with the recommendation of the City Clerk.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

**DATE:** September 11, 1996  
**TO:** Inspections and Licensing Manager  
**FROM:** City Clerk  
**RE:** **FARMER'S MARKET - ANNUAL LICENSE FEE,  
LICENSE BYLAW AMENDMENT 3159/B-96**

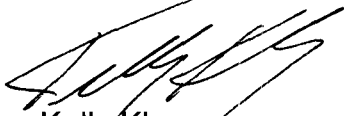
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**FILE**

At the Council Meeting of September 9, 1996, consideration was given to the above and at which meeting three readings were given to License Bylaw Amendment 3159/B-96, a copy of which is attached hereto.

The above noted bylaw provides for a \$300.00 annual license fee to be assessed to the holder of an approved provincial market.

I trust that you will now advise all parties affected by this change in due course.



Kelly Kloss  
City Clerk

KK/clr  
attchs.

c Director of Development Services  
License Inspector  
C. Rausch



## ITEM 3

PATH: paul\memos  
MASTERFILE: 3000.015

DATE: September 4, 1996

TO: City Clerk

FROM: Acting Public Works Manager

**RE: RESIDENTIAL RECYCLING AND SOLID WASTE COLLECTION TENDER**

---

## **1.0 Introduction**

The Public Works Department has tendered for the contracted services of residential recycling and solid waste collection. The existing contract runs until December 31, 1996 with the new contract commencing January 1, 1997. The tenders closed on August 15, 1996. Four tenders were submitted. The tender documents were developed based on the direction provided by City Council at its meeting of March 25, 1996. This included consideration of various options such as weekly versus bi-weekly blue box collection, drop-off depot versus door-to-door yard waste collection and imposing a limit of 3 bags, 5 bags or no limit on weekly residential garbage collection. The term of the contract tendered was 5 years, with the option of two, one-year extensions.

## **2.0 Contractor Selection**

### **2.1 Methodology of Tender Analysis**

The first step in the tender analysis involved comparing the tenders to determine if there were any trends in the cost of blue box collection frequency, residential garbage collection limit and yard waste collection. From this, we selected the preferred options of bi-weekly blue box collection, unlimited residential garbage collection and door-to-door yard waste collection. The rationale for selection of these options is provided later in the report.

These options were then used as the basis to evaluate the tenders to determine the lowest cost base bid. Tenders were also compared based on other factors such as equipment, qualifications and company history. Any alternatives to the tender as bid were also analyzed.

### **2.2 Base Bid Comparison**

Table 1 shows the tender summary information submitted by all the bidders for the various options selected. These are the total annual amounts based on the estimated quantities that were provided in the Tender. Based on the Residential Recycling portion of the contract, the bid results in ascending order were WMI (lowest), Western, Laidlaw and BFI (highest). Based on the Solid Waste Collection portion of the tender, the bid results in ascending order were Western (lowest), BFI, WMI and Laidlaw (highest). Based on a combined bid for both Residential Recycling

and Solid Waste Collection, the bid results, in ascending order, are Western (lowest), WMI, Laidlaw and BFI (highest).

**TABLE 1**  
**Residential Recycling and Solid Waste Collection Tender Summary**  
**(\$/year)**

<b>VENDOR'S NAME</b>	<b>Waste Management of Canada Inc. (WMI)</b>	<b>Western Canadian Waste Services, Inc. (Western)</b>	<b>Laidlaw Waste Systems Ltd (Laidlaw)</b>	<b>Browning-Ferris Industries Ltd. (BFI)</b>
----------------------	--	--	--	--

**Summary Part A:  
Residential Recycling Cost**

.1 Option 1: Weekly Blue Box Collection	418,500	526,500	563,220	581,220
.2 Option 2: Biweekly Blue Box Collection	319,500	447,300	466,200	551,520

**Summary Part B:  
Solid Waste Collection Cost**

<b>Limit on Residential Garbage Collection</b>	<b>Type of Yard Waste Program</b>				
.1 Unlimited	Drop-off depot	2,420,939	1,994,687	2,436,329	2,356,098
.2 Unlimited	Door-to-door	2,554,440	2,135,687	2,563,874	2,504,763
.3 5 bag/week	Drop-off depot	2,406,270	1,992,377	2,430,224	2,294,718
.4 5 bag/week	Door-to-door	2,553,120	2,133,377	2,587,469	2,443,383
.5 3 bag/week	Drop-off depot	2,378,220	1,978,187	2,428,079	2,202,318
.6 3 bag/week	Door-to-door	2,539,920	2,119,187	2,606,114	2,409,558

Note: Western's door-to-door yard waste option includes a provision for yard waste > 1000 tonnes as bid.

**Cost Reduction for Award of Part A and Part B to Same Tenderer:**

a) Reduce all unit costs for Part A: Residential Recycling by:	57	2	4.7	0
b) Reduce all unit costs for Part B: Solid Waste Collection by:	0	2	4.7	0

Note: Any errors in extending unit costs have been corrected.

The Tender was written so that the Residential Recycling portion could be awarded to one contractor and the Solid Waste Collection to a different contractor. By splitting the Contract and awarding the Residential Recycling to WMI and the Solid Waste Collection to Western, the least expensive bid overall is obtained by approximately \$76,000 per year. There are some concerns with splitting the Contract, such as two Contracts to administer, customer confusion and complaint ownership identification. Additional internal administration costs of \$10,000 the first year and \$5,000 the following years are estimated as costs associated with the split contract.

Table 2 shows the relative costs to the City over the 5 year term of the contract for the various tender award alternatives. The table is based on the recommended options on bag limit, recycling pick-up frequency and yard waste collection. Other options are shown in Appendix A.

**TABLE 2**  
**Comparison of 5 Year Contract Costs**  
**Adjusted for Estimated Inflationary Increases**

	(\$ to the nearest 1,000 \$)				
	WMI & Western	Western	WMI	Laidlaw	BFI
Recycling (Bi-weekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (unlimited residential collection and door-to-door yard waste)	11,535,000*	11,305,000*	13,751,000	13,052,000	13,486,000
Total	13,198,000	13,586,000	14,466,000	15,265,000	16,356,000
Amount above low bid	---	388,000	1,268,000	2,067,000	3,158,000

\*Includes a provision for yard waste >1,000 tonnes

Note: Assumes landfill fees will increase by 6% per year and collection costs will increase by an inflation rate of 2% per year.

Based on their bid, Western's collection costs, excluding landfill tipping fees, are approximately 25 percent less than the other 3 bidders which were all fairly close. This raises some concern as to whether the contractor can perform the contract for the prices bid with a high level of service to the customer.

### 2.3 Analysis of Alternatives and Other Tender Considerations

Several of the bidders submitted prices for alternatives to the tender and included other information which is relevant to the tender evaluation. Appendix B contains a summary of the information on the alternatives and a brief description of the advantages and disadvantages of each.

Recommendations on the alternatives and comments on the other considerations are provided below:

- a) Western Canadian Waste Services, Inc.

7 and 10 year alternative

As outlined in Appendix B, Western included alternative bids for a seven-year and a ten-year term. Bids for these terms were not requested in the tender documents. When compared to the annual cost of the recommended base bid (WMI/Western combination proposal), Western's seven year proposal is \$41,000 per year more and the ten year proposal is \$30,000 per year less.

The Contract is written such that adjustments are made annually for inflation. Because of this, although the base bid would be fixed, it would still vary annually over the ten years of the Contract.

A five-year term with two one-year extensions was selected for tendering as it provides a reasonable amount of time for amortization, but it still allows The City to take advantage of the competitive market place as has happened in this tender. It also allows the City to keep up with changes in technology and collection methods.

Although the principals in this firm have many years of experience in the field, this firm itself has a limited track record. A 5 year term will allow us to review their performance locally.

If Council wants to consider a longer term, we would recommend that we re-tender the contract. There is enough information from the tenders submitted that only the selected options should be re-tendered and we recommend only the four submitting contracts be invited to re-tender.

Although there are potential benefits to a longer term contract, we are not recommending it for the reasons outlined above.

Toter Carts

Western also submitted a proposal in conjunction with their seven- and ten-year options for residential waste collection, using two-wheel carts. We support the introduction of cart collection on a subscription (i.e. customer choice) basis. However, we can not support the introduction of a mandatory City-wide program as bid at an additional cost to the customer.

#### Omission

In their tender submission Western omitted a number on Schedule B.5.4. This number represents landfill costs as a percentage of the total annual cost for commercial collection and is used in the calculation of the annual escalation of the contract. From other information provided in the tender, we have calculated what this number should be and have used this in the evaluation.

#### b) WMI Waste Management of Canada Inc.

WMI did not submit any alternatives with their tender. WMI is a well established firm in Alberta, with the financial backing and expertise to undertake this contract. With respect to the location of a Materials Recycling Facility, WMI proposes to have a facility in Red Deer with back-up facilities in Calgary and Edmonton.

#### c) Laidlaw Waste Systems Ltd.

Although Laidlaw Waste Systems was not the lowest bid, they deserve recognition for the excellent service they have provided to the citizens and businesses of Red Deer over the past 20 years.

#### Wet/Dry Pilot

Laidlaw's tender did include an innovative 6 month pilot program for 950 homes for a separate collection of organic material for composting. The benefits of this program are significant waste diversion and an equitable user-pay system. We see this system as one with future potential .

#### Two Man Collection

Laidlaw's tender also included using two-man collection vehicles which would allow collection from both sides of the lane in one pass, thus reducing lane maintenance.

#### Education

Laidlaw also included their Earth Academy educational program and cost sharing on a year-round household hazardous waste depot.

Although these programs are significant, and Laidlaw has an excellent track record, we feel an obligation to recommend the option which is in the best financial interest of the City.

d) Browning-Ferris Industries

BFI did not include alternatives, but they did describe some community services activities which are included in their tender. In particular, BFI has an excellent education program, including curriculum materials which would be made available to local schools. BFI also offers an "alert eyes and ears" program to report any emergency situations.

BFI also has the financial capability and expertise to carry out this contract. BFI has proposed to sort and transfer recyclable materials in Red Deer with the main processing and baling to take place in Calgary or Edmonton.

2.4 Recommended Contractor(s)

As outlined above, we do not recommend the alternatives submitted by Western. As well, we do not feel that the other considerations regarding any of the companies could outweigh the benefits of going with the lowest cost bid. We therefore recommend the residential recycling component of the contract be awarded to WMI and the solid waste collection component be awarded as tendered to Western. This recommendation is used for the basis of the remainder of this report.

**NOTE:** We have shown our calculations of what monthly utility rates would be. These are based on the information we have at this time, but are subject to change during budget preparation. They also must be approved by Council as part of the budget.

### 3.0 Residential Recycling

Based on WMI's bid, the following approximate utility bill charges would apply for residential recycling:

	<b>Proposed Monthly Utility Bill Charge *</b>
Weekly Blue Box Collection	\$2.25/household
Bi-weekly Blue Box Collection	\$1.82/household
Current recycling charge	\$2.85/household

\* Charge would apply to all single family dwellings eligible for blue box collection and all apartment units with collection of recyclables.

In the spring, we published a questionnaire in the Red Deer Advocate which asked whether residents were in favour of reducing blue box collection frequency to once every other week for a possible savings of \$6 to \$10/household/year. Of the 848 respondents, 80% were in favour of the reduced collection frequency. Although this was not a statistically valid survey, and may not reflect the actual opinions of the population at large, the number of responses is significant.

September 4, 1996  
City Clerk  
Page 7 of 10

Based on WMI's bid, bi-weekly collection is approximately \$5/household/year less than weekly collection. When compared to existing recycling rates, the bi-weekly option will result in a savings of approximately \$12/household/year.

At present, approximately 50 percent of households place their blue box out for collection on a weekly basis. Changing to a bi-weekly collection will no doubt be an inconvenience to some and will possibly result in a slight reduction in the quantity of material diverted from the landfill. In spite of these reservations, we feel that we have an obligation to respond to the public input. Therefore, we are recommending that we reduce the blue box collection frequency to every other week for a one-year period. At that time the program should be re-evaluated to determine public opinion. WMI has agreed to honour their weekly blue box collection price (with inflationary increases) if we were to return to weekly blue box collection at that time.

It should also be noted that it will likely be very expensive to add new products to the residential recycling program in the future, based on the unit prices submitted. We would not see adding additional products as desirable.

#### **4.0 Residential Weekly Bag Limit**

Based on Western's bid, a limit of 5 bags per week on residential waste collection results in a savings of only \$0.02/household/month relative to the unlimited option. A 3 bag limit would result in only a \$0.10/household/month savings. The savings associated with these options were far less significant than anticipated. In addition to the contract fee, the City would also be required to pay the contractor \$0.49/bag for collection of any bags of garbage over the limit which were identified by a sticker purchased by the resident. Given the minimal savings and the added administration associated with rebating the contractor for extra bags, it is recommended that we select the unlimited residential collection option under the contract. The proposed residential garbage collection rate to be charged on utility bills is \$4.94/household/month. The existing residential collection rate is \$6.37.

However, it is also recommended that the City still consider imposing a reasonable limit on residential collection outside of the contract. This should be considered outside of this report, possibly when the City's Solid Waste Master Plan is updated in 1997.

#### **5.0 Residential Yard Waste Composting**

Residential Yard Waste Composting was tendered based on having a six-month per year operation. Two options for centralized yard waste composting were considered in the tender. Consumer costs for the services are outlined below.

	<b>Proposed Monthly Utility Bill Charge*</b>
Yard Waste Drop-off Depot	\$ 0.58/household
Door-to-door yard waste collection	\$1.29/household

\* Would be charged 12 months per year.

If we are to continue with the drop-off option for yard waste, we recommend that the Solid Waste Utility purchase a parcel of land that would become a permanent site. Cost allowances for this are included in the unit rate for Yard Waste Drop-off. The door-to-door yard waste collection program involves the resident providing their own open top garbage cans for yard waste; the grass clippings will not be accepted if placed in plastic bags. Use of bags substantially increases operating costs and was not included in the tender. This option is expected to result in the highest rate of diversion from the landfill at a relatively low cost. The annual cost difference to the customer will be approximately \$8.52. This will be offset by savings in bags, transportation costs and landfill costs.

We recommend the city-wide door-to-door yard waste collection program.

## **6.0 Commercial Waste Collection**

The successful contractor will continue to have the exclusive right to commercial garbage collection, using front-end containers and hand pick-up. As directed by City Council, the contract will also provide commercial customers with the option of renting a bin and paying for collection on demand. The contract does not control roll-off bins, compactors or construction waste.

In comparison to the current rates, commercial customers using front-end containers can expect to see decreases of 2 to 33 percent with the services provided by Western. The most common container size is 3 cubic yards. The rate for pick-up once per week for this container will be reduced by 33%. Commercial hand pick-up rates will increase by 12 to 15 percent. Hand pick-up represents only about 4 percent of the total cost of all commercial accounts.

Tables which compare the proposed 1997 commercial garbage collection rates with existing rates may be found in Appendix A.

## **7.0 Bylaw Amendments**

Upon receipt of direction on the award of this contract, City staff in consultation with the City solicitor will prepare the appropriate bylaw amendments. These amendments will include the following:

- i) minor amendments to the definitions;
- ii) addition that all multiple family residential dwellings be required to have a minimum garbage collection service of either weekly hand pick-up or container collection pursuant to Council direction on March 25, 1996;
- iii) amendment to the definition of the contractor's right to exclusive commercial garbage collection using hand pick-up and front-end containers, and excluding roll-off bins, compactors and construction material pursuant to Council direction of March 25, 1996; and,



- iv) revision of the named contractor having exclusive right to garbage collection.

## 8.0 Start Up

The new contract will start effective January 1, 1997. Given the scope of this contract, we can expect that there will be some start-up problems during the first few months of operation by the new contractors. Based on the experience in other municipalities, this will no doubt result in complaints by the public and businesses. Public Works will be prepared to respond to complaints. We trust the contractors will also be doing their best to serve the public.

## 9.0 Impact on Customers

Depending on the level of service they choose, commercial customers will see a reduction in their solid waste costs of between 2 and 33 percent for container collection and an increase in hand pick-up of 12 to 15 percent.

The residential customer will continue to receive garbage collection weekly, blue box collection will be reduced to bi-weekly and yard waste will be collected weekly for 6 months of the year.

A comparison of the existing and proposed monthly rates for residential customers is outlined below.

	Monthly Cost/Household	
	Existing Rate*	Proposed Rate
Recycling	2.85 (weekly blue box)	1.82 (bi-weekly blue box)
Garbage Collection	6.37	4.94
Door-to-Door Yard Waste Collection	none	1.29
<b>Total Cost</b>	<b>\$9.22</b>	<b>\$8.05</b>

\*Existing Yard Waste Depot is not funded from the utility.

## RECOMMENDATIONS

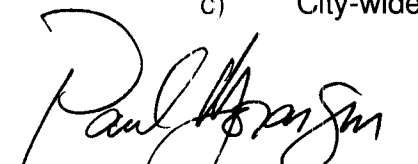
The Public Works Department respectfully recommends to Council:

- i) That the residential recycling component of the contract (Part A) be awarded to WMI Waste Management of Canada Inc. as tendered, including Option 2: bi-weekly blue box collection and multifamily residential recyclable collection on a yearly basis with option to convert to weekly collection based on further evaluation (Schedules A.1.2 and A.3).
- ii) That the solid waste component of the contract (Part B) be awarded to Western Canadian Waste Services Inc. as tendered, with the following options:

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- a) commercial front-end container collection and hand pick-up as bid (Schedules B.1 and B.2)
- b) collection of solid waste from single family dwellings with no limit on the amount of solid waste that can be set out by each household (Schedule B.3.1)
- c) City-wide door-to-door yard waste collection (Schedule 5.4.4)



Paul A. Goranson, P.Eng.  
Acting Public Works Manager

MKS/blm

**APPENDIX A**

**DATA TABLES**

1. Comparison of 5 Year Contract Costs.
2. Proposed 1997 Solid Waste Commercial Front-end Container Schedule of Garbage Rates.
3. Proposed Solid Waste- Commercial Hand Pick-up Garbage Rates

**Comparison of 5 Year Contract Costs  
Adjusted for Estimated Inflationary Increases**

(\$ to the nearest 1,000 \$)				
<b>WMI &amp; Western</b>	<b>Western</b>	<b>WMI</b>	<b>Laidlaw</b>	<b>BFI</b>

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (unlimited residential collection and depot yard waste)	10,802,000	10,586,000	13,056,000	12,420,000	12,713,000
<b>Total</b>	<b>12,980,000</b>	<b>13,271,000</b>	<b>13,992,000</b>	<b>15,213,000</b>	<b>15,738,000</b>
Amount above low bid	---	291,000	1,012,000	2,233,000	2,758,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (5 bag limit residential collection and depot yard waste)	10,789,000	10,573,000	12,974,000	12,389,000	12,374,000
<b>Total</b>	<b>12,967,000</b>	<b>13,258,000</b>	<b>13,910,000</b>	<b>15,182,000</b>	<b>15,399,000</b>
Amount above low bid	---	291,000	943,000	2,215,000	2,432,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (3 bag limit residential collection and depot yard waste)	10,712,000	10,497,000	12,821,000	12,376,000	11,882,000
<b>Total</b>	<b>12,890,000</b>	<b>13,182,000</b>	<b>13,757,000</b>	<b>15,169,000</b>	<b>14,907,000</b>
Amount above low bid	---	292,000	867,000	2,279,000	2,017,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (unlimited residential collection and door to door yard waste)	11,535,000	11,305,000	13,751,000	13,052,000	13,486,000
<b>Total</b>	<b>13,713,000</b>	<b>13,990,000</b>	<b>14,687,000</b>	<b>15,845,000</b>	<b>16,511,000</b>
Amount above low bid	---	277,000	974,000	2,132,000	2,798,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (5 bag limit residential collection and door to door yard waste)	11,523,000	11,292,000	13,739,000	13,168,000	13,147,000
<b>Total</b>	<b>13,701,000</b>	<b>13,977,000</b>	<b>14,675,000</b>	<b>15,961,000</b>	<b>16,172,000</b>
Amount above low bid	---	276,000	974,000	2,260,000	2,471,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (3 bag limit residential collection and door to door yard waste)	11,445,000	11,216,000	13,662,000	13,259,000	12,961,000
<b>Total</b>	<b>13,623,000</b>	<b>13,901,000</b>	<b>14,598,000</b>	<b>16,052,000</b>	<b>15,986,000</b>
Amount above low bid	---	278,000	975,000	2,429,000	2,363,000

Assumes landfill fees will increase by 6 % per year and collection costs will increase by an inflation rate of 2 % per year.

**Comparison of 5 Year Contract Costs (continued)**  
**Adjusted for Estimated Inflationary Increases**

(\$ to the nearest 1,000 \$)				
WMI & Western	Western	WMI	Laidlaw	BFI

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (unlimited residential collection and depot yard waste)	10,802,000	10,586,000	13,056,000	12,420,000	12,713,000
<b>Total</b>	<b>12,465,000</b>	<b>12,867,000</b>	<b>13,771,000</b>	<b>14,633,000</b>	<b>15,583,000</b>
Amount above low bid	---	402,000	1,306,000	2,168,000	3,118,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (5 bag limit residential collection and depot yard waste)	10,789,000	10,573,000	12,974,000	12,389,000	12,374,000
<b>Total</b>	<b>12,452,000</b>	<b>12,854,000</b>	<b>13,689,000</b>	<b>14,602,000</b>	<b>15,244,000</b>
Amount above low bid	---	402,000	1,237,000	2,150,000	2,792,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (3 bag limit residential collection and depot yard waste)	10,712,000	10,497,000	12,821,000	12,376,000	11,882,000
<b>Total</b>	<b>12,375,000</b>	<b>12,778,000</b>	<b>13,536,000</b>	<b>14,589,000</b>	<b>14,752,000</b>
Amount above low bid	---	403,000	1,161,000	2,214,000	2,377,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (unlimited residential collection and door to door yard waste)	11,535,000	11,305,000	13,751,000	13,052,000	13,486,000
<b>Total</b>	<b>13,198,000</b>	<b>13,586,000</b>	<b>14,466,000</b>	<b>15,265,000</b>	<b>16,356,000</b>
Amount above low bid	---	388,000	1,268,000	2,067,000	3,158,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (5 bag limit residential collection and door to door yard waste)	11,523,000	11,292,000	13,739,000	13,168,000	13,147,000
<b>Total</b>	<b>13,186,000</b>	<b>13,573,000</b>	<b>14,454,000</b>	<b>15,381,000</b>	<b>16,017,000</b>
Amount above low bid	---	387,000	1,268,000	2,195,000	2,831,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,213,000	2,870,000
Waste Collection (3 bag limit residential collection and door to door yard waste)	11,445,000	11,216,000	13,662,000	13,259,000	12,961,000
<b>Total</b>	<b>13,108,000</b>	<b>13,497,000</b>	<b>14,377,000</b>	<b>15,472,000</b>	<b>15,831,000</b>
Amount above low bid	---	389,000	1,269,000	2,364,000	2,723,000

Assumes landfill fees will increase by 6 % per year and collection costs will increase by an inflation rate of 2 % per year.

PROPOSED 1997 SOLID WASTE COMMERCIAL FRONT-END CONTAINER SCHEDULE OF GARBAGE RATES				
Type of Service	Container Size			
	2 Yard	3 Yard	4 Yard	6 Yard
	Unit Rate (\$/month)	Unit Rate (\$/month)	Unit Rate (\$/month)	Unit Rate (\$/month)
<b>Service on Demand:</b>				
.1 Container rental	19.50	26.00	32.50	39.00
.2 Lift charge	19.50	26.00	32.50	39.00
<b>Scheduled Service:</b>				
3 1 lift per month - new contract	21.05	25.08	29.09	37.15
4 1 lift every 2 weeks -new cont	29.09	37.15	45.20	61.30
5 1 lift per week - existing		76.60	95.73	124.54
new contract	34.26	51.39	66.81	89.93
6 2 lifts per week - existing		124.54	153.16	201.09
new contract	68.52	102.78	133.61	166.50
7 3 lifts per week - existing		172.33	210.64	277.71
new contract	102.78	154.17	189.12	243.59
8 4 lifts per week - existing		220.21	268.10	354.32
new contract	137.05	205.57	246.68	328.90
9 5 lifts per week - existing		267.69	325.54	430.93
new contract	171.30	256.96	308.35	409.84
10 6 lifts per week - existing		316.01	383.03	507.53
new contract	205.57	308.35	370.02	493.35
11 Extra lift for scheduled service		16.86	19.20	24.03
new contract	19.50	26.00	32.50	39.00

PROPOSED 1997 SOLID WASTE - COMMERCIAL HAND PICK-UP GARBAGE RATES							
Volume per Pick-Up	FREQUENCY OF PICK-UP PER WEEK						Cost Per Extra (\$)
	1	2	3	4	5	6	
	B Unit Rate (\$/mth)	D Unit Rate (\$/mth)	F Unit Rate (\$/mth)	H Unit Rate (\$/mth)	J Unit Rate (\$/mth)	L Unit Rate (\$/mth)	
1 <½ yd - existing	6.37						
new contract	<b>7.35</b>	<b>14.69</b>	<b>22.04</b>	<b>29.38</b>	<b>36.73</b>	<b>44.07</b>	<b>6.5</b>
2 ½ yd - existing	13.13	26.28	39.41	52.55	65.70	78.84	
new contract	<b>14.69</b>	<b>29.38</b>	<b>44.07</b>	<b>58.76</b>	<b>73.45</b>	<b>88.14</b>	<b>9.1</b>
3 1 yd - existing	26.28	52.55	78.84	105.11	131.38	157.67	
new contract	<b>29.38</b>	<b>58.76</b>	<b>88.14</b>	<b>117.52</b>	<b>146.90</b>	<b>176.28</b>	<b>11.7</b>
4 2 yd - existing	52.55	105.11	157.67	210.22	262.78	315.33	
new contract	<b>58.76</b>	<b>117.52</b>	<b>176.28</b>	<b>235.04</b>	<b>293.80</b>	<b>352.56</b>	<b>14.3</b>
5 3 yd - existing	78.84	157.67	236.50	315.33	394.15	473.00	
new contract	<b>88.14</b>	<b>176.28</b>	<b>264.42</b>	<b>352.56</b>	<b>440.70</b>	<b>528.84</b>	<b>20.8</b>
6 4 yd - existing	105.11	210.22	315.33	420.43	525.55	630.65	
new contract	<b>117.52</b>	<b>235.04</b>	<b>352.56</b>	<b>470.08</b>	<b>587.60</b>	<b>705.12</b>	<b>27.3</b>
7 5 yd - existing	131.38	262.78	394.15	525.55	656.93	788.32	
new contract	<b>146.90</b>	<b>293.80</b>	<b>440.70</b>	<b>587.60</b>	<b>734.50</b>	<b>881.40</b>	<b>33.8</b>
8 6 yd - existing	157.67	315.33	473.00	630.65	788.32	945.99	
new contract	<b>176.28</b>	<b>352.56</b>	<b>528.84</b>	<b>705.12</b>	<b>881.40</b>	<b>1057.68</b>	<b>40.3</b>

## APPENDIX B

### Contractor Alternatives and Other Considerations

**Company:** Western Canadian Waste Service Inc.

#### 1. Extension of Term of Contract

Western submitted alternative bids for seven-year and ten-year terms.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>- fixed base price for solid waste collection for longer term</li> <li>- price reduction due to extended amortization of equipment/capital investments:               <ul style="list-style-type: none"> <li>• seven-year bid is 1.4% less than five-year bid</li> <li>• ten-year bid is 4.2% less than five-year bid</li> </ul> </li> <li>- longer term may influence whether the contractor would purchase land and construct a new building</li> <li>- Western's ten-year bid for recycling and collection is less than the combined WMI/Western five-year bid</li> </ul>	<p>Council was advised at its meeting of March 25, 1996 that the tender would be for a five-year contract. The benefits of this length of term include:</p> <ul style="list-style-type: none"> <li>• allowing the City to take advantage of the competitive market place</li> <li>• technology changes in handling and equipment which may improve efficiency in the future</li> <li>• adaptation to future changes in waste generation</li> </ul> <ul style="list-style-type: none"> <li>- by tendering following a long-term contract with one party, we have shown from the current tender that savings can be obtained</li> <li>- other contractors have indicated that they would reduce their bid if term tendered was longer</li> <li>- City has no direct track record with Western</li> </ul>

#### 2. Residential Waste and Yard Waste Cart Collection Proposal

Western submitted a proposal in conjunction with their seven- and ten-year options for residential waste and yard waste collection, using two-wheeled carts. Western would supply the carts to all households for a rental fee of between \$1.99 and \$3.99 per month per household, depending on the option selected.



**Advantages**

- clean, "attractive service"
- safer for collection workers
- promotes payment by volume
- residents no longer have to purchase garbage bags
- ease of use
- reduces nuisance impacts of dogs and odours
- ten-year option with 240 litre (3 bag) carts is only about 10% more than existing residential garbage contract cost with no carts

**Disadvantages**

- additional cost of service
- program would be mandatory for all households whether they wanted it or not
- no five year cost option submitted
- use in lanes during winter may be a concern

## 3. Household Hazardous Waste Collection Proposal

Western indicated that they would like to work with the City to provide a permanent household hazardous waste depot. However, no financial information was provided and, therefore, we can not determine the value of this proposal.

## 4. Used Front Load Containers

Western would pass on any saving to the City if they were able to purchase the existing contractor's containers.

**Advantages**

- possible cost savings

**Disadvantages**

- used containers instead of new
- amount of potential savings not submitted

## 5. Lids on Commercial Containers

Western would supply lids on containers at no additional charge.

**Advantages**

- saving of \$4.50 to \$6.00 per month to customer

**Disadvantages**

- none apparent

## 6. Other Considerations

## a) Vehicle Age

- new vehicles

## b) Company History/Experience

- Western is a relatively new firm which has been in operation for about 2 years. Since start up, Western has acquired several small waste management companies. Although the firm is relatively young, the management staff of Western, including Lynn Bishop, have considerable experience.

## c) Company Qualification

- company appears to have financial stability, with USA Waste Services Inc. being listed in their tender as a joint and equal owner in the company with Lynn M. Bishop

## d) Location of Materials Recycling Facility

- Red Deer

**Company:** WMI Waste Management of Canada Inc.

## 1. No alternatives submitted.

## 2. Other Considerations

## a) Vehicle Age

- new vehicles

## b) Company History/Experience

- WMI is a large firm with 10 years of experience in Alberta

## c) Company Qualifications

- WMI has experienced management personnel and adequate financial resources

## d) Location of Materials Recycling Facility

- Red Deer, with Calgary and Edmonton as back-up facilities

**Company:** Laidlaw Waste Systems Ltd.

## 1. Reduced Street Maintenance

Laidlaw proposed to use rear-loading, two-man trucks which could pull garbage from both sides of the lane in one pass, thereby reducing trips through the lanes and roadways by 50%.

#### **Advantages**

- reduce noise, dust
- some reduction in lane maintenance (estimated savings of \$3,000/year)

#### **Disadvantages**

- none apparent

### 2. Household Hazardous Waste Management

Laidlaw proposed to work with the City to deliver a household hazardous waste management program. No clear definition of the services or savings were provided and, therefore, this can not be evaluated further.

### 3. Earth Academy Education Program

Laidlaw would expand their existing educational activities to include their national Earth Academy Program. It is not clear from the tender as to what will be provided. Laidlaw has played a valuable role in the education of students under the existing contract.

### 4. Long Term Solution

Laidlaw's tender included an innovative six-month pilot program for 950 homes for the separate collection of organic material for composting. Organic material and refuse would be collected on alternate weeks using wheeled carts supplied by Laidlaw. Following analysis of the pilot program, Laidlaw proposed to expand the program City-wide.

#### **Advantages**

- increased diversion from landfill
- development of a user pay system
- pilot for 950 homes included in fees bid
- composting expertise supplied by Olds College
- our estimated one time value to the City is \$150,000

#### **Disadvantages**

- the pilot program details were not in the tender and, therefore, it is difficult to evaluate value
- if pilot were favourable, rates would have to be negotiated for the city-wide implementation as no financial information was submitted in tender

### 5. Other Considerations

#### a) Vehicle Age

- all new vehicles, except one 1993 residential waste collection vehicle

#### b) Company History/Experience

- excellent track record during 20 years of service in Red Deer

- c) Company Qualifications
  - has very experienced personnel and adequate financial resources
- d) Location of Materials Recycling Facility
  - Red Deer

**Company:** Browning Ferris Industries

1. BFI Mobius Program

BFI's Mobius Program is an excellent education program which provides schools with curriculum materials. This program has received national recognition as an outstanding environmental education program.

**Advantages**

- excellent enhancement to their other services
- beneficial to the community

**Disadvantages**

- none apparent

2. True Blue Looking Out for You

BFI provides a community service program that uses alert eyes and ears of BFI employees to report emergency situations to police, fire and medical personnel.

**Advantages**

- beneficial to community

**Disadvantages**

- none apparent

3. Other Consideration

- a) Vehicle Age
  - new
- b) Company History/Experience
  - over 20 years of experience of Alberta
- c) Company Qualifications
  - has very experienced personnel and adequate financial resources
- d) Location of Materials Recycling Facility
  - Red Deer for sorting and transfer to Calgary and Edmonton for baling

**APPENDIX C**

**WMI WASTE MANAGEMENT OF CANADA INC.**

**PART A RESIDENTIAL RECYCLING SCHEDULES**

(Contract Bid Prices)

Schedule A.1	Blue Box Recycling Cost
Schedule A.2	Cost Adjustments for Addition of Materials to Blue Box Recycling Program
Schedule A.3	Multi-family Residential Recycling Cost
Schedule A.4	Cost Adjustment for Addition of Materials to Multi-family Residential Recycling

**MATERIALS RECYCLING FACILITY**

The materials recycling facility to be used to process recyclable materials under Part A of this tender will be located in the following city Red Deer with Calgary and Edmonton Facilities (complete if applicable). as back up facilities.

**SCHEDULE OF QUANTITIES**

All prices quoted shall be G.S.T. NOT included, unless otherwise indicated herein. Zero-rated and G.S.T. exempt items must be identified as such. Unregistered suppliers or those operating as "small suppliers" must state this information on their tenders and invoices. (G.S.T. must be shown as a separate amount on all invoices.)

The tenderer is instructed to fully complete the following tables:

**PART A RESIDENTIAL RECYCLING SCHEDULES**

<b>SCHEDULE A.1 BLUE BOX RECYCLING COST</b>			
<b>Blue Box Collection Frequency</b>	<b>A Estimated Number of Residential Units (# of units)</b>	<b>B Monthly Unit Price (\$/unit/month)</b>	<b>A x B x 12 Total Annual Price (\$/year)</b>
.1 Option 1: Weekly Blue Box Collection	16 500	1.75	346,500.00 Box 1
.2 Option 2: Biweekly Blue Box Collection (collection every other week)	16 500	1.25	247,500.00 Box 2

<b>SCHEDULE A.2 COST ADJUSTMENT FOR ADDITION OF MATERIALS TO BLUE BOX RECYCLING PROGRAM</b>			
<b>Additional Materials</b>	<b>A Estimated Number of Residential Units (# of units)</b>	<b>B Additional Cost/Month to A.1 (\$/unit/month)</b>	<b>A x B x 12 Additional Blue Box Cost/Year (\$/year)</b>
.1 Mixed Paper	16 500	0.25	49,500.00
.2 Mixed Plastic	16 500	0.25	49,500.00
.3 Milk Cartons	16 500	0.15	29,700.00
.4 Other (optional) <u>To be determined.</u>	16 500		0.00
.5 Other (optional) <u>To be determined.</u>	16 500		0.00

**SCHEDULE A.3 MULTI-FAMILY RESIDENTIAL RECYCLING COST**

	<b>A</b> Estimated Number of Multi-family Residential Units (# of units)	<b>B</b> Monthly Unit Price (\$/multi-family unit/month)	<b>A x B x 12</b> Total Annual Price (\$/year)
.1 Multi-family residential recycling	6 000	1.00	72,000.00 Bcx 3

**SCHEDULE A.4 COST ADJUSTMENT FOR ADDITION OF MATERIALS TO MULTI-FAMILY RESIDENTIAL RECYCLING**

<b>Material</b>	<b>A</b> Estimated Number of Multi-Family Residential Units (#of units)	<b>B</b> Additional Cost/Month to A.3 (\$/multi-family unit/month)	<b>A X B X 12</b> Additional Multi-Family Cost/Year (\$/year)
.1 Mixed Paper	6 000	0.25	18,000.00
.2 Mixed Plastic	6 000	0.25	18,000.00
.3 Milk Cartons	6 000	0.15	10,800.00
.4 Other (optional) _____	6 000		0.00
.5 Other (optional) _____	6 000		0.00

**APPENDIX D****WESTERN CANADIAN WASTE SERVICES, INC.****PART B SOLID WASTE COLLECTION SCHEDULES****(Contract Bid Prices)**

Schedule B.1	Solid Waste Commercial Front-end Container Collection Cost
Schedule B.2	Solid Waste - Commercial Hand Pick-up Cost
Schedule B.3	Single Family Dwelling Garbage Collection Cost
Schedule B.4	Residential Yard Waste Collection and Composting Cost
Schedule B.5	Landfill Disposal Cost
Schedule B.6	Special Collection Charges
Tender Summary	



**PART B: SOLID WASTE COLLECTION SCHEDULES**

**SCHEDULE B.1 SOLID WASTE COMMERCIAL FRONT-END CONTAINER COLLECTION COST**

Container Size	2 cubic yard		3 cubic yard		4 cubic yard		6 cubic yard		Total Monthly <sup>1</sup> (\$/month)	1 x 12 Total Annual (\$/year)
Type of Service	A Est. Quantity	B Unit Rate (\$/month)	C Est. Quantity	D Unit Rate (\$/month)	E Est. Quantity	F Unit Rate (\$/month)	G Est. Quantity	H Unit Rate (\$/month)		
Service on Demand:										
.1 Container rental	2	15.00	10	20.00	2	25.00	1	30.00	310.00	3,720.00
.2 Lift charge	2	15.00	10	20.00	2	25.00	1	30.00	310.00	3,720.00
Scheduled Service:										
.3 1 lift per month	2	16.19	5	19.29	2	22.38	1	28.58	202.17	2,426.04
.4 1 lift every 2 weeks	2	22.38	5	28.58	2	34.77	1	47.15	304.35	3,652.20
.5 1 lift per week	5	26.35	365	39.53	189	51.39	133	69.18	33,474.64	401,695.68
.6 2 lifts per week	0	52.71	70	79.06	73	102.78	101	128.08	25,973.80	311,685.55
.7 3 lifts per week	0	79.06	22	118.59	32	145.48	49	187.38	16,445.91	197,350.88
.8 4 lifts per week	0	105.42	1	158.13	3	189.75	13	253.00	4,016.40	48,196.84
.9 5 lifts per week	0	131.77	2	197.66	7	237.19	10	315.26	5,208.28	62,499.35
.10 6 lifts per week	0	158.13	3	237.19	11	284.63	13	379.50	10,673.51	128,082.16
.11 Extra lift for scheduled service	2	15.00	50	20.00	20	25.00	20	30.00	2,130.00	25,560.00
All Above Prices Include Lids on the Containers									TOTAL	6188,588.70 Box 4

<sup>1</sup> Column I = A x B + C x D + E x F + G x H

**SCHEDULE B.2 SOLID WASTE - COMMERCIAL HAND PICK-UP COST**

Pick-up Frequency per Week  Volume per Pick-Up	Once per week		Twice per week		Three times per week		Four times per week		Five times per week		Six times per week		M Total <sup>1</sup> Monthly (\$/mth)	M x 12 Total Annual (\$/yr)	Cost per Extra Pick-up (\$)
	A Est. Quan.	B Unit Rate (\$/mth)	C Est. Quan.	D Unit Rate (\$/mth)	E Est. Quan.	F Unit Rate (\$/mth)	G Est. Quan.	H Unit Rate (\$/mth)	I Est. Quan.	J Unit Rate (\$/mth)	K Est. Quan.	L Unit Rate (\$/mth)			
.1 <½ cu. yd.	279	5.65	0	11.30	0	16.95	0	22.60	0	28.25	0	33.90	1,576.35	18,916.20	5.00
.2 ½ cu. yd.	16	11.30	0	22.60	2	33.90	0	45.20	2	56.50	1	67.80	429.40	5,152.80	7.00
.3 1 cu. yd.	12	22.60	0	45.20	0	67.80	0	90.40	0	113.00	0	135.60	271.20	3,254.40	9.00
.4 2 cu. yd.	4	45.20	0	90.40	0	135.60	0	180.80	0	226.00	0	271.20	180.80	2,169.60	11.00
.5 3 cu. yd.	17	67.80	0	135.60	0	203.40	0	271.20	0	339.00	0	406.80	1,152.60	13,831.20	16.00
.6 4 cu. yd.	1	90.40	0	180.80	0	271.20	0	361.60	0	452.00	0	542.40	90.40	1,084.80	21.00
.7 5 cu. yd.	0	113.00	0	226.00	0	339.00	0	452.00	0	565.00	0	678.00	-	-	26.00
.8 6 cu. yd.	3	135.60	0	271.20	0	406.80	0	542.40	0	678.00	0	813.60	406.80	4,881.60	31.00
TOTAL													49,290.60	Box 5	

<sup>1</sup> Column M = A x B + C x D + E x F + G x H + I x J + K x L

### SCHEDULE B.3 SINGLE FAMILY DWELLING GARBAGE COLLECTION COST

Weekly Limit on Residential Garbage Collection	A Estimated Number of Residential Units (# of units)	B Monthly Unit Cost (\$/unit/month)	A x B x 12 Total Annual Cost (\$/year)
.1 Option 1 - Unlimited pick-up	16 500	3.69	730,620.00 Box 6
.2 Option 2 - 5 bag limit	16 500	3.67	726,660.00 Box 7
.3 Option 3 - 3 bag limit	16 500	3.59	710,820.00 Box 8
.4 Charge for bags in addition to limit	Unknown	\$ .49 /bag	

### SCHEDULE B.4 RESIDENTIAL YARD WASTE COLLECTION AND COMPOSTING COST

Yard Waste Collection Option	A Est. # of Units	B Annual Cost Per Household (\$/unit/year)	A x B Total Annual Cost (\$/year)
.1 Drop-off depot with unlimited residential garbage collection.	16 500	2.97	49,005 Box 9
.2 Drop-off depot with 5 bag limit on residential garbage collection.	16 500	3.07	50,655 Box 10
.3 Drop-off depot with 3 bag limit on residential garbage collection.	16 500	3.17	52,305 Box 11
.4 Door-to-door collection with unlimited residential garbage collection.	16 500	6.97	115,005 Box 12
.5 Door-to-door collection with 5 bag limit on residential garbage collections.	16 500	7.07	116,655 Box 13
.6 Door-to-door collection with 3 bag limit on residential garbage collections.	16 500	7.17	118,305 Box 14
.7 Optional (subscription) door-to-door collection.	Unknown	119.00 includes green waste cart	

- The above prices include up to 1000 Tonnes per year. Any additional Tonnes will be charged to the City of Red Deer at a rate of \$25.00 per Tonne.
- The compost operation will be located at the new City of Red Deer landfill location at no charge to Western Canadian Waste Services
- The compost generated will become the property of the City of Red Deer at no charge.
- The compost project will be in operation from April Through September.

### SCHEDULE B.5 LANDFILL DISPOSAL COST

All costs under Part B Solid Waste Collection of this tender shall include landfill disposal costs. In order to calculate the annual adjustment in compensation, the landfill disposal portion of the cost will be adjusted in accordance with a change in the City's landfill tipping fee as provided for in Section 8.10. The following information on the landfill disposal cost as a percentage of the total collection cost will be used to determine the annual adjustment. These values will also be considered in the tender evaluation.

The landfill disposal costs shall be:

- |    |            |   |
|----|------------|---|
| .1 | <u>50%</u> | percentage of the total annual cost (from Box 6) for single family dwelling collection with unlimited pick-up                         |
| .2 | <u>50%</u> | percentage of the total annual cost (from Box 7) for single family dwelling collection with a 5 bag per week limit                    |
| .3 | <u>50%</u> | percentage of the total annual cost (from Box 8) for single family dwelling collection with a 3 bag per week limit                    |
| .4 |            | percentage of the total annual cost (from Box 4 plus Box 5) for commercial front-end container collection and commercial hand pick-up |

### SCHEDULE B.6 SPECIAL COLLECTION CHARGES

.1 Lids on Containers	See letter for clarification \$ No charge (Credit Available) / month
.2 Locking Devices	\$ 5.00 / month
.3 Castors	\$ 5.00 / month
.4 Extra Cleaning (one per year provided)	\$ 10.00 / month
.5 Fire Damage	\$ 150.00 / unit
.6 Large Item Collection on Demand (maximum load 500 kg)	\$ 100.00 / load

Please state Workers' Compensation Board Account Number 350475

## TENDER SUMMARY

Using the figures from the appropriate boxes on the preceding schedules, complete the following summaries.

SUMMARY PART A: RESIDENTIAL RECYCLING COST			
Blue Box Collection Frequency Option	A Blue Box Recycling (\$/year)	B Multi-family Recycling (\$/year)	A + B Total (\$/year)
.1 Option 1: Weekly Blue Box Collection	354,420.00 Box 1	172,080.00 Box 3	526,500.00
.2 Option 2: Biweekly Blue Box Collection	275,220.00 Box 2	172,080.00 Box 3	447,300.00

SUMMARY PART B: SOLID WASTE COLLECTION COST					
Weekly Limit on Residential Garbage Collection	Type of Yard Waste Program	A Commercial Container and Hand Pick-Up (\$/year)	B Single Family Dwelling Collection (\$/year)	C Residential Yard Waste Collection and Composting (\$/year)	A + B + C Total (\$/year)
.1 Unlimited	Drop-off depot	1,237,879.30 Box 4 + Box 5	730,620.00 Box 6	49,005 en Box 9	2,017,504.30 en
.2 Unlimited	Door-to-door collection	1,237,879.30 Box 4 + Box 5	730,620.00 Box 6	115,005 a Box 12	2,083,504.30 en
.3 5 bag	Drop-off depot	1,237,879.30 Box 4 + Box 5	726,660.00 Box 7	50,655 en Box 10	2,015,194.30 en
.4 5 bag	Door-to-door collection	1,237,879.30 Box 4 + Box 5	726,660.00 Box 7	116,655 en Box 13	2,081,194.30 en
.5 3 bag	Drop-off depot	1,237,879.30 Box 4 + Box 5	710,820.00 Box 8	52,305 en Box 11	2,001,004.30 en
.6 3 bag	Door-to-door collection	1,237,879.30 Box 4 + Box 5	710,820.00 Box 8	118,305 en Box 14	2,067,004.30 en

Cost Reduction for Award of Part A and Part B to Same Tenderer

If the tenderer is awarded both Part A: Residential Recycling and Part B: Solid Waste Collection of this Tender, the tenderer will:

- a) Reduce all unit costs for Part A: Residential Recycling by Two (2) percent.  
 b) Reduce all unit costs for Part B: Solid Waste Collection by Two (2) percent.

The unit prices presented herein will remain in effect until December 31, 1997. Prices subsequent to this date will be determined as set out in Section 7.3 and Section 8.10.

**COMMENTS:**

We concur with the recommendation of the Administration. We commend the staff for a very concise and useful analysis of a very complex tender product. Although Council has not see the documents, we also commend the staff on the excellent tender documents drawn up.

The benefits of the recommended choice of two contractors are primarily in costs to the end user. The savings to the customers are significant and we believe that over the course of the recommended five year contract, excellent service can be attained.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

**Submitted To City Council**

PATH: paul\memos  
MASTERFILE: 3000.015

DATE: September 6, 1996

Date

TO: City Clerk

FROM: Acting Public Works Manager

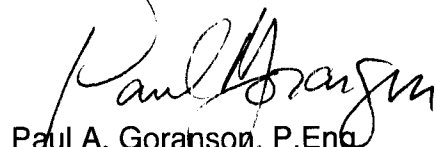
RE: **RESIDENTIAL RECYCLING AND SOLID WASTE TENDER REPORT TO COUNCIL**

---

We have discovered an error, due to transposing of numbers, in the figures in Table 2 on page 3 of 10 in the above noted report. Attached is an amended copy of the table.

The error also affected numbers in Laidlaw column of the Comparison of 5 Year Contract Costs Table in Appendix A. A revised table is also attached.

These changes do not affect our recommendations as laid out in the report.



Paul A. Goranson, P.Eng  
Acting Public Works Manager

/blm

Att.

c Director of Development Services

**Submitted To City Council**

Date: Sept 6/96

The Tender was written so that the Residential Recycling portion could be awarded to one contractor and the Solid Waste Collection to a different contractor. By splitting the Contract and awarding the Residential Recycling to WMI and the Solid Waste Collection to Western, the least expensive bid overall is obtained by approximately \$76,000 per year. There are some concerns with splitting the Contract, such as two Contracts to administer, customer confusion and complaint ownership identification. Additional internal administration costs of \$10,000 the first year and \$5,000 the following years are estimated as costs associated with the split contract.

Table 2 shows the relative costs to the City over the 5 year term of the contract for the various tender award alternatives. The table is based on the recommended options on bag limit, recycling pick-up frequency and yard waste collection. Other options are shown in Appendix A.

**TABLE 2**  
**Comparison of 5 Year Contract Costs**  
**Adjusted for Estimated Inflationary Increases**

	(\$ to the nearest 1,000 \$)				
	WMI & Western	Western	WMI	Laidlaw	BFI
Recycling (Bi-weekly)	1,663,000	2,281,000	715,000	<del>2,321,000</del> 2,313,000	2,870,000
Waste Collection (unlimited residential collection and door-to-door yard waste)	11,535,000*	11,305,000*	13,751,000	13,052,000 <del>15,373,000</del>	13,486,000
Total	13,198,000	13,586,000	14,466,000	<del>15,285,000</del> 2,067,000	16,356,000
Amount above low bid	---	388,000	1,268,000	<del>2,067,000</del> 2,175,000	3,158,000

\*Includes a provision for yard waste >1,000 tonnes

Note: Assumes landfill fees will increase by 6% per year and collection costs will increase by an inflation rate of 2% per year.

Based on their bid, Western's collection costs, excluding landfill tipping fees, are approximately 25 percent less than the other 3 bidders which were all fairly close. This raises some concern as to whether the contractor can perform the contract for the prices bid with a high level of service to the customer.

### 2.3 Analysis of Alternatives and Other Tender Considerations

Several of the bidders submitted prices for alternatives to the tender and included other information which is relevant to the tender evaluation. Appendix B contains a summary of the information on the alternatives and a brief description of the advantages and disadvantages of each.



**APPENDIX A**  
**Comparison of 5 Year Contract Costs**  
**Adjusted for Estimated Inflationary Increases**

(\$ to the nearest 1,000 \$)				
WMI & Western	Western	WMI	Laidlaw	BFI

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (unlimited residential collection and depot yard waste)	10,802,000	10,586,000	13,056,000	12,420,000	12,713,000
<b>Total</b>	<b>12,980,000</b>	<b>13,271,000</b>	<b>13,992,000</b>	<b>15,213,000</b>	<b>15,738,000</b>
Amount above low bid	---	291,000	1,012,000	2,233,000	2,758,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (5 bag limit residential collection and depot yard waste)	10,789,000	10,573,000	12,974,000	12,389,000	12,374,000
<b>Total</b>	<b>12,967,000</b>	<b>13,258,000</b>	<b>13,910,000</b>	<b>15,182,000</b>	<b>15,399,000</b>
Amount above low bid	---	291,000	943,000	2,215,000	2,432,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (3 bag limit residential collection and depot yard waste)	10,712,000	10,497,000	12,821,000	12,376,000	11,882,000
<b>Total</b>	<b>12,890,000</b>	<b>13,182,000</b>	<b>13,757,000</b>	<b>15,169,000</b>	<b>14,907,000</b>
Amount above low bid	---	292,000	867,000	2,279,000	2,017,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (unlimited residential collection and door to door yard waste)	11,535,000	11,305,000	13,751,000	13,052,000	13,486,000
<b>Total</b>	<b>13,713,000</b>	<b>13,990,000</b>	<b>14,687,000</b>	<b>15,845,000</b>	<b>16,511,000</b>
Amount above low bid	---	277,000	974,000	2,132,000	2,798,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (5 bag limit residential collection and door to door yard waste)	11,523,000	11,292,000	13,739,000	13,168,000	13,147,000
<b>Total</b>	<b>13,701,000</b>	<b>13,977,000</b>	<b>14,675,000</b>	<b>15,961,000</b>	<b>16,172,000</b>
Amount above low bid	---	276,000	974,000	2,260,000	2,471,000

Recycling (Weekly)	2,178,000	2,685,000	936,000	2,793,000	3,025,000
Waste Collection (3 bag limit residential collection and door to door yard waste)	11,445,000	11,216,000	13,662,000	13,259,000	12,961,000
<b>Total</b>	<b>13,623,000</b>	<b>13,901,000</b>	<b>14,598,000</b>	<b>16,052,000</b>	<b>15,986,000</b>
Amount above low bid	---	278,000	975,000	2,429,000	2,363,000

Assumes landfill fees will increase by 6 % per year and collection costs will increase by an inflation rate of 2 % per year.

**APPENDIX A (Continued)**  
**Comparison of 5 Year Contract Costs**  
**Adjusted for Estimated Inflationary Increases**

(\$ to the nearest 1,000 \$)				
WMI & Western	Western	WMI	Laidlaw	BFI

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (unlimited residential collection and depot yard waste)	10,802,000	10,586,000	13,056,000	12,420,000	12,713,000
<b>Total</b>	<b>12,465,000</b>	<b>12,867,000</b>	<b>13,771,000</b>	<b>14,741,000</b>	<b>15,583,000</b>
Amount above low bid	---	402,000	1,306,000	2,276,000	3,118,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (5 bag limit residential collection and depot yard waste)	10,789,000	10,573,000	12,974,000	12,389,000	12,374,000
<b>Total</b>	<b>12,452,000</b>	<b>12,854,000</b>	<b>13,689,000</b>	<b>14,710,000</b>	<b>15,244,000</b>
Amount above low bid	---	402,000	1,237,000	2,258,000	2,792,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (3 bag limit residential collection and depot yard waste)	10,712,000	10,497,000	12,821,000	12,376,000	11,882,000
<b>Total</b>	<b>12,375,000</b>	<b>12,778,000</b>	<b>13,536,000</b>	<b>14,697,000</b>	<b>14,752,000</b>
Amount above low bid	---	403,000	1,161,000	2,322,000	2,377,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (unlimited residential collection and door to door yard waste)	11,535,000	11,305,000	13,751,000	13,052,000	13,486,000
<b>Total</b>	<b>13,198,000</b>	<b>13,586,000</b>	<b>14,466,000</b>	<b>15,373,000</b>	<b>16,356,000</b>
Amount above low bid	---	388,000	1,268,000	2,175,000	3,158,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (5 bag limit residential collection and door to door yard waste)	11,523,000	11,292,000	13,739,000	13,168,000	13,147,000
<b>Total</b>	<b>13,186,000</b>	<b>13,573,000</b>	<b>14,454,000</b>	<b>15,489,000</b>	<b>16,017,000</b>
Amount above low bid	---	387,000	1,268,000	2,303,000	2,831,000

Recycling (Biweekly)	1,663,000	2,281,000	715,000	2,321,000	2,870,000
Waste Collection (3 bag limit residential collection and door to door yard waste)	11,445,000	11,216,000	13,662,000	13,259,000	12,961,000
<b>Total</b>	<b>13,108,000</b>	<b>13,497,000</b>	<b>14,377,000</b>	<b>15,580,000</b>	<b>15,831,000</b>
Amount above low bid	---	389,000	1,269,000	2,472,000	2,723,000

Assumes landfill fees will increase by 6 % per year and collection costs will increase by an inflation rate of 2 % per year.

# Comparison of 5 Year Contract Costs

BACKUP INFORMATION  
 SUBMITTED TO COUNCIL Sept 9/96

Cost Estimate of Alternatives Provided With 5 Year Bids						
	WMI & Western	Laidlaw & Western	Western Only	WMI Only	Laidlaw Only	BFI Only
Cost of splitting contract	30000	30000				
Rear packers-reduced lane maintenance					-15000	
Pilot Wet/Dry System					-195000	
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$210,000</b>	<b>\$0</b>

Comparison of 5 Year Bid with the Addition of 3 Recyclable Materials and Including Alternatives						
	WMI & Western	Laidlaw & Western	Western Only	WMI Only	Laidlaw Only	BFI Only
Recycling with 3 additional products	2,576,000	2,749,000	3,967,000	1,108,000	2,620,000	not provided
Solid Waste Collection	11,535,000	11,535,000	11,305,000	13,751,000	13,052,000	13,486,000
<b>Subtotal</b>	<b>14,111,000</b>	<b>14,284,000</b>	<b>15,272,000</b>	<b>14,859,000</b>	<b>15,672,000</b>	<b>NA</b>
Plus alternatives	30000	30000	0	0	-210000	0
<b>Total</b>	<b>14,141,000</b>	<b>14,314,000</b>	<b>15,272,000</b>	<b>14,859,000</b>	<b>15,462,000</b>	<b>NA</b>
Amount above low bid	—	\$173,000	\$1,131,000	\$718,000	\$1,321,000	NA

# Comparison of Recycling and Residential Collection Costs

	<b>Residential Garbage Collection Tendered Unit Price (\$/hhld/mo.)</b>	<b>Recycling (Biweekly) Utility Bill Cost (\$/hhld/mo.)</b>
<b>Laidlaw</b>	4.78	2.43
<b>Western</b>	3.69	2.3
<b>WMI</b>	3.24	1.82
<b>BFI</b>	4.71	?

**Submitted To City Council**  
**Date:** Sept 9/96

**COUNCILLOR LORNA WATKINSON-ZIMMER**  
**Questions Re: Solid Waste / Recycling**

---

1. Was the tender written as per the Solid Waste Master Plan?
2. Why is the recycling and solid waste contract split when the recommendation was not to split it (page 31, 1<sup>st</sup> paragraph)?
3. Are we comparing apples to apples? Will we have the same number of pick ups, same guarantee of service?
4. (Page 31, 2<sup>nd</sup> paragraph from bottom) "Based on their bid, Western ...". Does this not change the bid (from 25% less) when the tipping is calculated into it; and why would the City provide the missing number. Are we bound then by that number? Whose number is it?
5. (Page 32, paragraph 4) "Although the principals ...". What if, after five years, it's proven a failure. What then?
6. Explain why it is unreasonable to have a bag limit. What are the logistics of this not being financially viable?
7. (Page 35, Section 5.0) Is this WMI or Western? Or is this the plan set out by the City and, therefore, is the plan for any of the successful tenders?
8. Appendix C (WMI) Appendix D (Western). Are we to assume we know Laidlaw and BFI? Or do we have C & D because it is the recommended bid. And, if the vote is negative, do we then get Laidlaw and BFI?

**FILE**

**DATE: September 10, 1996**

**TO: Acting Public Works Manager**

**FROM: City Clerk**

**RE: RESIDENTIAL RECYCLING AND SOLID WASTE COLLECTION  
TENDER**

---

At the Council Meeting of September 9, 1996, consideration was given to your report dated September 4, 1996, concerning the above. At that meeting, the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Acting Public Works Manager, dated September 4, 1996, re: Residential Recycling and Solid Waste Collection Tender, hereby agrees as follows:

- (1) That the residential recycling component of the contract (Part A) be awarded to WMI Waste Management of Canada Inc. as tendered, including Option 2: bi-weekly blue box collection and multifamily residential recyclable collection on a yearly basis with option to convert to weekly collection based on further evaluation, with the exception that the additional materials, namely mixed paper, mixed plastic and milk cartons, be added to the Blue Box Recycling Program;
- (2) That the solid waste component of the contract (Part B) be awarded to Western Canadian Waste Services Inc. as tendered, with the following options:
  - (a) commercial front-end container collection and hand pick-up as bid;
  - (b) collection of solid waste from single family dwellings with no limit on the amount of solid waste that can be set out by each household;
  - (c) City-wide door-to-door yard waste collection.


and as presented to Council September 9, 1996."

As outlined in the above resolution, Council added additional items for collection within the Blue Box Program.

Acting Public Works Manager  
September 10, 1996  
Page 2

On behalf of Council, please accept our thanks to you and your staff for an excellent job in preparing and processing this tender.

Please formally advise all the contractors of Council's decision in this instance.



Kelly Kloss  
City Clerk

KK/clr

c      Director of Development Services  
         Director of Corporate Services

ITEM 4

**DATE:** September 3, 1996  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE

---

At the Council Meeting held on August 12, 1996, consideration was given to the above topic, and at which meeting the following resolution was passed:

"RESOLVED the Council of The City of Red Deer, having considered report from the City Manager dated August 7, 1996, re: Emergency Services Master Plan, hereby agrees to appoint Councillor Hull and Councillor Hughes as regular members, and Councillor Moffat as an alternate member to the Emergency Services Master Plan Steering Committee."

Council also agreed to appoint two members of the public at large to the Emergency Services Master Plan Steering Committee and advertisements were placed in the newspaper requesting applications for two interested members of the public to serve on this committee.

The names of the nominations received from citizens at large have been submitted to Council in confidence.

RECOMMENDATION

That two citizens at large be appointed to the Emergency Services Master Plan Steering Committee.

  
KELLY KLOSS  
City Clerk

KK/fm



**DATE:** September 11, 1996

**TO:** Director of Development Services

**FROM:** City Clerk

**RE:** **EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE,  
APPOINTMENT OF CITIZENS-AT-LARGE**

---

**FILE**

At the Council Meeting of September 9, 1996, consideration was given to nominations received for the above committee. At that meeting, the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the City Clerk dated September 3, 1996, re: Emergency Services Master Plan Steering Committee Appointments, hereby agrees that the following individuals be appointed as citizens at large to the Emergency Services Master Plan Steering Committee:

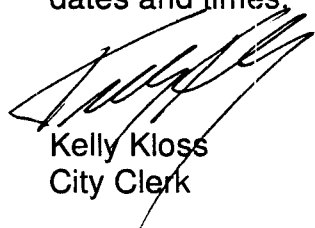
Phil Hyde;

Diane McDonell,

and as presented to Council, September 9, 1996."

I will be corresponding directly with the Mr. Hyde and Ms. McDonell, advising them of their appointments and informing them that your office will contact them directly with respect to the date, time and location for the first meeting.

Council and Committee Secretary, Sandra Ladwig, will be assigned as the Committee Secretary. Please provide Sandra with the relevant information, agendas, meeting dates and times.



Kelly Kloss  
City Clerk

KK/clr

c Fire Chief  
Council and Committee Secretary, S. Ladwig  
L. Bredy, Committee Directory

# FILE

**DATE:** September 17, 1996  
**TO:** COUNCILLOR BEV HUGHES  
**FROM:** JEFF GRAVES  
ASSISTANT CITY CLERK  
**RE:** 1995/1996 COMMITTEE APPOINTMENTS

---

Please find enclosed an up-to-date list of members currently serving on the Emergency Services Master Plan Steering Committee, as shown in the 1995/96 Committee Directory.

Should any member undergo an address change, change in his/her residence or business telephone number at any time, or if there are any errors noted in the information provided, please contact Lucy Bredy at 342-8133, at your earliest convenience, so that changes can be implemented and updates sent out to ensure that Committee Directories are kept current.

Also, we ask that you please notify Lucy Bredy at 342-8133 once a Chairman and Vice-Chairman have been chosen so that we may update our listing in that regard.

Thank you. We trust you will find this satisfactory.



JEFF GRAVES  
Assistant City Clerk

/lb  
Encl.

**FILE**

**DATE:** September 17, 1996  
**TO:** COUNCILLOR BILL HULL  
**FROM:** JEFF GRAVES  
ASSISTANT CITY CLERK  
**RE:** 1995/1996 COMMITTEE APPOINTMENTS

---

Please find enclosed an up-to-date list of members currently serving on the Emergency Services Master Plan Steering Committee, as shown in the 1995/96 Committee Directory.

Should any member undergo an address change, change in his/her residence or business telephone number at any time, or if there are any errors noted in the information provided, please contact Lucy Bredy at 342-8133, at your earliest convenience, so that changes can be implemented and updates sent out to ensure that Committee Directories are kept current.

Also, we ask that you please notify Lucy Bredy at 342-8133 once a Chairman and Vice-Chairman have been chosen so that we may update our listing in that regard.

Thank you. We trust you will find this satisfactory.



JEFF GRAVES  
Assistant City Clerk

/lb  
Encl.

**FILE**

**DATE:** September 17, 1996  
**TO:** COUNCILLOR DENNIS MOFFAT  
**FROM:** JEFF GRAVES  
ASSISTANT CITY CLERK  
**RE:** 1995/1996 COMMITTEE APPOINTMENTS

---

Please find enclosed an up-to-date list of members currently serving on the Emergency Services Master Plan Steering Committee, as shown in the 1995/96 Committee Directory.

Should any member undergo an address change, change in his/her residence or business telephone number at any time, or if there are any errors noted in the information provided, please contact Lucy Bredy at 342-8133, at your earliest convenience, so that changes can be implemented and updates sent out to ensure that Committee Directories are kept current.

Also, we ask that you please notify Lucy Bredy at 342-8133 once a Chairman and Vice-Chairman have been chosen so that we may update our listing in that regard.

Thank you. We trust you will find this satisfactory.



JEFF GRAVES  
Assistant City Clerk

/lb  
Encl.

**FILE**

**DATE:** September 17, 1996  
**TO:** PHIL HYDE  
**FROM:** JEFF GRAVES  
ASSISTANT CITY CLERK  
**RE:** 1995/1996 COMMITTEE APPOINTMENTS

---

Please find enclosed an up-to-date list of members currently serving on the Emergency Services Master Plan Steering Committee, as shown in the 1995/96 Committee Directory.

Should any member undergo an address change, change in his/her residence or business telephone number at any time, or if there are any errors noted in the information provided, please contact Lucy Bredy at 342-8133, at your earliest convenience, so that changes can be implemented and updates sent out to ensure that Committee Directories are kept current.

Also, we ask that you please notify Lucy Bredy at 342-8133 once a Chairman and Vice-Chairman have been chosen so that we may update our listing in that regard.

Thank you. We trust you will find this satisfactory.



JEFF GRAVES  
Assistant City Clerk

/lb  
Encl.

**FILE**

**DATE:** September 17, 1996  
**TO:** DIANE McDONELL  
**FROM:** JEFF GRAVES  
ASSISTANT CITY CLERK  
**RE:** 1995/1996 COMMITTEE APPOINTMENTS

---

Please find enclosed an up-to-date list of members currently serving on the Emergency Services Master Plan Steering Committee, as shown in the 1995/96 Committee Directory.

Should any member undergo an address change, change in his/her residence or business telephone number at any time, or if there are any errors noted in the information provided, please contact Lucy Bredy at 342-8133, at your earliest convenience, so that changes can be implemented and updates sent out to ensure that Committee Directories are kept current.

Also, we ask that you please notify Lucy Bredy at 342-8133 once a Chairman and Vice-Chairman have been chosen so that we may update our listing in that regard.

Thank you. We trust you will find this satisfactory.



JEFF GRAVES  
Assistant City Clerk

/lb  
Encl.

## EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE

City Council Resolution of August 12, 1996

**FILE**

## MEMBERS:

City Representatives:

- |    |  |                               |                                      |
|----|--|-------------------------------|--------------------------------------|
| 1) | Councillor Bev Hughes<br>16 Allsop Close<br>Red Deer, Alberta<br>T4R 1A3 | 343-1881 Res.<br>343-1881 FAX | Original Appt: Aug. 12/96<br>Expiry: |
| 2) | Councillor Bill Hull<br>60 Parsons Close<br>Red Deer, Alberta<br>T4P 2C8 | 342-4518 Res.<br>347-8383 FAX | Original Appt: Aug. 12/96<br>Expiry: |

Alternate City Representative:

Councillor Dennis Moffat 5134 - 44 Avenue Red Deer, Alberta T4N 3H8	346-6443 Res. 346-9212 FAX	Original Appt: Aug. 12/96 Expiry:
--	-------------------------------	--------------------------------------

Citizens-At-Large:

- |    |   |                                |                                     |
|----|---|--------------------------------|-------------------------------------|
| 3) | Phil Hyde<br>101 Rutherford Drive<br>Red Deer, Alberta<br>T4P 3G2   | 341-5878 Res.<br>341-7502 Bus. | Original Appt: Sep. 9/96<br>Expiry: |
| 4) | Diane McDonell<br>3313 Spruce Drive<br>Red Deer, Alberta<br>T4N 3N7 | 347-6567 Res.<br>342-2820 Bus. | Original Appt: Sep. 9/96<br>Expiry: |

I.A.F.F. Representatives:

- |    |  |  |
|----|--|--|
| 5) | Jim Lyman<br>4434 - 33A Street<br>Red Deer, Alberta<br>T4N 0N8   | 347-8197 Res.<br>346-5511 Bus.<br>343-1866 FAX |
| 6) | Jack McDonald<br>16 Humber Close<br>Red Deer, Alberta<br>T4N 5N2 | 346-8483 Res.<br>346-5511 Bus.<br>343-1866 FAX |

City Staff Representatives:

- |    |   |   |
|----|---|---|
| 7) | Bryon Jeffers<br>R.R.#1<br>Red Deer, Alberta<br>T4N 5E1 | 343-8624 Res<br>342-8158 Bus.<br>342-1493 FAX |
|----|---|---|

**FILE**

8) Bob Oscroft  
7 Baker Avenue  
Red Deer, Alberta  
T4R 1L5

342-5675 Res.  
346-5511 Bus.  
343-1866 FAX

\*\*\*\*\*

Resource Persons:

Appropriate Emergency Services Officers

Staff:

Secretary, Sandra Ladwig



**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 11, 1996

Mr. Manfred Kihn  
45 Duncan Crescent  
Red Deer, AB T4R 1W3

**FILE**

Dear Mr. Kihn:

**RE: EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE**

At the Council Meeting of September 9, 1996, consideration was given to the appointment of two citizens-at-large for the above noted committee. The following resolution was passed in that regard:

"RESOLVED that Council of The City of Red Deer, having considered the report from the City Clerk dated September 3, 1996, re: Emergency Services Master Plan Steering Committee Appointments, hereby agrees that the following individuals be appointed as citizens at large to the Emergency Services Master Plan Steering Committee:

Phil Hyde;

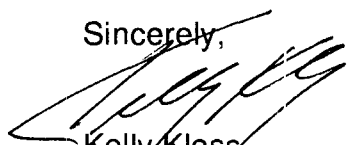
Diane McDonell,

and as presented to Council, September 9, 1996."

Although you were not a successful candidate at this time, thank you for your interest in the Committee.

Should you have any questions, please do not hesitate to contact myself at 342-8132.

Sincerely,



Kelly Kloss  
City Clerk

KK/clr  
c Fire Chief



*a delight  
to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 11, 1996

**FILE**

Mr. Fred Lebedoff  
63 Addinell Close  
Red Deer, AB T4R 1B3

Dear Mr. Lebedoff:

**RE: EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE**

At the Council Meeting of September 9, 1996, consideration was given to the appointment of two citizens-at-large for the above noted committee. The following resolution was passed in that regard:

"RESOLVED that Council of The City of Red Deer, having considered the report from the City Clerk dated September 3, 1996, re: Emergency Services Master Plan Steering Committee Appointments, hereby agrees that the following individuals be appointed as citizens at large to the Emergency Services Master Plan Steering Committee:

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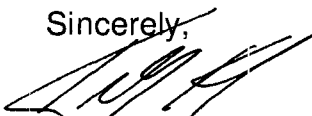
Diane McDonell,

and as presented to Council, September 9, 1996."

Although you were not a successful candidate at this time, thank you for your interest in the Committee.

Should you have any questions, please do not hesitate to contact myself at 342-8132.

Sincerely,



Kelly Kloss  
City Clerk

KK/clr  
c Fire Chief

*a delight  
to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 11, 1996

**FILE**

Mr. Ken Mandrusiak  
132 Dickenson Crescent  
Red Deer, AB T4R 1Y5

Dear Mr. Mandrusiak:

**RE: EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE**

At the Council Meeting of September 9, 1996, consideration was given to the appointment of two citizens-at-large for the above noted committee. The following resolution was passed in that regard:

"RESOLVED that Council of The City of Red Deer, having considered the report from the City Clerk dated September 3, 1996, re: Emergency Services Master Plan Steering Committee Appointments, hereby agrees that the following individuals be appointed as citizens at large to the Emergency Services Master Plan Steering Committee:

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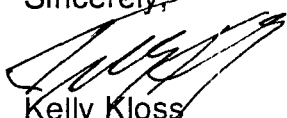
Diane McDonell,

and as presented to Council, September 9, 1996."

Although you were not a successful candidate at this time, thank you for your interest in the Committee.

Should you have any questions, please do not hesitate to contact myself at 342-8132.

Sincerely,



Kelly Kloss  
City Clerk

KK/clr  
c Fire Chief

*a delight  
to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 11, 1996

Mr. Phil Hyde  
101 Rutherford Drive  
Red Deer, AB T4P 3G2

Dear Mr. Hyde:

**RE: EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE**

At the Council Meeting of September 9, 1996, consideration was given to the appointment of two citizens-at-large for the above noted committee. The following resolution was passed:

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Phil Hyde;  
Diane McDonell,

and as presented to Council, September 9, 1996."

Congratulations on your appointment and thank you for your interest in the Emergency Services Master Plan Steering Committee. An Emergency Services staff member will be contacting you in the near future with respect to meeting dates and times.

Should you have any questions, please do not hesitate to contact myself or Fire Chief Bob Oscroft.

Sincerely,

  
Kelly Kloss  
City Clerk

KK/clr

c Fire Chief  
L. Bredy, Committee Directory



*a delight  
to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 11, 1996

Ms. Diane McDonell  
3313 Spruce Drive  
Red Deer, AB T4N 3N7

Dear Ms. McDonell:

**RE: EMERGENCY SERVICES MASTER PLAN STEERING COMMITTEE**

At the Council Meeting of September 9, 1996, consideration was given to the appointment of two citizens-at-large for the above noted committee. The following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the City Clerk dated September 3, 1996, re: Emergency Services Master Plan Steering Committee Appointments, hereby agrees that the following individuals be appointed as citizens-at-large to the Emergency Services Master Plan Steering Committee:

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Diane McDonell,

and as presented to Council, September 9, 1996."

Congratulations on your appointment and thank you for your interest in the Emergency Services Master Plan Steering Committee. An Emergency Services staff member will be contacting you in the near future with respect to meeting dates and times.

Should you have any questions, please do not hesitate to contact myself or Fire Chief Bob Oscroft.

Sincerely,



Kelly Kloss  
City Clerk

KK/clr

c Fire Chief  
L. Bredy, Committee Directory

*a delight  
to discover!*

**ITEM 1**

**DATE:** September 4, 1996  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** PUBLIC HEARINGS:

- A. LAND USE BYLAW AMENDMENT 3156/I-96 / REZONING OF THE INDUSTRIAL PORTION OF THE JOHNSTONE PARK OUTLINE PLAN I1 (INDUSTRIAL/BUSINESS DISTRICT)**
  - B. BYLAW AMENDMENT 3071/A-96 / NORTHWEST AREA STRUCTURE PLAN / AREA NORTH OF 67 AVENUE AND GOLDEN WEST AVENUE**
- 

Public Hearings have been advertised for the above noted bylaw amendments. The Public Hearing are scheduled to be held on Monday, September 9, 1996 in Council Chambers, commencing at 7:00 p.m., or as soon thereafter as Council may determine.


Land Use Bylaw Amendment 3156/I-96 provides for the redesignation of industrial lands within the Johnstone Park Outline Plan from A1 to I1.

Bylaw Amendment 3071/A-96 / Northwest Area Structure Plan provides for an amendment to the Northwest Area Structure Plan as outlined on the attached Northwest Area map.

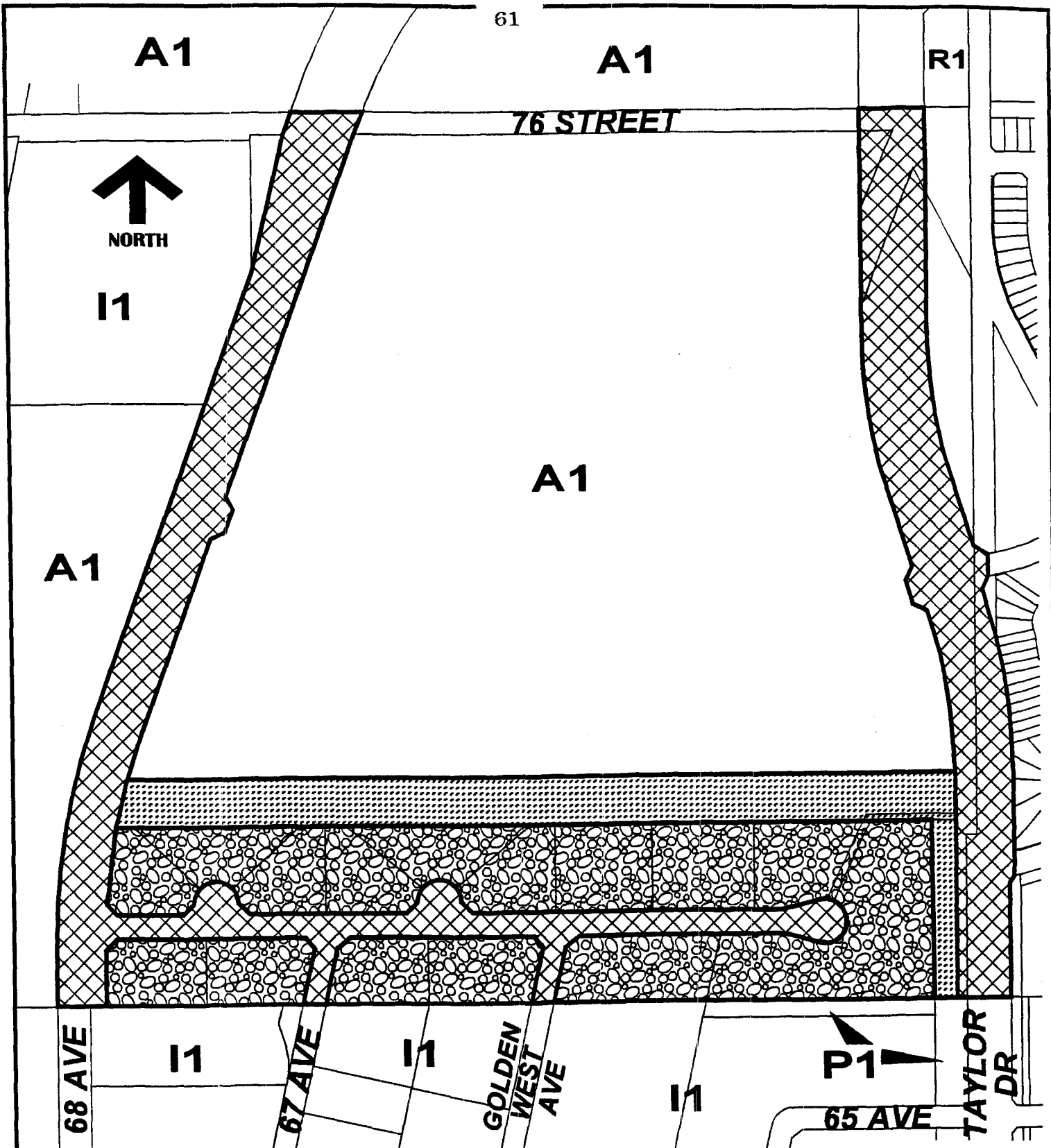
In addition to the maps from the above bylaws, attached is a report from the Parkland Community Planning Services relative to the open house conducted.

**RECOMMENDATION**

1. Following the Public Hearings, Council may proceed with second and third reading of the bylaw amendments.
2. That Council pass a resolution adopting the Johnstone Park Outline Plan as presented, with a note reading "intersection spacing subject to the final recommendation of the 1996 Transportation Update Report".

  
**KELLY KLOSS**  
City Clerk

att.



# JOHNSTONE PARK

Change from : A1 to Road



A1 to I1



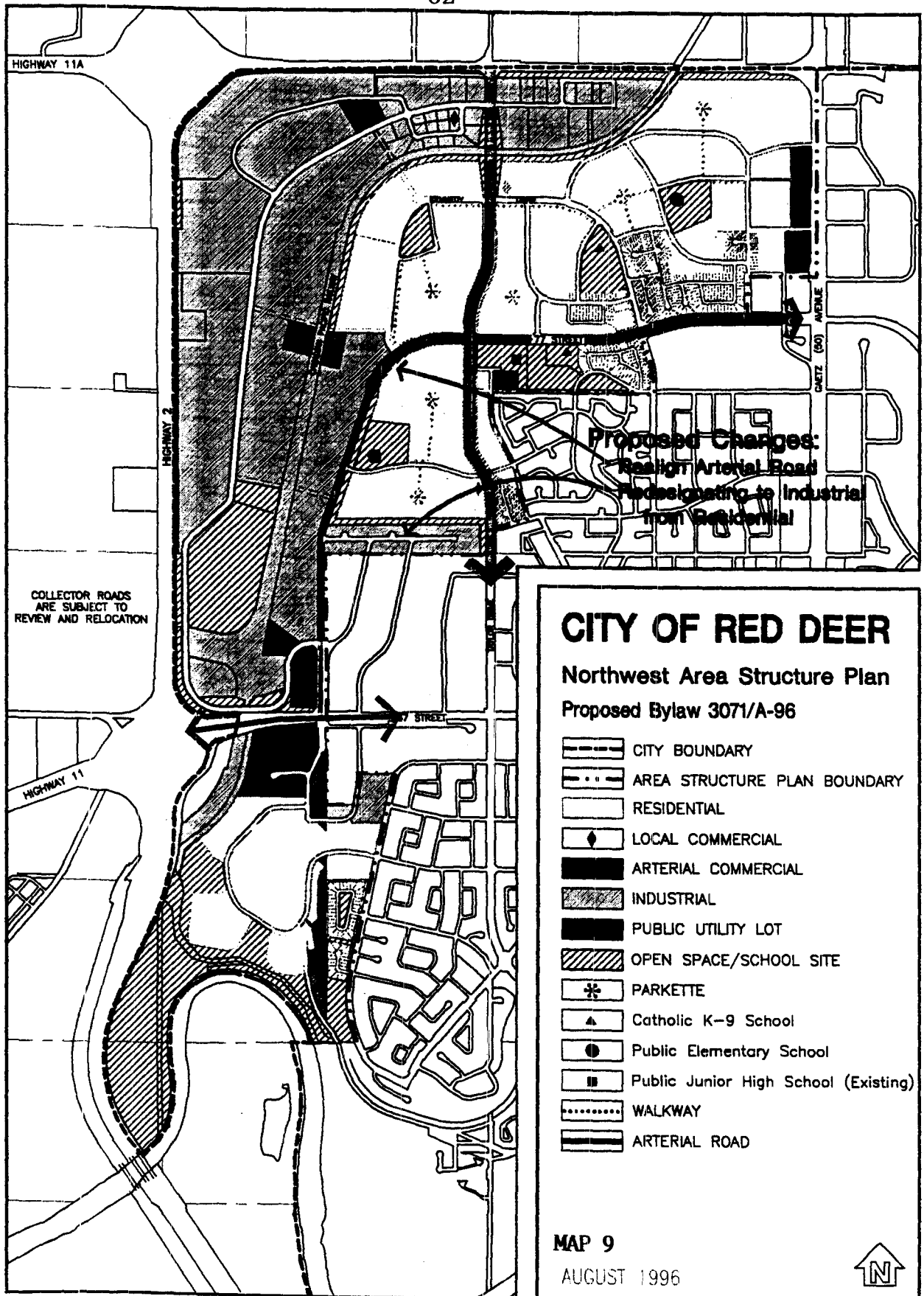
A1 to P1



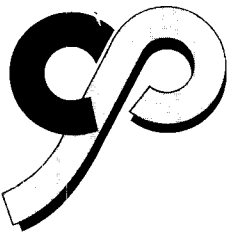
Bylaw No. - 3156 / I-96

Map No. 7 / 96

August 6 1996







**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Suite 500, 4808 Ross Street  
Red Deer, Alberta T4N 1X5  
Phone: (403) 343-3394  
FAX: (403) 346-1570

Date: September 3, 1996

To: City Council

From: Frank Wong, Planning Assistant

Re: Open House On The Proposed Johnstone Park Outline Plan and  
Northwest Area Structure Plan Amendment Bylaw 3071/A-96

An Open House was held on August 28, 1996 at the Holiday Inn to seek neighbourhood input regarding the following Plans.

Northwest Area Structure Plan

The Northwest Area Structure Plan designates land use and the location of major roads. Proposed amendments are:

- to realign a portion of an arterial road to correspond with the newly acquired right-of-way, and
- to redesignate a portion of proposed residential land to industrial land and to increase the buffer zone to 45m (150 ft.) separating the residential land from the industrial land

Johnstone Park Outline Plan

The Johnstone Park Outline Plan designates the road system, specific land uses and phasing; and will correspond to the amended Northwest Area Structure Plan.

The proposed Outline Plan which includes the changes incorporated in the Area Structure Plan has been circulated to City Departments and utility companies and after extensive discussions is now satisfactory to all City Departments. One of the features of the proposed Plan is that the landowner is surpassing his municipal reserve dedication by providing 11% instead of 10% of his total land for school/recreation use as well as providing 3.25 ha or 5% for buffering and landscaping purposes. There is one item left to be resolved and that is the location of the intersection connecting Johnstone Park with the existing development of Glendale and Normandeau. This intersection and other traffic issues will be addressed by the 1996 Transportation Plan Update review, presently underway.

The Open House was hosted by Craig Suchy of UMA Engineering Ltd. and myself and was attended by approximately 26 people (registration and comment sheets attached); approximately 50% were residents of Glendale or Normandeau. Discussions and written comments are summarized by the following topics:

- a few people questioned why the land needs to be developed and why all the stands of trees will not be retained
- concern was expressed by some attendees regarding existing and future traffic problems on streets in Normandeau and Glendale which may result from the additional industrial employment

- other attendees voiced their support to see development in the northwest part of the City

### Comments

#### Development of the Site:

The site has been proposed for development since 1980 in the City's land use plans. The existing Northwest Area Structure Plan designates this site for residential development. The revised Plan calls for an extension of the industrial development which would allow the "looping" of the dead end roads in the Golden West Industrial Park; the majority of the site will remain residential.

#### Preservation of the existing tree stands:

The Outline Plan has been redesigned to preserve some of the existing tree stands. Two of the significant tree stands which will be lost includes the trees on the new Taylor Drive alignment and a stand of trees at the west side of the industrial area. Not all of the existing tree stands can be preserved in each subdivision; the City is only legally entitled to take 10% of the site as Municipal Reserve. Earlier receipt of the ecospace inventory may however assist in being better able to incorporate tree stands in future subdivision designs.

#### Future Traffic Problems:

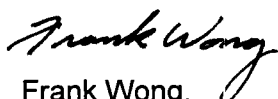
The traffic problems in the Glendale/Normandeau neighbourhood could be impacted by this development. In order to ensure that the existing traffic problems are resolved and to prevent new traffic problems, the City has included this area in the 1996 Transportation Update. The recommendations from that study will be presented to the neighbourhood in the next few weeks; following that public meeting, recommendations will be made to City Council.

### Recommendation

Planning staff recommend that Council;

1. Adopt the Northwest Area Structure Plan Amendment as presented,
2. Adopt the Johnstone Park Outline Plan as presented; with a note reading "intersection spacing subject to the final recommendation of the 1996 Transportation Update Report",
3. Adopt Land Use Bylaw Amendment 3156/I-96 which redesignates the berming and industrial portions of the Outline Plan, and
4. Confirm the need for a public meeting with the Glendale/Normandeau neighbourhood to resolve issues related to intersection spacing and traffic volumes.







Sincerely,

  
Frank Wong,  
Planning Assistant

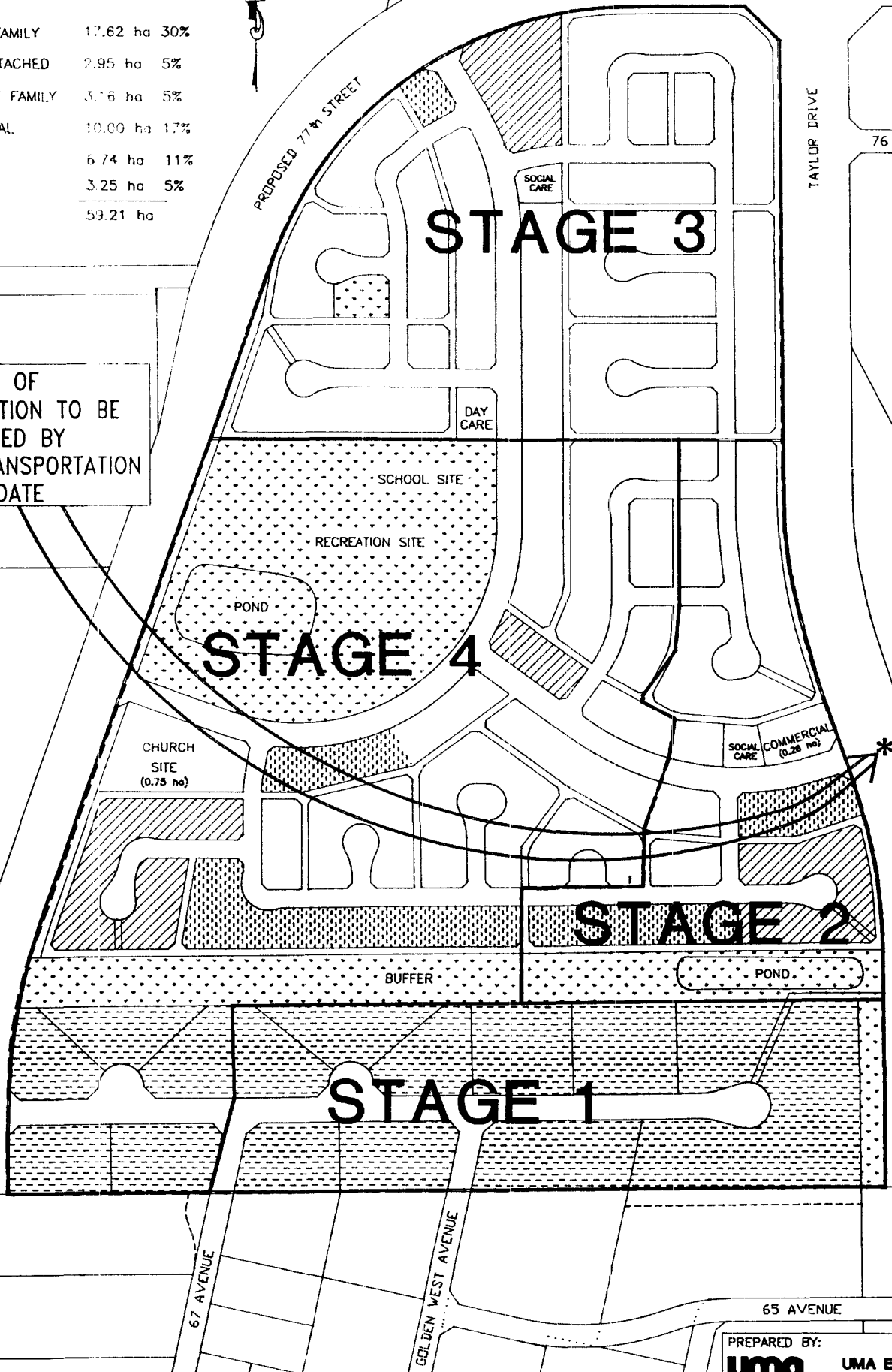
Attachments

# JOHNSTONE PARK

## OUTLINE PLAN

	SINGLE FAMILY	17.62 ha	30%
	SEMI-DETACHED	2.95 ha	5%
	MULTIPLE FAMILY	3.16 ha	5%
	INDUSTRIAL	10.00 ha	17%
	RESERVE	6.74 ha	11%
	BUFFER	3.25 ha	5%
	<b>TOTAL</b>	<b>59.21 ha</b>	

LOCATION OF  
INTERSECTION TO BE  
DETERMINED BY  
1996 TRANSPORTATION  
PLAN UPDATE



SCALE 1:5000

PREPARED BY:

**uma**

UMA Engineering Ltd.  
Engineers and Planners

AUG. 30, 1996

**PUBLIC OPEN HOUSE  
JOHNSTONE PARK OUTLINE PLAN and  
NORTHWEST AREA STRUCTURE PLAN AMENDMENT**

**PARKLAND COMMUNITY PLANNING SERVICES/UMA ENGINEERING LTD.  
HOLIDAY INN, WEDNESDAY, AUGUST 28, 1996**

**REGISTRATION (please print)**

NAME	ADDRESS	POSTAL CODE	TELEPHONE
M. Hermans	1034-7050 Gray Dr	T4P 1B9	346-7531
Sheila Kidd	20-7124 GRAY DRIVE	T4P-2A9	346-2135
BART PRESLEY	6580-58 AVE	T4N6S3	346-0062
ROB WEDDELL	4442-33A St	T4W 0N6	340-1986
Terry L Greter	9 Martin Close		346-4668
Marie Power	80 Lord C.	T4P3L8	347-2088
Daved Power	80 Lord C.	T4P3L8	347-2088
M.R. HALL	48, GOOD CRES	T4P 3N6	346-8289
R. Romanior	2413/3410 52 AVE	T4N 6N2	343 7463
ART & TILLIE	FINCH		
Damen Edist Johnston	96 Good Cres	T4P3L8	346-6872
Bill Heinien	1 Shamrock Cl	T4N0A1	346-3981
GRANT MOIR	Box 356 Rd. Deer	T4N5E9	343 1507
Jack & Powell	R. Deer		
Hilda Janas	41 River St	T4P 1P8	346-5421
Kelly Richer #203	4210, 51st Rd Deer	T4N-128	342-0698
ALF TRUANT	P.O. Box 280 Deer	T4N5E9	346-2585



DATE: AUGUST 1, 1996

TO: X DIRECTOR OF COMMUNITY SERVICES  
DIRECTOR OF CORPORATE SERVICES  
X DIRECTOR OF DEVELOPMENT SERVICES  
CITY ASSESSOR  
E. L. & P. MANAGER  
ENGINEERING DEPARTMENT MANAGER  
FIRE CHIEF (EMERGENCY SERVICES)  
INFORMATION TECHNOLOGY SERVICES MANAGER  
X INSPECTIONS AND LICENSING MANAGER  
LAND AND ECONOMIC DEVELOPMENT MANAGER  
PERSONNEL MANAGER  
PUBLIC WORKS MANAGER  
R.C.M.P. INSPECTOR  
X RECREATION, PARKS & CULTURE MANAGER  
SOCIAL PLANNING MANAGER  
TRANSIT MANAGER  
TREASURY SERVICES MANAGER  
PRINCIPAL PLANNER  
CITY SOLICITOR

**FILE**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

FROM: CITY CLERK

RE: Johnstone Park Outline Plan

---

Please submit comments on the attached to this office by August 6, 1996 for the Council Agenda of August 12, 1996.

"Kelly Kloss"

City Clerk



# THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FILE No.

# FILE

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

August 1, 1996

UMA Engineering Ltd.  
4920 - 54 Street  
Red Deer, AB T4N 2G8

Attention: C.T. Suchy, P.Eng., Manager

Dear Mr. Suchy:

I am in receipt of your letter dated August 1, 1996 re: Johnstone Park Outline Plan.

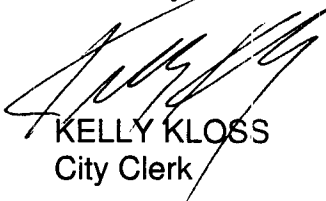
This item will be discussed and possibly a decision made at the meeting of Red Deer City Council on Monday, August 12, 1996.

Your request has been circulated to City administration for comments. Should you wish to receive a copy of the administrative comments prior to the Council Meeting, they may be picked up at our office on the second floor of City Hall on Friday, August 9, 1996.

In the event you wish to be present at the Council Meeting, would you please telephone our office on August 9<sup>th</sup> and we will advise you of the approximate time that Council will be discussing this item. Council meetings begin at 4:30 p.m., and adjourn for the supper hour at 6:00 p.m., reconvening at 7:00 p.m. When arriving at City Hall, please enter City Hall at the park side entrance and proceed to the Council Chambers on the second floor.

If you have any questions in the meantime, please do not hesitate to contact the writer.

Sincerely,

  
KELLY KLOSS  
City Clerk

KK/fm

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL



*a delight  
to discover!*

**DATE:** September 10, 1996  
**TO:** Director of Engineering Services  
**FROM:** City Clerk  
**RE:** JOHNSTONE PARK OUTLINE PLAN

---


**FILE**

At the Council Meeting of September 9, 1996, consideration was given to the above. At that meeting, the following resolution was passed:

"RESOLVED that Council of The City of Red Deer having considered the report from the Parkland Community Planning Services dated September 4, 1996, re: Open House on the Proposed Johnstone Park Outline Plan and Northwest Area Structure Plan Amendment, hereby adopts the Johnstone Park Outline Plan as submitted with the above noted report on the condition that intersection spacing is subject to the final recommendation of the 1996 Transportation Update Report, and as presented to Council September 9, 1996."

As outlined above, the Johnstone Park Outline Plan was adopted with the condition that the 1996 Transportation Update Report address the intersection spacing within said plan.

Please ensure the consultant is advised of this requirement and that the final report to Council reflects this issue.



Kelly Kloss  
City Clerk

KK/clr

c Acting Public Works Manager  
Principal Planner





## THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department  
(403) 342-8132 FAX (403) 346-6195

September 10, 1996

UMA Engineering Ltd.  
4920 - 54 Street  
Red Deer, AB T4N 2G8

Dear Mr. Suchy:

**RE:**

1. Land Use Bylaw Amendment 3156/I-96
2. Northwest Area Structure Plan Bylaw Amendment 3071/A-96
3. Johnstone Park Outline Plan

---

At the Council Meeting of September 9, 1996, consideration was again given to the above. Following the Public Hearing relative to the noted bylaw amendments, second and third readings were given to Land Use Bylaw Amendment 3156/I-96 and Northwest Area Structure Plan Bylaw Amendment 3071/A-96. In addition, the following resolution was passed:

"RESOLVED that Council of The City of Red Deer having considered the report from the Parkland Community Planning Services dated September 4, 1996, re: Open House on the Proposed Johnstone Park Outline Plan and Northwest Area Structure Plan Amendment, hereby adopts the Johnstone Park Outline Plan as submitted with the above noted report on the condition that intersection spacing is subject to the final recommendation of the 1996 Transportation Update Report, and as presented to Council September 9, 1996."

For your information, I have included copies of the above noted bylaws, as well as the Johnstone Area Outline Plan. If you have any questions or require additional information, please contact myself at 342-8132.

Sincerely,

  
Kelly Kloss  
City Clerk

KK/clr  
attchs.

c Director of Development Services  
Principal Planner  
S. Ladwig, Council and Committee Secretary



*a delight  
to discover!*

**FILE**

**DATE:** September 10, 1996

**TO:** Principal Planner

**FROM:** City Clerk

**RE:**

1. Land Use Bylaw Amendment 3156/I-96
2. Northwest Area Structure Plan Bylaw Amendment 3071/A-96
3. Johnstone Park Outline Plan

**FILE**

---

At the Council Meeting of September 9, 1996, second and third readings were given to Bylaws 3156/I-96 and 3071/A-96. In addition, the following resolution relative to the Johnstone Park Outline Plan was passed:

"RESOLVED that Council of The City of Red Deer having considered the report from the Parkland Community Planning Services dated September 4, 1996, re: Open House on the Proposed Johnstone Park Outline Plan and Northwest Area Structure Plan Amendment, hereby adopts the Johnstone Park Outline Plan as submitted with the above noted report on the condition that intersection spacing is subject to the final recommendation of the 1996 Transportation Update Report, and as presented to Council September 9, 1996."

Land Use Bylaw Amendment 3156/I-96 provides for the rezoning of the proposed industrial land from A1 (Agriculture) to I1 (Industrial).

Bylaw 3071/A-96 provides for an amendment to the Northwest Area Structure Plan.

Attached are copies of the above noted bylaws for your reference.

This office will now be updating the consolidated copy of the Land Use Bylaw and I trust that you will now be updating the Northwest Area Structure Plan Bylaw.






  
Kelly Kloss  
City Clerk

attchs.

c     Director of Community Services  
       Director of Development Services  
       Land and Economic Development Manager  
       City Assessor  
       S. Ladwig, Council and Committee Secretary  
       C. Rausch

# JOHNSTONE PARK

## OUTLINE PLAN

	SINGLE FAMILY	17.62 ha	30%
	SEMI-DETACHED	2.95 ha	5%
	MULTIPLE FAMILY	3.16 ha	5%
	INDUSTRIAL	10.00 ha	17%
	RESERVE BUFFER	6.74 ha	11%
	TOTAL	59.21 ha	

LOCATION OF  
INTERSECTION TO BE  
DETERMINED BY  
1996 TRANSPORTATION  
PLAN UPDATE

### STAGE 4

### STAGE 3

### STAGE 2

### STAGE 1

68 AVENUE

67 AVENUE

GOLDEN WEST AVENUE

65 AVENUE

64 AVENUE

GRANT ST

GUNN ST.

TAYLOR DRIVE

77 STREET

76 STREET

PREPARED BY:



 UMA Engineering Ltd.  
Engineers and Planners

REPORTS

## ITEM 1

DATE: August 30, 1996

TO: Kelly Kloss, City Clerk

FROM: Alan Scott, Land and Economic Development Manager

RE: **LEASE OF PART OF LOT 6 MR, PLAN 862-1828  
TO VELLNER GROUP OF COMPANIES  
(Area cross-hatched on attached map)**

---

At their meeting of July 2, 1996, Red Deer City Council approved the lease for Part of Lot 6 MR, Plan 862-1828 to Vellner Group of Companies. Due to the re-alignment of these lots to facilitate the proposed development, it was necessary to have this area re-surveyed.

Therefore, we request Council further approve the following, prior to entering into a binding lease.

**RECOMMENDATION**

Re: Lease of Part of Lot 6 MR, Plan 862-1828 (Westerner) hereby approves the lease of Municipal Reserve lands described as:

"All that portion of Lot 6 MR, Plan 862-1828 lying within the limits of subdivision Plan 962 \_\_\_\_\_, containing 0.056 ha (0.138 ac.) more or less, excluding therefrom all mines and minerals."

Subject to approval by the Development Authority and a public hearing to be advertised.



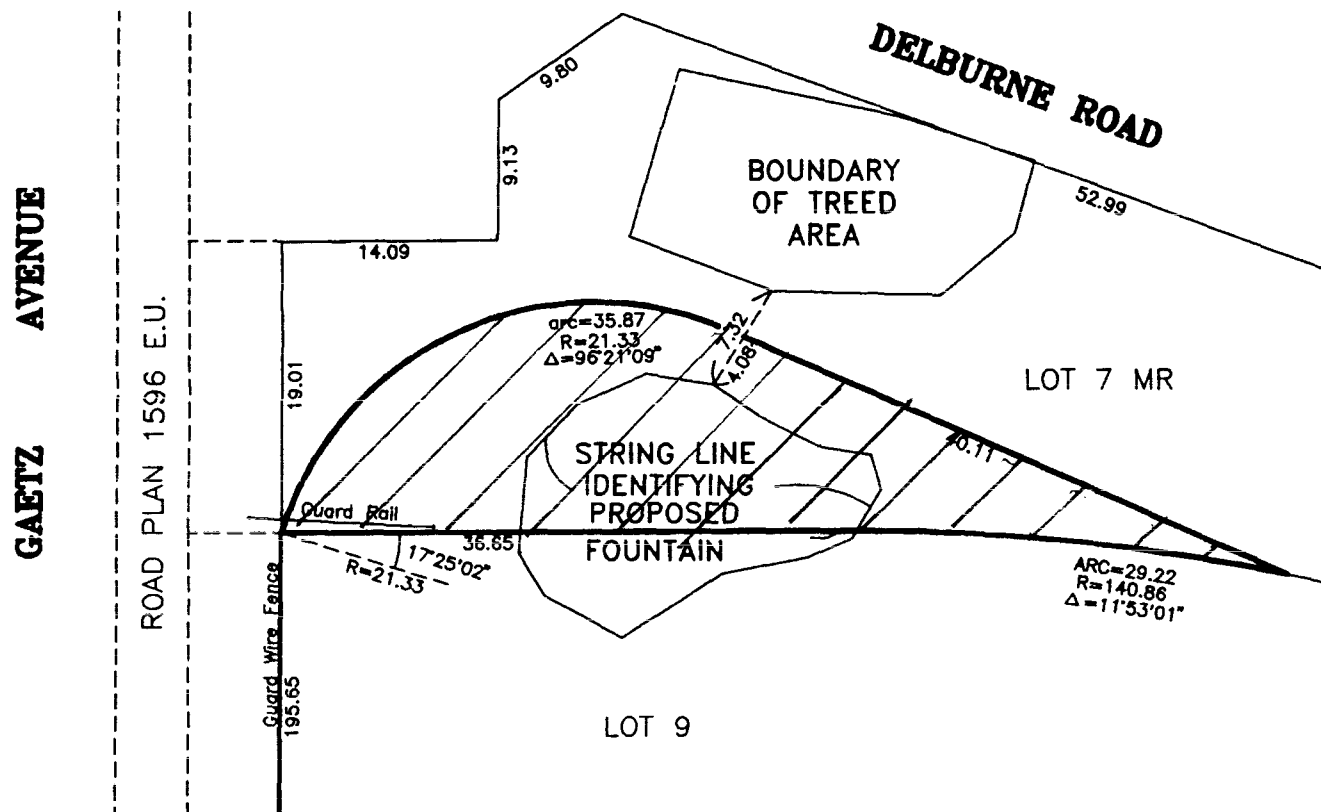
For Alan V. Scott

Att.

PAR/mm

# PLAN SHOWING AREA TO BE LEASED WITHIN LOT 7 MR PLAN 962 \_\_\_\_\_

AREA REQUIRED = 0.056 ha. (0.138 Ac.)  
SCALE 1:500



**COMMENTS:**

We concur with the recommendation of the Land and Economic Development Manager.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

**DATE:** September 11, 1996

**TO:** Land and Economic Development Manager

**FROM:** City Clerk

**RE:** LEASE OF PART OF LOT 6 M.R., PLAN 862-1828,  
TO VELLNER GROUP OF COMPANIES

---

**FILE**

At the Council Meeting of September 9, 1996, consideration was given to your report dated August 30, 1996, re: Lease of Part of Lot 6 M.R., Plan 862-1828, to Vellner Group of Companies. At that meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer hereby agrees that the following resolution be considered at the Council Meeting of Monday, October 7, 1996 to allow for the advertising of a Public Hearing to be held on October 7, 1996 relative to the leasing of Municipal Reserve lands as noted hereunder:

'RESOLVED that Council of The City of Red Deer, having considered the report from the Land & Economic Development Manager, dated August 30, 1996, re: Lease of Part of Lot 6 MR, Plan 862-1828 to Vellner Group of Companies, hereby approves the lease and fencing of Municipal Reserve lands described as:

All that portion of Lot 6 MR, Plan 862-1828  
lying within the limits of subdivision Plan 962  
\_\_\_\_\_, containing 0.056 ha (0.138 ac.)  
more or less, excluding therefrom all mines  
and minerals.'

and as presented to Council September 9, 1996."

This office will now proceed with the advertising for a Public Hearing to be held on Monday, October 7, 1996, at 7:00 p.m. or as soon thereafter as Council may determine, in the Council Chambers.

  
Kelly Kloss  
City Clerk

KK/clr

c     Director of Development Services  
       Director of Community Services  
       Recreation, Parks and Culture Manager  
       City Assessor  
       Council and Committee Secretary, S. Ladwig

REPORTS

## ITEM 2

**CHAPMAN RIEBEEK**

Barristers, Solicitors

THOMAS H. CHAPMAN, Q.C.\*  
NICK P. W. RIEBEEK\*  
DONALD J. SIMPSON  
T. KENT CHAPMAN\*  
GARY W. WANLESS\*  
LORNE E. GODDARD  
GERI M. CHRISTMAN  
ROBERT J. MILLAR  
NANCY A. BERGSTROM

---

\* Denotes Professional Corporation

August 23, 1996

City of Red Deer  
P.O. Box 5008  
Red Deer, Alberta  
T4N 3T4

**ATTENTION: Mr. Kelly Kloss**  
City Clerk

Dear Sir:

**RE: Resolution - Tax Roll**

Section 553(1) of the *Municipal Government Act* provides that a Council may add certain amounts specified in that section to the tax roll of a parcel of land. To activate this procedure, a resolution should be passed by Council and a draft of a resolution for consideration by Council is enclosed herewith.

Yours truly,



THOMAS H. CHAPMAN, Q.C.  
THC/vjh  
Enclosure

208 - 4808 Ross Street  
Red Deer, Alberta T4N 1X5  
TELEPHONE (403) 346-6603  
TELECOPIER (403) 340-1280

---

101, 5020 - 50 A Street  
Sylvan Lake, Alberta T4S 1R2  
TELEPHONE (403) 887-2024  
TELECOPIER (403) 887-2036

---

PLEASE REPLY TO RED DEER OFFICE  
Your file:  
Our file: GEN 08/96 THC



Recovery of  
amounts  
owing by civil  
action

**552** Except as provided in this or any other enactment, an amount owing to a municipality may be collected by civil action for debt in a court of competent jurisdiction.

Adding  
amounts  
owing to tax  
roll

**553(1)** A council may add the following amounts to the tax roll of a parcel of land:

- (a) unpaid costs referred to in section 35(4) or 39(2) relating to service connections of a municipal public utility that are owing by the owner of the parcel;
- (b) unpaid charges referred to in section 42 for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
- (c) unpaid expenses and costs referred to in section 549(3) if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
- (d) unpaid expenses and costs referred to in section 550(3) relating to a dangerous structure, excavation or hole in respect of the parcel or unsightly property on the parcel that are owing by the owner of the parcel;
- (e) unpaid expenses, costs and remuneration referred to in section 551(5) if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel;
- (f) costs associated with tax recovery proceedings related to the parcel;
- (g) if the municipality has passed a bylaw making the owner of a parcel liable for costs and expenses related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel;
- (h) unpaid costs awarded by the Municipal Government Board under section 501, if the Board has awarded costs against the owner of the parcel in favour of the municipality and the matter before the Board was related to the parcel;
- (h.1) the costs and expenses of carrying out an order under section 646;
- (i) any other amount that may be added to the tax roll under an enactment.

**(2)** Subject to section 659, when an amount is added to the tax roll of a parcel of land, the amount



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**429**

**Page 1 of 2**

**TITLE:**

**Penalties Applied to  
Tax Roll**

**Date of Approval:**

**SECTION:**

**Corporate Services  
(Assessment & Tax)**

**Dates of Revision:**

**POLICY STATEMENT**

*To provide for the collection of unpaid expenses and costs by applying same to the tax roll.*

Pursuant to section 553(1) of the Municipal Government Act (the "Act"), the following amounts shall be added to the tax roll of a parcel of land when such amounts have become due and remain unpaid after the due date, or, alternately, where such unpaid sums are due on demand and remain unpaid, namely:

1. Unpaid costs referred to in section 35(4) or 39(2) of the Act relating to service connections of a municipal public utility that are owing by the owner of the parcel;
2. Unpaid charges referred to in section 42 of the Act for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
3. Unpaid expenses and costs referred to in section 549(3) of the Act if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
4. Unpaid expense and costs referred to in section 550(3) of the Act relating to a dangerous structure, excavation or hole in respect of the parcel or unsightly property on the parcel that are owing by the owner of the parcel;
5. Unpaid expenses, costs and remuneration referred to in section 551(5) of the Act if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel;
6. Costs associated with tax recovery proceedings related to the parcel as defined in the Act;



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.**

**429**

**Page 2 of 2**

**TITLE:**

**Penalties Applied to  
Tax Roll**

**Date of Approval:**

**SECTION:**

**Corporate Services  
(Assessment & Tax)**

**Dates of Revision:**

- 
7. Unpaid costs awarded by the Municipal Government Board under section 501 in the Act, if the Board has awarded costs against the owner of the parcel in favour of the municipality and the matter before the Board was related to the parcel;
  8. The costs and expenses of carrying out an order under section 646 in the Act;
  9. Any other amount that may be added to the tax roll under an enactment as defined in the Act.

**COMMENTS:**

We concur with the recommendation of the City Solicitor that Council approve the attached resolution, which confirms the policy we have been following, but which is required as a result of the new Municipal Government Act. Following passage of this resolution same should be included in the Council Policy Manual.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

**DATE:** September 11, 1996  
**TO:** City Solicitor  
**FROM:** City Clerk  
**RE:** PENALTIES APPLIED TO TAX ROLL

**FILE**

At the Council Meeting of September 9, 1996, consideration was given to your report dated August 23, 1996, concerning the above. At that meeting the following resolution was passed:


"RESOLVED that Council of The City of Red Deer, having considered the report from the City Solicitor dated August 23, 1996 re: Resolution - Tax Roll, hereby agrees that pursuant to section 553(1) of the Municipal Government Act (the 'Act'), the following amounts shall be added to the tax roll of a parcel of land when such amounts have become due and remain unpaid after the due date, or, alternately, where such unpaid sums are due on demand and remain unpaid, namely:

1. Unpaid costs referred to in section 35(4) or 39(2) of the Act relating to service connections of a municipal public utility that are owing by the owner of the parcel;
2. Unpaid charges referred to in section 42 of the Act for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
3. Unpaid expenses and costs referred to in section 549(3) of the Act if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
4. Unpaid expenses and costs referred to in section 550(3) of the Act relating to a dangerous structure, excavation or hole in respect of the parcel or unsightly property on the parcel that are owing by the owner of the parcel;
5. Unpaid expenses, costs and remuneration referred to in section 551(5) of the Act if the parcel's owner caused the emergency and the cause of the emergency was located on all or a part of the parcel;

6. Costs associated with tax recovery proceedings related to the parcel as defined in the Act;
7. Unpaid costs awarded by the Municipal Government Board under section 501 in the Act, if the Board has awarded costs against the owner of the parcel in favour of the municipality and the matter before the Board was related to the parcel;
8. The costs and expenses of carrying out an order under section 646 in the Act;
9. Any other amount that may be added to the tax roll under an enactment as defined in the Act,

Council further agrees that this resolution shall be included in the Council Policy Manual."

The decision of Council in this instance is submitted for your information. We will now be including the above in the new Council Policy Manual.



Kelly Kloss  
City Clerk

KK/clr  
attchs.

c     Director of Corporate Services  
       City Assessor  
       Treasury Services Manager  
       C. Rausch, Council Policy Manual

REPORTS

## ITEM 3

**DATE:** September 3, 1996  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** 1996 AUMA CONVENTION RESOLUTIONS

---

During the upcoming AUMA Convention, the attached resolutions will be considered by the AUMA membership which includes the Mayor and Councillors.

To assist councillors in considering these resolutions, City Administration has provided comments on some of them. These are placed on the Agenda so Council can discuss them as a group prior to the convention.


A resolution from the City of Edmonton, not included in the AUMA Resolution Booklet, has been received. The resolution addresses the restoration and replacement of Canada Assistance Plan (CAP) funding. The resolution and a response from the Social Planning Manager is attached.

Council is not required to pass a resolution indicating support or non-support for any resolution. Individual members of Council can vote as they deem fit based on discussion at the Council meeting, Administration's comments and comments from the debate at the Convention.

I remind Council to bring their "1996 Convention Resolutions" booklet, attached to this Agenda, to the Convention as another will not be supplied.

RECOMMENDATION

Submitted for Council's information.



KELLY KLOSS  
City Clerk

KK/fm

**DATE:** August 2, 1996  
**TO:** City Clerk  
**FROM:** Director of Corporate Services  
**RE:** 1996 AUMA CONFERENCE RESOLUTIONS

---

The proposed resolutions I do not agree with are summarized on the attached sheet.



A. Wilcock, B. Comm., C.A.  
Director of Corporate Services

Att.

*a\m\clk 96 auma res aug2 96*



## 1996 AUMA RESOLUTIONS RECOMMENDED FOR NON-SUPPORT

RES. NO.	NAME	COMMENT
A5	Policing Costs	Costs of policing should be shared by all communities. Smaller communities should not get a reduction.
A14	Canada Infrastructure Works Program Funding	City Council has consistently opposed extending the program because the first priority should be to reduce Federal and Provincial debt by reducing expenditures.
B11	Special Infrastructure grants	Additional infrastructure costs should be financed from the additional property tax revenues paid by the new industries.
C1-7	Assessment Exemption for Natural Gas Transmission Lines	Oppose because all utility users should be required to share in costs of property taxes on utility assets.

DATE: August 15, 1996  
 TO: City Clerk  
 FROM: City Assessor  
 RE: 1996 AUMA CONVENTION RESOLUTIONS  
 REQUEST FOR COMMENTS

---

We forward comments on resolution which we feel are pertinent to our department.

**Resolution A11 - Assessment Standards**

In principle, I recommend support of this proposed resolution. I am not sure that it is necessary to make references as done, nor am I sure the Board's decisions and actions would warrant this definition. However, it is very apparent, both from our perspective and in discussions with our peers, that over the past few years many changes have transpired:

1. The Board's structure has been significantly changed over the last five years;
2. Proposed legislation to do assessments at market value, effective 1997, is in place;
3. The current Board members do not seem to be appreciative of the timing and basis of assessment as exists compared to market value;
4. The assessment base in many municipalities is being challenged by owners/agents utilizing current market value information to establish an argument and basis for assessment change to a historically based replacement cost assessment that is equitable between properties within the municipality.

Therefore, we recommend support of the proposed resolution is in order.

**Resolution B20 - Collection & Payment of Supplementary School Requisition**

We recommend support of this resolution.

I trust the Director of Corporate Services will comment on this from a finance perspective.

City Clerk  
Page 2  
August 15, 1996

**Resolution B21 - Tax Recovery Systems**

We recommend support of this in principle.

This may be very difficult to administer from a legislative perspective; however, even if it were limited to contaminated sites under tax recovery, it would be a benefit. Then, if such properties were abandoned, it would not become a burden to the community from a tax perspective.

**Resolution C1-1 - Mobile Home Arrears**

I cannot recommend support of this. The follow up, detail, and administrative procedure involved in establishing ownership of the mobile home, ownership of the new property, gaining permission from the financier of the new home, etc., would be horrendous.

**Resolution C1-8 - Education Funding and Tax Collection**

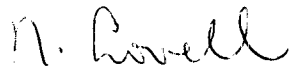
Recommend support of this.

This seems to be an annual item that is, in my opinion, self-explanatory.

**Resolution C1-13 - General Assessments**

Do not recommend support of this. Municipalities of 2,500 persons or fewer can have assessment and resulting tax shifts annually, as well as larger municipalities. In changing to market value assessments, a five-year cycle would not be reasonable, and shifts would be too onerous on individuals. In addition, it is evident that, if all municipalities are doing annual reassessments, the need for equalization is eliminated or minimized. It is not reasonable to retain that system for these municipalities.

Trust the recommendations are adequate.

(for)   
Al Knight, A.M.A.A.  
City Assessor

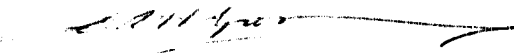
AK/ngl

c.c. Director of Corporate Services

**DATE:** August 9, 1996  
**TO:** KELLY KLOSS  
City Clerk  
**FROM:** LOWELL R. HODGSON  
Community Services Director  
**RE:** A.U.M.A. RESOLUTIONS

---

Attached are the comments and recommendations from the Community Services Division. Staff involved in developing each are identified.



LOWELL R. HODGSON

:dmg

Att.

**Resolution A-1:  
Guiding Principles**

The Community Services Division strongly supports this resolution. The City's Strategic Plan specifically indicates the strategy to *work with the provincial and federal governments to determine programs/services that are truly a federal or provincial responsibility, and refuse to fund any of these programs*. Municipalities have been hard hit in having to take additional responsibility for programs such as day care, FCSS programs, special transportation and seniors and social housing. Therefore, to ask the Government of Alberta to enter into immediate discussions in partnership with AUMA is most reasonable.

Downloading that the City has had to accommodate may improve the financial picture of the Province, but it passes the issue on to the local tax base that is restricted to property assessment and, therefore, clear, open communication is needed to establish and confirm various roles and responsibilities for the various levels of government.

Community Services Director  
Social Planning Manager

**Resolution A-2:  
Unconditional Grants**

The Community Services Division recommends strong opposition to this resolution as it is written, as we believe there is a significant advantage to conditional grants. This debate has taken place in the province for some time now, and the provincial government has committed to FCSS returning to conditional funding in January 1997. We should continue to support that decision.

The 1995 AUMA Conference supported FCSS as a conditional grant and Red Deer has always taken a position that preventative social programming is primarily a provincial responsibility, with municipalities willing to take on the delivery at the local level within provincial guidelines and funding support.

Community Services Director  
Social Planning Manager

**Resolution A-3:  
Dedicated Gasoline Tax for Transportation  
Improvements & Public Transit Use**

We support this resolution and urge Council to do so, as it is very difficult for transportation services to remain viable when so much emphasis is given to the private automobile. We need to encourage greater utilization of transit service and, if sufficient funding were provided, this service could be improved, and that, in itself, would encourage greater ridership. With greater ridership comes less air pollution, less traffic congestion, and greater efficiencies with existing infrastructure.

Senior levels of government should be encouraging and supporting initiatives that reduce pollution and increase efficiency.

Community Services Director  
Transit Manager

**Resolution A-5:  
Policing Costs**

Red Deer, because of its population, now pays for 90% of all policing costs. Contracts are now in place for the provision of this service; however, it is acknowledged that there appears to be inequity across the province with rural and smaller municipalities paying nothing, but larger centres paying as much as 90%.

In 1994, the A.U.M.A. supported a resolution requesting that all municipalities pay a fair share of R.C.M. Police costs, and that fair share should be negotiated and, again, requested.

Community Services Director  
OIC, R.C.M.P. City Detachment

**Resolution A-7:  
Video Lottery Terminals**

For many years now, local sport, cultural and community service groups have been able to raise some of their necessary operational funds through ticket sales, raffles, bingos and such. More recently, they have had to become involved in casinos, as their operating costs have continued to rise, yet traditional funding sources were diminishing. With the advent of VLT's, these traditional sources have dried up even further.

The issue of concern for these community service groups is the fact that VLT proceeds are going to the Province, at the expense of these local groups. Gambling revenue has increased dramatically, but it is now the Province reaping these profits.

City Council is encouraged to support this resolution so that community groups can continue providing programs and services, utilizing gambling revenue that is now being taken out of the community. Whether we are or are not supportive of gambling is not the issue, but rather, if VLT's are to remain, some form of profit sharing is essential.

Community Services Director  
Social Planning Manager  
Recreation, Parks & Culture Manager

**Resolution A-8:  
CAP/CHST Municipal Cost Sharing**

The Community Services Division supports this resolution. Under CAP, many communities, including Red Deer, benefited from being able to cost share municipal expenditures on specific social programs. This, for Red Deer, amounted to recoveries totaling \$100,000 to \$150,000 per year. With the implementation of CHST, municipalities are no longer afforded the opportunity to cost share, and the result is, for the most part, decreases in service.

Community Services Director  
Social Planning Manager

**Resolution A-10:  
Federal Provincial & Municipal  
Partnership in Social Services**

The Community Services Division strongly supports this resolution. The provincial government is currently restructuring much of its social programming. Any such changes impact municipalities in that public expectation changes, funding levels may vary, etc. Municipalities must be a partner in planning the changes and, in some instances such as FCSS, in delivering and funding as well. Changes to federal social policy also impact municipalities and here, as with the Province, we should also have a seat at the table.

This position is once again consistent with our Strategic Plan strategy 4.1.1, as noted under comments for Resolution A-1.

Community Services Director  
Social Planning Manager

**Resolution A-13:  
Land Use Policies**

The provincial government has recently prepared a second draft of these proposed Land Use Policies. These are to replace the regional plans that were once in existence under the former Planning Act and, thereby, offer an alternate mechanism to provide municipalities with guidelines and a framework to ensure that provincial interests, including municipal cooperation, are provided for and taken into account. These policies are to be implemented at the local municipal level through Land Use Bylaws and other statutory plans, based on a municipality's assessment as to whether or not a policy is applicable at their local level. Given the fact that the Land Use Policies are general in nature, this will likely lead to a wide variety of municipal interpretations and an ineffective implementation of these policies.

We support this resolution, which would make mandatory the requirement of municipalities to work together to address issues dealing with the greater public good, and provide a consistent planning process that is applicable and fair to all municipalities. This could be accomplished by making the wording of the Land Use Policies more explicit.

Community Services Director  
Associate Planner, P.C.P.S.

**Resolution A-14:  
Canada Infrastructure  
Works Program Funding**

The City of Red Deer has been very responsible in its use of the Canada/Alberta Infrastructure Works Program. These funds have assisted us in upgrading infrastructure and completing necessary preventative maintenance. While this may not have been the case in other parts of the country, this grant program was well used here in Red Deer.

Within the Community Services Division, we have a moratorium on new capital development, with the exception of the off-street transit transfer site and, thus, our focus is on maintaining the existing infrastructure. We must protect this investment and, therefore, funding from all levels of government should give this priority.

We are aware of the concern of Council that the federal government is using *borrowed* money to finance this program and so you must be guided by your own conscience on whether or not you support that. Insofar as our use of the program is concerned, it has been very beneficial.

Community Services Director  
Recreation, Parks & Culture Manager

**Resolution A-15:  
Community Based Residential Care**

The background provided by Edmonton in this submission is reflective of issues that are relevant to Red Deer, as well. The Community Services Division strongly supports this resolution.

The Social Planning Department has been working on many initiatives locally toward addressing these concerns; however, municipalities must have an opportunity to work with the Province to try to minimize local impacts.

Community Services Director  
Social Planning Manager

**Resolution A-17:  
New Directions for Lotteries and Gaming**

The Community Services Division is on record as supporting locally formed committees for the distribution of VLT funding. We have further recommended that these could be coordinated through this division with the F.C.S.S. Board and the Recreation, Parks & Culture Board assuming responsibility for applications that would ultimately be approved by City Council. We see no need for another board as these two represent the community now.

Community Services Director  
Recreation, Parks & Culture Board  
Social Planning Manager

**Resolution A-18:  
Victim Assistance Program**

Our Red Deer City Detachment has a strong and viable Victim Service Unit that is an integral part of our community-based policing philosophy. The community expects this valuable service and we concur that it must be maintained. Any resolution that brings financial relief, especially if it is garnered from the very source that created the need for the community service, should be supported.

Community Services Director  
Social Planning Manager  
OIC, R.C.M.P. City Detachment

**Resolution A-20:  
County Residential Subdivisions**

This resolution deals with Section 11 (1) of the Subdivision & Development Regulation 212-95, which is scheduled to expire on September 1<sup>st</sup>, 1997. The current regulation prohibits the creation of country residential parcels within a certain distance of an urban centre (5 miles, in



the case of the City), unless there is an inter-municipal agreement in place indicating otherwise. This requirement was intended to foster voluntary inter-municipal cooperation; however, in reality, this has not always been the case. If this regulation is allowed to expire, no inter-municipal agreement is in place between adjoining urban and rural municipalities. It may lead to further land use conflicts in the urban fringe.

We recommend support of Resolution A-20 to ensure that development in the urban fringe remains an inter-municipal matter and that adjoining municipalities will work together for the mutual benefit of both.

Community Services Director  
Associate Planner, P.C.P.S.

DATE: August 16, 1996  
TO: City Clerk  
FROM: Director of Development Services  
**RE: 1996 AUMA CONVENTION RESOLUTIONS**

---

I have reviewed the 1996 AUMA Convention resolutions being proposed. Some of the Department Managers in the Division have made comments. I support the points made by them and would like to address some of the resolutions as well.

**B11 - Special Infrastructure Grants** - Mr. Haslop has discussed this item briefly in his report. I would have some concern with the administration of the proposed grant. When we are dealing with new industry or business, we consider the costs of infrastructure to service them; everyone is treated equally. I believe that the "user pay" principle is basically sound. If some communities get grants to assist in locating industry in their community and others do not, an inequity is created.

**C1-5 - Alberta Transportation and Utilities - Emergency Response Rates** - We would strongly support this resolution. This has been a long standing issue for us. Attempts to get the rates adjusted in the past have been unsuccessful. The present rate of \$300 does not allow us to recover our costs.

**C2-1 - Agreement On Internal Trade** - We support this resolution as well. The regulations with respect to Internal Trade can be onerous and expensive. We assume that Treasury/ Purchasing will comment further.

Submitted for the information of Council.



Bryon C. Jeffers, P. Eng.  
Director of Development Services

BCJ/cm

DATE: August 9, 1996  
 TO: City Clerk  
 FROM: Engineering Department Manager  
 RE: **1996 A.U.M.A. CONVENTION RESOLUTIONS**

---

From an Engineering Department perspective, we submit the following comments:

**A14 - Canada Infrastructure Works Program Funding** - it is our understanding that City Council does not want to support the continuation of the program in this time of fiscal restraint.

**B11 - Special Infrastructure Grants** - we question the reason for limiting this program to the demand created by industrial expansion. In our case, it should apply to special projects such as the twinning of the 67 Street River Bridge, which is an extraordinary cost in the general transportation program.

**B13 - Transit and Roadway Grants** - we believe that Council should support this resolution as our Transit Fleet is in a similar situation.

**B18 - School and Playground Zones** - we believe that Council should support this resolution as we are experiencing the same problem.

With regard to future resolutions to put forth at the next A.U.M.A Convention, we believe consideration should be given to:

1. Changing the right hand rule within the Highway Traffic Act so that it does not apply to uncontrolled "T" type intersections. Currently the motorist on the minor leg of the "T" has the right of way over major traffic on the straight route. This is an unnatural motorist expectation and is causing accidents. This rule was originally set up for uncontrolled four-legged intersections.
2. Exerting pressure on the Provincial Government to increase the Basic Capital Grant for the cities from \$25/capita to either of the previous levels of \$40/capita or \$70/capita.

  
 Ken G. Haslop, P. Eng.  
 Engineering Department Manager

KGH/emg

DATE: August 16, 1996.

TO: Director of Development Services

FROM: Public Works Manager  
Acting Public Works Manager

RE: **1996 A.U.M.A. CONVENTION RESOLUTIONS REQUEST FOR  
COMMENTS**

---

We have reviewed the convention resolutions and would offer the following comments.

### **A1 Guiding Principles**

We believe it is valuable for the organization to have a guiding principle statement such as this one and believe it would be beneficial to support the ones outlined. This resolution has implications for other resolutions, most specifically A2.

### **A2 Unconditional Grants**

This resolution is in conflict with some of the following resolutions. On a philosophical basis we believe the A.U.M.A. needs to come to grips with this fundamental issue. We believe there is general agreement within municipal government circles that the locally elected councilors are in the best position to make decisions for their citizens on local priorities, etc. Ideally, therefore, unconditional grants would be the best funding vehicle. However, the scene gets complicated in areas like F.C.S.S. where, if a community were to make a decision not to offer services, the problem does not go away but in many instances just transfers itself to areas which do offer programs. While we support local decision making, we do see the advantages of conditional grants in some instances. Conditional grants also can make it more difficult for senior governments to reduce or eliminate funding because of pressure exerted by those directly affected. In an unconditional situation, local councils would take the heat for provincial reductions.

### **A3 Dedicated Gasoline Tax**

We believe it would be better for the environment, and for society in general, if the use of public transportation was maximized. However, we would caution that introducing the idea of an environmental tax on gasoline may lead to a means by which the Federal Government could fund not only transit initiatives but a deficit reduction. This could have significant negative effects in Alberta.

August 16, 1996  
Director of Development Services  
Page 2 of 3

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#### **A6 Alberta Fuel Tax**

We advocate support for the principal that all revenues generated from transportation users should be returned for the support and maintenance of the transportation system in the province. It seems reasonable that a portion of the fuel tax should be returned to the municipalities for roadway projects.

#### **A14 Canada Infrastructure Works Program Funding**

Council in the past has expressed concern over the concept, particularly federally, of borrowing money to finance a program such as this. This initiative as proposed focuses on combined sewer overflows and urban storm water run-off. The City of Red Deer has, over the past 20 or so years, dealt with combined sewer overflows and funded this locally. We do see the issue of storm water run-off as an emerging issue in the years to come. It is one of the things the Public Works Department is looking at in its three year business plan. If a program were to be established just for combined sewer overflows and storm water run-off, we would not support this. However, if the program was much broader we could see merit in it. Specifically, over the next ten years we anticipate The City of Red Deer will be faced with significant expenditures in wastewater treatment. Presently there are no grant programs in place to assist the City in funding these expenditures. If an infrastructure program could be used to help finance our new treatment facilities, we would support it.

#### **B1 Aviation Fuel Sales Tax**

This is a similar resolution to A6. Since the province has virtually gotten out of the airport business and left the responsibility and expense to the municipalities, we believe it is only reasonable that municipalities be allowed access to funds generated directly by air system users in the form of fuel tax.

#### **B4 Employment Enhancement Initiatives**

This appears to be a bit of an unusual resolution, coming from municipalities, but the background information was very interesting. It appears this is worth pursuing.

#### **B13 Transit and Roadway Grants**

The City of Lethbridge is in the same situation as The City of Red Deer with its need to replace aging transit buses. This would provide a means of assisting in the financing of these buses.

August 16, 1996  
Director of Development Services  
Page 3 of 3

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**B18 School and Playground Zones**

What is suggested in the resolution seems to make sense and we would support it.

Respectfully submitted,

Gordon Stewart, P.Eng.  
Public Works Manager

Paul Goranson, P.Eng.  
Acting Public Works Manager

/blm

 City Clerk

**DATE:** August 28, 1996

**TO:** GAIL SURKAN  
Mayor

**FROM:** COLLEEN JENSEN  
Social Planning Manager

**RE:** AUMA Resolution - Restoration and Replacement of CAP funding  
(Edmonton)

---

I have reviewed the above noted resolution and have done some follow-up with Edmonton Community and Family Services. This resolution is not currently part of the package of resolutions for AUMA discussion as circulated to us earlier. My understanding is that Edmonton is trying to get it on the floor at AUMA as an emergent resolution. Evidently they missed the deadline for submission.

From the perspective of Social Planning, I am supportive of the first part of the resolution. If Red Deer were able to cost-share our eligible social programs for January 1 - March 31, 1996, it could amount to about \$25,000. This would mostly result from our involvement in day care. This would be consistent with what happened prior to 1996.

I am more cautious regarding asking the province to replace the funding lost to municipalities because of the federal decision to discontinue CAP. Firstly the two larger cities of Edmonton and Calgary would be the main beneficiaries, receiving several million dollars each. In Red Deer we would potentially get \$100,000 - \$150,000. Small communities would not receive any, as they didn't cost share directly for CAP. Because of this discrepancy, it would seem more equitable, perhaps, to ask the province to increase funding to FCSS as a whole and subsequently develop a funding model to distribute it to benefit all Albertans.

I am aware that Edmonton is lobbying to access more funding because of substantial needs found in large cities. The smaller communities, however, also have needs but related to lack of ability to generate large amounts of money from fundraising, no infrastructure to provide administration, lack of services, etc.

I believe we must be visionary in what we request and make sure it will address our long term needs. Simply having the province replace lost CAP revenue to a handful of communities may not do this.



COLLEEN JENSEN  
Social Planning Manager

cc. Lowell Hodgson, Director of Community Services



City of Edmonton  
Mayor Bill Smith

93 To Colleen Qensen  
(for comment)

July 25, 1996

Reference No.: 3100-05



Mayor Gail Surkan  
City of Red Deer  
P.O. Box 5008  
RED DEER AB T4N 3T4



2nd Floor, City Hall  
1 - Sir Winston  
Churchill Square



Edmonton, Alberta  
T5J 2R7



(403) 496-8100  
Fax (403) 496-8292



Dear Mayor Surkan:

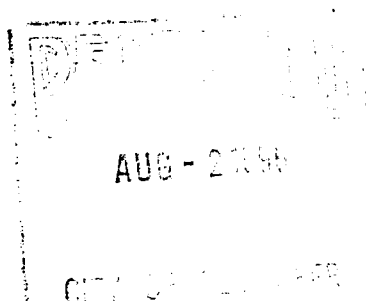
Enclosed is a Resolution which the City of Edmonton has submitted to the Alberta Urban Municipalities Association, for consideration at its Convention this Fall.

I bring this Resolution, and the issue which it represents, to your attention because its subject matter is something which concerns CAP funding in relation to the City of Red Deer. I think you will appreciate that as you read it. The Resolution results from Edmonton City Council's decision, on June 11, 1996:

1. "That City Council support the February 28, 1996 Resolution of Edmonton FCSS-funded agencies; and
2. That City Council demonstrate its support through letters of support to other levels of government and to other municipalities who share Edmonton's experience with CAP, and by urging the AUMA to support the thrust of the Resolutions".

City Council was responding to the following FCSS-agency Resolution, brought before it in a report from its Community and Family Services Advisory Committee:

**"BE IT RESOLVED THAT:** Edmonton's FCSS-funded agencies together call upon the Minister of Family and Social Services to reverse his decision not to allow municipal contributors to FCSS programs to be 'cost-shared' with the Government of Canada, for the period January 1 to March 31, 1996.



Cont'd/2



- 2 -

**AND FURTHER THAT:** Edmonton's FCSS-funded agencies call upon the Minister of Family and Social Services, to provide additional funding to community preventative social services (FCSS) in an amount equal to the funding lost due to the elimination of Federal Canada Assistance Plan (CAP) on April 1, 1996.

**AND FURTHER THAT:** Edmonton's FCSS-funded agencies call upon Edmonton's City Council to strongly support this request."

I have enclosed, for your information, the report from our Advisory Committee.

Further to City Council's decision on this, I urge that you support the thrust of the Resolution as you are able, for reasons which I hope are obvious. For those of you who are members of the Alberta Urban Municipalities Association, you will have the opportunity to support it at the Convention. For those of you who are members of the other parallel provincial associations, may I suggest that you bring this before them.

Yours truly,



Bill Smith  
Mayor

Enclosures

- c. Brian Bechtel, Executive Director, Edmonton Social Planning Council  
Community and Family Services Advisory Committee

1996 Resolution No.

Edmonton

### Restoration and Replacement of CAP Funding

**WHEREAS** under the Canada Assistance Plan (CAP), Alberta municipalities were able, with the support of the Province, to cost-share certain eligible municipal expenditures with the federal government beyond the cost-sharing provided through the provincial Family and Community and Support Services (FCSS) program; and

**WHEREAS** at least thirteen Alberta municipalities and local governments have, by this cost-sharing, received substantial direct cash-transfer revenue through CAP funds; and

**WHEREAS** these cash transfers have supported community-based, preventive social services of the nature encouraged and supported under FCSS, and recognized by Albertans and their elected representatives as cost-effective and community-building; and

**WHEREAS** the CAP was terminated by the federal government and replaced by the Canada Health and Social Transfer (CHST), with no cost-sharing of CAP-eligible municipal and local expenditures beyond March 31, 1996; and

**WHEREAS** in late 1995 the Province decided that municipalities would receive no CAP funds from this cost-sharing for expenditures incurred after December 31, 1995, ending this cost-sharing three months earlier than the federally-imposed termination; and

**WHEREAS** some Alberta municipalities have lost significant revenue through these CAP-related actions of the federal and provincial governments; and

**WHEREAS** the loss of these revenues by municipalities reduces their ability to provide financial support to the non-profit agencies with which they are partners in service; and

**WHEREAS** the Province, in its 1995 budget, announced its commitment to protect social services from federal cash transfer cuts;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Government of Alberta to reverse its decision to not allow eligible municipal and other local expenditures from December 31, 1995 to March 31, 1996 to be cost-shared by municipalities for their own direct revenue; and

**FURTHER BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Government of Alberta to provide additional funding to community preventive social services such as FCSS, to replace the funding for municipalities lost due to the termination of the Canada Assistance Plan.

1996 Resolution No.

Edmonton

Restoration and Replacement of CAP Funding

**BACKGROUND**

The Canada Assistance Plan (CAP) allowed cost-sharing between the provinces and the federal government of eligible expenses for approved social services. In Alberta, the provincial government made it possible, as an extension of that, for municipalities and other local governments to access funding available under CAP for priority local social services beyond the cost-sharing provided by the Province through the Family and Community Support Services (FCSS) program. The following Alberta municipalities and other local governments have been able to cost-share their services with the federal government through that means:

Town of Banff	Town of Jasper
Town of Barrhead	City of Leduc
Town of Beaumont	City of Lethbridge
City of Calgary	City of Medicine Hat
Calgary Board of Education	City of Red Deer
City of Edmonton	County of Strathcona
City of Fort Saskatchewan.	

These funds have traditionally reimbursed the costs of local services either associated with, extensions of, or supplemental to services being provided at the local level with the support of provincial FCSS funding -- locally-managed, community-based, volunteer-intensive preventive social services. These are the services for which Alberta is held in high regard; they rely on individuals and communities themselves in their delivery, and they build strong and healthy communities made up of people who can deal with their own issues.

The magnitude of the funds involved is illustrated by the fact that the City of Edmonton received approximately \$ 4 million in CAP funds for reimbursement of 1994 expenditures; that represented about 20% of the City's budget for "social services". The other local areas listed above received smaller amounts, partly depending on size and partly depending on the kinds of eligible services provided, but in a relative sense the amounts are possibly as significant.

The federal funds received have been a significant factor in the support the local government has been able to offer to private agencies which are partners with the municipality in providing preventive social services ("purchased services"). The funds may not have been specifically designated for agencies, but they have been a part of a total revenue package. In Edmonton's case, the \$ 4 million in 1994 was equivalent to between 30% and 40% of its department's financial support of social services.

These CAP funds are no longer available (except to the extent there is a delay in processing and receiving reimbursement for eligible, previous expenditures), because of the March 31, 1996 federal termination of CAP and its replacement by the CHST. The latter does not provide funding opportunities similar in any respect. That represents a serious decrease in revenues for thirteen Alberta local governments and for financing of the preventive social services they provide, a decrease which in Edmonton's case, as an example, will have its major initial impact (\$ 4 million) in 1997, delayed reimbursements still being received in 1996.

Unfortunately, to add to that impact, the provincial government decided in late 1995 that municipal claims for CAP reimbursement would not be forwarded to the federal government for expenditures incurred after December 31, 1995. That was three months in advance of the federal government's CAP termination. The thirteen Alberta local governments have therefore experienced the revenue decrease earlier, and the total decrease in CAP reimbursement is substantially greater. In Edmonton's case, the additional loss of revenue has occurred in 1996, about \$ 2 million, for a total foregone revenue in the order of \$ 6 million. (It is of interest to note that these three months of municipal expenditures, nevertheless, are used by the Province in the calculation of the "base" for the Province's share of the CHST, despite municipalities not receiving the funds.)

Edmonton's FCSS-funded agencies became seriously concerned as to the consequence for the City's support of their services, given the competing demands for the City's reduced revenues. Twenty-eight of them met to consider this, and on February 28, 1996 passed a Resolution calling on the provincial government:

- to reverse its decision respecting municipal claims for cost-sharing of January 1 through March 31, 1996 expenditures, and
- to provide additional funding for community-based preventive social services to replace the funding lost from the federal government's March 31, 1996 termination of CAP.

In addition, they urged that Edmonton's City Council strongly support their requests.

City Council considered this at its meeting in June and, on the advice of its Community and Family Services Advisory Committee, gave its support. City Council also agreed on a number of actions to demonstrate this support, including urging on the Alberta Urban Municipalities Association that it support the thrust of the funded agencies request.

This Resolution of the City of Edmonton, brought to the Association, does that.

**March 25, 1996 Letter to the Mayor from the Edmonton Social Planning Council re:  
Funding of FCSS-Funded Agencies**

**Recommendations:**

1. That City Council support the February 28, 1996 Resolution of Edmonton FCSS-funded agencies; and
2. That City Council demonstrate its support through letters of support to other levels of government and to other municipalities who share Edmonton's experience with CAP, and by urging the AUMA to support the thrust of the Resolution.

**Issue Summary:**

- On behalf of Edmonton's FCSS-funded agencies, the Edmonton Social Planning Council wrote to the Mayor requesting City Council's support of Resolutions passed by the group (Attachment 1). The Mayor referred this letter to Edmonton Community and Family Services to take appropriate action and to advise the Mayor's office accordingly.
- The referral was considered by Community and Family Services Advisory Committee (CAFSAC) at its meeting on April 11, 1996. Its decision was: "That the Community and Family Services Advisory Committee 1) support the February 28, 1996 Resolution of Edmonton FCSS-funded agencies, and advise City Council of its support, and 2) recommend to City Council that Council strongly support these Resolutions, for example by letter to the provincial government, by resolution to the AUMA, by letters to other Alberta municipalities similarly affected urging them to take similar positions with the provincial government, and by other means the Department might suggest."
- The Resolutions concern the province's decision to not allow the City to cost-share under the Canada Assistance Plan (CAP) from January 1 through March 31, 1996, even though CAP was continuing to March 31. Agencies knew that the City might be obliged to reduce those FCSS

allocations to them in order to match reduced expenditures to the reduced revenues. The agencies' Resolution does two things. First, it calls on the province to reverse the decision respecting municipalities not being able to cost-share for the last three months of CAP, and to provide funding to replace that lost by CAP ending on March 31. Second, it calls on City Council to support that agency request.

- The initial \$2 million revenue shortfall for 1996 in the C. & F.S. budget was caused by the decision to terminate access to CAP effective December 31, 1995. It was subsequently partially offset by a one-time \$500,000 provincial grant. While this has not resulted in a cut in agency funding from the 1995 level, it had other impacts as described in the recent Budget Strategy report to City Council. However, the situation for 1997 will be more serious, because of the complete termination of CAP itself on March 31 of this year. There is as yet no ability for the City to cost-share directly under the new Canada Health and Social Transfer (CHST). That will represent a \$4 million decrease from traditional and long-standing external (non-City) revenue sources. The FCSS-funded agencies are aware of this; they are aware that while the City has been able to deal with the 1996 shortfall without serious impact on them, that may not be the case next year.

**Previous Committee Action on this Issue:**

**Council Actions:**

- Referral from the Office of the Mayor.

**Executive / CS / U&PW Committee Actions:**

- None.

**Budget / Financial Implications:**

- Possible increase of provincial grants.

**Legal Implications:**

- None.

**Committee Routing:**

**Delegation:**

**Written By:**

April 25, 1996

File: 96CFA006

**Community Services Committee**

Karen Koshman, Chair, CAFSAC

CAFSAC

CAFSAC

e:\directry\96CFA006.doc

**March 25, 1996 Letter to the Mayor from the Edmonton Social Planning Council re:  
Funding of FCSS-Funded Agencies**

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**Justification of Current Recommendation(s):**

- The FCSS-agency Resolution addresses a concern which the City shares, and should be supported by City Council.
- CAFSAC recommends that City Council take various actions to demonstrate its support.

**Background Information Attached:**

1. March 25, 1996 letter from the Edmonton Social Planning Council to the Mayor, containing the Resolution.

Ref # 3100-05  
16 MAR 27 09:50

--- planning for change

OFFICE OF  
THE MAYOR

March 25, 1996

His Worship Mayor Bill Smith  
Office of the Mayor  
2nd Floor, City Hall  
1 Sir Winston Churchill Square  
Edmonton, Alberta  
T5J 2R7

Dear Mayor Smith:

The Edmonton Social Planning Council organized a meeting of Edmonton FCSS-funded agencies on February 28, 1996. The purpose of the meeting was to develop a community agency response to the provincial government decision to not allow municipal contributions to FCSS to be cost-shared with the federal government for the period January 1 - March 31, 1996. As you know, this will result in a \$2,000,000 shortfall in the City's 1996 Community and Family Services budget.

At that meeting, the following resolution was passed:

**BE IT RESOLVED THAT:** Edmonton's FCSS-funded agencies together call upon the Honourable Mike Cardinal, Minister of Family and Social Services, to reverse his decision not to allow municipal contributors to FCSS programs to be "cost-shared" with the Government of Canada, for the period January 1 to March 31, 1996.

**AND FURTHER THAT:** Edmonton's FCSS-funded agencies call upon the Honourable Mike Cardinal, Minister of Family and Social Services, to provide additional funding to community preventative social services (FCSS) in an amount equal to the funding lost due to the elimination of the Federal Canada Assistance Plan (CAP) on April 1, 1996.

**AND FURTHER THAT:** Edmonton's FCSS-funded agencies call upon Edmonton's City Council to strongly support this request.

As you can see, the resolution asks for City Council's formal support for this request. It is our hope that you will consider placing this resolution (or a similar resolution) before City Council.

.../2



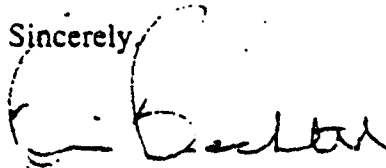
Page 2  
March 25, 1996

It is the hope of the agencies who were represented at that meeting (see attached list) that visible community support will assist you in your negotiations with the provincial government. The process of deciding how to deal with the shortfall would be a very difficult and divisive one for the City of Edmonton and the community and we hope to work with you to avert that crisis.

The Edmonton Social Planning Council has developed a "Fact Sheet" which is attached for your information.

If you have any questions, or if I can be of any assistance, please call.

Sincerely



Brian Bechtel  
Executive Director

Att'd..

BB/rlb

cc: City Council

Karen Koshman, Chair  
Community and Family Services Advisory Committee



**FCSS Funded Agency Meeting****February 28, 1996****Attendees**

ABC Headstart Society  
Atonement Home Programs  
Big Sisters and Big Brothers Society of Edmonton  
Boyle Street Community Services Co-operative  
Boys' and Girls' Clubs of Edmonton  
Calder Seniors Drop-In Society  
CANDORA Society of Edmonton  
Catholic Social Services  
Changing Together: A Centre for Immigrant Women  
Dickinsfield Amity House  
Edmonton City Centre Church Corporation  
Edmonton Immigrant Services Association  
Edmonton Self Starters Organization  
Family Centre  
Meals on Wheels  
Metis Child and Family Services Society  
Native Seniors' Centre  
Norwood Community Service Centre  
Operation Friendship  
Planned Parenthood Association of Edmonton  
Scona Drop In  
Sexual Assault Centre of Edmonton  
Society for the Retired and Semi-Retired  
Southeast Edmonton Seniors Association (SEESA)  
Strathcona Place Society  
Unity Centre of Northeast Edmonton  
Volunteer Centre of Edmonton  
YWCA of Edmonton



# EDMONTON FACTS

Published by the Edmonton Social Planning Council

Volume 3

March 1996

## Edmonton's 'Social Infrastructure'

### How much cutting can it take?

*Edmonton's community support system has served our city well by preventing further family and personal breakdown. It is cost-effective and a good investment, using large numbers of volunteers and providing a base for other fundraising and volunteer activities.*

*Recent decisions at the provincial and federal levels place the future of Edmonton's 'social infrastructure' at risk.*

#### Healthy communities

Edmonton is a good place to live. Edmontonians enjoy the city for what it offers people. Time and time again, Edmonton is ranked as one of the best places to live in Canada.

Many things contribute to making a community healthy and safe. Jobs, quality housing, personal safety, stable families, parks and green space, a diversity of cultures and recreational opportunities all play a part.

The "social infrastructure" is all the people services and facilities that improve quality of life. Just as the roads and bridges of Edmonton's "physical infrastructure" improve life in Edmonton, the social infrastructure is important to the well-being of Edmonton families.

In Edmonton, a large part of the social infrastructure is built and maintained by non-profit, preventive social service agencies. Edmonton's preventive social service sector is made up of hundreds of agencies, thousands of employees and tens of thousands of volunteers, all working together to provide families and communities with services they need to

#### What are "preventive social services"?

"Preventive social services" help improve people's quality of life *before* problems arise. A preventive social service tries to prevent crisis by stopping further breakdown of families and communities. Preventive social services try to tackle the root cause of a social problem, reducing problems down the road.

For example, hot lunches are being provided to kids attending five high risk schools in Edmonton. Hot lunches keep these children from going hungry so they have the energy to learn and to concentrate on their education. Hot lunches help kids do better in schools, and keep them in school longer.

Fewer families in crisis means less poverty, less crime and less family breakdown. It also means a more stable workforce. Not only does it make our community better to live in, it saves money.

#### Preventive services and the non-profit sector

There have never been enough resources to meet the level of need in Edmonton. For example, the hot lunch program serves five schools in Edmonton. Twenty-five schools have been identified as needing similar programs. Many more kids could use the services of this preventive program.

But the prospect for reaching out to more families is poor. In fact, many existing services are at risk. In recent years agencies have had to stretch to make fewer dollars go further. As more cuts loom, Edmonton's social infrastructure will begin to crumble.

#### The cost of social infrastructure

In comparison to physical infrastructure the social infrastructure costs Edmontonians relatively little. For example, through municipal taxes, each Edmontonian pays less than \$4 a year non-profit agencies to deliver preventive social services.<sup>1</sup> The city department Community and Family Services, who is responsible for much of Edmonton's social infrastructure, has a budget of \$21.2 million. This represents 2.1% of the total city budget.

Non-profit agencies approach many sources of funding for their service. They all fundraise privately and work with philanthropic foundations and three levels of government to see money needed to provide service.

For many social service agencies from the City of Edmonton acts as a stable foundation for building their services. It serves as a stable core which to build better services.

#### How preventive social services

Headstart is an example of preventive services. It is a program designed to children (ages 3 to 5) living in poor chance of good education. Headstart enroll pre-school kids into education to give them a "headstart" of work school environment.

With Headstart, kids living in poor chance of a quality education. Studies show that children who complete better in school, stay in school to higher levels of income as adults. Fewer run-ins with the law.

For every dollar spent on a Headstart, society saves \$7 down the road. Average Headstart cost per child. Benefit to society after 25 years. Net savings per dollar spent: \$

### Changing situations

Until recently, the non-profit sector in Edmonton has enjoyed modest but stable support. This stability has produced a strong social infrastructure in Edmonton, but Alberta and Canada are entering a period of massive change. All levels of government are rethinking how they support preventive services. The results of this rethinking may have a devastating effects on agencies and the people they serve.

The federal government has, in the past, contributed to preventive services through the Canada Assistance Plan (CAP). CAP funding has been given to the provinces to offset a portion of the costs of providing assistance, as long as the province followed certain national standards. In 1989, the federal government announced a limit on the amount it would provide Alberta in CAP payments (sometimes called the "cap on CAP"). Each year since, the amount of money available has paid for a smaller portion of preventive services. The province, the municipalities and the agencies have had to make up the difference.

At the end of 1995, the provincial government announced it will no longer share with municipalities money it receives from CAP. The City of Edmonton uses the approximately \$4 million it receives from CAP to partially fund its contributions to the social infrastructure. As of January 1996, the city will no longer receive a portion of CAP funding. This will result in a \$2 million shortfall in the city's planned 1996 budget.

Since 1992, the provincial government has reduced municipal grants (funding the city uses to pay for preventive social services) by 21.1%.

As of April 1996, CAP will no longer exist. The federal government will be replacing it with the Canadian Health and Social Transfer (CHST). The CHST will not likely specify strong national standards, and will reduce the amount of money being transferred.

The CHST will reduce Alberta's transfer payment in 1996 by 23%. This will amount to a \$329 million reduction. Payments will be reduced by similar amounts every year.<sup>4</sup>

The 1996 budget of the Government of Alberta cuts a further \$1.6 million from Family and Community Support Services (FCSS) funding. This represents five per cent of the total provincial FCSS budget.

### Consequences of change

The changing situation will have significant consequences for Edmonton's social infrastructure. It is clear current services cannot be maintained with less money. The further loss of resources needs to be either prevented or alternative plans need to be developed.

No one is certain exactly how the changes will affect preventive services. However, each partner in the social infrastructure will need to answer a number of hard questions.

In the next couple of months, the City of Edmonton will need to address the \$2 million shortfall in its preventive services budget. A number of options are available, but each will have a significant impact on the community (please see 'What \$2 million buys' listed on this page).

With the end of CAP, the city will permanently lose the \$4 million per year it has previously received for preventive

services. This is approximately equal to the amount it provides non-profit agencies each year.

The Alberta government will need to address the end of CAP and the effects of the new CHST, including the \$329 million shortfall in the first year.

### What \$2 million buys

- Out-of-school care subsidies for 805 children for a year.
- A year of hot meals for 913 seniors.
- Hot lunches for children at 27 elementary schools for a year.
- 400 Headstart spots for young children living in poverty.
- 63 full-time family violence prevention workers.
- Complete counseling support for 66 families in crisis.
- Resources to recruit, train, refer and place 55,000 volunteers with non-profit agencies.

### The shape of the future

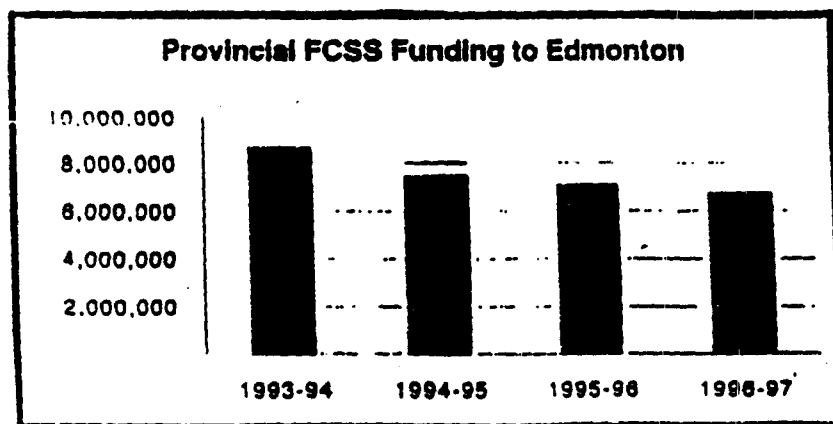
In the short term, the future of Edmonton's preventive social services are unknown. The immediate challenge of the \$2 million shortfall, and the long term issue of the end of CAP raise many difficult questions.

*How do we maintain the social infrastructure we built? How do we keep Edmontonians from falling through ever-widening cracks? How do we fix the funding needed?*

Each level of government, the private sector, the non-profit sector and the public all need to ask important questions about what they value in the social infrastructure and how they are willing to contribute to building and maintaining it. Ultimately, we all need to ask what we feel needs to be done to make our community healthy.

The answer will determine the shape our community in the years to come. We will determine if Edmonton is to continue to be the great place to live we have known in the past.

<sup>1</sup> Source: Hot Lunch Program, Edmonton City Church Corporation; from information provided by Catholic School Board and Edmonton Public Board.<sup>2</sup> Source: City of Edmonton.<sup>3</sup> NOTE: only intended as approximations. Edmonton FCSS estimated from calculations found in Schwab, William, "Social Infrastructure: The H. Parry Preschool Study Through Age 27", 11 Source: CUPE Research Department, "Under the CHST", 1995.



**FILE**

**DATE:** September 10, 1996  
**TO:** Councillor Hughes  
**FROM:** City Clerk  
**RE:** RESOLUTIONS FOR THE FCM ANNUAL CONFERENCE

---

At the Council Meeting of September 9, 1996, you indicated that you would like to draft a resolution for consideration at the next FCM Annual Conference concerning the area of recycling of plastics.

Normally, in order to meet the submission deadlines of FCM, Council considers any proposed FCM resolutions in January of each year. Once the formal request for resolutions is made by FCM, I will again be forwarding a request to all members of Council and the Administration to submit any resolutions they would like Council to consider and forward on to FCM.

If you require assistance in drafting a proposed resolution, you may wish to contact the Public Works Department as recycling falls within the scope of their area.

Please contact me if you have any questions.



Kelly Kloss  
City Clerk

KK/clr

c Director of Development Services  
Acting Public Works Manager

# **1996 Convention Resolutions**



**Alberta Urban Municipalities Association**

**90th Annual Convention  
Edmonton, Alberta  
September 18 - 21, 1996**



## ALBERTA URBAN MUNICIPALITIES ASSOCIATION

8712 - 105 Street, Edmonton, Alberta T6E 5V9  
Tel: (403) 433-4431 • Toll Free: 1-800-661-2862  
Fax: (403) 433-4454

July 1996

Dear Mayor & Members of Council:

**RE: 1996 CONVENTION RESOLUTIONS**

Enclosed are the resolutions to be presented to delegates for debate at the 1996 Annual Convention, September 18 - 21, 1996.

There are 57 resolutions eligible for debate this year. Time permitting, the resolutions will be debated in the order of A, B, and C. Resolutions not debated will be forwarded to the AUMA Board of Directors for action following the convention. The resolutions have been categorized by the Convention Resolutions Committee.

Please be sure to bring your copy of the resolutions book to the convention. A limited supply of additional copies will be available at the registration desk at a charge of \$10.00 per copy.

The City of Edmonton will be the host of another exciting and challenging convention this year. We look forward to seeing you there.

Sincerely,

Councillor Terry Cavanagh  
Chairman, Convention Resolutions Committee

**SECTION A**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
A1	Guiding Principles	AUMA Board of Directors				
A2	Unconditional Grants	Beaumont				
A3	The Need for an Introduction of a Dedicated Gasoline Tax for Transportation Improvements and Public Transit Use	Edmonton				
A4	Municipal Recreation/Tourism Area Operating Grant Program	Fort Macleod				
A5	Policing Costs	High Prairie				
A6	Alberta Fuel Tax	Lacombe				
A7	Video Lottery Terminals	Rimbey				
A8	CAP/CHST Municipal Cost Sharing	Calgary				

**Section A (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
A9	Effective Date of Approved Bylaws	Calgary				
A10	Federal, Provincial and Municipal Partnership in Social Services	Calgary/Edmonton				
A11	Assessment Standards	Claresholm/Banff				
A12	Regional Health Authorities	Claresholm				
A13	Land Use Policies	Cochrane				
A14	Canada Infrastructure Works Program Funding	Edmonton/Crossfield/Lacombe				
A15	Community Based Residential Care	Edmonton				
A16	Essential Services	Edmonton				
A17	New Directions for Lotteries and Gaming	Edmonton				



**Section A (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
A18	Victim Assistance Program	Leduc/Devon				
A19	Doctor Recruitment	Valleyview				
A20	Country Residential Subdivision	Whitecourt				
<b>SECTION B</b>						
B1	Aviation Fuel Sales Tax	Barrhead				
B2	Grant Funding and Responsibility Transfers	Brooks				
B3	Recreation Services and Facilities Grant Program	Brooks				
B4	Employment Enhancement Initiative	Calgary				
B5	Supports for Independence (SFI) Damage Deposits	Calgary				

**Section B (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
B6	Provincial Mental Health Boards	Claresholm				
B7	Volunteerism	Claresholm				
B8	Personal Care Homes	Coalhurst				
B9	The Need for Provincial Funding for Subsidization of Transit Fares for Under-Privileged and Low Income Individuals and Groups	Edmonton				
B10	Local Authorities Election Act	Grand Centre				
B11	Special Infrastructure Grants	Innisfail				
B12	Criminal Code Fines	Lacombe				
B13	Transit and Roadway Grants	Lethbridge				

**Section B (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
B14	Title to Municipal Roads and Road Closures	Okotoks				
B15	Cost Sharing of Secondary Highway Maintenance	Peace River				
B16	Transportation Infrastructure Grants	Rocky Mountain House Alix/Banff/Beiseker/Blackfalds/ Bowden/Caroline/Cochrane/ Crossfield/Delburne/Innisfail/ Irricana/Lacombe/Olds/Parkland Beach/Sundre/Sylvan Lake/ Three Hills/Trochu				
B17	Electronic Library Network	St. Albert				
B18	School and Playground Zones Under the Highway Traffic Act	Strathcona County				
B19	Policing Costs	Valleyview				

**Section B (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
B20	Collection & Payment of Supplementary School Requisition	Warburg				
B21	Tax Recovery Systems	Willingdon				
<b>SECTION C</b>						
C1-1	Mobile Home Arrears	Barrhead				
C1-2	Children's Services	Canmore/Claresholm				
C1-3	Downloading of Services	Claresholm				
C1-4	Grant Cuts	Claresholm/Willingdon				
C1-5	Alberta Transportation & Utilities Emergency Response Rates	Cochrane				

**Section C (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
C1-6	Alberta Municipal Financing Corporation Stop Loss Penalties	Grand Centre				
C1-7	Assessment Exemption for Natural Gas Transmission Lines	Killam/Castor/Daysland/Forestburg Lac La Biche/Manning/Sedgewick/Smoky Lake Sundre/Thorhild/Valleyview/Wainwright				
C1-8	Education Funding and Tax Collection	Lacombe				
C1-9	Front License Plate Reinstatement	Onoway				
C1-10	Alberta Municipal Financing Corporation (AMFC) Prepayment Policy	Rimbey				
C1-11	Land Use Planning System	St. Albert				

**Section C (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
C1-12	Municipal Government Act {Section 197 (3)}	St. Albert				
C1-13	General Assessments	Trochu/Carbon				
C1-14	Off-Highway Vehicle Safety I	Whitecourt				
C1-15	Off-Highway Vehicle Safety II	Whitecourt				
C2-1	Agreement on Internal Trade	Vermilion				
<b>SECTION D</b>						
D1	Royalties on Natural Resources	Bow Island				
D2	Local Government	Claresholm				

**Section D (continued)**

<b>No.</b>	<b>Resolution</b>	<b>Sponsor</b>	<b>Council Recommendation</b>	<b>Carried</b>	<b>Defeated</b>	<b>Tabled</b>
D3	Recycling	Claresholm				
D4	Women in the Workplace	Claresholm				
D5	Telephone Lines Into the Emergency Operations Centre	Cochrane				
D6	Election of Regional Health Authority Representatives	Sexsmith				

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Please refer to your program for the times of the  
Resolutions Sessions



# **Convention Policy and Resolution Procedures**

# **Alberta Urban Municipalities Association**

## **Convention Policy and Resolution Procedures**

### **1. Preparation of Resolutions**

Sponsors of resolutions for the AUMA Annual Convention should take care to ensure that the resolutions meet the following criteria:

- (a) Resolutions must address a topic of concern to municipalities throughout the Province. (Local concerns should be addressed specifically to the Board of Directors).
- (b) Preliminary clauses should clearly and briefly set out the reasons for the resolution. There should be as few preliminary clauses as possible.
- (c) All resolutions should have accompanying background information. This material will assist the Convention Resolutions Committee, and later the convention body, in understanding the issue.
- (d) The operative clause of the resolution (ie the one beginning NOW THEREFORE BE IT RESOLVED THAT...) must clearly set out what the resolution is meant to achieve, and state a specific proposal for action. Its wording should be straightforward and brief so that the intent of the resolution is clear. Generalizations should be avoided.
- (e) Resolutions may be submitted by any municipality that is a Regular Member\* of the Alberta Urban Municipalities Association. Each resolution must bear an official endorsement by the sponsoring municipal council.
- (f) Resolutions are to be in the hands of the Executive Director no later than the third Friday in May of each year or other such date as may be established by the Executive Director.

**\* A Regular Member means any City, Town, Village, or Summer Village, or Specialized Municipality in the Province of Alberta that has fully paid the Association's annual regular membership fee.**

2. Late Resolutions

- (a) Resolutions received after the submission deadline for receipt of resolutions will be returned to the originating municipalities. Such resolutions may be resubmitted as Late Resolutions.
- (b) Resolutions dealing with matters of urgent concern which arise following the deadline for receipt of convention resolutions should be directed to the Executive Director as a Late Resolution.
- (c) Late Resolutions must be received by the Executive Director ten (10) days prior to the date of the opening of the convention.

3. Extraordinary Resolutions

- (a) Resolutions arising from the proceedings of the convention and being presented to the Executive Director after the first day of the convention, will be considered Extraordinary Resolutions.

4. Disposition of Resolutions

- (a) The Executive Director may return any submitted resolutions, including Late Resolutions, to their sponsors to have deficiencies corrected. Deficiencies include:
  - (i) the lack of a clear supporting narrative where the rationale of the resolution is unclear;
  - (ii) the resolution lacking any indication of being endorsed by the sponsoring council;
  - (iii) the resolution not containing preliminary clauses or containing contradictory clauses to the operative clause.

The need to resubmit any resolution(s) due to these deficiencies will not have a bearing on its categorization nor will it make a timely resolution late.

- (b) The Convention Resolutions Committee shall review all resolutions intended for submission to each annual convention and may refuse to submit to the convention any resolutions which is deemed inappropriate for consideration by the Association.
- (c) The Convention Resolutions Committee will ensure that the originators of adopted policy statements have ample preparation time to address any resolutions intended to amend or defeat the policy. Late Resolutions intending to amend or defeat policy statements will be deemed inappropriate and categorized as Section D resolutions.
- (d) In conducting its review, the Convention Resolutions Committee may:
  - (i) amend the grammar or format of the resolution;
  - (ii) consolidate resolutions of similar intent or subject matter;
  - (iii) provide comments on each resolution with regard to its background;
  - (iv) inform the sponsoring municipality where the resolution is deemed to be inappropriate.
- (e) The Convention Resolutions Committee shall categorize all acceptable resolutions received as Section P, A, B, C, or D resolutions as follows:
  - (i) **Section "P"** of the Policy and Resolutions Book may contain resolutions relating to position papers being presented at the pending convention or those policies adopted at past conventions (ie policy statements). A Section P resolutions shall be numbered to correspond to the policies being addressed.

Section P resolutions relating to the position papers for the pending convention may be presented for debate immediately following debate and determination on each of the position papers.

Section P resolutions relating to policy statements adopted at past conventions will be brought to the convention floor after all Section A resolutions have been debated.

- (ii) **Section "A"** of the Policy and Resolutions Book will contain resolutions of a major concern to member municipalities that are not addressed by the AUMA's policy statements. All Section A resolutions will be presented for debate.
- (iii) **Section "B"** of the Policy and Resolutions Book will contain less critical resolutions. Those resolutions in Section B will be brought to the convention floor after all Section A and Section P resolutions have been debated, if time permits.
- (iv) **Section "C"** of the Policy and Resolutions Book will include resolutions which, in the opinion of the Convention Resolutions Committee, address less critical issues or amendments to legislation or similar requests of other governments.
- (v) **Section "D"** of the Policy and Resolutions Book includes resolutions either deemed inappropriate or consolidated with other resolutions, with an accompanying explanatory note for each of the resolutions.
- (f) Late Resolutions shall be categorized subject to the Convention Resolutions Committee review established in Section 4. One thousand (1,000) copies of the resolution, as reviewed and accepted by the Convention Resolutions Committee, shall be provided by the sponsor.
- (g) Extraordinary Resolutions shall be categorized subject to the Convention Resolutions Committee and may be brought to the convention floor individually for debate only upon a motion approved by a two-thirds majority of voting delegates at the convention session.
- (h) Resolutions which are not debated at a convention resolutions session because of insufficient time or lack of quorum, will be presented by the Legislative Services Committee, with its recommendations, to a meeting of the Board of Directors following the convention.

5. Disposition of Policy and Position Papers

- (a) Task forces and committees appointed by the Board will prepare position papers which are intended for presentation and adoption by delegates at the annual convention.
- (b) Position papers being offered for presentation will be provided to the Convention Resolutions Committee for inclusion in the Policy and Resolutions Book.
- (c) The resolutions relating to position papers proposed for adoption will appear following the position papers in the Resolutions Book and upon adoption of the position paper, may be presented in an omnibus motion by the session chairman for adoption by the convention.
- (d) Upon rejection by the convention of a position paper, all related resolutions will be dealt with immediately.

6. Handling of Position Papers and Resolutions

The guidelines for the handling of position papers and resolutions during the convention are as follows:

- (a) Position Papers;
  - (i) The session chairman will allow a spokesman or designate a maximum of fifteen (15) minutes to introduce the position paper and place the resolution on the proposed policy before the convention.
- (b) Resolutions:
  - (i) The chairman will introduce the resolutions by number and name of the sponsoring municipality(ies). In order to save time, he/she will move the resolutions and a member of the Committee will second it. The chairman will then read the operative clause of the resolution.
  - (ii) The chairman or a member of the Convention Resolutions Committee will then give the views of the Convention Resolutions Committee if necessary, and any suggestions and reasons thereof.

- (iii) The session chairman will then call for a spokesman from the sponsoring municipality(ies) to speak to the resolution and open the debate. The first speaker or his/her designate will have the right to close the debate.
- (c) Upon request of a sponsoring municipal council for a resolution to be withdrawn the session chairman shall notify the delegates.
- (d) Amendments from the floor will be accepted when duly moved and seconded. Amendments shall be submitted in writing when requested by the chairman. Discussion procedures shall be the same as outlined in the clauses above.
- (e) The session chairman will rule whether or not such amendments comply with the intent of the original resolutions or the scope of the position paper.
- (f) The voting on position papers and resolutions shall be a show of delegate accreditation cards, or if necessary, the session chairman can call for a standing count.
- (g) For resolutions, the spokesman of the sponsor or their designate, will be allowed two (2) minutes for the opening and one (1) minute for the closing of debate. All other speakers to resolutions will have a two (2) minute time limit and shall not speak more than once on any one question unless and until other delegates desiring to speak have been heard, subject to the discussion procedures in the clauses above.

**1996 Convention  
Resolutions Committee**

**Councillor Terry Cavanagh (Chairman)  
City of Edmonton**

**Councillor Arleigh Alden  
Town of Okotoks**

**Alderman Bob Hawkesworth  
City of Calgary**

**Deputy Mayor Gale Heintz  
Summer Village of Edmonton Beach**

**Mayor Bill Nimmo  
Town of Gibbons**

**Alderman George Rogers  
City of Leduc**

**Mayor Mike Senych  
Village of Thorhild**

**John McGowan  
Municipal Affairs**

**Carol St. Amour  
Commissioner's Office  
City of Calgary**

**Mike Langstone  
City Manager's Office  
City of Edmonton**

**Pat Vincent  
Town of Slave Lake**



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## **Section "A" Resolutions**

**Section "A" of the Convention Resolutions book contains resolutions of major concern to municipalities, categorized as determined by the Resolutions Committee. All Section "A" Resolutions will be presented for debate.**

**Guiding Principles**

**WHEREAS** Urban Municipalities have generally supported the provincial deficit reduction initiative with the spirit and intent to enhance the Alberta Advantage; and

**WHEREAS** Urban Municipalities have responded to reduced transfer payments, together with additional responsibilities, in a positive fashion by creating efficiency, effectiveness in local governments and its various operations; and

**WHEREAS** the 1996 resolutions submitted by the AUMA membership reflect a number of requests for increased conditional program funding; and

**WHEREAS** we see merit for both the Provincial and Municipal governments working together to deal with the issue of service delivery to the same citizens in a cooperative manner; and

**WHEREAS** the property tax levied by local governments for non municipal purposes account for 50.3% of the total tax levy (1994); and

**WHEREAS** the Provincial government has indicated its intention to reinvest in Alberta for the betterment of all Albertans;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association request the Government of Alberta to undertake an immediate discussion in partnership with the Alberta Urban Municipalities Association to address:

- a) the merits of removing the education tax levy from municipal property tax, including the implications and options;**
- b) the core responsibilities of Provincial, Federal and Local governments as related to property and people services with appropriate sources of income;**
- c) the change in Acts, Regulations, Procedures or Policies that are necessary to initiate any change.**



**Unconditional Grants**

**WHEREAS** Alberta Urban Municipalities Association has traditionally requested that grant funding from the Province be unconditional; and

**WHEREAS** the Government of Alberta is or may be considering grant funding and transfer payments to municipalities for services such as FCSS, police, transit and other areas; and

**WHEREAS** municipal councils should be free to prioritize municipal projects based on the needs of their community; and

**WHEREAS** community needs and priorities change from time to time based on a myriad of circumstances;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association reaffirm its traditional request to the Government of Alberta that grants to municipalities be **UNCONDITIONAL** in order that municipalities may set their priorities dependent on local conditions and priorities that change from time to time.

**The Need for an Introduction of a Dedicated  
Gasoline Tax for Transportation Improvements  
and Public Transit Use**

**WHEREAS** the Government of Canada has acknowledged that reduced air pollution is an important national objective, and have subsequently initiated programs in conjunction with provincial authorities to reduce air pollution and emission levels significantly in the next decade; and

**WHEREAS** the Government of Canada and the Province of Alberta believe that strategic and competitive economic advantages exist capable of improving energy efficiency of all transportation modes through research and development of new or enhanced technologies, including use of alternate fuels; and

**WHEREAS** public transit systems have the potential to significantly reduce emissions and air pollution levels by enabling commuters to utilize more efficient and environmentally sound methods of transportation than private vehicles, thus assisting to achieve stabilization of CO2 emissions; and

**WHEREAS** the Government of Alberta acknowledges an ageing population with an increasing disposable income, resulting in increased competition between private and public transit;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Minister of Transportation, the Provincial Treasurer, the Minister of the Environment, and other interested Provincial Ministers to :

- 1. establish a process by which a portion of the existing tax on gasoline be allocated as an environmental tax to be used for transportation improvements, including public transit; and**
- 2. ensure that these funds not be returned to general revenue, but be used for the development and implementation of more efficient transportation technology, including non-polluting energy alternatives; and**
- 3. fund and promote environmentally desirable alternatives such as public transit, and alternative fuels and technology for public transit; and**

**continued....**

**Resolution No. A3  
Edmonton  
Dedicated Gasoline Tax  
Page two**

- 4. provide additional funding to municipalities to meet the changing needs of the transit user population.**

**Background**

Canada's emerging population of persons 25 to 54 population possess a higher level of disposable income than previous generations. This group is heavily predisposed to using the automobile. In order for transit systems to maintain a competitive position in the transportation marketplace, additional funding to maintain and upgrade infrastructure and fleet is required.

The financing of urban transit in Canada has been an important area of concern to municipalities for a number of years. In 1978, the federal government instituted the UTAP program which made funds available to the provinces for grade separations or urban transit capital projects. These projects included the acquisition of transit buses, the construction of transit maintenance and storage facilities, bus ways, and improved accessibility for the disabled. Funding was discontinued in March of 1984. Other Provincially funded programs, including the basic transit operating grant to larger systems in Alberta, have also since been discontinued.

The magnitude of resources required for the provision of transit service to Canadians now living primarily in urban centres necessitates a comprehensive policy which includes provision of provincial and federal funding. The Government should be encouraged to amend policies so that automobile users do not receive preferential treatment through existing programs and services. The introduction of a dedicated gasoline tax will assist in the development of new transit programs and strategies, and provide the groundwork for a more transit-supportive environment.

**Municipal Recreation/Tourism Area  
Operating Grant Program**

**WHEREAS** the Province of Alberta, in conjunction with capital development funding under the MR/TA program, committed to provide an operating grant equal to 20% of the capital funding for a period of 25 years; and

**WHEREAS** many communities made decisions to get involved with the program specifically because there was operational assistance available; and

**WHEREAS** the Province consistently urges communities not to consider capital development unless operational funding is identified and provided for; and

**WHEREAS** many communities may very well have made different decisions on capital development if operating funding was not promised; and

**WHEREAS** the Minister of Community Development has advised communities participating in this program that in addition to a previous reduction of 50% of operating funding, all operating funding under the MR/TA program will be discontinued by 1997;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association lobby the Minister of Community Development to provide a severance package for the operating grant recipients based on the original operating commitment that would allow these communities to establish a trust fund for facility operations.

**Policing Costs**

**WHEREAS** municipalities have a severely limited ability to pay for ever increasing policing costs; and

**WHEREAS** the Municipal Police Assistance Grant has been virtually eliminated; and

**WHEREAS** many municipalities have been unsuccessful in attempting to place budgetary limits upon municipal police service as indicated in section 14.1 a (ii) and 14.2 a (ii) of the Municipal Policing Agreement; and

**WHEREAS** an inequity continues to exist throughout the province of Alberta in that only select municipalities are responsible to pay for policing costs;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association request that the Government of Alberta become directly responsible for policing costs of all municipalities having a population of less than 15,000 and partially responsible for policing costs of municipalities having a population over 15,000.

**Background**

Today, most municipalities have a severely limited ability to pay for high policing costs. More importantly, municipalities face a daunting and frustrating task in addressing often increasing policing costs. Many municipalities have expressed a feeling of discomfort and a sense of intimidation when attempting to place budgetary limitations on police services. As a result, often budgetary limitations are simply abandoned.

The Provincial Government, under the Provincial Contracts, has been successful in its negotiations to place budgetary limitations on police services. However, the Provincial Government has continued to do little to address the inequities amongst those municipalities who pay for policing costs and those who do not. Government responses suggesting that the inequities are addressed, at least in part, through the Municipal Police Assistance Grant are extremely overstated.

Thus, there is a general sense that if the Province is directly responsible for policing costs of all municipalities, budgetary concerns and funding inequities can be resolved.

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**High Prairie**  
**Policing Costs**  
**Page two**

**Convention Resolutions Committee Comment**

In 1994, AUMA members supported a resolution requesting that all municipalities pay a fair share of RCMP costs.

**Alberta Fuel Tax**

**WHEREAS** the Provincial Government collects revenues from a tax on gasoline and fuels sold within the Province; and

**WHEREAS** the municipalities of the province have an extensive network of streets and roads to maintain; and

**WHEREAS** most municipalities have accessed the grant programs now available to municipalities for the improvement of streets and roads and their safety;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta, as a means of providing ongoing funding for street improvements, direct to the municipal governments of the Province a portion of the Fuel Tax.

**Background**

One of the Provincial Government's priorities is economic development, as seen as a key to a secure future for Alberta. A natural result of economic growth is increased use of municipal roads and increased fuel sales. Given the fact that the province is soon ending grant programs for street improvements, a sensible source to assist in covering the increased road maintenance expenses that municipalities will be faced with would be a portion of the fuel tax revenue resulting from the increased fuel sales. This would also be a reasonable source of replacement funding.

**Video Lottery Terminals**

**WHEREAS** video lottery terminals draw at least \$450 million dollars per year from Albertans; and

**WHEREAS** volunteer organizations throughout Alberta depend on revenue from raffles and bingos, and this revenue has declined sharply due to video lottery terminals; and

**WHEREAS** community organizations rely on this revenue to fund volunteer-based community projects;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta return 50% (fifty percent) of the gross revenue from video lottery terminals back to the communities they came from. Distribution of this revenue would be through local lotteries boards as outlined in the August 31, 1995 report of the Lotteries Review Committee.

**Background**

On the average, each video lottery terminal is earning the Government of Alberta an average \$75,000 a year clear profit. At the present level of 6,000 VLT's, this amounts to \$450 million per annum. Much of this revenue comes at the expense of local volunteer groups, who depend heavily on small-scale community bingos and raffles to fund their activities.

It should be relatively simple to monitor the gross revenue from each VLT, and return to each community half the revenue that have been taken out of it.

Volunteer-based groups are vital to our cities, towns, and villages, and it is imperative that we, as municipalities, ensure that these groups can continue to survive.



**CAP/CHST Municipal Cost Sharing**

**WHEREAS** the Federal Government has indicated that the Canada Assistance Plan (CAP) will be replaced by the Canada Health and Social Transfer (CHST); and

**WHEREAS** municipalities, through the Province, have received cost sharing of direct and indirect expenditures under CAP on eligible social services; and

**WHEREAS** the Federal Government in 1989/90 placed a ceiling on CAP payments to the Province; and

**WHEREAS** the Province recognized the CAP ceiling and in turn recognized the municipal portion as a distinct part within the total CAP cost sharing received by the Province; and

**WHEREAS** the Federal Government has indicated that Provincial recoveries under CHST will be proportionately reduced from CAP claims made in 1994/95; and

**WHEREAS** the Province's "base" for the CHST is predicated on 1994/95 claims including municipal social service expenditures; and

**WHEREAS** the Province, in its 1995 budget, announced its commitment to protect social services from federal cash transfer cuts;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta maintain cost sharing for municipalities under the CHST in the same proportion as applied to municipalities under CAP and further that the Province protect municipal social services programs through extending its commitment to offset the CHST reductions to social services.

**Background**

All CAP cost sharing occurs between the Province and the Federal Government. Certain eligible municipal social service expenditures were forwarded to the Province which in turn forwarded them to CAP for cost sharing and returned the recovered amount to the  
**continued...**

**1996 Resolution No. A8**  
**Calgary**  
**CAP/CHST Municipal Cost Sharing**  
**Page two**

municipality. Municipal social service expenditures formed part of the base from which CHST cost sharing was derived. Therefore, it seems only fair that municipalities should continue to receive a similar portion of the CHST grant to the Province. The Province has indicated that, even though CAP cost sharing is in place until March 31, 1995 and CHST continues after that time, the Province will not forward municipal claims for expenditures made after December 31, 1995. Therefore, the Province will benefit based on original municipal expenditure from both CAP and CHST. The resolution asks that the Province extend to municipalities its commitment to offset federal reductions. This could occur by allowing municipalities to continue cost sharing under CHST to what they formally cost shared under CAP.

**Effective Date Of Approved Bylaws**

**WHEREAS** under the previous Municipal Government Act a bylaw became effective upon receiving third reading by Council; and

**WHEREAS** the new Municipal Government Act stipulates that a bylaw is only passed when it has received third reading and has been signed; and

**WHEREAS** the delay between third reading of a bylaw and its ultimate signage has resulted in subsequent administrative delays for municipalities; and

**WHEREAS** these administrative delays can result in frustration and a loss of time and money for The Corporation's customers;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta amend Section 189 of the Municipal Government Act by deleting the words "and it is signed in accordance with Section 213".**

**Background**

Previous Provincial legislation allowed municipalities to proceed with planning approvals and construction work as soon as Council had given third reading to the relevant bylaw. This practice allowed for faster and more efficient service to the municipality's customers.

Under the current legislation, approvals are delayed by several days until the relevant bylaw has been signed by the chief elected official and a designated officer. This has resulted in delays in the start of local improvement and other construction work, as well as in the issuance of development and building permits.

Potential exists as well for the municipality to miss an earlier borrowing opportunity due to the delay of the bylaw's effective date. This could result in a tremendous financial impact on the municipality.

**Federal, Provincial and Municipal Partnership in  
Social Services**

**WHEREAS** the Social Service environment in Canada and Alberta is undergoing significant changes; and

**WHEREAS** some of these changes involve changes to planning, funding and service delivery; and

**WHEREAS** the Canada Health and Social Transfer (CHST) has yet to recognize municipalities and permit funding for municipalities similar to that formerly available under the Canada Assistance Plan; and

**WHEREAS** new initiatives in child care are being considered and may provide the opportunity to build partnerships among the three orders of government; and

**WHEREAS** the Provincial Government has recognized the importance and value of its partnership with municipalities in the provision of local, community-based social service programs by restoring the Family and Community Support Services (FCSS) program to Alberta Family and Social Services (AFSS); and

**WHEREAS** the Provincial Government's most recent social policy statement, "Caring and Responsibility" 1988 predates the current changes in the federal, provincial, municipal and community-based social safety net; and

**WHEREAS** municipal governments represent the order of government closest to the people, with powers and responsibilities assigned to it by the new Municipal Government Act; and

**WHEREAS** the public's expectations and desires are transforming the role and responsibilities of all orders of government and the community-at-large;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association formally express its appreciation to the Government of Alberta for its leadership in restoring the FCSS program and request that the Government of Alberta establish a new partnership with municipalities in the planning, delivery and funding of social services (as demonstrated historically by the Family and Community Social Service Program); and

**continued.....**

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**Social Services**

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**FURTHER BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta ensure the participation of municipalities as equal partners in its discussions with the Federal Government to establish social policy and programs, especially in instances where municipalities could be affected.**

**BACKGROUND**

The Canada Assistance Plan Act, which terminated March 31, 1996, facilitated cost-sharing between the provinces and the federal government of eligible expenses to approved social services. In Alberta the Provincial Government facilitated municipalities access to the Canada Assistance Plan for priority municipal social service programs beyond the cost sharing provided through the Alberta Family and Community Support Services (FCSS) Program. Through this process, Edmonton received approximately \$4,000,000 and Calgary \$800,000 as reimbursement of its 1994 expenditures. The following Alberta municipalities have also accessed CAP in this way:

Banff	Jasper	Barrhead
Leduc	Beaumont	Lethbridge
Medicine Hat	Red Deer	Calgary Board of
Fort Saskatchewan	County of Strathcona	Education

The provincial decision not to permit municipalities to access the Canada Health and Social Transfer (CHST) will have severe financial impacts on some municipalities. Edmonton will have an estimated revenue shortfall of \$3.88 million and Calgary \$800,000 in 1997. These funds are directed towards preventive social services. As the municipal cost sharing formed part of the base for which Alberta's CHST was derived, municipalities both need and have a right to some cost sharing under the new CHST mechanism.

The Federal Government is also proposing a new Child Care program but has indicated that some provinces have not responded favourably to the proposal. The initial Federal Government proposal could have created 150,000 new child care spaces across Canada over a four year period. If Alberta agrees to participate, municipalities which deliver and/or support child care must be included as partners in the planning of the program as

**continued.....**

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**Social Services**

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well. Municipal access to the proposed child care funds could mitigate some of the negative impacts of the Provincial Government currently not permitting municipalities access to CHST cost sharing.

Social policy and program planning exclusively between Provincial and Federal Governments, will have negative impacts on municipalities. As the level of government closest to people and as the level of government which delivers a range of important social services to citizens, it is essential that municipalities are included as equal partners with the Federal and Provincial Governments in the planning and delivery of social services.

The Provincial Government has recently decided that the FCSS program should return to AFSS as the sponsoring department. The decision follows an active campaign by the Alberta Urban Municipalities Association and a significant number of municipalities to redesign the provincial/municipal partnership in funding local, community based social services programs. This, and other changes in the role and responsibilities of all orders of government over the last five years, along with changes in public expectations form the rationale for proposing that the Province review its 1988 statement of social policy.

Recognizing that the municipal role in social services has been reaffirmed by the return of the FCSS program to AFSS, the participation of municipal government representatives as partners with the Provincial and Federal Governments in discussions regarding policy, planning, funding and delivery of social services is a reasonable expectation.

**Assessment Standards**

**WHEREAS** the standards for assessment have been set by the Provincial Government and are being carried out by contracted assessment services; and

**WHEREAS** in an effort to maintain a uniform assessment service across the Province a standard assessment formula must be adhered to by assessors; and

**WHEREAS** those same assessment standards should be the basis of decisions of the assessment review boards and the municipal government boards; and

**WHEREAS** if the assessment review boards do not adhere to the assessment standards then there is a further appeal to the municipal government boards; and

**WHEREAS** if the municipal government boards do not adhere to the assessment standards there is no further appeal; and

**WHEREAS** the municipal government boards can make their decisions based on any criteria even though the Act specifies that their decision must be based on adopted assessment standards because the boards know they are the final authority;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association request that the Government of Alberta mandate that all decisions made by the municipal government board must be made in accordance with accepted assessment standards and not on any other criteria; and

**FURTHER BE IT RESOLVED THAT** if a municipality can prove that a decision of the municipal government board is based on a criteria other than the accepted assessment standards that it have the right to a further appeal to the Minister.

**Background**

Section 499(2) states that the Board must not alter any assessment that is fair and equitable taking into consideration assessments of similar properties in the same municipality.

**continued.....**

**1996 Resolution No. A11**  
**Claresholm**  
**Assessment Standards**  
**Page two**

The Board has become known as the “Assessment Appeasement Board” as decisions have become based on selling price, market value, how far the complainant had to travel, and in general an attitude that any person who appears should have an adjustment even though the assessment is in line with other properties.



**Regional Health Authorities**

**WHEREAS** regional health authorities have been overwhelmed by the programs which the Provincial Government has placed upon them; and

**WHEREAS** the Provincial Government is placing more demand upon the regional health authorities by making them responsible for mental health and possibly ambulance services; and

**WHEREAS** the most important function that the regional health authorities can play at this time is to get our present health system back in order;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta place a moratorium on the programs being transferred to regional health authorities in order that our health system can be re-established after the major provincial funding cuts, and that any further transfer of responsibilities to the regional health authorities be put on hold.

**Land Use Policies**

**WHEREAS** municipalities, having been given responsibility under Part 17 (Planning and Development) of the Municipal Government Act (MGA), assume a critical role in the planning process; and

**WHEREAS** the Province has the authority and the responsibility to allocate and manage provincial resources, and provincial legislation and programs often affect municipal planning initiatives; and

**WHEREAS** municipal decisions and actions affecting development can have a substantial impact on the success of important provincial objectives designed for the benefit of all Albertans; and

**WHEREAS** it is important that municipal planning efforts complement provincial policies and initiatives, especially as municipalities adjust to the changing planning structure and their additional responsibilities in keeping with the new planning legislation; and

**WHEREAS** the current drafting of the Alberta Land Use Policies Draft 2, renders them unenforceable, capable of inconsistent application and, as a result, insignificant in the legal hierarchy of statutory planning documents in Alberta;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association advise the Government of Alberta that in order to ensure inter-municipal cooperation and to reduce the ability to opt out of implementing the Land Use Policies, the Province take the necessary legislative steps to require compliance with the policies.

**Canada Infrastructure Works Program Funding**

**WHEREAS** the quality of Canada's ageing physical infrastructure in local communities requires upgrading and rehabilitation; and

**WHEREAS** timely and effective employment creation and skills development will be provided; and

**WHEREAS** national, provincial and local economic competitiveness will be improved; and

**WHEREAS** improved environmental quality, including the introduction of environmentally sustainable practices and technologies will be provided; and

**WHEREAS** the quality of raw water sources for the supply of potable water to Canadian municipalities will be provided a level of protection through the control of combined sewer overflows and urban stormwater runoff;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta support and encourage the Federal Government to continue funding from the Canada Infrastructure Works Program.

**Background**

In January, 1994 the Federal and Provincial Governments established the Canada Infrastructure Works Program. The two-year, shared cost initiative involved the contribution of \$2 billion each from the three levels of government (federal, provincial and municipal) for a total of \$6 billion. The program was 'intended to accelerate economic recovery by creating short and long term employment through investment in local communities, while meeting the well documented needs of renewing and enhancing the physical infrastructure in Canada's local communities'. The key objectives of the program were to:

- upgrade the quality of Canada's physical infrastructure in local communities;
- provide for timely and effective employment creation and skills development;
- improve national, provincial and local economic competitiveness; and promote improved environmental quality, including the introduction of environmentally sustainable practices and technologies.

**continued...**

**1996 Resolution No. A14**  
**Edmonton/Crossfield/Lacombe**  
**Canada Infrastructure Works Program Funding**  
**Page two**

While a noble gesture, the two-year Canada Infrastructure Works program has only begun to help resolve the upgrading and rehabilitation needs of Canada's ageing municipal infrastructure. An extension of this program will continue to help resolve this massive problem.

The relatively poor economic conditions and high levels of unemployment that provided some stimulus to the development of the Canada Infrastructure Works program in 1994, still persist today. The continuation of the program would provide job creation opportunities and stimulate the economy as it did when the program began in 1994.

Combined sewer overflows (CSOs) and urban stormwater runoff are widely recognized as major sources of water contamination in communities with combined and storm sewer systems. CSOs have been shown to be a major contribution to use impairment and aesthetic degradation of many receiving waters in North America and have contributed to shell fish harvesting restrictions, beach closures and even occasional fish kills. Urban stormwater runoff also contains a number of contaminants from street wash-off including suspended solids, metals, petroleum products and toxins. Discharges from either CSOs or urban storm outfalls that are located upstream of municipal water treatment plant intakes seriously jeopardize the integrity of the drinking water supply for those municipalities.

Funding to implement CSO and stormwater quality control programs in other North American municipalities have run into the hundreds of million dollars. Such significant expenditures are often beyond the municipality's ability to pay. As a result, alternate funding sources, such as federal/provincial funding programs, are required.

**Community Based Residential Care**

**WHEREAS** in many Alberta municipalities, Provincial budget cutbacks and health and social services delivery restructuring are contributing to a growing population of persons in the community with on-going supportive living needs, such as the frail elderly, the mentally-ill and persons with disabilities; and

**WHEREAS** these needs are resulting in an increasing number of proposals for “non-traditional” community-based residential care facilities, including private care homes, adult foster care homes, and other ‘group home’ living arrangements, which are likely to place increased demands on municipal services; and

**WHEREAS** there are many gaps and inconsistencies in existing standards and procedures governing the development and operation of these community-based residential facilities and services; and

**WHEREAS** in response to an approved motion in the Legislature in the Spring of 1995, which urged the regulation of private care homes, the “Interdepartmental Working Group on Private Care and Group Homes” to review issues relative to the quality of community-based residential care and services, and to recommend an Alberta Government role in this regard; and

**WHEREAS** membership on the Interdepartmental Working Group does not include representatives of any agencies external to the Alberta Government; and

**WHEREAS** the development of implementable and sustainable solutions that can respond appropriately to the often interrelated needs of resident/users, operator/funders, and the community/neighbours, requires an interjurisdictional planning approach that is Provincially-facilitated, with non-government community-based agencies and municipalities, being active partners in defining the problems to be addressed and the methods for their resolution;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Government of Alberta to modify its approach to developing a Provincial Government role in ensuring quality community-based residential care, by expanding representation on its “Intergovernmental Working Group on Private Care and Group Homes” to include a broad range of stakeholder agencies, including municipalities, and by establishing realistic timelines for the development of its recommendations.

**continued...**

**1996 Resolution No. A15**  
**Edmonton**  
**Community Based Residential Care**  
**Page two**

**Background**

The City of Edmonton has several concerns regarding the impact on the municipality resulting from the significant shift in health service delivery to community-based residential care;

*Transportation Impacts*

An expected 22% (3,850 persons) increase in the number of transportation disabled adults in Edmonton (to 21,350 in the year 2000) will result in a 17% (137,400 trips) demand increase for DATS services (to 939,000 in the year 2000). Meeting these needs will be seriously aggravated by the shift to community-based care, restricted funding available to the City and to agencies.

*Social Impacts*

Communities are concerned about the quality of future in-home support services. Communities need time and resources to be informed of changes affecting them and to be given the opportunity to express concerns.

*Housing and Land Use Planning Impacts*

The City is becoming aware that older rooming house stock is increasingly becoming home to former mental health patients. Substandard housing and a lack of community supports place these persons at risk of abuse and injury. Other impacts include the growing expectation among operators for municipal capital and operating subsidies for supportive housing facilities. There are also growing community expectations that the City should be more involved in regulating residential care facilities and providing for greater community consultation, in view of the inadequacy of current Provincial standards.

In response, the City, through Planning and Development and Community and Family Services, is now working with the Capital Health Authority (CHA) and a range of local community stakeholders on the "Adult Group Housing Project", a partnership initiative of the CHA and the Society for the Retired and Semi-Retired, to improve residential care

**continued...**

**1996 Resolution No. A15**  
**Edmonton**  
**Community Based Residential Care**  
**Page three**

standards and enforcement. However, in the absence of supportive Provincial legislation, this local initiative has no authority to ensure the implementation of its recommendations, or their compatibility with Health Authority jurisdictions outside the Capital Region.

The development of methods to enable sustainable community-based residential care options for special-needs persons is a complex undertaking, requiring resident/user, operator/funder and community/neighbour issues to be addressed concurrently. These include issues of the quality of health and personal care standards (e.g. food, medications, supervision, access), resident income security, access to regular and specialized public transportation services, building standards, land use compatibility, community consultation, and standards-related issues of monitoring, enforcement, and adjudication and appeals.

The development of implementable and sustainable solutions that can appropriately respond to these needs and information requirements necessitates a “community-driven” and Provincially-facilitated interjurisdictional planning approach with local stakeholder agencies, including municipalities, as active partners in defining priority needs and issues to be addressed, and developing methods for their resolution.

The role of any particular party, including the Government of Alberta, must be developed in relation to the future roles of other key stakeholders, and cannot be appropriately developed apart from this large perspective.

**Essential Services**

**WHEREAS** Emergency Medical Services within the Province of Alberta have established themselves as the third emergency service; and

**WHEREAS** services provided by Emergency Medical Services departments cannot be replaced in the event of labour dispute by alternate health care providers on withdrawal of services; and

**WHEREAS** the Alberta Ambulance Operators Association has passed as Essential Services Resolution C02-92-14 at its November 1992 General Meeting, which supports ambulance services being declared as an essential service; and

**WHEREAS** major centres such as Calgary, Edmonton and others have experienced recent labour withdrawals impacting negatively on the provision of pre-hospital care and desired standards; and

**WHEREAS** considerable and similar difficulties would be encountered in responding to a future withdrawal of labour; and

**WHEREAS** the Provincial Government has indicated, in its response to a similar 1993 Resolution, that Alberta Labour would be pleased to assist in a process involving emergency medical services employees and union to identify the issues and seek solutions;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association undertake negotiations with Alberta Labour, emergency medical services employees and union representatives, the intended result being to amend Division 16 of the Alberta Labour Relations Code in order to declare emergency medical services as an essential service.

**Background**

Firefighters, police officers, and nurses provide essential services to the public and are, therefore, precluded from strike action. Ambulance attendants are an integral step in the provision of emergency medical services and their ability to strike may interrupt the chain of these services relative to firefighters, nurses and physicians who are also part of the chain, but who cannot legally withdraw their respective services.



**New Directions for Lotteries and Gaming**

**WHEREAS** in 1994, the Government of Alberta established a Lottery Review Committee to ask Albertans for their ideas and opinions about the future of lotteries and gaming in the Province; and

**WHEREAS** the report of the Lottery Review Committee, *New Directions for Lotteries and Gaming*, was submitted to the Government of Alberta in the fall of 1995; and

**WHEREAS** as a result of this report, the Government of Alberta recommended that during 1996, a proposal be developed for the establishment of an umbrella foundation and community lottery boards that would distribute lottery funds at the local level; and

**WHEREAS** changes in the allocation of lottery funds will have a major impact on the financial structure of not-for-profit organizations and their continued provision of grassroots community services;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Municipalities Association develop, in consultation with its member communities, a position on the roles and responsibilities of the new umbrella lottery foundation and community lottery boards and thereafter to seek, from Alberta Community Development and the Alberta Gaming and Liquor Commission, representation in the process being undertaken by the Government of Alberta to formalize these roles and responsibilities.

**Background**

Report of the Lotteries Review Committee: "*New Directions for Lotteries and Gaming*" was released on August 31, 1995

The Committee's review focused on seven issues:

1. What should lotteries be used for?
2. Are there better ways of allocating lottery revenues?
3. How can we improve accountability?
4. What is the impact of VLT's on community organizations?
5. How should casinos operate?
6. How do we address problem gambling?
7. Should lottery funding support professional sports teams?

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**Edmonton**  
**Lotteries and Gaming**  
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**Government Response**

*On December 7, 1995 the government responded to the recommendations contained in the Committee's report. Two of the items were of particular interest to municipal governments;*

1. for the fiscal year 1996/97, the existing system for distributing lottery revenues will continue to be used; \$125 million to Alberta communities.
2. over the next year a proposal will be developed to cover both a recommended umbrella foundation at the local level and community lottery boards that would distribute lottery funds at the local level. Should the development of this proposal prove successful, it could be implemented in 1997/98.

**The Lottery Foundation and Community Lottery Boards**

The following points outline the Committee's ideas on the lottery foundation and local lottery board:

1. Lottery Foundation:
  - a) recommend overall policy direction, set priorities, provide administrative support and expert advice to communities and provincial organizations and make decision on the allocation of funds for province wide activities;
  - b) coordinate all applications and allocation of lottery funding;
  - c) members would be recommended by the Minister responsible for lotteries and appointment would be made by Order in Council;
  - d) memberships would be representative of a wide range of interests and expertise and would provide geographical representation throughout the province.
2. Local Lottery Boards:
  - a) responsible for setting priorities and making decisions, based on guidelines provided by the Lottery Foundation, for projects and initiatives which have community or regional benefits;
  - b) responsible for funding decisions under the current Community Facility Enhancement Program and for the types of projects currently funded through the Wild Rose Foundation;

**continued...**

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**Edmonton**

**Lotteries and Gaming**

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- c) membership on the local lottery boards would be determined locally and appointments would be made by Municipal Council based on guidelines established by the Lottery Foundation. Municipal elected representation must be included but should be a minority.

Because the formation and activities of these agencies will impact on the operation of municipal governments and local not-for-profit organizations, it is recommended in the attached motion that input from municipalities is necessary in the development stages of the above noted proposals. In order to ensure that a comprehensive municipal viewpoint can be presented to the Province of Alberta on these issues, a collective position should be developed. As the Alberta Urban Municipalities Association is already accustomed to co-ordinating dialogue between municipalities, it is recommended that Alberta Urban Municipalities Association is an appropriate co-ordinator and spokesperson for that input.

**Victim Assistance Program**

**WHEREAS** the Government of Alberta has established new funding criteria for victim services; and

**WHEREAS** municipal governments are not willing to accept any further downloading of Provincial Government programs; and

**WHEREAS** the Government of Alberta has legislation (Victims Programs Assistance Act) which covers cost recovery for programs and services that assist victims; and

**WHEREAS** the Government of Alberta has the ability to govern the Victims Programs Assistance Act and its percentage of cost recovery; and

**WHEREAS** the Government of Alberta has allowed the funding under the victims Programs Assistance Act to be distributed to numerous agencies other than police based Victims Services Units; and

**WHEREAS** within the Victims Programs Assistance Act, the Government of Alberta allows the judicial system the ability to reduce or wave the costs for victims services; and

**WHEREAS** it is desirable to ensure funding for programs which would allow victims of crime in Alberta to deal with their trauma and frustration, thus rendering the Criminal Justice System more responsive to victims' needs. Funding would also allow police based Victim Service Units to continue delivering the level of service expected and desired by their communities;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association request the Government of Alberta, and in the case of the Criminal Code, the Government of Canada, to:

- 1. impose the Victim Fine surcharge and cause the surcharge to be mandatory, not allowing it to be waived or reduced, and in such cases where there is no fine, a minimum penalty of \$35.00 be imposed; and**
- 2. make mandatory a ten percent surcharge on all Provincial statute offences which would be forwarded to the Victim program Assistance Fund, to be distributed to police based Victim Services Units.**

**Doctor Recruitment**

**WHEREAS** a shortage of physicians in rural Alberta is putting rural Albertans at risk due to a lack of medical and emergency services, including the temporary closures of hospitals in several Alberta communities; and

**WHEREAS** physicians who are deemed qualified and competent to practice in other provinces in Canada but are not considered qualified and competent enough to practice in Alberta are, in fact, being denied the opportunity to practice in Alberta; and

**WHEREAS** the College of Physicians and Surgeons is the body of authority that grants or denies such practice privileges in Alberta;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta and the Alberta College of Physicians and Surgeons review and amend the regulations that prevent physicians who are presently practicing in other parts of Canada from practicing in Alberta. The objective being to alleviate the severe shortage of physicians in rural Alberta.

**BACKGROUND**

As a small northern community Valleyview has had a great deal of trouble trying to keep its hospital fully staffed with doctors.

We realize that there are lots of doctors in Alberta however they have shown no interest in moving to communities such as ours.

Therefore we have had no choice but to try recruiting from other parts of Canada and in a couple of instances we were able to get doctors to agree to move to Valleyview only to find out that they could not get permission to practice in Alberta even though they were licensed to practice where they were.

Any change in regulations that would remove this road block would be a great improvement.

**Country Residential Subdivisions**

**WHEREAS** Subdivision and Development Regulation 212/95 11(1) provides that country residential subdivisions may not be approved within a certain distance of an urban municipality without the municipality's approval; and

**WHEREAS** the regulation is due to expire on September 1, 1997; and

**WHEREAS** without the regulation there is no incentive for the rural municipalities to co-operate in planning matters with the urban municipalities and the situation after the removal of this restriction will be chaotic;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Government of Alberta to amend Regulation 212/95 to prevent the elimination of an urban centre's influence on the development of lands close to its boundaries.

## **Section "B" Resolutions**

**Section "B" of the Convention Resolutions book contains less critical resolutions. Those resolutions in Section "B" will be brought to the convention floor after all Section "A" resolutions have been debated, time permitting.**

**Aviation Fuel Sales Tax**

**WHEREAS** the Province has undertaken a review of fiscal and operational responsibility which has included shifting responsibility for maintaining local airports to the local municipality; and

**WHEREAS** municipalities are already financially restricted due to previous provincial fiscal and operational reviews; and

**WHEREAS** the Province currently collects a tax on the sales of all aviation fuel; and

**WHEREAS** the expenditures required to maintain an aging airport infrastructure will continue to increase in future years;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta allocate a portion of the Aviation fuel Sales Tax to local municipalities for the maintenance of local airports.**

**Background**

Municipalities now have responsibility for maintaining local airports, including lighting and overlays. While the Province contends that grant dollars are in place to fund these expenditures in existing programs, utilization would mean that pre-existing priorities would be left behind.

Currently, the Provincial Government collects a tax on the sales of all aviation fuel.

The Province could transfer a small portion of this revenue to municipalities for the maintenance of local airports and users of the facility would then be paying for the maintenance. This, in our view, is an attractive situation.



**Grant Funding and Responsibility Transfers**

**WHEREAS** the Provincial Government's initiative to balance its budget included severe reductions in municipal grant funding combined with significant transfers of responsibility to and hence increased expenses for municipalities; and

**WHEREAS** it appears that there is no immediate need for the Provincial Government to implement further reductions to grant programs or to transfer additional responsibilities because the Provincial budget is now in a surplus position; and

**WHEREAS** many municipalities have dealt with the funding reductions and additional responsibilities over a very short period of time without the benefit of longer range planning; and

**WHEREAS** municipalities require an opportunity to permit their operations to stabilize under these new conditions in order to determine the viability of municipal programs and service levels; and

**WHEREAS** further grant reductions or responsibility transfers are likely to precipitate increases in property taxation levels, user fees or both and that such increases will erode the Alberta Advantage and remove the benefit of the recent public sector restructuring;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta immediately implement a 3 year moratorium on reductions to municipal grant programs and responsibility transfers to municipalities.

**Recreation Services and Facilities Grant Program**

**WHEREAS** municipal recreation services and facilities enhance the quality of life for all Albertans (both residents and non residents of the host municipality) and;

**WHEREAS** municipal recreation facilities provide both training and competition venues for aspiring athletes as well as for leisure-time pursuits; and

**WHEREAS** it is impossible to capture all non-resident users under the terms of intermunicipal cost sharing agreements, the result of which is that the residents of the host municipality bear a disproportionate share of recreation costs; and

**WHEREAS** previous Provincial recreation grant programs not only recognized interjurisdictional use and cost sharing issues but encouraged urban municipalities to become facility owners and service providers; and

**WHEREAS** most municipalities are experiencing significant financial difficulties in adequately maintaining recreation facilities which, if not remedied, will cause a reduction in the availability of such facilities and a corresponding reduction in access to leisure, training and competition opportunities; and

**WHEREAS** Provincially initiated gambling activities such as VLTs, 6/49 games, scratch tickets, etc. divert large sums of money away from local organizations and charities and into Provincial Government programs thereby further diminishing local revenue sources;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta recognize the benefit of municipally-owned recreation facilities enjoyed by all Albertans through the implementation of a grant program designed to assist municipalities to adequately maintain and operate recreation facilities.**

**Employment Enhancement Initiative**

**WHEREAS** the Provincial Government is presently consulting with Albertans regarding a possible re-investment of surplus public funds in the social and economic infrastructure of the province; and

**WHEREAS** the Alberta Urban Municipalities Association supports the Provincial Government's efforts to create and develop economic and employment opportunities for all Albertans; and

**WHEREAS** there is concern that important economic indicators, ie. personal savings rates, consumer debt, bankruptcies and personal income are not responding sufficiently well to the Government's desire to ensure the social and economic well-being of Albertans;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Government of Alberta to review the significance of these and other economic indicators for the social and economic well-being of average Albertans, and furthermore, appoint a broadly representative group of prominent persons through a consultative process with business, labour, municipal governments, social services organizations and the community-at-large, leading towards establishing an employment enhancement initiative, to ensure the social and economic well-being of all Albertans.

**Background**

The Government of Alberta's initiatives to reduce and eliminate the deficit and gain control of the Provincial debt have been successful by standard economic measures. However, other economic measures, particularly those reflecting the well-being of individual Albertans indicate potential troublesome issues. Personal savings rates have declined from 14.7% in 1985 to 6.5% in 1994. The rate of personal per capita income growth has been decreasing since 1990. The rate of growth in average earning has declined since 1991 and bankruptcies are reported to have risen from 940 in 1985 to 2,115 in 1995. Moreover, recent polls suggest that Canadians, including Albertans are increasingly concerned about the trend of increasing profits by down-sizing business and lay-offs. These indicators suggest it may be difficult to sustain economic growth for average Albertans and without reversing the trends, it may be difficult to sustain the broadly beneficial economic and social development desired by Albertans.

**continued...**

**1996 Resolution No. B4**  
**Calgary**  
**Employment Enhancement Initiative**  
**Page two**

Therefore, by utilizing an inclusive public consultative process with the intent of creating a province-wide employment enhancement initiative would have the expressed objective of reversing these trend lines. Such an initiative should begin with the appointment of a group of prominent and knowledgeable Albertans to consult and recommend to the Provincial Government appropriate actions to strengthen employment in those sectors of the province where the greatest needs exist, including community services, business, public services, education, and labour.

**Supports For Independence (SFI) Damage Deposits**

**WHEREAS** a damage or security deposit is required by most landlords as a pre-condition to signing a lease; and

**WHEREAS** adequate shelter and housing is a fundamental need for all people; and

**WHEREAS** the Government of Alberta, Family and Social Services has a policy of not providing damage deposits for social assistance clients except in cases of domestic violence; and

**WHEREAS** this policy constitutes a significant barrier for many poor people and their families in their attempts to obtain suitable housing;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta amend its policies to reinstate the funding of damage and security deposits for social assistance clients.

**Background**

Supports For Independence (SFI) benefits were restructured and reduced in July and October 1993 to re-emphasise SFI as a program of last resort and as part of the Alberta Government's deficit reduction plan. Policies were implemented which reduced monthly benefits, extended the standard allowance to cover items not previously included, altered allowances for specified exemptions and asset limits, and eliminated benefits previously provided which included damage deposits. In 1995, an adult with one pre-teen child received \$9,192. which was approximately 45% of the income needed to reach the 1993 low income cut-offs. Benefits were approximately 9% (\$912) less than in 1992. An eligible single person typically received about 29% (\$4,728.) of the 1993 low income cut-off.

The City of Calgary Social Services Department completed a survey of 408 users of the Calgary Interfaith Food Bank in 1994. Of the 208 respondents who reported receiving SFI, 65% indicated that they had experienced difficulty in paying the damage deposit. The most common way respondents dealt with the problem was either by paying the deposits in instalments or by borrowing the money from families or friends. Some explicitly stated that they had used money set aside for other expenses, such as rent and

**continued...**

**1996 Resolution No. B5**  
**Calgary**  
**SFI Damage Deposits**  
**Page two**

food. Forty-five percent of SFI-impacted respondents indicated they had felt homeless to some degree at some time compared to 28% who were unemployed, 33% who were experiencing job difficulties and 32% who had other difficulties.

During the winter of 1994-1995, overcrowding of up to 70% occurred in an emergency shelter in Calgary. In response to the situation, a three month pilot project was conducted by a partnership involving Alberta Family and Social Services, two emergency shelters and the City of Calgary Social Services Department. Damage deposits, along with assistance and support, were provided to select individuals who had resided in emergency shelters for three or more weeks. Forty-two individuals were enabled to move into permanent independent living situations.

Due to the very limited monetary resources available to individuals with no, low or marginal incomes, damage deposits are necessary to protect individuals rights to assistance to acquire the basic need of adequate shelter.

**Provincial Mental Health Boards**

**WHEREAS** the Provincial Government has mandated that the provincial mental health boards should be disbanded with their roll to be taken over by the regional health authorities; and

**WHEREAS** mental health bears no relationship to acute or long term care as presently provided by the regional health authorities; and

**WHEREAS** the amalgamation of the mental health board with the regional health authority puts in jeopardy the financial integrity of mental health facilities;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta ensure by legislation that the financial integrity of the mental health system will be maintained.

**Volunteerism**

**WHEREAS** volunteers and volunteer organizations play a major role in contributing to the quality of life in Alberta; and

**WHEREAS** one of the Provincial Government's election issues was the promotion and encouragement of volunteerism; and

**WHEREAS** increased Government regulations are jeopardizing essential services such as volunteer fire departments and boards;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta take steps to encourage volunteers and volunteer organizations by being more cognizant of volunteer work in their policies and decision making.



**Personal Care Homes**

**WHEREAS** a personal care home is a privately operated residence that offers lodging, meals and personal assistance for individuals with special needs; and

**WHEREAS** personal assistance can be defined as the help or guidance required by an individual to do the things he/she needs to do every day; and

**WHEREAS** personal care homes offer services in a family-like setting for persons who do not wish to live alone or who need some assistance with personal care, but do not need or wish a larger long term care facility; and

**WHEREAS** most personal care homes are not subsidized by public funding but are operated on a fee-for service basis negotiated between the operator and the client; and

**WHEREAS** personal care homes with less than four clients have no licensing requirements; and

**WHEREAS** personal care homes that provide care to four or more clients require a license from Alberta Family and Social Services under the Social Care Facilities Licensing Act; and

**WHEREAS** personal care homes are gaining increased popularity;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that Government of Alberta implement standards to ensure personal care homes are providing a safe and healthy environment which promotes the well-being of residents through support, protection, supervision and assistance to the residents in the home; and

**FURTHER BE IT RESOLVED THAT** these standards be enforceable through Provincial legislation.

**Background**

Because there is no Provincial standard for personal care homes the Regional Health Authorities are drafting standards. However, these standards are not enforceable

**continued...**

**1996 Resolution No. B8**  
**Coalhurst**  
**Personal Care Homes**  
**Page two**

Municipalities are being approached to provide protection and some are reviewing their land use by-laws in an effort to offer a basic level of protection.

The Provincial Government has not understood the need for standards and the potential abuse that could take place should these homes be allowed to operate without standards.

**The Need for Provincial Funding for  
Subsidization of Transit Fares for Under-Privileged  
and Low Income Individuals and Groups**

**WHEREAS** the Government of Canada is committed to improving the quality of life for Canadians through improved business and economic opportunities and job creation strategies; and

**WHEREAS** the Government of Canada and the Province of Alberta believe that strategic and competitive economic advantages exist in maintaining high employment levels; and

**WHEREAS** public transit systems have the potential to significantly improve the quality of life for citizens by allowing them the freedom and choice of public transportation; and

**WHEREAS** the Government of Alberta acknowledges that, due to changes in health care and other conditions created through the economic downturn, there is growing demand on public transit systems for assistance by the underprivileged and low income groups for access to reduced or free fares;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Minister of Transportation, the Provincial Treasurer, the Minister of the Environment, and other interested Provincial Ministers to:

- a) establish a process by which Provincial funding be allocated for the use of assistance and subsidization of underprivileged and low income groups using public transit;
- b) acknowledge that public transit provides an essential social service, and provide additional funding to municipalities to meet the changing needs of the transit user population.

**Background**

Shifting demographics and changes in the employment base, particularly as a result of the reductions in staff in both provincial and federal offices, as well as private sector businesses, have contributed to a growing segment of the transit user population who are

**continued...**

**1996 Resolution No. B9**  
**Edmonton**  
**Transit Fares/Under-Privileged**  
**Page two**

unable to afford public transit services. These individuals are frequently under- or unemployed. They rely on public transit for access to social service programs, job creation positions, or other employment services, and lack of transportation can present a barrier to their employment success.

Public transit should be considered an essential service, and the Province is therefore requested to provide additional funding to municipalities to meet the changing needs of the transit user population.

**Local Authorities Election Act**

**WHEREAS** the Local Authorities Election Act states that in order to be eligible to vote in an election held pursuant to this Act, voters shall have resided in Alberta for the six consecutive months immediately preceding election day; and

**WHEREAS** military personnel who are posted to bases in Alberta or are returning from being posted to bases outside Alberta, are ineligible to vote because they do not meet the residency requirement for Alberta; and

**WHEREAS** the Local Authorities Election Act only requires voters to be eligible to vote in an election held pursuant to this Act if they are a “resident in the area on election day”; and

**WHEREAS** residents who have limited knowledge of the Local Authority are eligible to vote in an a local election because they are a resident in the area only on election day;

**NOW THEREFORE BE IT RESOLVED** the Alberta Urban Municipalities Association request that the Government of Alberta amend the Local Authorities Election Act, to require persons eligible to vote if they are a resident in the area for three consecutive months immediately preceding election day including election day.

**Background**

In proposing an amendment to the Local Authorities Election Act at the council level, the discussion surrounding the issue was that the requirement to live in Alberta for six months prior to an election was too restrictive, and the requirement to live in the area only on election day is not restrictive enough.

In Grand Centre, a large percentage of the population is in some way or other with the 4 Wing Canadian Air Forces Base Cold Lake. As with all bases in Alberta and Canada, postings occur primarily over the summer months when children are no longer in school. As such, a number of new residents to the community who have purchased homes and are tax payers are ineligible to vote because they are posted from a base outside of Alberta.

**continued...**

**1996 Resolution No. B10**  
**Grand Centre**  
**Local Authorities Election Act**  
**Page two**

It is important to note that a number of these people have been posted to 4 Wing CFB Cold Lake previously in their careers and that in some cases this is their second or third time living in the community.

In addition, Grand Centre is only 7 km's away from the Saskatchewan border and as with other border municipalities in the province, we interact extensively with residents from outside the province. On occasion, these people have decided to relocate into the town and though this relocation may only be a few miles, it involves a transfer from one province to another. In these cases, they are also ineligible to vote due to the residency requirement for Alberta.

Council also reviewed the residency requirement for living in the area on the day of election. The consensus was that this requirement of living only one day in the community was far too lax. The period of time that a person should be required to live in a local authority before voting should be longer than one day.

The resolution as submitted indicates that the period for living in Alberta and in the area should be changed to three months. Supplementary discussions were that the intent of the resolution is to show that the residency requirement for Alberta should be decreased and the municipality should be increased.

**Special Infrastructure Grants**

**WHEREAS** the 1995 Nichols/AUMA survey of urban municipalities identified reduced provincial funding, the need for greater economic development, and the ability to finance new infrastructure as the major areas of particular concern to municipalities; and

**WHEREAS** municipalities that have experienced rapid industrial growth are most likely to attract more industry and business; and

**WHEREAS** municipalities have lost the ability to assume the high cost infrastructure vital to existing and future industry; and

**WHEREAS** the Government of Alberta has publicly stated that the attraction of new businesses is part of the "Alberta Advantage";

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request the Government of Alberta to provide special infrastructure grants to municipalities whose infrastructure is strained by industrial expansion and whose potential for further growth is restricted by these limitations.**

**Background**

- a) Main Report, The 1995 Nichols/AUMA Survey of Urban Municipalities, October 1995.
- b) Municipal governments can no longer provide the infrastructure necessary to maintain and attract business. In partnership with the Provincial Government, municipalities have been able to provide facilities and municipal improvements which enhance the quality of life. It is becoming difficult to maintain the improvements which are required to sustain development. The continual loss of funding could result in an inability to operate facilities and makes it impossible to provide a stable tax structure. When an industry grows or relocates, costs are incurred by municipalities. An industry relocation or growth will result in an increase in equalized assessment and increase in the amount paid to the education requisition. The municipality will not regain the investment required to sustain the Industry. A major expansion to sewer or water facilities could result in a major debt load to the municipality.

**Criminal Code Fines**

**WHEREAS** the Provincial Government collects fines for criminal code violations that occur within the corporate limits of Alberta municipalities; and

**WHEREAS** the local police services bears the cost with regards to criminal code violation investigations; and

**WHEREAS** the municipalities would benefit from an additional source of revenue for the purpose of crime prevention and enforcement;

**NOW THEREFORE BE IT RESOLVED THAT a portion of criminal code fines collected by senior levels of government be rebated to the municipality in which the offense occurred.**

**Background**

In the enforcement of Criminal Code violations, the investigations which lead to the charges and levy of the fines is undertaken by the police service. Whether this is a municipal service or RCMP service, the process does represent an investment of time and resources at the local level. It would seem only fair that these costs be covered by the rebate of all or part of the criminal code fines collected by senior levels of government.



**Transit and Roadway Grants**

**WHEREAS** the Basic Capital Grant provided by Alberta Transportation and Utilities to fund roadway projects and transit purchase had, at one time, been \$70 per capita for all cities in Alberta; and

**WHEREAS** it has been reduced to \$25 per capita regardless of whether or not the city operated a transit system; and

**WHEREAS** the purchase of transit buses now requires funding from the cities' operating budget; and

**WHEREAS** the annual allocation to the transit operating budgets of these municipalities will have to increase significantly if they are to continue to provide effective service;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta consider the cost to municipalities providing transit operations, and provide an additional \$10 per capita to these cities for the purchase of transit buses.**

**Background**

The City of Lethbridge Transit Fleet consists of 31 full size transit buses ranging in age from 4 to 31 years. The last two full size buses were purchased in 1992. The average age of the fleet is 16 years, and this needs to be reduced to 12 years or less.

Transit companies across North America are replacing their ageing transit fleets with new "low floor" 39 passenger buses to improve accessibility for frail elderly people and persons with disabilities. Replacement of the fleet has been delayed in Lethbridge for two reasons:

- LA Transit made the decision to introduce low floor buses to Lethbridge in 1994, but delayed the decision to allow suppliers time to work out the problems with new technology; and
- the reduction of grant funding from Alberta Transportation and Utilities.

**continued...**

**1996 Resolution No. B13**  
**Lethbridge**  
**Transit and Roadway Grants**  
**Page two**

The life of a heavy duty GM transit coach is 15 to 18 years, however, LA Transit has extended the life of our buses to 24 years (18 years regular service and 6 years of limited service) with our bus refurbishing program. Alberta Transportation and Utilities funds this program at 75% with the total cost of refurbishing being approximately \$32,000 per bus.

The 1992 Transit Study recommended bus replacement at the rate of two buses per year. LA Transit is now recommending three buses be replaced every two years from the "Fleet Services Reserve". Annual contributions from general transit operations to the fleet services reserve will have to increase from the current level of \$105,000 to \$455,000 over the next four years.

Due to the budgetary restrictions we are living these days, this bus replacement is extremely difficult to implement. Lethbridge City Council therefore proposed the attached resolution for debate at the Alberta Urban Municipalities Association Annual Convention.

**Title To Municipal Roads And Road Closures**

**WHEREAS** the Municipal Government Act, Section 16 provides that the title to all roads in the municipality, other than a city, is vested in the Crown in right of Alberta; and

**WHEREAS** Section 22 of the Act provides that a bylaw closing a road made by the council of a municipality, other than a city, has no effect unless it is approved by the Minister of Transportation and Utilities before it receives second reading; and

**WHEREAS** the Government of Alberta has furthered deregulation and the autonomy of small municipal governments by eliminating regional planning commissions and requiring that all municipal governments handle all subdivision matters within their corporate boundaries; and

**WHEREAS** there is considerable evidence that the closure of roads in municipalities, other than a city, is an uncertain and time consuming activity that only serves to impede and delay the orderly processing of subdivision, development and related applications; and

**WHEREAS** Alberta Transportation and Utilities has downsized its regional and head office staff to the extent that it is questionable whether road closure bylaws can be processed with any degree of priority;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Government of Alberta, through the Minister of Transportation and Utilities and the Minister of Municipal Affairs, to amend the Municipal Government Act so that the title to all roads in a municipality is vested in a municipality unless another Act or agreement provides otherwise; and

**FURTHER BE IT RESOLVED THAT** the Government of Alberta rescind Section 22(3) of the Municipal Government Act so that the road closure bylaws would no longer need to be approved by the Minister of Transportation and Utilities.

**continued....**

**1996 Resolution No. B14**

**Okotoks**

**Title To Municipal Roads And Road Closures**

**Page Two**

**Background**

More often than not, processing road closure bylaws through Alberta Transportation and Utilities is a frustrating and time consuming exercise.

Over the past ten (10) years the Town of Okotoks has initiated or processed a significant number of road closure bylaws as a result of proposed subdivision or redevelopment activity. Without exception, third reading of road closure bylaws were unreasonably extended because of the inability of Alberta Transportation and Utilities to respond in an expeditious manner.

Alberta municipalities, including the Town of Okotoks, are constantly under pressure to simplify and remove obstructions to the orderly and timely processing of subdivision and development applications. Alberta Transportation and Utilities involvement has extended processing for periods of up to six (6) months.

The Alberta Government, through the new Municipal Government Act , recently eliminated regional planning commissions and vested the complex activity of subdivision approval with municipalities, regardless of population size or whether the municipality is a city or not.

The Government has also embarked on a system of deregulation in order to eliminate red tape and enhance the “Alberta Advantage”.

In light of the progressive moves to reinvent government, it seems inconsistent that the historic role of Alberta Transportation in municipal road closures continues to this date. The Department’s most recent May 1996 attempt to streamline the process because of downswing merely begs the question as to why the Department believes the integrity of the transportation network is ensured because of its involvement.

The intent of the resolution is to further the Alberta Advantage by deregulating the Alberta Government’s role in municipal road closures and further municipal autonomy by vesting the title to all roads in a municipality with that municipality.

**Cost Sharing of Secondary Highway Maintenance**

**WHEREAS** the Government of Alberta has reduced, substantially, its participation in the maintenance of secondary highways within urban municipalities; and

**WHEREAS** the length of secondary highway roads in urban municipalities varies from zero, in some municipalities, to a very large distance in other municipalities; and

**WHEREAS** the cost sharing formula between the Alberta Government and rural municipalities remains on a 75 percent province and 25 percent municipal basis;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Government of Alberta to treat urban municipalities on the same basis as rural municipalities and implement a 75 percent province and 23 percent municipal cost sharing formula for rehabilitation of secondary highways within urban municipalities.

**Alix/Banff/Beiseker/Blackfalds/Bowden/  
Caroline/Cochrane/Cremona/Crossfield/  
Delburne/Innisfail/Irricana/Lacombe/Olds/  
Parkland Beach/Sundre/Sylvan Lake/  
Three Hills/Trochu**

**Transportation Infrastructure Maintenance Grants**

**WHEREAS** the Government of Alberta in 1989 realized a requirement to provide financial assistance to Alberta towns, villages, and summer villages for required capital road and street improvements through the establishment of the Street Improvement Program, (SIP); and

**WHEREAS** the Government of Alberta in 1989 rallied a requirement to provide financial assistance for capital street improvements which would enhance the personal safety of users of transportation systems in Alberta towns, villages, and summer villages through the Community Safe Streets Programs, (CSS); and

**WHEREAS** the \$75,000,000 of grant funding allotted between 1989 and 1995 under the SIP and CSS Programs has been discontinued; and

**WHEREAS** the deterioration of existing transportation infrastructure and the ever changing pedestrian and vehicular traffic safety concerns regarding these infrastructures are adding to the strain on the financial ability of smaller municipalities to effectively maintain the integrity and safety of the vital transportation lifelines within these communities, crucial to their development and economic growth;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta provide for transportation infrastructure maintenance grants designed specifically for the upgrade and maintenance of aging transportation infrastructure within towns, villages, and summer villages.

**Electronic Library Network**

**WHEREAS** the Minister of Community Development has stated in *The Government's Response to the Recommendations of the Public Library Review Committee* (released in March, 1996) that, "Government will focus on developing province-wide co-operation in delivering library service, and an electronic library network with full Internet access"; and

**WHEREAS** an electronic library network will benefit the residents of all Alberta municipalities by facilitating resource sharing and access to information; and

**WHEREAS** ready access to up-to-date information is a critical factor for the success of Albertans in business and personal projects; and

**WHEREAS** cost savings in the delivery of library and information services will be made possible with an electronic network;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta provide the start-up funds (estimated at five million dollars) that are needed to develop a province-wide infrastructure for an electronic network to link libraries for the purposes of resource sharing and access to information for all Albertans.

**School And Playground Zones Under The Highway Traffic Act**

**WHEREAS** Section 72 of the Highway Traffic Act contains subsections regarding timing of school and playground zoning which are inconsistent and misleading to the driving public; and

**WHEREAS** the Highway Traffic Act for the Province of Alberta and regulations is to be consistent with the other jurisdictions in Canada; and

**WHEREAS** the proposed draft 1992 Bill 532, Highway Traffic Act, which in part addressed some of the school and playground zone issues, was not enacted;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta review and make amendments to Section 72 of the Highway Traffic Act which would:

- 1. Make school and playground zone start times consistent at 8:00 am; and**
- 2. Change the end time for playground zones to 8:00 pm; and**
- 3. Permit school and playground zones to be in effect regardless of the installation of a yellow flashing traffic control device or red, amber, green, traffic control device; and**
- 4. Make speed restricted school zones applicable for elementary schools only; and**
- 5. Make school and playground zone speed limitations a maximum of 20 km/hr below the posted speed on primary and secondary highways.**

**Background**

1. Playground zones are currently in effect from 8:30 am to one hour after sunset.  
school zones are in effect as follows:

8:00 am to 9:30 am  
11:30 am to 1:30 pm  
3:00 pm to 4:30 pm

**continued...**



**1996 Resolution No. B18**  
**Strathcona County**  
**School & Playground Zones**  
**Page two**

It would be easier for motorists to remember if the start times of these two zones were made the same and less confusion and consternation would result.

2. Playground zone times are in effect until one hour after sunset. In winter, one hour after sunset is approximately 5:00 pm. At that time of year, young people walk to the local patch of ice in the evening to play shinny hockey and the roads are dark and tend to be covered in snow or ice patches. The playground sign provides no protection, as its jurisdiction ends one hour after sunset. In summer, one hour after sunset is approximately 11:00 pm. No child needing assistance crossing a local residential road should be out and by themselves after 8:00 pm.
3. The Highway Traffic Act indicates that when flashing yellow lights are installed, the reduced speed zone is not in effect unless the yellow light is flashing. In addition, the Highway Traffic Act makes no mention of the situation when red/amber/green traffic control devices are installed, together with a school zone.
4. Speed reduced school zones for Junior and Senior High Schools may be considered restrictive to motorists as students are trained in elementary school to cross roads safely and correctly. Junior high school students generally travel independently, without parent's assistance, to and from school. In addition, at the age of 14, people can obtain a class 7 drivers licence.
5. In rural locations, the operating speeds for secondary highways is usually 80 km/hr and for primary highways is usually 100 km/hr. The rural school or playground speed restricted zone has a usual speed of 40 km/hr. Some motorists feel that a drop in speed of 40 to 60 km/hr is unsafe.

**Policing Costs**

**WHEREAS** most urban municipalities with a population under 2,500, and rural municipalities, are not required to pay for their RCMP policing services; and

**WHEREAS** the number of members required to provide adequate policing services in rural municipalities is not an issue; and

**WHEREAS** a number of urban municipalities with a population under 2,500 have been required to pay for RCMP policing services due to them requiring more members than the provincial norm for communities this size; and

**WHEREAS** these costs put an unfair burden on the local tax payers;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta provide these municipalities with the required level of policing services at no cost to the municipality.**

**Collection & Payment of Supplementary School  
Requisition**

**WHEREAS** local municipalities have no control or input over the mill rate set by provincial government for the Supplementary School Requisition; and

**WHEREAS** local municipalities are required to collect the Supplementary School Requisition along with municipal taxes; and

**WHEREAS** the collection allowances afforded by the Municipal Taxation Act does not provide adequate protection for small municipalities, with small tax bases to establish the necessary cash flow to pay the requisitions not collected; and

**WHEREAS** this method of Provincial revenue collection puts the burden on municipalities; and

**WHEREAS** municipalities should not be responsible for paying uncollected revenues on behalf of the Provincial Government;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta allow that municipalities be responsible only for the amount of the Supplementary School Requisition actually collected from its taxpayers.

**Tax Recovery Systems**

**WHEREAS** the Village of Willingdon supports Tax Recovery Proceedings Contaminated Properties, 1995 Resolution No. A16 and would like to add the following concern; and

**WHEREAS** municipalities may proceed with Tax Recovery proceedings as set out in the Municipal Government Act for any property in arrears of taxes; and

**WHEREAS** municipalities may take title to a property if it does not sell at a public auction; and

**WHEREAS** if a property is a contaminated site or may be one, or has other liabilities attached to it; and

**WHEREAS** the municipality does not want to acquire the property, but the municipality must show this property as live assessment; and

**WHEREAS** the municipality is requisitioned on this property for all requisitions as per assessment; and

**WHEREAS** the municipality does not derive property tax revenue from such a property;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta exempt such properties.

## **Section C"**

### **Resolutions**

**Section "C" of the Convention Resolutions book includes resolutions which in the opinion of the Convention Resolutions Committee address less critical issues or similar requests of other governments.**

**Mobile Home Arrears**

**WHEREAS** municipalities have traditionally had difficulty in recovering all outstanding levies associated with Mobile Units; and

**WHEREAS** the recovery process put forward in Division 9 of the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, is cumbersome, lengthy and expensive; and

**WHEREAS** in many cases the property owner owing property taxes on a mobile unit has moved to another property within the community;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta amend the Municipal Government Act to allow for transfer of arrears on a mobile unit to another owned property should the assessed owner move within the municipality.**

**Background**

Traditionally, municipalities have had difficulty in collecting levies associated with mobile units. This process enclosed in the Municipal Government Act can be cumbersome and expensive, both to the municipality and the ratepayer.

We find, in many instances, that the owner of a mobile unit will move out and into another taxable property within the town. A simple transfer of arrears would allow the municipality to collect a larger portion of the funds owed to it.

**Children's Services**

**WHEREAS** our children represent the hope for our future; and

**WHEREAS** children in need of protection in the Province of Alberta deserve the highest level of standardized protection that we can muster regardless of where they reside; and

**WHEREAS** Child Welfare Services have evolved as a responsibility of the Provincial Government; and

**WHEREAS** Child Welfare Services have been developed to afford protection and a positive environment for Children at serious social risk according to standards set out in the Child Welfare Act and attendant regulations; and

**WHEREAS** the present restructuring of Children's services being undertaken by the Government of Alberta encompasses Child Welfare services and places standards of service with respect to them at the hands of local volunteers from the not for profit, private and municipal sectors many of whom are ill equipped to set service standards; and

**WHEREAS** the result of the present risks resulting in a fragmentation of Child Welfare services with wide ranging variances in Child Welfare standards across the province; and

**WHEREAS** the present restructuring activity in the area of child welfare is seriously threatening the existing child welfare services across the province;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta remove child protection services that fall under the Child Welfare Act from any restructuring of Children's services, and concentrate instead on improving existing services and structures by focusing on areas such as the development of an adequate supply of caring, well funded foster homes, the strengthening and development of highly trained professional child welfare staff to work with families, and the setting of upper limits to child welfare caseloads so that a thorough preventive, and interventive approach can be taken with the families of children in need of protection and with the children themselves.

**Downloading of Services**

**WHEREAS** the Provincial Government has downloaded the costs of providing services in the areas of assessment and inspection services on municipal governments; and

**WHEREAS** not only have they downloaded the responsibility for providing those services on the municipalities but they have also increased the standards of those services; and

**WHEREAS** in the area of assessment the Province has mandated that the municipalities provide for a general assessment of all properties every year and have also mandated that assessment notices be forwarded to every parcel each year; and

**WHEREAS** in previous years general assessments needed only to be completed every seven years and assessment notices only sent to those who had a change in their assessment; and

**WHEREAS** under the old provincial inspection services a high estimate of 10% of the inspections were actually carried out in any one of the different disciplines; and

**WHEREAS** the Province has now required quality management plans for inspection services and will enforce the standards as set out in those plans making it mandatory that at the minimum one inspection is completed in each of the disciplines;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association request that the Government of Alberta contribute to the additional financial burden being placed upon municipalities because of the increased standard that the Province has legislated.



**Grant Cuts**

**WHEREAS** the Provincial Government has withdrawn much of its financial support to municipalities previously provided by conditional and unconditional grants; and

**WHEREAS** this withdrawal of funds has seriously curtailed municipalities in their supply of services to local residents; and

**WHEREAS** continued cutbacks make it impossible to keep municipalities financially stable; and

**WHEREAS** the reduction in funding is a direct threat to the viability of small and medium sized towns and villages; and

**WHEREAS** the Provincial Government has indicated that it wishes to promote areas outside the major urban centres;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta become more cognizant of the financial difficulties facing urban centres and that their allocation of grant funds be reviewed.

**Alberta Transportation & Utilities  
Emergency Response Rates**

**WHEREAS** Alberta Transportation and Utilities (AT&U) are responsible for all primary and secondary highways in the Province of Alberta; and

**WHEREAS** AT&U have agreed to reimburse municipalities for emergency responses on these highways; and

**WHEREAS** AT&U have set an emergency response rate of \$300/hour, which includes man-hours; and

**WHEREAS** each fire apparatus can accommodate up to five (5) fire personnel;

**NOW THEREFORE LET IT BE RESOLVED THAT the Alberta Urban Municipalities Association request Alberta Transportation and Utilities to increase their rate at which they would reimburse municipalities to \$300/hour per vehicle plus the man-hour charges that municipalities charge.**

**Alberta Municipal Financing Corporation  
Stop Loss Penalties**

**WHEREAS** Alberta Municipal Affairs has identified a number of communities in Alberta that are deemed to be “at risk” based on them being over or very close to their debt limit as defined in the regulation; and

**WHEREAS** a substantial portion of the debt of these municipalities is held by the Alberta Municipal Financing Corporation; and

**WHEREAS** the Alberta Municipal Financing Corporation allows shareholders to pay down their debt without penalty but limits their repayment to no more than 7.5% of the debt owing as of December 31 of the prior year end; and

**WHEREAS** the bylaws of the Alberta Municipal Financing Corporation require either a “stop-loss” settlement or a penalty for a borrower to repay a loan in part or in full prior to the maturity date of the loan over 7.5% of the total debt;

**NOW THEREFORE BE IT RESOLVED** the Alberta Urban Municipalities Association request the Alberta Municipal Financing Corporation to amend their bylaws to allow municipalities to pay down more than 7.5% of their debt owing to the corporation without paying a penalty or “stop-loss” settlement.

**1996 Resolution No. C1-7**

**Killam  
Castor/Daysland/Forestburg/  
Lac La Biche/Manning/Sedgewick/Smoky Lake/  
Sundre/Thorhild/Valleyview/Wainwright**

**Assessment Exemption for Natural  
Gas Transmission Lines**

**WHEREAS** municipally owned gas systems and rural gas co-operatives were set up to provide service to sparsely populated areas; and

**WHEREAS** the low population base and greater distances result in higher per customer transmission and distribution costs for these systems; and

**WHEREAS** the municipally owned gas systems and rural gas cooperatives are fundamentally different from regulated utility companies in that they were set up for the public good with any excess revenues being returned to the system and not as profit to the shareholders; and

**WHEREAS** because of this fundamental difference, the Government of Alberta policy of assessing and taxing transmission lines of municipally owned gas systems and rural gas co-operatives on the same basis as those of the regulated utility companies is flawed and unfair; and

**WHEREAS** the Government of Alberta has established a policy whereby machinery and equipment assessment and taxation is reduced to encourage industrial growth in Alberta, assessing and taxing municipally owned gas systems and rural co-operatives would increase the cost of operations for industry which would be a deterrent to industrial growth, and thus, is inconsistent and contradictory to the provincial policy;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request the Government of Alberta to exempt from assessment and taxation the transmission lines owned and operated by municipally owned gas systems and rural gas co-operatives carrying natural gas for consumption within their utility franchise area.**

**Education Funding and Tax Collection**

**WHEREAS** the Provincial Government has assumed the responsibility for the funding of primary and secondary education; and

**WHEREAS** the Provincial Government continues to use property tax as a major source of revenue for education; and

**WHEREAS** the Provincial Government continues to force the municipalities to collect property taxes for education on their behalf without compensating municipalities for their services;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Government compensate municipalities for the collection of the education portion of the property tax.**

**Background**

The Provincial Government has placed municipalities in an unfair situation by requiring them to be the collection agents for the education tax. As the collection agents for the Provincial Government in the area of education funding, the municipality has no control over the rate of the education tax. Many citizens feel they are being over taxed and are of the perception that the municipality is responsible for the total tax bill. This creates considerable difficulty, if not making it impossible, for the municipality to seek funding for needed special municipal projects.

**Front License Plate Reinstatement**

**WHEREAS** the Village of Onoway is very active in crime prevention with a well established, leading edge program known as the Onoway and District Community Police Radio Network that, working together with the RCMP and monitoring all the radio transmissions for the local area, reduced the local crime rate dramatically; and

**WHEREAS** the lack of front license plates on vehicles can hamper this crime prevention work considerably because of difficulty in getting accurate reporting and make positive identification on vehicles when there is only one plate to get a look at; and

**WHEREAS** the safe transportation of our children is of the utmost importance and one major consideration for the residents of the Onoway area is the difficulty that school bus drivers have in obtaining license plate numbers of vehicles that do not stop when the bus has flashing lights as most often the offending vehicle is oncoming and the bus driver can not get a license plate number because there is no plate on the front and the rear plate must be read backwards in the mirror; and

**WHEREAS** often the plate on the rear of the vehicle is dirty from the spray from the roads and therefore obscured from view and a criminal who believes that he has been spotted by someone in front of him simply backs away from the scene so the plate will never be seen, particularly in rural areas with no street lighting; and

**WHEREAS** it is recognized that there is an additional cost to running a second license plate; however, this cost would be minimal when taken over the 10 to 12 year life span of a license plate and it is the belief of Council that this would be a worthwhile investment when the crime prevention considerations are added into the cost factors;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request the Department of Transportation and Utilities to reinstate the requirement for a front license plate when the next set of new license plates are run in support of crime prevention programs within the Province.

**Alberta Municipal Financing Corporation (AMFC)  
Prepayment Policy**

**WHEREAS** debt levels are a concern at all levels of government, including municipal governments; and

**WHEREAS** the Alberta Municipal Financing Corporation imposes prepayment penalties (“stop loss settlement”) on municipalities attempting to pay down their debt;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association recommend to the Minister of Municipal Affairs that 75% of the cost of stop-loss settlements be borne by the Provincial Government, with 25% still being paid by the local governments.

**Background**

Alberta Municipal Affairs has expressed concern about high municipal debt levels at some municipalities. This would give it an instrument to address those concerns at a relatively small cost to the Province.

**Land Use Planning System**

**WHEREAS** the legislation pertaining to land use planning in the Province of Alberta has been amended and included in the new Municipal Government Act; and

**WHEREAS** ten regional planning commissions under the former Planning Act have been eliminated; and

**WHEREAS** the municipalities and the Province must implement new mechanisms to deal with provincial, inter-municipal and local land use planning matters;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta establish a mechanism to analyze the land use planning system and provide commentary by 1999 which concludes whether the land use planning system is working in the public interest for Albertans now and in the future.



**Municipal Government Act (Section 197{3})**

**WHEREAS** the Municipal Government Act, Section 197(3) provides that no resolution or bylaw may be passed at a meeting which is closed to the public; and

**WHEREAS** this prohibition effectively inhibits a Council from providing direction to staff on any subject for which a Council may meet in closed session;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta amend Section 197(3) of the Municipal Government Act by adding the words “...or to provide direction on land, legal or personnel issues.

**Background**

While Section 197(2) allows a Council to conduct all or part of its meetings in camera, when dealing with items that fall under Section 217(2), Section 197(3) specifies that Council is not authorized to pass a resolution or bylaw at the in camera meeting even if that resolution or bylaw related to a Section 217(2) matter.

Section 217(2) itemizes those categories of information which are to remain confidential. This section is clear that the Chief Administrative Officer is compelled to withhold these matters from the public. However, if Council can only give direction on Section 217(2) matters in public, the purpose of the section is undermined.

For example, Section 217(2) requires that commercial or other confidential information not be disclosed if the disclosure would likely prejudice the municipality's ability to carry out negotiations. Yet it is not possible for the CAO to seek direction from Council on such a matter if Council can only act by resolution or bylaw in a public forum. How can a CAO seek Council's direction on labour union negotiations if Council can only provide that direction in public?

The proposed resolution seeks to balance the principle that Council business should be generally open to the scrutiny of the public with the need to protect certain confidential and personal information. As it stands, the latter is not protected due to the operation of Section 197(3).

**continued.....**

**1996 Resolution No. C1-12**

**St. Albert**

**Municipal Government Act (Section 197{3})**

**Page two**

Please note that it is not the intention of the proposed resolution to allow Council to conduct its business in camera at its pleasure. The intent is to allow Council a limited right to give direction to the Administration on matters that fall under Section 217(2) such as commercial or union negotiations, legal issues or specific personnel matters.

**General Assessments**

**WHEREAS** Section 285 of the Municipal Government Act states that unless Section 286 applies, each municipality must prepare annually an assessment for each property in the municipality, except the property listed in Section 298; and

**WHEREAS** Section 286 (1) states that instead of preparing assessments, a council may pass a bylaw authorizing the assessor to adopt assessments prepared in the previous year for any property in the municipality; and

**WHEREAS** Section 286 (2) states a bylaw referred to in subsection (1) must be passed on or before December 31 of the year preceding the year in which the council wishes to adopt assessments; and

**WHEREAS** Section 286 (3) states unless subsection (4) applies, a council must not adopt assessments in 2 consecutive years; and

**WHEREAS** Section 286 (4) states that if in the opinion of the Minister, extraordinary circumstances exist, the Minister may permit a council to adopt assessments in more than one year; and

**WHEREAS** Section 286 (5) states that Section 286 expires on December 31, 1997;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that Section 285 be amended to include, Section 285 (1) that communities with a population of less than 2500 persons have the option of doing yearly assessments for each property or opting to have general assessments done every five years.

**Off-Highway Vehicle Safety I**

**WHEREAS** the Off-Highway Vehicle Act, being Chapter 0-4 of the revised Statutes of Alberta, does not require the use of a safety helmet while operating an off-highway vehicle; and

**WHEREAS** Sections 1(j.1) and 149 of the Highway Traffic Act, being Chapter H-7 of the Revised Statutes of Alberta, require the use of a safety helmet while operating a motor cycle, specifically excludes off-highway vehicles from the helmet requirement; and

**WHEREAS** the speeds that off-highway vehicles can obtain and the terrain on which they are operated can represent a significant safety hazard to the operators and passengers of off-highway vehicles;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta amend the Off-Highway Vehicle Act to provide for mandatory use of safety helmets for operators and passengers of off-highway vehicles.

**Off-Highway Vehicles II**

**WHEREAS** the operation of off-highway vehicles is governed by the Off-Highway Vehicle Act, being chapter O-4 of the revised Statutes of Alberta; and

**WHEREAS** the provisions of this Act, in part, deals with the safe operation of off-highway vehicles; and

**WHEREAS** the penalties for contravening the Act, or by-laws passed by the municipalities according to the powers given by the Act, are out of date when compared to penalties applied to motor vehicle infractions under the Highway Traffic Act;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta review the legislation for off-highway vehicles with the intent of updating fines to a level consistent with other vehicle legislation.

**Agreement on Internal Trade**

**WHEREAS** the Canadian Agreement on Internal Trade came into effect across Canada on July 1st, 1995; and

**WHEREAS** the Canadian Agreement on Internal Trade will be extended to include procurement by municipalities, academic institutions, schools, and hospitals by July 1, 1996; and

**WHEREAS** the Canadian Agreement on Internal Trade procedures for procurement provide that a call for tenders shall be made through one or more of the following methods;

- a) the use of an electronic tendering system that is equally accessible to all Canadian suppliers;
- b) publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or
- c) the use of source lists, provided that, in respect of any source list;
  - i) registration on the source list is consistent with Article 504;
  - ii) all registered suppliers in a given category are invited to respond to all calls for tenders in that category; and
  - iii) a supplier that meets the conditions for registration on the source list is able to register at any time; and

**WHEREAS** the Canadian Agreement on Internal Trade provides for information and reporting annually to the other parties on procurement above and below, the applicable threshold value specified in the Agreement; and

**WHEREAS** the Canadian Agreement on Internal Trade provides for bid protest procedures and the establishment of a review panel to deal with request for dispute settlement;

**continued...**

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta exempt municipal governments from Chapter 5 of the Canadian Agreement on Internal Trade.**

### **Background**

The Canadian Agreement on Internal Trade has been negotiated between the Provincial Government and the Federal Government. Municipal Governments have had very little input into the Agreement and yet there is the possibility of onerous implications for Municipal Governments. On January 1, 1995 the new Municipal Government Act became effective. The Honourable Tom Thurber has stated "It gives municipalities greater flexibility to adjust to changing conditions and greater authority to make decisions at the local level." This Agreement erodes the powers of the local municipal politicians and will affect the efficiency of the municipal operations.

### **Convention Resolutions Committee Comment**

In early 1995, the AUMA clearly identified to the Province that municipalities should not be included in the Agreement on Internal Trade. Since that time significant discussions have occurred relative to municipalities complying with the Agreement. We anticipate minimum ramifications as a result of the following criteria.

- Sub I        Thresholds of \$100,000 for goods and services.
- Sub II        Thresholds of \$250,000 for construction.
- Sub III       There are no reporting requirements.
- Sub IV        An effective and efficient electronic tendering system will be developed with municipalities having the same access as the Federal and Provincial Governments.
- Sub V        A dispute resolution process will be available for both suppliers and municipalities, but will not interfere with the awarding of the contract.

First ministers are expected to ratify the aforementioned conditions and the annex will likely be signed in the Summer of 1996.

## **Section “D” Resolutions**

**Section "D" Resolutions are those resolutions deemed by the Convention Resolutions Committee as inappropriate for debate.**



**Royalties on Natural Resources**

**WHEREAS** Crown owned property belongs to all Albertans, not the lease-holder, and as such any income derived from the natural resources sector should be to the benefit of all Albertans; and

**WHEREAS** this income should be used by the Government of Alberta to pay off the debt;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association petition the Government of Alberta that all royalties paid by any company or agency in respect of oil or natural gas leases, well development and right-of-ways, seismic work, or any other construction work on any and all Crown land, Crown owned leased land, Crown owned grazing reserves, as of January 1, 1997 be paid to the Government of Alberta.

**Convention Resolutions Committee Comment**

This is not a municipal government issue.

**Local Government**

**WHEREAS** the Provincial Government has indicated that it would assist with the amalgamation of local government bodies; and

**WHEREAS** the Alberta Urban Municipalities Association stands for and represents all urban local governments regardless of size or financial status; and

**WHEREAS** a number of smaller urban centres have disbanded to become part of the rural system; and

**WHEREAS** the Alberta Urban Municipalities Association has not taken a stand to try to stop the erosion of urban governments by the Provincial Government;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association take a firm stand against the Government of Alberta's plans to amalgamate urban centres with rural municipalities by providing resource management and financial counselling to any urban centre contemplating making such a change.**

**Convention Resolutions Committee Comment**

This issue should be dealt with at the community level based on individual need.

**Recycling**

**WHEREAS** the state of our environment has become a great concern to all of us; and

**WHEREAS** we continue to use our natural resources at an alarming rate by not placing any restrictions on pulp and paper companies; and

**WHEREAS** the market for recycled paper is not strong and stable enough to make full scale recycling viable; and

**WHEREAS** legislation is require which will provide for a stronger and more stable recycling market which in turn will provide for a reduction in the amount of wood products required to serve the paper market;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta legislate that at least 25% of all newsprint must be produced from recycled material.**

**Convention Resolutions Committee Comment**

This is not a municipal government issue.

**Women in the Workplace**

**WHEREAS** over the past number of years and through the Provincial Government's cost cutting measures a large number of people have been terminated from their jobs or laid off due to work shortages; and

**WHEREAS** statistics show that a larger portion of the people who have lost their jobs have been female with the largest portion of these women losing their jobs in the fields of education and health care; and

**WHEREAS** single mothers have now had their social assistance incomes cut; and

**WHEREAS** this has caused some serious inequities in the workplace;

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association request that the Government of Alberta take steps to ensure that women do not bear an unfair portion of the burden of balancing the Provincial budget.**

**Convention Resolutions Committee Comment**

This is not a municipal government issue.

**Telephone Lines Into the Emergency  
Operations Centre**

**WHEREAS** the Province of Alberta has a Public Safety Services Act, Revised Statutes of Alberta 1980, Chapter P-30.5 requiring municipalities to have a municipal disaster plan; and

**WHEREAS** within each municipal disaster plan the municipality is to have a primary and secondary Emergency Operations Centre (EOC); and

**WHEREAS** in each EOC telephone lines are required for each of the key municipal employees; and

**WHEREAS** Alberta Government Telephones (AGT), in conjunction with CRTC have set the telephone line charges at a business rate;

**NOW THEREFORE LET IT BE RESOLVED THAT** the Alberta Urban Municipalities Association request AGT to lower their line charges into designated primary and secondary EOC's and the municipalities would pay for these lines on an as-needed basis.

**Convention Resolutions Committee Comment**

This appears to be a CRTC issue.

**Election of Regional Health Authority  
Representatives**

**WHEREAS** the Regional Health Authorities Act provides for members of a Regional Health Authority to be appointed or elected in accordance with the regulations; and

**WHEREAS** the Provincial Government has resolved that members of Regional Health Authorities would be selected through a combination of election and appointments, with two thirds being elected and one third be appointed; and

**WHEREAS** it is not reasonable to have two methods of selection for membership on Regional Health Authorities;

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association request that the Government of Alberta, and specifically the Minister of Health ensure that all members of Regional Health Authorities be elected.

**Background**

Several municipalities submitted a resolution at the 1996 Convention which was passed, that members of Regional Hospital Authorities be elected. On February 14, 1996 the Minister of Health announced that future membership would consist of two thirds elected and one third appointed.

Representatives of municipalities are elected and accountable to their electorate, as are School Board representatives. We believe that all representatives of Regional Health Authorities should be elected and a dual method of determining representation should not be considered.

**Convention Resolutions Committee Comment**

The Minister has determined that 2/3 of members will be elected.

REPORTS

## ITEM 4

CS-6.082

**DATE:** September 3, 1996

**TO:** KELLY KLOSS  
City Clerk

**FROM:** LOWELL R. HODGSON  
Community Services Director

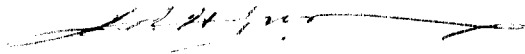
**RE:** FCSS DISCUSSION PAPER:  
**PROPOSED CHANGES TO THE FCSS REGULATIONS**

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The attached report from the Chairman of the Red Deer & District FCSS Board presents, very clearly, the reaction of that board and the funded agencies to the proposed changes to the FCSS Regulations. It would appear that these proposed changes offer no significant issues for our board and community and, in fact, these changes are very supportive of our local model and would do nothing but enhance it and, perhaps, provide a little more local autonomy and flexibility.

We have been through a time of tremendous uncertainty, particularly, when FCSS was a part of Municipal Affairs, and it would appear now that we might look for some stability back in Alberta Family & Social Services. That stability is a tremendous need as we continue to respond to community needs and work through funded agencies and hundreds of volunteers.

I support the recommendation of the chairman of the FCSS Board, and I commend the board for its active participation in this review, and Colleen Jensen, our Social Planning Manager, who has given much leadership through this process.



LOWELL R. HODGSON

:dmg

Att.

- c. Roger Clarke, Chairman, FCSS Board  
Colleen Jensen, Social Planning Manager

**DATE:** September 3, 1996

**TO:** KELLY KLOSS  
City Clerk

**FROM:** ROGER CLARKE, Chairman  
RED DEER AND DISTRICT FCSS BOARD

**RE:** FCSS DISCUSSION PAPER -  
PROPOSED CHANGES TO THE FCSS REGULATIONS

---

### **BACKGROUND**

- Provincial involvement in social services has evolved over 25 years, with Preventive Social Services (PSS) being established in 1966. Municipalities, with provincial and federal financial contributions, accepted responsibility for preventive, community-based services under the PSS Act.
- PSS underwent two major reviews in 1980 and in 1990, which resulted in minor modifications, including a name change to Family and Community Support Services (FCSS) in 1981.
- The 1990 review, based on input from citizens right across Alberta, strongly recommended "that the fundamental mandate of FCSS be reaffirmed, promoted and strengthened as we move into the future, with the elements of partnership, prevention, local autonomy, voluntarism and community-based solutions". In the context of the review, local autonomy was referred to within the confines of the FCSS Act. Municipalities and communities felt they had local autonomy in that they could decide how FCSS dollars were spent based on local needs. The advantage of the FCSS Act was that it fostered a partnership with the Province in both funding and principles that ensured the preventive programs were delivered addressing potential social concerns.
- Before recommendations from the 1990 Review could be implemented, FCSS was moved to Municipal Affairs in 1994, followed by two years of uncertainty and turmoil. During this time communities had a choice to receive their funds as an unconditional grant or as a conditional grant still tied to the FCSS Act and Regulations. Red Deer and District FCSS received funding as a conditional grant.
- On February 2, 1996, it was announced that FCSS would move back to Alberta Family and Social Services and that, once again, funding would become conditional as of January 1, 1997. The option for unconditional will no longer be available.
- It was also announced that municipalities would have the opportunity to provide input into clarifying the role of FCSS and to streamline the way it operates.

### **THE DISCUSSION PAPER**

- To that end, the attached discussion paper was prepared, under the direction of a Steering Committee. The Steering Committee had representation from AUMA, AAMD & C's,



InterCity Taskforce on Social Policy, the FCSS Association and also Alberta Family and Social Services.

- A Design Team was also formed consisting of five FCSS Directors and a representative from Social Services. Colleen Jensen, Social Planning Manager, participated on both the Steering Committee (as FCSS Association rep) and the Design Team.
- The discussion paper reflects several recommendations in the 1990 Review, with 12 - 14 suggested changes to the Regulations. The FCSS Act will not change. Municipalities are now being asked to respond to the paper.
- A brief summary for the areas for input/change are as follows:

#### **Funding conditions**

- adopt a new definition for prevention and a set of operating principles to replace the current conditions. The new definition and the principles come directly from the 1990 Review.
- retain the restrictions outlined in the current regulations.

**Applying conditions** - municipalities will be made more responsible for ensuring the principles (conditions) are met. They will likely be required to adopt local eligibility criteria which will be provincially approved. The Province will then "spot test" on a random basis, yearly.

**Program options** - the current Regulation lists a number of possible problems that could be offered under FCSS. It is suggested that the list may restrict creativity and therefore should not be part of the Regulation but should be moved to a FCSS Policy Handbook.

**Allocating funds** - currently we receive a block grant. It is recommended that a funding model (i.e., per capita, needs based, etc.) be developed in 1997.

**Dealing with unexpended funds** - currently any unexpended funds, at year end, return to the Province. It is recommended that any changes to this policy be dealt with in conjunction with the funding model.

**Municipal share of funding** - currently the provincial/municipal split is 80/20, with municipalities having the option of making the agencies fundraise the 20%. The recommendation is to retain the 80/20 split, with municipalities being required to contribute to 20% from municipal revenues beginning January 1998. The rationale is that if FCSS is a provincial/municipal partnership then the municipality, as an entity, should be matching the provincial contribution. The Red Deer and District FCSS program has always operated this way (Council Policy 913).

**Inclusion of new municipalities** - it is recommended that new municipalities only be brought on stream as new dollars become available. This is based on the need to safeguard against reductions to municipalities who are already part of the program.

**Reporting requirements** - recommends that municipalities will only report by program rather than one report/project funded. Reports will likely be based on local eligibility criteria, with financial audits performed as part of the overall municipal audit.

**Program consultation** - previously there was a provincial FCSS Director and six consultants. Social Services has indicated this will not be reinstated but would like to know what municipalities may require and how those needs can be met economically.

**Performance measurement** - recommends the development of performance measurements for the program, based on the principles. The focus would be on measuring outcomes.

**Continuous learning and improvement** - recommends the formation of a program management team made up of municipal and provincial representatives. This team would work on such things as developing the funding model and performance measures. They would also likely be involved in approving and interpreting municipal eligibility criteria.

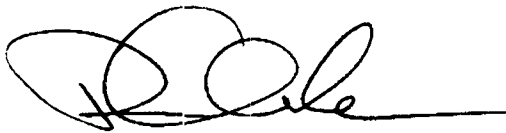
### **FROM HERE . . .**

The Red Deer and District FCSS Board considered the discussion paper at an August 7 Board meeting. Funded agencies from Red Deer also considered the paper on August 28. It is clear that the recommended changes will not affect the Red Deer and District Program other than giving us more flexibility.

Attached are the comments from both meetings. As the municipalities (as per the Honourable Stockwell Day's letter) are being formally requested for response, the Red Deer and District FCSS Board makes the following recommendation. A similar recommendation will be sent to all of the six partner municipalities in the Red Deer and District FCSS Program.

### **RECOMMENDATION**

That Council for The City of Red Deer send a strong letter of support for the comments put forward by the Red Deer and District FCSS Board and forward the FCSS Board comments, along with the funded agency comments, to the Honourable Stockwell Day.



ROGER D. CLARKE, Chairman  
Red Deer and District FCSS Board

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**RED DEER AND DISTRICT FCSS BOARD  
FEEDBACK TO "FAMILY AND COMMUNITY SUPPORT SERVICES  
DISCUSSION PAPER"**

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On Wednesday, August 7, 1996, the Red Deer and District FCSS Board met to consider the discussion paper regarding the review of Family and Community Support Services (as circulated July 31, 1996, by Stockwell Day, Minister of Family and Social Services).

In general, the Red Deer and District Board was very supportive of the changes suggested and felt that the main issues have been identified and addressed. The changes, as proposed, only raise some minor concerns for us as outlined in our following comments.

RECOMMENDATION	COMMENT
Funding conditions	<ul style="list-style-type: none"> <li>- The new definition of prevention and the new operating principles are positive in that they give the municipality more flexibility in implementing programs that meet local need.</li> <li>- Concern was expressed with the restriction that states "FCSS shall not duplicate services available from or within the jurisdiction of any government agency or service". This needs to be reworded to ensure this does not preclude joint-funded ventures where partners are from several jurisdictions (i.e., Family School Liaison where Education, Social Services and FCSS may all fund OR Victims Services where Justice and FCSS may cost share different parts of the program.</li> </ul> <p>A second concern related to this constraint is that although a program may logically be provided by another jurisdiction, the jurisdiction may not provide support for some reason, then FCSS may, by default, need to support the service in order to meet a community need.</p>
Applying the conditions to municipal projects or services.	<ul style="list-style-type: none"> <li>- Support for municipalities having responsibility for ensuring conditions are met. Municipalities should be required to develop eligibility criteria which is approved by the joint municipal provincial program team.</li> </ul>
Program Options	<ul style="list-style-type: none"> <li>- Support moving Section 2 of the current Regulation to policy handbook. This was seen as a positive move in that it will avoid the perception of the Regulation being "prescriptive".</li> </ul>

Allocating Funds	<ul style="list-style-type: none"> <li>- Support in taking time to develop an appropriate funding model, as long as it is worked on and completed in the next year.</li> <li>* Our board strongly suggests moving to a three-year budget allocation. This would: <ul style="list-style-type: none"> <li>● give municipalities flexibility to move funds from year to year for a three year period.</li> <li>● be consistent with the government's operating style of three-year planning.</li> <li>● would allow more stability to municipalities, who in turn could pass on the same stability to funded agencies.</li> <li>● would allow for much better planning at the local level.</li> </ul> </li> </ul>
Dealing with unexpended funds	<ul style="list-style-type: none"> <li>- Support to delay the policy on surplus retention until a funding allocation model is in place.</li> </ul> <p>The suggestion of a three-year budget allocated as noted above would address surplus retention at least in a three-year block.</p>
Municipal share of funding	<ul style="list-style-type: none"> <li>- Support for requiring municipalities to use municipal revenues as matching funds, beginning January 1998.</li> <li>- Support for maintaining the 80/20 provincial/municipal funding splits. The partnership between the province and municipalities has been, and should continue to be, strongly acknowledged.</li> </ul>
Inclusion of new municipalities into the program	<ul style="list-style-type: none"> <li>- The 60 municipalities not currently included in FCSS should be surveyed to determine interest in joining the program. Once this is determined, if these municipalities cannot be accepted <b>without affecting the funds for municipalities who are currently part of the program</b>, then the provincial government should provide additional funding to accommodate new communities. If new communities can demonstrate need they should not be precluded, while at the same time, funding allocations for those currently in the program must not decrease.</li> </ul>
Reporting Requirement	<ul style="list-style-type: none"> <li>- Strong support for changes as suggested. Having municipalities develop eligibility criteria is very positive. Once again, the three-year budget allocation could also perhaps mean an audit would be done on the program only every three years.</li> </ul>
Program Consultation	<ul style="list-style-type: none"> <li>- The FCSS Association is in the position to provide consultation service to municipalities. This <b>must</b> be funded by the Province, with funds to the Association specifically earmarked for the consultation service. The Association cannot generate enough funds through memberships to provide the service.</li> </ul>

Performance Measurement	<ul style="list-style-type: none"> <li>- Strong support in that we must be able to prove the worth of FCSS to the Province.</li> <li>- The joint program management team should talk to other provincial associations such as Alberta Association of Services to Children and Families, Alberta Association of Women's Shelters and Alberta Association of Rehab Centres. These groups have been doing work in the area of performance measurement and we do not want to reinvent the wheel.</li> <li>- Reporting data could also be developed in partnership with other funders such as United Way, AFSS, etc., so agencies are not having to provide different things to different funders.</li> <li>- In measuring performance, numbers (as in outputs) as well as outcomes (how well the service met the need), are needed. The combination paints a good overview.</li> <li>- Locally, programs may also want to have additional performance measures related to their own eligibility criteria.</li> </ul>
Continuous Learning and Improvement	<ul style="list-style-type: none"> <li>- Support for developing a program management team. Caution must be taken not to develop another layer of bureaucracy that could be viewed as negative.</li> </ul>

### **Other Comments**

Other general comments are:

- partnerships between municipalities and other funders should be fostered and encouraged. These should be voluntary and natural, taking into consideration catchment areas. Such partnerships help avoid duplication and also result in economies of scale, particularly in administration. Red Deer and District FCSS has operated successfully this way for almost 20 years, much to everyone's benefit.
- In looking at retaining surpluses, a special fund could be set up at year end and reallocated the following year on a case by case basis. The program management team could be involved in the allocation. If local communities cannot retain the dollars, we should ensure funds are still utilized by FCSS.
- The amount of provincial funding allocation should be reconsidered and subsequently increased. Communities are experiencing tremendous pressure to provide preventive social programs and to assist with community development. The only way this can be accommodated is through increasing municipal support (which in fact is downloading from the province) or by asking agencies to fundraise. Our experience is that volunteers are absolutely burned out in trying to assist in providing service and fundraise. In most communities, staff and service have been cut to the bone and volunteers cannot do more.

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**RED DEER AND DISTRICT FCSS FUNDED AGENCY  
FEEDBACK TO "FAMILY AND COMMUNITY SUPPORT SERVICES  
DISCUSSION PAPER" RE: FCSS**

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On August 28, 1996, agencies funded via Red Deer and District Family and Community Support Services met to consider the Discussion Paper regarding the review of FCSS and circulated by Stockwell Day, Minister of Family and Social Services.

Board and/or staff present represented:

Central Alberta Women's Emergency Shelter (Children's Program)  
Central Alberta Sexual Assault Centre  
Central Alberta Refugee Effort (Immigrant Women's Program)  
Children's Council  
Red Deer Family Service Bureau  
Canadian Mental Health Association (Bereavement and Education)  
Youth and Volunteer Centre  
Red Deer Child Care Society  
Community Information and Referral  
Golden Circle

The funded agency representatives were generally supportive of the Discussion Paper and agreed with the thrust of the changes. The following comments about individual recommendations were also agreed to by consensus.

<b>RECOMMENDATION</b>	<b>COMMENT</b>
Funding conditions	<ul style="list-style-type: none"> <li>- Concern expressed about the wording "provide support which keeps people out of long-term rehabilitation programs and institutions".</li> <li>- Agencies wanted the phrase reworded to express a more sociological philosophy, i.e., "keeps people living in their own homes as long as is feasible".</li> <li>- Agencies have a concern that FCSS will become the "dumping ground" as Health, Mental Health, deinstitutionalize.</li> </ul>
Applying conditions to municipal projects or services	- No concerns
Program options	- Agree to move to policy handbook.
Allocating funds	- Agree to working this out within the next year.
Dealing with unexpended funds	<ul style="list-style-type: none"> <li>- Would support a three-year budget - allow for community development (a long, slow process).</li> <li>- or allow the retention of 5% of the surplus (for example) by the local FCSS board.</li> </ul>
Municipal share of funding 80/20	- Agencies were strongly supportive of this recommendation.
Inclusion of new municipalities	- No concerns.

Reporting requirements	<ul style="list-style-type: none"> <li>- No auditor would give a three-year audit if a three-year budget were adopted.</li> </ul>
Program consultation	<ul style="list-style-type: none"> <li>- Could the Program Management Team do some of the consultation?</li> <li>- How will new or wavering communities get help to become part of FCSS if there is not some consulting available?</li> <li>- Do we have to pit new program funding against consultation funding?</li> </ul>
Performance measurement	<ul style="list-style-type: none"> <li>- Very hard to have one or two performance measures to fit all agencies.</li> <li>- Must be tied to objectives/principles.</li> <li>- Performance measures re: management <b>and</b> performance measures re: programs - keep separate.</li> <li>- Move from quantitative to qualitative measures as much as possible.</li> </ul>

Funded agencies thanked the Red Deer and District FCSS Board for their work in preserving FCSS and in responding to the Discussion Paper.



ALBERTA  
FAMILY AND SOCIAL SERVICES

*Office of the Minister*

July 31, 1996

*Also responsible for Metis Settlements Commission, Native Programs*

To Mayors, Reeves, Metis Settlement Chairpersons:

The Family and Community Support Services (FCSS) program provides a host of benefits to Albertans. To ensure FCSS continues to meet the needs of today, some changes are being proposed to clarify the role of the program and streamline the way it operates.

This discussion paper outlines the proposed changes developed by a team of municipal and provincial representatives. I believe the team's recommendations represent a fair and consistent approach to delivering the FCSS program. A number of their recommendations were based on the findings of the 1991 FCSS Ministerial Review, as broad input and support was received at that time.

We now need your input to evaluate how these changes would impact your municipality. I ask you to take the time to review this discussion paper. Please send in your comments and concerns in whatever format is easiest for you. We have provided a feedback form at the back of the discussion paper for your convenience. Every effort will be made to address the concerns you identify. Please send your feedback by October 1, 1996.

If you have questions or concerns about the review process please contact Patricia Boynton, Assistant Deputy Minister, Adult Services at 427-1245 or Mic Farrell, Director, Quality Management Branch at 427-4420.

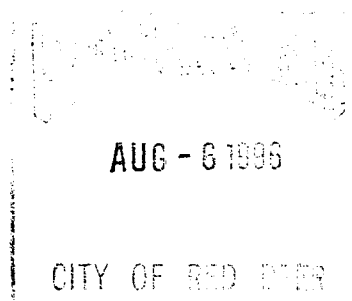
I thank the municipal representatives who helped develop this discussion paper. You have provided a solid base on which further discussions on the FCSS program can take place. To ensure FCSS remains a valuable and effective program, we need to focus our efforts on continued improvement.

The input of all municipalities is critical to the process. I look forward to receiving your feedback.

Sincerely,

Minister

c.c. FCSS Directors





# **Family and Community Support Services**

**A discussion paper**

**July, 1996**

## Introduction

**Through the FCSS  
partnership  
Albertans of all  
ages benefit.**

For over 30 years, the Government of Alberta and municipalities have jointly funded preventive social services for Albertans through the Family and Community Support Services (FCSS) program. Designed to meet the preventive social programming needs of the local community, FCSS programs offer a range of supports for people of all ages. Over the years a number of changes have been made to the FCSS program, ensuring that it continues to meet the needs of the community.

This April, the administration of the FCSS program returned to Family and Social Services from Municipal Affairs. The Government of Alberta is working with municipalities to review the scope of the program and the administration process. The goals of this review are to determine what conditions should apply to ensure FCSS continues to meet the needs of today and make sure it operates at maximum efficiency.

## **Steering Committee Members**

### **Alberta Urban Municipalities Association:**

Councillor Bob Hawkesworth, Calgary  
Mayor Tom McGee, Drayton Valley

### **Alberta Association of Municipal Districts and Counties:**

Councillor Bruce Willerton, MD of Wainwright

### **Inter City Task Force on Social Policy:**

Councillor Michael Phair, Edmonton

### **FCSS Association of Alberta:**

Councillor Don Johnson, MD of Taber  
Colleen Jensen, FCSS Director, Red Deer District

### **Alberta Family and Social Services:**

Patricia Boynton, ADM Adult Services  
Mic Farrell, Director, Quality Management Branch

## **How the Program Will be Reviewed**

To assist the Government in reviewing the FCSS program, a Steering Committee was established with representatives from:

- Alberta Urban Municipalities Association;
- Alberta Association of Municipal Districts and Counties;
- Inter City Task Force on Social Policy;
- FCSS Association of Alberta; and
- Alberta Family and Social Services.

Supporting this Steering Committee is a Design Team with municipal employees from Edmonton, Calgary, Red Deer, Edson, Athabasca, and representatives from Alberta Family and Social Services. This discussion paper is based on the work of these two teams.

## **The Purpose of this Discussion Paper**

This discussion paper identifies issues related to FCSS reviewed by the Steering Committee. It outlines the various options discussed and provides the Steering Committee's recommended changes. Your thoughts and ideas on ways to improve the FCSS program are needed. This discussion paper provides a base upon which further discussion can take place. All input will be considered before any changes are finalized.

As you read through the discussion paper please keep these questions in mind:

- Did we capture and understand the issues that are important to you?
- Will the proposed changes resolve issues of concern for you?
- Do the recommended changes leave any issues unaddressed?
- If the changes were made as proposed can you foresee any new concerns that might arise?
- Do you have other ideas that would improve the FCSS program, helping it meet the expectations outlined on the next page?

## FCSS Program Expectations

To guide this consultation the government and the Steering Committee have outlined a set of expectations for the FCSS program that form the basis on which the new program could be built. These items are set out to ensure FCSS programs and services meet the needs of today and operate efficiently.

The FCSS program must:

- direct funds toward social needs as opposed to infrastructure or other municipal needs. With the trend toward more holistic human services, there is a need to take a broad view of what is considered preventive social services;
- be designed around the principle of local decision-making, so the conditions must be broad enough to permit flexibility at the local level, and must have broad agreement among municipalities;
- operate at the current level of provincial funding for the next three years;
- have simple administrative processes;
- respect and maintain the special relationship between municipalities and the province outlined in the FCSS Act. Voluntary partnerships (i.e., multi-municipal) are encouraged;
- be focused on its end users, and include ways of measuring outcomes.

### Design Team Members

Colleen Jensen, FCSS  
Red Deer

Frank Hoebarth, FCSS  
Calgary

Michael Kroening,  
Edmonton Community  
and Family Services

Alan Taylor, FCSS  
Athabasca

Carl Ulrich, FCSS  
Edson

Mic Farrell, Alberta  
Family and Social  
Services

**Calgary valued the FCSS volunteer component at \$12.2 million in 1995. This essentially doubled the cash contribution made by the city and province to those same services.**

## **The Redesigned FCSS Program**

### **Funding Conditions**

Traditionally the FCSS program has been a conditional program-- meaning that projects or services had to meet certain conditions in order to receive FCSS funding. These conditions also formed the basis on which municipalities could do further cost-sharing of programs through the province with the federal government under the Canada Assistance Plan.

When the FCSS program was returned to Family and Social Services, it was done with the understanding that some conditions needed to be attached to the funding to make sure dollars are used for preventive social programming. This first section of this paper will explore the conditions that should be attached to the funding.

The current program has five conditions outlined in the Regulation. A program must:

- be of a preventive nature;
- promote, encourage and facilitate voluntarism;
- provide citizens with information about its planning and operation;
- provide for the development of services on the basis of clearly identified social needs and effective planning; and
- encourage and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

A program must meet all the conditions in order to be eligible. The Steering Committee felt that conditions should:

- encourage the community's ability to meet its social needs;
- place some parameters on the program;
- be sufficient to keep the focus on preventive social services; and
- allow some flexibility. For example, maybe not all projects must meet all conditions.

**Recommendation:** The Steering Committee recommends the FCSS program conditions allow more flexibility. To meet the expectations of the FCSS program, the Steering Committee recommends that the existing conditions be replaced with a definition of prevention and that a set of operating principles are adopted for FCSS programs.

The Steering Committee feels the current definition of prevention under the FCSS Act requires improvements. They recommend using the following definition from the 1991 Ministerial Review of the FCSS Program.

**Definition of Prevention:** Prevention is the enhancement of social well-being through promotion and intervention strategies at the earliest opportunity.

The following aspects of preventive activities serve to illustrate the intent of the definition:

- Help people to become less dependent on treatment and less vulnerable to crisis.
- Develop awareness of social needs.
- Develop interpersonal and group skills which enhance constructive relationships between people.
- Assist people and communities to assume responsibility for decisions and actions directly affecting them.
- Provide primarily short term supportive services which are not otherwise available in the community.
- Provide support which keeps people out of long-term rehabilitation programs and institutions.

**Principles:** The Steering Committee recommends that the following principles be adopted and form the basis of future FCSS programs. These principles were adapted from the 1991 Ministerial Review. The Steering Committee recommends that the overall performance measurements that are developed for FCSS programs reflect these principles.

Under these principles it would be expected that both the province and municipalities will operate in ways that:

- build on the strong tradition of voluntarism;
- ensure that decisions are made at the individual, family, and community level;
- enable communities to identify and undertake activities that will allow them to develop to their full potential;
- promote efficient and effective use of resources;
- recognize the inter-dependency of, and encourage partnerships with governments, provincial departments, local authorities and agencies in anticipation of, and in response to, social needs;
- emphasize community development as a crucial process in the delivery of services; and
- promote citizen participation in planning, delivery and the governance of programs.

The current definition of prevention under the FCSS Act is:

A program must

- (a) be of a preventative nature that
  - (i) enhances, strengthens and stabilizes family and community life
  - (ii) improves the ability of people to identify and act on their own social needs
  - (iii) helps avert family or community social breakdown, or
  - (iv) if early symptoms of social breakdown do appear, helps prevent the development of a crisis that may require major intervention or rehabilitative measures

**Restrictions:** The Steering Committee recommends the restrictions spelled out in the regulations be maintained.

Projects or services funded by FCSS shall not:

- primarily provide for the recreational needs or leisure time pursuits of individuals;
- offer direct financial assistance to sustain an individual or family;
- be primarily rehabilitative in nature; or
- duplicate services available from or within the jurisdiction of any government agency or services.

## **Applying the conditions to municipal projects or services**

The agreed upon conditions need to be applied to individual projects and services to ensure they qualify for FCSS funding. Before deciding to fund a project, municipalities check to ensure the conditions are met. In the past, the province has also reviewed every project or service to ensure they qualify for funding.

**Recommendation:** With the broader conditions being proposed, the Steering Committee does not believe a detailed review at the provincial level will be a useful activity. The province can assure itself that the conditions are being met by reviewing a small sample of programs each year. A program management team consisting of municipal and provincial officials, would review any projects whose eligibility was in question.

## **Program Options**

The existing Regulation includes a section titled “Program Options” (Section 2). This section contains a long list of services that may be funded by FCSS. Municipalities have found this list helpful in generating ideas for services. However, by being part of the Regulation it also has the effect of controlling or limiting the kinds of services that might be offered. The Steering Committee does not want to put any barriers in the way of creative approaches that might be developed at the community level, but neither do we want to lose the benefits that came from having this list widely available.

**Recommendation:** We believe we can balance these needs by moving the list out of the Regulation and putting it into a program handbook. It will then be available for reference, but municipalities will clearly not be limited to that particular set of services.

## Allocating Funds

One of the most difficult challenges faced in any program design is how to distribute resources. We know that there is a set amount of money from the province for the next three years. There are a number of methods that could be used to divide the money among municipalities.

**Recommendation:** The Steering Committee recommends taking the time required to examine various options and find the one that best meets the needs of all involved. This work should be done over the next year by a joint municipal-provincial team. In the meantime, funding for the 1997 calendar year should be based on current year funding.

## Dealing with unexpended funds

The question of surplus retention is very much linked to the question of how dollars are divided.

**Recommendation:** A distribution formula will be determined over the next year. Further discussion on surplus retention should be held after the funding allocation formula is determined. For the coming year, any unexpended funds should be dealt with as in the past - i.e., they will be deducted from the subsequent year's grant.

## Municipal share of funding

FCSS has always been a partnership between the province and municipalities. Both have recognized the benefit of this joint approach to social issues. The program has traditionally been funded 80% by the province and 20% by municipalities. Since 1981 municipalities have been able to use sources other than municipal revenues for their share. The most common other source is funds raised by the projects themselves.

**Recommendation:** In the 1991 Ministerial Review, this issue was debated across the province. The recommendation at that time was that municipalities be required to use municipal revenues for their portion. The Steering Committee adopted the 1991 recommendation. Beginning with the 1998 calendar year, they recommend the municipal share must come from municipal revenues. This time frame will allow municipalities a year to adjust their budgets as required. This option was selected as it represents a true partnership between the municipality and the province. It puts small projects that might have trouble fundraising on an equal footing with larger agencies and it is one of the easiest to administer.

**FCSS helps strengthen communities by organizing groups to initiate services, and helping them work towards self-sufficiency.**



**Recommendation:** The 80/20 split remain the same. The 1991 Ministerial Review addressed this question as well. That review concluded that 80/20 was the most desirable split, and the Steering Committee agrees with that conclusion.

## **Inclusion of new municipalities into the program**

There are approximately 60 Towns, Villages and Municipal Districts not included in the FCSS program. Some of these may wish to participate in the future. The 1991 Ministerial Review recommended that the government have a policy of admitting new communities within two years of them applying. This recommendation did not address a situation where there were no new provincial dollars, a situation in which new communities may have to be funded by taking money away from existing programs.

**Recommendation:** To live within the existing the budget, we believe that the best solution at this time is that new municipalities be admitted as funding permits. This will probably not be possible in 1997, if funds are distributed according to the previous year's grants - unless some municipalities choose to drop out of the program.

## **Reporting Requirements**

One of the key objectives of the redesign is to simplify the administration of the program. In order to ensure Albertans receive the most for their money, the province needs to be able to assess the overall effectiveness of the FCSS program. In the past, program reporting requirements have been complicated and time consuming. Each project or service that a municipality supported with FCSS dollars needed to be reported to the province.

**Recommendation:** The Steering Committee believes it is possible to design a reporting system that maintains the necessary levels of accountability, but requires municipalities to report to the province on their entire program, not individual projects. Detailed design work needs to be completed on this approach, but it would likely include the following elements:

- municipalities identify specific eligibility criteria they will use to ensure programming complies with the FCSS conditions;
- FCSS Boards or Municipal Councils attest that the projects funded meet the eligibility criteria;
- a financial audit of FCSS would be performed as part of overall municipal audit processes;

- each municipality would provide the province with a summary of their FCSS program, identifying expenditures by category (e.g., youth programs, senior programs etc.), and other data required for performance measurement (e.g., volunteer hours);
- the province would conduct audits on a random sample basis;
- a provincial management committee (joint provincial-municipal body) would collate performance measurement data into an annual report for the program; and
- the province would include program data in the Ministry's annual report to the legislature.

**Athabasca reports that through the support of FCSS, seniors benefit daily from nutritious meals delivered by volunteers.**

## **Program Consultation Services**

Program consultation services have not been available from the government since April 1994. As the FCSS program becomes easier to administer, the Steering Committee anticipates the need for these services should diminish. In keeping with the goal of reducing administrative costs, Alberta Family and Social Services does not plan to provide consultation services directly. However, the Steering Committee would like the input of municipalities on:

- In what areas of the program would you seek the help of a consultant?
- Are there other sources for the kinds of assistance you will require?

**Recommendation:** Your input should be used to look at options related to consultation services. For example, if there is enough interest from municipalities, perhaps services could be available from a group like the Family and Community Support Services Association on a fee-for-service basis or for an annual membership charge.

## **Performance Measurement**

As part of being accountable for the dollars we spend, it is important to measure our performance against an established set of outcomes.

**Recommendation:** A joint provincial-municipal team should develop and implement measures for the program. We would start with the principles, and with the definition of prevention, to give us a sense of the outcomes we hope to achieve. From there we would look for ways of measuring these outcomes. Your input is needed:

- Do you have any comments on how we might measure outcomes?
- Do you agree that this is a valuable and important task for the program?

One important consideration in designing performance measures is that they will have a direct impact on the reporting requirements for the program. If, for example, volunteer hours are the basis for a key measurement, all programs will have to collect that data and report it.

## **Continuous Learning and Improvement**

The FCSS program deals with complex issues, complex relationships, and at least as many sets of needs and goals as there are municipalities. It is crucial, therefore, that we work to make the program better each year.

**Recommendation:** We have already seen the value of having municipal and department officials work as equal partners. We propose to use the same approach to continually improving the program. A program management team, made up of municipal and department officials, should be established with a mandate that includes:

- to develop and implement provincial outcome measures for the program;
- to determine whether the conditions as stated and applied are serving the purpose for which they were intended;
- to explore alternative funding models and design a model that best addresses the needs of the FCSS program;
- to approve eligibility criteria proposed by municipalities;
- to be the final arbiter of whether a project meets the program eligibility criteria when a dispute arises (as a result of a provincial audit or a municipal request); and
- to continually review annual reporting and audit requirements and recommend simplifications or improvements.

**COMMENTS:**

We concur with the recommendation of the FCSS Board.

"G.D. SURKAN"

Mayor

"H.M.C. DAY"

City Manager

# Office of the Mayor

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September 16, 1996

The Honourable Stockwell Day  
Minister of Alberta Family and Social Services  
#200, 4814 - Ross Street  
Red Deer, Alberta T4N 1X4

Dear Stockwell:


At the City of Red Deer Council meeting on September 9, 1996, the Red Deer and District Family and Community Support Services Board submitted their comments related to the FCSS Discussion Paper, as circulated on July 31, 1996. The FCSS Board carefully considered the proposed changes and in general are very supportive of the direction suggested. They also go on to outline several other recommendations that could be of benefit to all FCSS programs, such as the introduction of a three-year budget for FCSS.

Council, in its deliberations, unanimously approved the Red Deer and District FCSS Board submission, as attached. As unit authority for our multi-municipal program, all of our partner municipalities also have provided letters indicating their support of the FCSS Board's comments. These are also attached.

As Red Deer has indicated in the past, FCSS is an example of a provincial/municipal partnership that benefits families and communities across Alberta. The Province has shown leadership in recognizing its responsibility for social services by continuing to provide legislation, guidelines and funding for FCSS. Municipalities can offer the delivery mechanisms to ensure that preventive programs are in place that meet locally identified community needs.

Thank you for the opportunity to provide input into revisions of the FCSS Regulations. We also would like to specifically acknowledge your part, Stockwell, in helping FCSS through the difficult passage of the last two years. Under your leadership as Minister we feel assured that communities can anticipate continued partnering in meeting preventive social service needs. We look forward to working with you to find new ways of doing things while still ensuring citizens do not fall through the cracks.

Sincerely,

  
GAIL SURKAN  
Mayor

Enc.

- c. Roger Clarke, Chairman, Red Deer and District FCSS Board  
Kelly Kloss, City Clerk, City of Red Deer  
Pat Boynton, FCSS Association of Alberta  
Don Johnson, FCSS Association of Alberta  
Victor Doerksen, MLA, Red Deer South

**THE CITY OF RED DEER**

Box 5008, Red Deer, Alberta, Canada T4N 3T4 Telephone: (403) 342-8155 Fax: (403) 346-6195

**PLEASE NOTE:**

The letter of support from the Town of Penhold will follow, as their Council is not able to consider this item until October 3, 1996.

A handwritten signature in cursive script, appearing to read 'Colleen Jensen', followed by a long horizontal line.

COLLEEN JENSEN  
Social Planning Manager



**Village Of**

**DELBURNE**

***The Lamp In Parkland's Window***

Box 341  
Delburne, Alberta  
T0M 0V0

Phone: 403-749-3606  
Fax: 403-749-2800

September 13, 1996

Stockwell Day, Minister of Family and Social Services  
Legislature Building  
10800 97 Avenue  
Edmonton, Alberta  
T5K 2B6

Dear Honourable Minister:

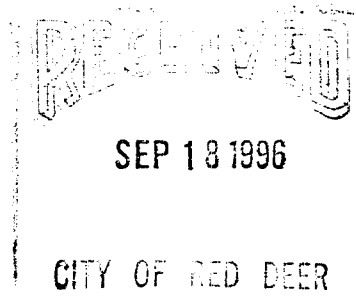
Re: F.C.S.S. Discussion Paper - Proposed Changes to the F.C.S.S. Regulations

The Village Council of Delburne reviewed the F.C.S.S. Discussion Paper at their September 10, 1996 Meeting. It was resolved to endorse the recommendations proposed by the Red Deer and District F.C.S.S. Board, of which we are part.

Thank you for the opportunity to comment on the future of the Family and Community Support Services program. If you have any questions, please contact the Municipal Office at 749-3606.

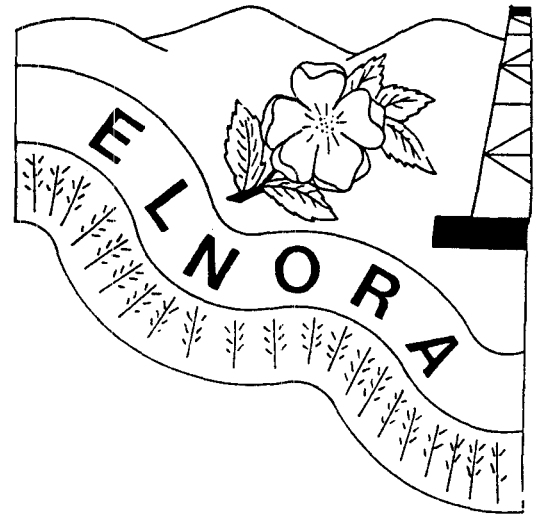
Yours truly,

Larry Watson,  
Mayor



# Village of Elnora

OFFICE OF THE SECRETARY - TREASURER  
Box 629, Elnora, ALBERTA T0M 0Y0  
Phone: 773-3922



September 11, 1996

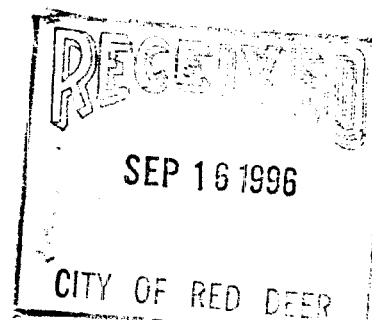
Hon. Stockwell Day  
Minister of Family & Social Services  
Legislature Building  
Edmonton, AB

Dear Sir:

The Elnora Village Council passed a resolution at their meeting of September 10, 1996 expressing their full support of the comments put forward by the Red Deer and District F.C.S.S. Board regarding the proposed changes to the F.C.S.S. regulations.

Yours truly,

  
G. W. Renouf  
Administrator







No. 23

OFFICE OF THE COUNTY COMMISSIONER  
4758 - 32 STREET  
RED DEER, ALBERTA T4N 0M8

Phone 347-3364  
Fax 346-9840

September 25, 1996

Roger D. Clarke, Chairman  
Red Deer and District FCSS Board  
City of Red Deer  
Community Services Division  
4th Floor City Hall  
4914 - 48 Avenue  
RED DEER, AB T4N 3T3

Dear Mr. Clarke

**Re: Board Comments on FCSS Discussion Paper**

Your report outlining the FCSS discussion paper recommendations and the Red Deer and District Board's comments was presented at the regular meeting of County Council on September 24, 1996.

After reviewing the information, Council has agreed to forward its support for the comments of the Board members along to the Minister's office.

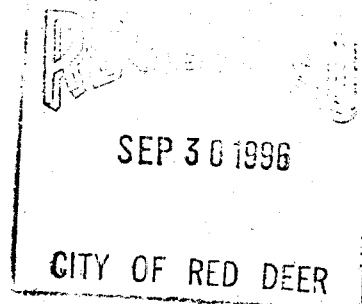
We trust you will find this satisfactory and thank you for your ongoing dedication to our ratepayers.

Yours truly

COUNTY OF RED DEER NO. 23

Lorne McLeod  
CAO, Commissioner

nel





Our File No. \_\_\_\_\_

Your File No. \_\_\_\_\_

## TOWN OF BOWDEN

P.O. Box 338, Bowden, Alberta ToM oKo  
Phone 224-3395

September 24, 1996

Honorable Stockwell Day  
Minister of Social Services  
Legislature Building  
10800 - 97 Avenue  
Edmonton, Ab.  
T5K 2B6

Re: Proposed Changes to F.C.S.S. Regulations.

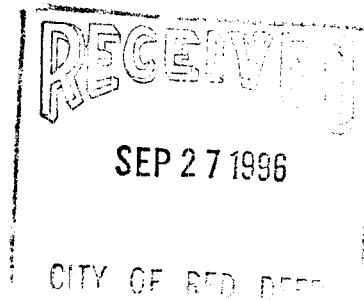
Dear Sir

The above noted discussion paper was reviewed by our F.C.S.S. Committee in consultation with the City of Red Deer. A report was subsequently given to our council.

The council of the Town of Bowden fully supports the recommendations prepared by the Red Deer and District F.C.S.S. Board.

Yours truly,

R. Trent Smith, L.G.A.  
C.A.O., Town of Bowden.





Our File No. \_\_\_\_\_

Your File No. \_\_\_\_\_

**TOWN OF BOWDEN**

P.O. Box 338, Bowden, Alberta ToM oKo

Phone 224-3395

September 24, 1996

Honorable Stockwell Day  
Minister of Social Services  
Legislature Building  
10800 - 97 Avenue  
Edmonton, Ab.  
T5K 2B6

Re: Proposed Changes to F.C.S.S. Regulations.

Dear Sir

The above noted discussion paper was reviewed by our F.C.S.S. Committee in consultation with the City of Red Deer. A report was subsequently given to our council.

The council of the Town of Bowden fully supports the recommendations prepared by the Red Deer and District F.C.S.S. Board.

Yours truly,

R. Trent Smith, L.G.A.  
C.A.O., Town of Bowden.

BYLAWS

## ITEM 1

**BYLAW NO. 3159/B-96**

Being a bylaw to amend Bylaw No. 3159/96, the License Bylaw of The City of Red Deer.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

Bylaw No. 3159/96 is hereby amended as follows:

- 1 By adding to Part 1, section 2 - Short Title and Definitions, the following definition:

"Farmer's Market" means the business of conducting a public open market at which various vendors of goods lease a stall or space from a holder of a provincial market approval and situate at the location approved by the City from time to time.

- 2 By adding to Part 4 - Exceptions to License Requirement, section 19:

"(f) is carried on by a vendor of goods only as part of the activities of a Farmer's Market."

- 3 By deleting from Schedule "A", item 17 in its entirety and replacing it with the following item 17:

"Farmer's Market - \$300.00 annual fee"

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      1996.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      1996.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      1996.

\_\_\_\_\_  
MAYOR

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

BYLAWS

## ITEM 2

**BYLAW NO. 3156/I-96**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 The "Use District Map" as referred to in Section 5 is hereby amended in accordance with the Use District Map No. 7/96 attached hereto and forming part of the Bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 12 day of August A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

---

MAYOR

---

CITY CLERK

A1

A1

R1

76 STREET



NORTH

I1

A1

A1

68 AVE

I1

67 AVE

I1

GOLDEN  
WEST  
AVE

I1

P1

65 AVE

TAYLOR  
DR

# JOHNSTONE PARK

Change from : A1 to Road



A1 to I1



A1 to P1



Bylaw No. - 3156 / I-96

Map No. 7 / 96

August 6 1996

BYLAWS

## ITEM 3

**BYLAW NO. 3071/A-96**

Being a bylaw to amend Bylaw No. 3071/92, the Bylaw to Adopt the Northwest Area Structure Plan in the City of Red Deer.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 Map 9 following page 13 of Schedule "A" of Bylaw 3071/92 is amended by incorporating the changes as outlined in the attached Map.

READ A FIRST TIME IN OPEN COUNCIL this 12 day of August 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 1996.

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MAYOR

---

CITY CLERK

