



A G E N D A

FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

TUESDAY, OCTOBER 10, 2006

COMMENCING AT 3:00 P.M.

- (1) Confirmation of the Minutes of the Regular Meeting of Monday, September 25, 2006
- (2) **UNFINISHED BUSINESS**
 1. Legislative & Administrative Services Manager, Re:
 - (a) *Analysis of Council Committees/ Recommendations for Change*
 - (b) *Committees Bylaw Amendment 3265/A-2006*
(Consideration of 3 Readings of the Bylaw) . .1
 2. Parkland Community Planning Services – Re: *Heritage Management Plan* . .72

(3) PUBLIC HEARINGS

1. Parkland Community Planning Services – *Re: Land Use Bylaw Amendment 3357/C-2006 - Rezoning of Approximately 11.04 ha (27.3 ac) of Land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District and P1 Parks and Recreation District / Lonsdale Neighbourhood – Phase 12 / Pemberton Holdings Ltd. (Laebon Homes)*
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2. Parkland Community Planning Services – *Re: Land Use Bylaw Amendment 3357/D-2006 - Rezoning of Approximately 9.16 ha (22.6 ac) of Land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District / Kingsgate Neighbourhood – Phases 31 & 32 / Sabre Properties & Laebon Developments*
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2. Parkland Community Planning Services – Re: *Land Use Bylaw Amendment 3357/I-2006 / Option to Reduce Minimum Front Yard Setbacks on Collector Roadways / City of Red Deer*
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- (5) **CORRESPONDENCE**
 - (6) **PETITIONS AND DELEGATIONS**
 - (7) **NOTICES OF MOTION**
 - (8) **ADMINISTRATIVE INQUIRIES**

(9) **BYLAWS**

1. **3357/C-2006** – Land Use Bylaw Amendment - Rezoning of Approximately 11.04 ha (27.3 ac) of Land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District and P1 Parks and Recreation District / Lonsdale Neighbourhood – Phase 12 / Pemberton Holdings Ltd. (Laebon Homes)
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Legislative & Administrative Services

DATE: October 2, 2006

TO: City Council

FROM: Legislative & Administrative Services Manager

SUBJECT: Analysis of Council Committees/Recommendations for Change

History

At the Monday September 25, 2006 Council Meeting, Council tabled consideration of the following resolution regarding a report of the Analysis of Council Committees/Recommendations for Change to the October 10, 2006 Council Meeting to allow time for public feedback.

"Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated September 21, 2006 – re: Analysis of Council Committees/Recommendations for Change, directs as follows:

1. That The City remains committed to facilitating public involvement and input at both policy and administrative levels.
2. That when it is determined that the best method of public involvement and input is through a committee process, then an issue specific ad-hoc committee/task force be used.
3. That the Committees Bylaw be amended to reflect the discontinuation of the following advisory committees effective the 2006 Organizational Meeting of Council:
 - (a) Archives Committee
 - (b) Culture Board
 - (c) Environmental Advisory Board
 - (d) Greater Downtown/Riverside Meadows Policy Committee
 - (e) Policing Committee
 - (f) Recreation and Parks Board
 - (g) Transportation Advisory Board

..2/

4. That a mandate and membership review be undertaken, by Spring 2007, for the:
 - (a) Audit Committee
 - (b) Assessment Review Board
 - (c) Drinking Establishment Licensing Bylaw Appeal Committee
 - (d) Disaster Services Agency
 - (e) Disaster Service Committee
 - (f) Gaetz Lakes Sanctuary Committee
 - (g) Nominations Review Committee
 - (h) Mayor's Recognition Awards Committee
 - (i) Municipal Planning Commission
 - (j) Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course. "

Public Feedback

Attached are responses received from the public.

Discussion

An amendment to the Committees Bylaw, Committees Bylaw Amendment 3265/A-2006, is also included for consideration. This bylaw amendment deletes the following committees:

1. The Archives Committee
2. The Culture Board
3. The Greater Downtown/Riverside Meadows Policy Committee
4. The Environmental Advisory Board
5. The Policing Committee
6. The Recreation & Parks Board; and
7. The Transportation Advisory Board

The bylaw amendment also includes the repeal of four old bylaws that are related to committees in general, but had never been formally repealed. They are:

1. Bylaw No. 57 – Regulation of Committees and Other Matters
2. Bylaw No. 1442 – The Red Deer Fair Grounds Commission
3. Bylaw No. 1270 – Regional Planning Commission Members
4. Bylaw No. 2507 – The Fort Normandeau Joint Management Board

A copy of Committees Bylaw 3265/2000 is attached showing the proposed changes to be made by Committees Bylaw Amendment 3265/A-2006.

Recommendations

That Council consider approving:

- (a) the resolution regarding the Analysis of Council Committees/Recommendations
- (b) Committees Bylaw Amendment 3265/A-2006.



Kelly Kloss
Manager

/attach.

To: Mayor Flewwelling & Members of City Council

Re: Council Committees

From: Rick Assinger

As most of you are aware, I served as the Manager of Social Planning with the City of Red Deer from 1978 to 1991. Since then I have served on a number of Council committees and boards, including four years on the Police Committee (two as Chair) and five years on the Community Housing Advisory Committee as Chair.

I am deeply concerned about the direction that this Council may take in disbanding a number of committees of Council. I only became aware of this initiative in reading the report in the Advocate the Friday before the last Council meeting. And since then I have reviewed the report of Kelly Kloss on this subject. I doubt the general public is very aware of this initiative and its consequences.

There is no question that the City is growing at a rapid pace and this puts increasing pressure on Council and the administration. Many municipalities are experiencing these same pressures leading them to seek changes to stream-line the work load. However, the move toward some form of Ad Hoc Committees, in my view, will lead to a lessening of citizen involvement in civic affairs, contrary to the goal as stated in Mr. Kloss' report.


The advantages of Council Committees includes the opportunity for citizens in Red Deer to "contribute" their expertise in helping to run City programs. This is well covered in Mr. Kloss' report. But a less discussed result of standing Council Committees is the awareness that Committee members gain about the broader activities in which the City is involved. This is the 'education' function of standing committees. This function requires committed staff promoting such citizen involvement in civic affairs. Following this increased awareness, Committee members frequently become involved in other committees and other City issues, and some eventually run for Council. This is healthy for our community, ensuring a continuing interest in civic affairs and in City Council.

A much more efficient and stream-lined model for civic affairs (what I call a corporate model) would see fewer committees involved in specific tasks for shorter periods of time to help the administration and Council make better decisions. People would be selected for these advisory committees either by the administration or Council. The opportunity

to volunteer for a standing committee would be lost and newcomers to the City would not likely be selected. This is the model that some municipalities are moving toward, in my view, unfortunately. In the short term there may be efficiencies but there may be a lessening of community interest in civic affairs in the long run.

City Council needs to be cautious in moving toward another model of citizen involvement in City issues. We need more involvement, not less. We need more citizens who are informed about public issues. And we need to continually expand the pool of interested and committed community members.

I believe that the City needs to continue to explore ways in which standing committees can be more effective. The administration has to recognize the broader value of citizen input in the public sector. Perhaps there needs to be increased emphasis on training of front-line staff as well as senior administration on working effectively with citizens on boards and committees. Committees need to be challenged to seek a meaningful role for them to play in the operations of the City. And Council needs to take the time to hear directly from committees on important issues.

A handwritten signature in black ink, appearing to be "R. D. S." with a period at the end.

From: S Denhaan [sdenhaan@shaw.ca]
Sent: September 29, 2006 9:18 PM
To: sdenhaan@shaw.ca
Subject: Advisory boards on way out?

Dear Mayor and Councilors;

Before further action is taken, I believe more background information should be provided to the public, to compare the present system to what the proposed system would look like.

Please describe the pros and cons, how is the information flow improved?

Sam Denhaan

3314 44A Avenue Red Deer T4N 3J8

403-341 5491



CENTRAL ALBERTA'S DAILY NEWSPAPER

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Advisory boards on way out?

By LAURA TESTER
Advocate staff

Sep 22 2006

A longstanding practice of providing for public input at an advisory level may be on its way out at City Hall.

The City of Red Deer may get rid of advisory committees focusing on policies and replace them with temporary ad hoc committees that have the power to make recommendations on specific issues.

If city council agrees to the proposed changes on Monday, advisory committees would be disbanded by the end of October.

Those affected would be: archives committee, culture board, environmental advisory board, greater downtown/Riverside Meadows policy committee, policing committee, recreation and parks board, and transportation advisory board.

In their place, ad hoc committees would be set up for a specific purpose and disbanded when the task is completed. They would have clear mandates, set timelines and a greater ability to influence policy and operational decisions.

The Legislative and Administrative Services Department is bringing forth the changes that would see the end of advisory committees, which have been used by the city for more than 20 years.

"It's a positive step forward," said department manager Kelly Kloss.

Kloss's department is also recommending a mandate and membership review of 10 other boards and committees.

These include the subdivision and development appeal board, municipal planning commission, and

disaster services committee. It would be finished by next spring.

Kloss said advisory committees used to make suggestions to city council regarding day-to-day operations, such as budgets and staffing.

Now the committees advise council on policies only.

Kloss said the changes are being recommended based on the feedback from members, staff and city council.

"Committee members want to be more involved in the operations," Kloss said.

Kloss said ad hoc committees have been a hit at City Hall in the past because members feel like they are giving solid public input.

"They are involved right at the beginning of the (decision-making) process," Kloss said.

The committees have been set up regarding a variety of issues including snow removal, community housing and downtown safety.

Policing committee chair Gail Parks said the committee had little power to influence the decisions of council.

"We were a committee of policy and there wasn't any new policy following the crime prevention study (that finished in 2004)," Parks said.

Still, she has reservations about the proposal.

"A resident could approach the policing committee if they had an issue," Parks said. "There was somebody there who could respond to it."

Parks said there should be at least a committee of city council and staff set up to address policing concerns.

"And they can deal with operational issues," she said.


Kloss's report to council includes mention of the City of Spruce Grove's recent review on how best to manage volunteer and staff time. Spruce Grove decided to disband all existing committees and adopt the ad hoc model.

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From: Shirley Hoffman [mailto:soccer_mom@telus.net]
Sent: Wednesday, September 27, 2006 8:26 AM
To: Feedback
Subject: Advisory Board - City Clerk's Department

I believe that these city standing committees are important and should be kept. They should allow citizens of Red Deer to be involved to make a meaningful contribution not just working on policy. Also they should have the power to make recommendations to city council. This is our city.

S. Hoffman

 **MSGTAG** has notified the sender that this message has been received.

[This message has been scanned for security content threats, including computer viruses.]

BYLAW NO. 3265/2000

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

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

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

Definitions

2 (1) In this bylaw:

- (a) "Citizen-at-large" means a person appointed by Council who does not represent a specific organization. Council may appoint a citizen-at-large who is not a resident.
- (b) "Committee" means a committee, commission, board, or other body established by Council under the Municipal Government Act;
- (c) "Member" means a member of a committee, commission, board or other body as contained in this bylaw.
- (d) "Organizational Meeting" means the organizational meeting of Council;
- (e) "Resident" means a person who resides within the boundaries of the city.

(2) The titles or headings used in this bylaw are inserted for convenience of reference only and will not affect the interpretation or construction of this bylaw.

Establishment of Committees

3 (1) The following committees are established:

~~(a) — Archives Committee~~

~~(b-a)~~ Assessment Review Board

~~(e-b)~~¹ Audit Committee

~~(d)~~² ~~Culture Board~~

(e c) Disaster Services Committee

(f d) Disaster Services Agency

~~(g)~~³ ~~Deleted~~

(h e)⁴ Drinking Establishment Licensing Bylaw Appeal Committee

~~(i)~~ ~~Environmental Advisory Board~~

(j f) Gaetz Lakes Sanctuary Committee

~~(k)~~⁵ ~~Greater Downtown/Riverside Meadows Policy Committee~~

(l g) Mayor's Recognition Awards Committee

(m h) Municipal Planning Commission

(n i) Nominations Review Committee

~~(o)~~ ~~Policing Committee~~

~~(p)~~⁶ ~~Recreation & Parks Board~~

(q j) Red Deer Subdivision & Development Appeal Board

~~(r)~~ ~~Transportation Advisory Board.~~

- (2) Unless otherwise provided for in this bylaw, committee members are appointed by Council resolution.
- (3) Where a committee has a Council representative, the Mayor may assign, for a specified period of time, an alternate councillor to a committee should the regular representative be unable to attend.

¹ 3265/A-2004

² 3265/B-2003

³ 3265/A-2002

⁴ 3265/B-2004

⁵ 3265/C-2001

⁶ 3265/B-2003

Ad Hoc Committees

- 4
- (1) Council may establish, by resolution, ad hoc committees for the purpose of reviewing a specific issue or issues;
 - (2) The composition of an ad hoc committee is at the discretion of Council;
 - (3) An ad hoc committee is disbanded at the next Organizational Meeting unless otherwise approved by Council.

Terms of Appointment

- 5 Unless otherwise stated in this bylaw members are appointed at the Organizational Meeting of Council as follows:
- (1) Councillors are appointed for one-year terms.
 - (2) All members, except councillors, are appointed for two-year terms.
 - (3) Should a vacancy on a committee occur at any time other than that for which a person is appointed, Council may appoint a new person to fill the vacancy for the remainder of that term.
 - (4) Any member may be re-appointed to a committee at the expiration of his/her term.
 - (5) Any member may resign from a committee at any time upon sending written notice to the City Clerk to that effect.
 - (6) Council may remove any member from a committee at any time on the recommendations of the Mayor and City Manager.
 - (7) A chairperson will be appointed annually from among the voting members.
 - (8) A vice-chairperson may be appointed annually from among the voting members.
 - (9) Council may alter the terms of appointment of any member.

Attendance At Meetings

- 6 Any member absent from three consecutive regular meetings of the committee, unless such absence is authorized by resolution of the committee, will automatically forfeit his/her membership as of the date of

the third consecutive meeting absent from. Another person may be appointed in his/her place for the remainder of the unexpired term of membership. Any member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited. This does not apply to members appointed to alternate positions.

Meetings

- 7 (1) Regular meetings will be held at such time and place as determined by each committee at the first meeting following the Organizational Meeting of Council each year, and may be changed by each committee as required.
- (2) Special meetings of committees may be called on 24 hours verbal notice by the chairperson of the committee, or upon 24 hours verbal notice at the request of any three members of the committee.
- (3) Public notice of a committee meeting will be given in the manner approved by the Council.

Quorum and Voting

- 8 (1) A majority of members constitutes a quorum.
- (2) All members, including the chairperson, must vote on all matters before the committee unless a pecuniary interest is declared.
- (3) The majority vote of those members present and voting constitutes the decision of any committee.

Minutes

- 9 The City Manager will ensure that minutes of each committee are recorded.

Staff Liaisons

- 10 The City Manager may provide a staff liaison(s) for each committee to assist the committee in fulfilling its mandate. The City Manager will provide for the duties of the liaison(s).

Rules of Order

- 11 Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.

Subcommittees

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

Pecuniary Interest

- 13 The provisions of Part 5, Division 6, Pecuniary Interest, within the Municipal Government Act applies to all committee members and the proceedings of committee meetings.

Power of Authority

- 14 No committee or any member of a committee has:
- (a) Power to pledge the credit or course of action of The City or enter into any agreement on behalf of the committee or The City;
 - (b) Power to authorize any expenditure to be charged against The City without prior approval by Council;
 - (c) Authority to act administratively except as delegated by the City Manager.

Committees

~~15 — The "Archives Committee"~~

~~(1) — The following definitions apply specifically to the Archives Committee:~~

~~———— (a) — "Archives" means and includes the collection of public records or historic documents and all materials relating to the history, alteration and development of the City and the surrounding district;~~

~~———— (b) — "District" means the geographic area from Blackfalds to Penhold, from Sylvan Lake to Pine Lake and including the districts around Jeffre/Brookfield.~~

~~(2) — The committee will consist of ten members:~~

~~———— (a) — One councillor;~~

~~———— (b) — Eight citizens at large;~~

~~———— (c) — One Genealogical Society representative.~~

~~(3) — Council may appoint members from the district however, a majority of the members must be residents of the City.~~

~~(4) — The committee will:~~

~~———— (a) — Act in an advisory role to Council on policy issues relating to Archives;~~

~~———— (b) — Act in an advisory role to City administration on issues relating to Archives that may impact the implementation or administration of policy;~~

~~———— (c) — Provide a forum for the public to share or express concerns and suggestions relating to Archives;~~

~~———— (d) — Act in an advocacy role consistent with Council policy, at the local, provincial and federal levels for archival, documentary, heritage and preservation issues relating to the Archives.~~

4615 The "Assessment Review Board"

- (1) The board consists of three members as follows:
 - (a) One councillor;
 - (b) Two citizens-at-large.
- (2) The term of office for members is set by Council.
- (3) The remuneration and expenses payable to each member are set by Council resolution.
- (4) The Mayor may appoint a person for a specified period of time, as an acting member of the board if any regular member is unable to attend a hearing of the board.
- (5) The duty and purpose of the board is to hear complaints about any assessment or tax matter filed under Section 460 of the Municipal Government Act, and make decisions thereon as required under the Act.

16.4¹ 16 The "Audit Committee"

- (1) The committee will consist of five members as follows:
 - (a) Mayor;
 - (b) Two Councillors (two-year terms, staggered);
 - (c) City Manager (non-voting);
 - (d) Director of Corporate Services (non-voting).
- (2) The committee may call on non-voting external resources as required.
- (3) A quorum of the committee is two voting members.
- (4) The Chairperson is a voting member, chosen by the voting members.
- (5) At the request of the City's External Auditor or the Chairperson, a separate meeting between the voting members of the committee and the External Auditor can occur.
- (6) The committee will:
 - (a) Recommend to Council the appointment of External Auditors.
 - (b) Review the following with Management and the External Auditors:
 - (i) Audit Plan
 - (ii) Additional areas of concern, if applicable
 - (iii) Audit Fee Review
 - (iv) Engagement Letter
 - (c) Review the following reports from the External Auditor:
 - (i) Audit Report
 - (ii) Management Letter
 - (iii) Management's Response to Management Letter

¹ 3265/A-2004

- (d) Review the Annual Financial Reports prior to submission to City Council such as:
 - (i) Financial Statements
 - (ii) Significant Operating and Capital Budget Variances
 - (iii) Reserve Report
 - (iv) Financial Information Report

- (e) Review reports from the City Manager and/or Director of Corporate Services such as:
 - (i) Annual Audit Plan Review
 - (ii) Audit Report(s)
 - (iii) Financial Matters
 - (iv) Review of Internal Controls
 - (v) Risk Management Issues

- (f) Prepare reports and make recommendations to Council on the preceding items as required.

~~16.2¹ The "Culture Board"~~

~~(1) The board consists of seven members as follows:~~

- ~~(a) One councillor;~~
- ~~(b) One representative resident from Red Deer County or designated staff person;~~
- ~~(c) One representative from Red Deer College;~~
- ~~(d) Four citizens at large.~~

~~(2) The board will:~~

- ~~(a) Act in an advisory role to Council on policy issues relating to culture;~~
- ~~(b) Act in an advisory role to City Administration on issues relating to culture that may impact the implementation of administration of policy;~~
- ~~(c) Provide a forum for the public to share or express concerns and suggestions relating to culture.~~

¹ 3265/B-2003, 3265/A-2004

17 The "Disaster Services Committee"/"Disaster Services Agency"

- (1) The Disaster Services Committee ("the committee") consists of the Mayor and two councillors, or their alternates.
- (2) The committee advises Council on the development of emergency plans and programs.
- (3) The committee has the power to declare a state of local emergency.
- (4) The Municipal Disaster Services Agency (herein referred to as "the agency") consists of the following:
 - (a) City:
 - City Manager
 - Emergency Services Manager
 - Deputy Chiefs
 - RCMP Inspector City Detachment
 - Director of Development Services
 - Electric, Light and Power Manager
 - Public Works Manager
 - Director of Corporate Services
 - Transit Manager
 - Social Planning Manager
 - City Clerk
 - Inspections and Licensing Manager
 - Information Technology Services Manager
 - (b) Other:
 - Medical Health Officer, David Thompson Health Region - Authority #6
- (5) The City Manager is the director of Disaster Services and chairperson of the Disaster Services Agency.
- (6) The director may appoint a deputy director and assistant deputy director(s) from among the members of the agency, and may delegate to any such person responsibilities to assist in the preparation and coordination of emergency plans and programs.
- (7) The director is responsible for the submission of an annual report to Council on the status of emergency preparedness in the municipality.

17.4¹18 The “ Drinking Establishment Licensing Bylaw Appeal Committee”

- (1) The Appeal Committee consists of five members as specified in Section 17 of the Drinking Establishment Licensing Bylaw, namely;
 - (a) two members of Council;
 - ~~(b) one citizen member of the Policing Committee;~~
 - (c) one business person, and
 - (d) ~~one~~ two citizens at large.
- (2) The duty and purpose of the Appeal Committee is to hear and make decisions on appeals pursuant to its mandate as set out in the Drinking Establishment Licensing Bylaw.
- (3) In hearing appeals, the Appeal Committee shall follow such procedures and requirements as may, from time to time be provided for in the Drinking Establishment Licensing Bylaw, but in addition may set out such other rules of practice as the Appeal Committee deems necessary to conduct its hearings properly and fairly.
- (4) As provided for in Section 197 of the *Municipal Government Act*, the proceedings and deliberations of the Appeal Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- (5) Within the scope of the authority granted to it under the Drinking Establishments Licensing Bylaw, the Appeal Committee shall make such decision as it deems to be reasonably necessary having regard to the safety, health and welfare of the public.
- (6) A decision of the Appeal Committee shall be communicated in writing to the Appellant or any solicitor acting on behalf of the Appellant and to the Inspections and Licensing Manager or any solicitor acting on behalf of The City within the time limit established under the Drinking Establishment Licensing Bylaw or within any such extended time limit which may be established by resolution of Council.

¹ 3265/B-2004

~~18 The "Greater Downtown/Riverside Meadows Policy Committee":~~~~(1) The Committee consists of thirteen members, as follows:~~~~(a) Mayor;~~~~(b) Two councillors;~~~~(c) City Manager;~~~~(d)¹ One representative from the Red Deer Chamber of Commerce;~~~~(e) Two representatives from the Downtown Business Association consisting of one property owner and one tenant;~~~~(f) One representative from the Riverlands/Cronquist Business Park area;~~~~(g) One representative from the Parkvale/North Downtown Residential/Mixed Use Subdivision;~~~~(h) One representative from the Riverside Meadows Subdivision;~~~~(i) Two representatives from the West Park and/or Woodlea/Waskaseo Subdivisions;~~~~(j) One citizen at large who is familiar with developing partnerships and funding strategies;~~~~(k)² One Culture Community representative.~~~~(7) The Mayor is the chairperson of the committee.~~~~(3)³ The members outlined in Section 18(1)(d) to 18(1)(k), inclusive, will be appointed by the Mayor.~~

¹ 3265/A-2002² 3265/A-2002³ 3265/A-2002

- ~~———— (4) ——— The Committee will:~~
- ~~———— (a) ——— Act in an advisory role to Council on policy issues relating to the implementation of the Greater Downtown Action Plan and Riverside Meadows Area Redevelopment Plan;~~
- ~~———— (b) ——— Act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to the Greater Downtown Action Plan and Riverside Meadows Area Redevelopment Plan. These may include but not be limited to partnership development, communication strategies, special event planning, identification of funding sources and monitoring of implementation progress.~~
- ~~———— (c) ——— Provide a forum for the public to share or express concerns and suggestions relating to implementation of the Greater Downtown Action Plan and Riverside Meadows Area Redevelopment Plan.~~

49¹ DELETED

¹ 3265/A-2002

~~20 — The "Environmental Advisory Board"~~

- ~~(1) — The board consists of ten members as follows:~~
- ~~(a) — One councillor;~~
 - ~~(b) — One representative of either the Red Deer Public School Board or the Red Deer Regional Catholic Division;~~
 - ~~(c) — One representative from the Red Deer Chamber of Commerce;~~
 - ~~(d) — One representative from a registered environmental society or organization within Red Deer;~~
 - ~~(e) — Three citizens at large;~~
 - ~~(f) — One representative from the Red Deer River Naturalists;~~
 - ~~(g) — One representative from the development industry;~~
 - ~~(h) — One resident of Red Deer County designated by Red Deer County Council.~~
- ~~(2) — The school board representative will serve for a two year term on an alternating basis between the representatives of the Red Deer Public School Board and the Red Deer Regional Catholic Division, commencing with the Public School Board. The registered environmental society or organization representative will serve for a two year term alternating among all registered environmental societies or organizations.~~
- ~~(3) — The board will, in relation to environmental issues within the corporate limits of the City of Red Deer:~~
- ~~(a) — Act in an advisory role to Council on policy issues;~~
 - ~~(b) — Act in an advisory role to City administration on issues that may impact the implementation or administration of policy;~~
 - ~~(c) — Provide a forum for the public to share or express concerns and suggestions relating to environmental issues that may affect the city;~~
 - ~~(d) — Liase with regional and provincial environmental committees and other relevant agencies;~~

- ~~———— (4) ——— Environmental issues outside the corporate boundaries of the City of Red Deer may be referred to the board when The City has a direct interest.~~

2419 The "Gaetz Lakes Sanctuary Committee"

- (1) The committee consists of seven members as follows:
 - (a) One representative of natural resources services in Red Deer;
 - (b) One representative of the Red Deer River Naturalists;
 - (c) One representative of the City Planning Section of Parkland Community Planning Services;
 - (d) One representative of the Community Services Division;
 - (e) One representative of the Recreation, Parks & Culture Department;
 - (f) One representative of the Red Deer Fish and Game Association;
 - (g) One representative of the Red Deer Public School District No. 104.
- (2) Appointment of each member to the committee is done by the particular organization each represents. Council ratification is not required.
- (3) The committee will:
 - (a) Ensure that the terms of the agreement between the Government of the Province of Alberta and The City dated August 17, 1983, and between the Board of Trustees of the Red Deer School District and The City, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz Lakes lands to The City are complied with.
 - (b) Present an annual report to the Council members and the City Manager on its activities.

2220 The "Mayor's Recognition Awards Committee"

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
 - (a) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses;
 - (b) "Year" means a calendar year.
- (2) The City Manager will appoint one City employee to serve as the program coordinator for the Mayor's Recognition Awards Program.
- (8) The committee consists of five members appointed by the Mayor.
- (9) Membership on the committee will remain anonymous.
- (10) A quorum is all members. All members will vote, unless a conflict of interest is declared. In the event of a tie vote the motion will be lost. In the event of a declared conflict of interest by one or more of the members, a quorum will consist of the remaining members.
- (11) Members will be appointed for a one-year term.
- (12) A member of the committee may resign at any time upon sending written notice to the Mayor. The Mayor may remove any member from the committee.
- (8) ¹Deleted.
- (9) Candidates for membership on the committee will be residents and any member who ceases to be a resident will be disqualified from membership.
- (10) The committee has the following responsibilities with regard to the Mayor's Recognition Awards:
 - (a) Receive from the program coordinator the nominations that have been submitted by the public;
 - (b) Ensure that achievements and dedications are appropriately recognized under four categories:

¹ 3265/A-2003

- (i) Athletics;
 - (ii) Fine and Performing Arts;
 - (iii) Citizenship:
 - (a) Continuous Voluntary Service Award
 - (b) Distinguished Voluntary Service Award
 - (iv) Mayor's Special Award.
- (c) Review all nominations and select award recipients by March 31st of each year. The committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment. Subject to the discretion of the committee, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award;
- (d) Seek ratification by the Mayor of candidate(s) for the Mayor's Special Award;
- (e) Notify the program coordinator of recipients' names and provide a brief written description of the nature of the achievement,
- (f) Return all award documentation to the program coordinator.
- (11) Decisions of the committee regarding the selection of award recipients will be final.
- (12) Posthumous nominations will not be accepted except for the Mayor's Special Award in the category "An act of heroism or bravery".
- (13) The criteria for the four categories are:
- (a) **Athletics Award**
 - 1 Purpose

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

- (i) Candidates may have competed at an amateur or professional level.
- (ii) Candidates will be considered for an award only in the year immediately following the year in which the achievement occurred. Nominations for a specific achievement will not be considered in any other year.
- (iii) Candidates in the *Individual* category will attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- (iv) Nominations will be considered only on the basis of standing in an event or competition as opposed to achievement or service to the sport.
- (v) There is no limit to the number of awards that may be presented in this category in a given year.
- (vi) Achievement must have enhanced the image of the community of Red Deer.

3 Categories

(i) **Individual**

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

(ii) **Team**

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

(b) Fine and Performing Arts Award**1 Purpose**

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

- (i) specific achievement;
- (ii) a series of accomplishments over time.

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

2 General Definitions:

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

3 General Guidelines:

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

presented in this category in a given year.

(c) **Citizenship Award**

1 Purpose

To recognize:

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

2 General Guidelines

- (i) Candidates will be individuals.
- (ii) ¹Deleted

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

1 Purpose

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

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

2 General Guidelines

- (i) Nominees will be individuals who have demonstrated any of the following:
 - (a) Humanitarianism;

¹ 3265/A-2003

- (b) Exceptional achievement in a profession, sport or the arts;
 - (c) An act of heroism or bravery. Posthumous nominations are allowed in this category only.
- (ii) The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrants, more than one award may be presented in a given year.

2321 The "Municipal Planning Commission"

- (1) The Development Authority of The City will be:
 - (a) The Development Officer and any employee of The City to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer;
 - (b) The Municipal Planning Commission in respect to any matter assigned to the commission under the City Land Use Bylaw, by Council or referred to it by the Development Officer.
- (2) The Subdivision Authority for The City, the Municipal Planning Commission ("MPC"), will make decisions with respect to applications for subdivision approval and impose such conditions as it deems necessary or advisable.
- (3) The Planning Director is authorized to sign decisions of MPC on subdivision applications and is the signing authority for subdivision instruments and amendments to them.
- (4) When a registerable instrument is submitted for endorsement, the Planning Director is authorized to accept minor modifications to lot lines, provided:
 - (a) No more than one additional lot is created;
 - (b) Municipal, school or environmental reserve does not change;
 - (c) Roadway standards of The City are not compromised; and
 - (d) Such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in section 654(2) of the Municipal Government Act.
- (5) The Subdivision Authority has the power to:
 - (a) Extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement; and
 - (b) Following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration.

- (6) The commission consists of seven members as follows:
 - (a) Two members of Council, one of whom is the Mayor;
 - (b) The City Manager;
 - (c) The Director of Development Services or his designate;
 - (d) The Planning Director of the Parkland Community Planning Services, or designate;
 - (e) Two citizens-at-large.
- (7) Council will also appoint one councillor as an alternate member of the commission, who, if the Mayor or regular councillor is unable to participate in a meeting, will serve in his/her place.
- (8) The Mayor is chairperson of the commission.
- (9) In the absence of the Mayor, the councillor will act as chairperson. If a member of Council is not present or must leave the meeting, the City Manager will assume the position of chairperson for the interim.
- (10) The commission shall not be bound to follow any formal rules of evidence.
- (11) The commission has the following responsibilities pertaining to subdivision and development issues:
 - (a) Act in an advisory role to Council on policy issues;
 - (b) Act in an advisory role to City administration on issues that may impact the implementation or administration of policy;
 - (c) Have the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
 - (d) Decide on all matters referred to it by the Development Officer;
 - (e) Decide on all matters referred to The City by the Alberta Energy & Utilities Board;
 - (f) Respond to all matters referred to The City by Red Deer County as required in the Intermunicipal Development Plan.

- (12) Decisions of the commission and any reasons given will be mailed to the applicant and to other persons the commission considers are affected.
- (13) After hearing all applicable submissions to any meeting of the commission, the commission may deliberate and reach its decision in private, meeting as committee of the whole.

2422 The “Nominations Review Committee”

- (1) The committee consists of three members of Council.
- (2) The committee will:
 - (a) Review all nominations received for standing committees of Council;
 - (b) Annually recommend to Council appointments to standing committees;
 - (c) Act in an advisory role to Council and The City administration on issues that may impact the operations of the standing committees of Council.

~~26 The "Policing Committee"~~~~(1) The committee consists of seven members as follows:~~

- ~~(a) One councillor;~~
- ~~(b) Five citizens at large;~~
- ~~(c) One Downtown Business Association representative.~~

~~(2) The committee will:~~

- ~~(a) Act in an advisory role to Council on policy issues relating to policing;~~
- ~~(b) Act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to policing;~~
- ~~(c) Provide a forum for the public to share or express concerns and suggestions relating to policing.~~

~~_____ (d)¹ Act in an advisory role to Council and City Administration on issues that may impact the implementation or administration of policy relative to the safety and security of the downtown area.~~

~~_____ (3) The committee has the following responsibilities pertaining to the Taxi Business Bylaw:~~

- ~~(a) To act as the Taxi Commission and fulfil the responsibilities of the commission as outlined in the Taxi Business Bylaw;~~
- ~~(b) Make recommendations to Council for changes to the Taxi Business Bylaw.~~

~~_____ (4) The committee is responsible for hearing appeals submitted with respect to revocation of a permit or license under the City Alarm Bylaw and has authority to:~~

- ~~(a) Confirm the revocation of any permit or license;~~
- ~~(b) Direct that a permit or license be issued;~~
- ~~(c) Reinstate a revoked permit or license, either unconditionally or upon completion of specified conditions, such conditions to be determined by the committee.~~

¹ 3265/B-2001

26¹ ~~The "Recreation & Parks Board"~~

~~(1) The board consists of nine members as follows:~~

~~(a) One councillor;~~

~~(b) One Red Deer County staff designate;~~

~~(c) One member of the administration or staff who is involved in the curricular or extra-curricular school activities related to recreation, and/or parks from each of the following:~~

~~_____ (i) Red Deer Public School District No. 104~~

~~_____ (ii) Red Deer Regional Catholic Division~~

~~_____ (iii) Red Deer College community~~

~~_____ (d) Four citizens-at-large.~~

~~(2) The board will:~~

~~(a) Act in an advisory role to Council on policy issues relating to recreation and/or parks;~~

~~(b) Act in an advisory role to City administration on issues relating to recreation and/or parks that may impact the implementation or administration of policy;~~

~~(c) Provide a forum for the public to share or express concerns and suggestions relating to recreation and/or parks.~~

¹ 3265/B-2003

2723 The "Red Deer Subdivision & Development Appeal Board"

- (1) In this section, the following words and terms are defined as follows:
 - (a) "Appellant" means a person who has served a written Notice of Appeal as set out in Division 10 of Part 17 of the Municipal Government Act;
 - (b) "Applicant" means a person who made the initial application upon which an appeal is based or authorized person acting on his behalf;
 - (c) "Board" means the Subdivision and Development Appeal Board.
- (2) The board consists of five members as follows:
 - (a) One councillor; and
 - (b) Four citizens-at-large.
- (3) Council will appoint one councillor and one citizen-at-large as alternate members of the board, to serve respectively in the place of a regular councillor or citizen-at-large who is unable to participate in a hearing.
- (4) Each member shall be paid an honorarium of \$25.00 for each meeting of the board he or she attends.
- (5) The chair or acting chair:
 - (a) Will preside over and be responsible for the conduct of the meeting;
 - (b) May limit a submission if it is determined to be repetitious or in any manner inappropriate;
 - (c) Will vote on matters submitted to the board unless otherwise disqualified;
 - (d) Will have a second or casting vote in the event of a tie vote.
- (6) A quorum of the board is three members.

- (7) The board will make procedural rules for those matters that are not governed by statutory provisions or this bylaw. Where there are no statutory or bylaw provisions in respect of a procedural issue, the board shall follow the principles of the Procedure Bylaw to the extent that they can be applied to the proceedings of the board.
- (8) The board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - (a) Allowing a party to obtain additional information or plans;
 - (b) Allowing the board to obtain a legal opinion or other professional guidance; or
 - (c) To allow a viewing by the board of the site in respect of which the appeal is being made.
- (9) An order, decision, or approval made, given or issued by the board shall be signed by the person presiding at the hearing or by the City Clerk.
- (10)¹ A development or subdivision appeal is commenced by:
 - (a) Mailing or delivering to the secretary of the board at City Hall a notice of appeal in the form established by the board from time to time; and
 - (b) By paying the applicable fee as shown below:

\$75.00; or

\$40.00 where a person does not have a legal or equitable claim in the site, or is not the agent of the person having such interest.
 - (c) Where required by the Subdivision and Development Appeal Board, the advertising fee will be:

\$75.00; or

\$0.00 where a person does not have a legal or equitable claim in the site, or is not the agent of the person having such interest.

¹ 3265/A-2001

- (11)¹ Notice of a public hearing may be given by the board in such form as it shall determine from time to time and shall include the following information:
- (a) name and address of the person to whom the notice is directed;
 - (b) the appeal number;
 - (c) the date, time and location of the appeal hearing,
 - (d) the substance of the decision being appealed.
- (12)² As soon as reasonably possible after a hearing of an appeal by the board, the secretary of the board shall:
- (a) Prepare minutes of the hearing including the particulars of the appeal, the decision of the board and the reasons for the decision; and
 - (b) Mail a copy of the decision of the board and the reasons for the decision to the appellant, the applicant, the development or subdivision authority and all parties who appeared before or submitted a letter to the board in respect of the appeal.
- (13)³ The secretary of the board will maintain board minutes at the City Clerk's Office for public inspection at all reasonable times.

¹ 3265/A-2001

² 3265/A-2001

³ 3265/A-2001

~~28 — The "Transportation Advisory Board"~~

- ~~(1) — The board consists of twelve members as follows:~~
 - ~~(a) — One councillor;~~
 - ~~(b) — One resident of Red Deer County designated by Red Deer County Council;~~
 - ~~(c) — Five citizens at large consisting of:~~
 - ~~(i) — Three persons who represent persons with disabilities, either individuals or service providers;~~
 - ~~(ii) — Two citizens at large who are familiar with and/or use transit services.~~
 - ~~(d) — One senior citizen;~~
 - ~~(e) — One representative from the Red Deer Public School Board;~~
 - ~~(f) — One representative from the Red Deer Regional Catholic Division;~~
 - ~~(g) — One representative from the Red Deer Action Group for the Physically Disabled;~~
 - ~~(h) — One representative from the Red Deer College Students' Association executive to be appointed annually by the Mayor.~~
- ~~(2) — Council may appoint one further representative from the Red Deer Public School Board, the Red Deer Regional Catholic Division and the Red Deer Action Group for the Physically Disabled, to serve as an alternate in the place and stead of the first representative appointed, when the first representative is unable to attend board meetings.~~
- ~~(3) — The first representative appointed by Council from the Red Deer Public School Board, the Red Deer Regional Catholic Division and the Red Deer Action Group for the Physically Disabled, shall comply with section 6 (Attendance at Meetings) of this bylaw.~~
- ~~(4) — The board will:~~
 - ~~(a) — Act in an advisory role to Council on policy issues related to the operation of an effective and efficient transportation service;~~

- ~~(b) — Act in an advisory role to City administration on issues that may impact the implementation or administration of policy as well as the development of new transportation initiatives including initiatives of provincial and federal agencies;~~
- ~~(c) — Provide a forum for the public to share or express concerns and suggestions relating to the transportation service.~~

2024 "Transitional"

- (1) The existing terms of membership of committee members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) Bylaw No. 3142/95 is repealed.
 - (2.1) Bylaw No. 57, Regulation of Committees and Other Matters, is repealed.
 - (2.2) Bylaw No. 1442, the Red Deer Fair Grounds Commission, is repealed.
 - (2.3) Bylaw No. 1279, Regional Planning Commission Members, is repealed.
 - (2.4) Bylaw No. 2507, the Fort Normandeau Joint Management Board, is repealed.
- (3) This bylaw will come into force on October 23, 2000.

READ A FIRST TIME IN OPEN COUNCIL this 17 day of July 2000.

READ A SECOND TIME IN OPEN COUNCIL this 17 day of July 2000.

READ A THIRD TIME IN OPEN COUNCIL this 17 day of July 2000.

AND SIGNED BY THE MAYOR AND CITY CLERK this 17 day of July 2000.

 MAYOR

 CITY CLERK



Legislative & Administrative Services

DATE: September 21, 2006
TO: City Council
FROM: Legislative & Administrative Services Manager
SUBJECT: Analysis of Council Committees / Recommendations for Change

Introduction

The City of Red Deer has a long history of using committees to involve citizens in civic government. From time to time The City assesses committee structures to:

1. Ensure that the mandates of committees support The City's business processes and systems.
2. Determine if a committee's mandate is being met, requires change or has been fulfilled.
3. Determine if changes are required to better fit the needs of the organization and community, and to comply with legislation.
4. Address concerns expressed by committee stakeholders.

Since 1985, The City has completed three major committee reviews, the last in 1999. Each review saw various changes to the committee structures as a result of identified needs. A substantial change over this period was the evolution of many committees from operational/ administrative focused bodies (involved in day to day department operating issues) to policy-focused bodies. The major reason for this change was:

1. Committees were asked to make operational decisions however accountability still rested with Council or Department Managers,
2. The Municipal Government Act was updated in 1995 to clearly articulate Council's policy role and the City Manager's administrative role in carrying out Council's policy. The update required the committee structure to also reflect this change.

Over the last few years, questions have surfaced regarding the mandate and operations of many Council committees. These questions were the stimulus for this current analysis. This analysis highlights issues raised, identifies the existing Council committees, reviews strengths and weaknesses of their structure specifically related to the advisory aspect and discusses alternatives. The report also recommends a strategy to create efficiencies, makes more effective use of valuable volunteer commitment, and ensures public involvement in civic government.

Scope of Report

This report focuses on those committees appointed by City Council through its Committees Bylaw. These committees are broken down into two categories.

Standing Committees

These are ongoing committees that predominantly make advisory recommendations to Council or Administration on policy issues. These include:

- Archives Committee
- Assessment Review Board
- Audit Committee
- Culture Board
- Environmental Advisory Board
- Gaetz Lakes Sanctuary Committee (required by Agreement)
- Greater Downtown/Riverside Meadows Policy Committee
- Nomination Review Committee
- Recreation & Parks Board
- Transportation Advisory Board

There are also ongoing standing committees that have additional decision-making responsibilities beyond the advisory capacity. These include:

- Disaster Services Agency
- Disaster Services Committee
- Drinking Establishment Licensing Bylaw Appeal Committee
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Policing Committee - Related to Alarm Appeals
- Subdivision & Development Appeal Board

Ad Hoc Committees

These committees are established for a specific purpose and then disbanded when the task is complete. The Community Housing Advisory Committee is currently the only Council appointed ad hoc committee.

Issues

Policy Focused

In recent years The City has received feedback from members of Council, committee members, and administration that there are issues related to the advisory aspect of many of Council's standing committees. These issues predominantly relate to:

- Committee members questioning the value of advisory committees only being policy focused,
- Committee members wanting to be actively involved in providing input to operational processes and asking that mandates be broadened,
- Questions from all committee stakeholder groups of the value of the current advisory structure, and questioning if it adds to or inhibits timely decision-making,
- Committees' agendas made up of predominantly informational and operational items often due to the limited number of policy recommendations that required committee input.

Based on experiences gained during past major committee reviews, conducting an analysis is very sensitive for a number of reasons, including:

1. Revisions to mandates and structures is often seen as tampering with and questioning the need for public involvement,
2. Although many people express concerns about how particular committees operate, people are very reluctant to change the status quo,
3. Perceptions that admitting there are issues will reflect poorly on those involved in the committee,
4. Administration is reluctant to criticize a politically established structure.

This report is not meant to say that committees do not have a place in the City's operations but to identify, as in previous reviews, how the structure of advisory committees can evolve to address the concerns identified by committee stakeholders while still ensuring public involvement in civic government. It is time again to alter the committee structure to reflect the needs of today.

Alternate Methods of Public Involvement

As demonstrated by The City and the many other municipalities that have or are currently undertaking reviews of their committee structures, advisory committees were established as a vehicle for acquiring public input and ensuring public involvement in Council's decision making processes. However, a number of new initiatives have been implemented in recent years that see a move from the traditional advisory committee structure to alternate forms of public involvement.

To determine the best public involvement method, a good first question has been, "Based on the issue, what is the best way to involve the public"? What the City and other organizations have found is that the answer is: "It depends." What this means is the organizations must first decide if they want to inform, consult, involve, collaborate, or empower the public. Once that decision is made then the appropriate tool for public participation can be chosen.

In modifying the structure of committees, the City must make a conscious decision to take the time to ensure form matches function. Appendix A provides more detail on the subject of public participation in relation to the advisory committee structure in the City and in other municipalities. The interesting point is that other communities are also struggling with the structure of their advisory committees.

What We Heard

It is suggested that highly successful methods of public participation are those that complemented the purpose of the program, reached the interested stakeholders, and resulted in a clear linkage between the public participation process and the decision making process.

What was heard from all stakeholders is that public involvement is important in the operations of the City. What was heard regarding committees is that the structure and mandate of advisory committees whose focus is strictly on policy issues is not the most successful method of public involvement.

Appendix B provides a summary of the feedback from committee stakeholders on the strengths and weaknesses of current Council committees and a comparison to the strengths and weaknesses of Council committees as identified by other municipalities.

Discussion

Feedback from members of Council, committee members and administration suggests advisory committees have not achieved the value-added status that other types of committees (those beyond policy review) have attained. Committees whose mandate is beyond just policy focuses are preferred for a number of reasons including:

- a) The mandate and terms of reference clearly set out the objectives of the committee
- b) The committee work towards a solution for a clearly defined issue within a defined period of time
- c) Members are involved from the outset
- d) Members have the opportunity to see an issue to its conclusion
- e) Members effectively influence a course of action
- f) Feedback received from members relative to their involvement is usually more positive

Appendix C provides some examples of recent successful public participation processes.

On the other hand, committees whose focus is on advising on policy issues alone identify such issues as:

- a) The focus is more on informing members of issues rather than utilizing their input to influence a decision
- b) Most of the work has already been completed by the administration before it is seen by the committee
- c) The continuation of an ongoing standing committee structure for relatively few policy discussions
- d) Members want to be more involved in operational decisions
- e) Time constraints in the presentation of information result in advisory committees 'rubber stamping' recommendations of Administration rather than providing deliberative input
- f) The involvement of citizens does not always represent a general cross-section of the community and at time can be focused on special interest groups. This brings up the question of does the committee represent the community at large
- g) Committee members who represent other organizations questioning if a representative from their organization is needed on the committee
- h) Difficulty in achieving quorum.

Options

With its commitment to public participation in the decision making process the challenge to The City was to determine where, how and if policy-only advisory committees add value and what steps could be taken to meet the objective of meaningful public participation. The following options were examined:

Maintain the Status Quo

That no changes be made to the current committee structure. While a strictly policy-based advisory committee structure may not provide a level of public involvement that contributes in a meaningful way to decision making processes, it is still an opportunity for a citizen to act as the 'eyes and ears' of the community and to learn about emerging issues.

Issues:

- Membership does not always represent a cross section of the community
- Membership does not target under-represented segments of the population such as youth and aboriginals
- Providing meaningful opportunities for contribution is not achieved by maintaining the status quo
- Objectives of information sharing can be achieved through other methods without requiring the time commitment currently made by committee members
- Significant administrative time is given to these committee structures
- Committee members identify an element of 'rubber stamping' of administrative recommendations

- Frustration and discontent with the existing structure will continue to be expressed by stakeholders

Action Required:

- None

Modify the Status Quo

Modifications could be made to the current advisory committee structure to better achieve the goal of meaningful public involvement. Possible modifications could include:

- allocating more administrative resources to the committees to allow for:
 - more timely agenda preparation to ensure members have familiarity with all issues presented
 - more detailed written reporting on issues and options
- provide clarification to mandates to:
 - clearly outline the committee's purpose and function
 - outline authority and major responsibilities
 - establish clear reporting relationships

Issues:

- Given time constraints and the complexity of emerging issues, it is difficult for administration to prepare detailed reports in time for agenda circulation and is not always possible to await the next committee meeting for input. An amended mandate would not address these issues.
- A budget increase would be required to support additional staff resources

Actions Required:

- Mandates would require review and amendment
- Administration would need to provide the resources to provide the detailed written reports required to ensure issues are well documented prior to discussion and input

Implications:

- Decision making processes could be delayed to ensure meaningful public involvement was achieved
- This choice is still not addressing the root of the problem

Build on the Ad Hoc/ Task Force Structure

If it is the desire of Council to continue to include the public in levels of the organizations beyond just policy issues, then an ad hoc/ task force structure is the method of accomplishing this. This allows for Council appointed committees with a

focused task such as the ad hoc Community Housing Advisory Committee or an Administrative appointed committee such as snow removal, to give feedback to policy or operational issues. This would also allow for consideration of other public involvement methods such as the Smoking Bylaw process.

Action:

- The Archives Committee, Culture Board, Environmental Advisory Board, Greater Downtown/ Riverside Meadows Policy Committee, Policing Committee, Recreation & Parks Board, and Transportation Advisory Board would be discontinued.
- The alarm appeal function of the Policing Committee would be delegated to the City Manager. (the last appeal filed was in 2002)
- Ad hoc committees would be established as required to address specific tasks for a set period of time and disbanded upon their conclusion
- A process would be established to determine what level of public involvement is required and then match that to the appropriate method to facilitate this involvement

Implications:

- The focus on providing opportunities that result in value added input for participants will need to be clearly articulated.
- Dependent on the issue, broad or targeted public involvement could be sought. This would allow Council and/or Administration more flexibility in public participation such as seeking input of minority groups including aboriginals, youth, new Canadians, and other populations; specific interest group participation, e.g. environmental groups pulled together to address a specific environmental issue; or a specialized group such as accounting/legal professionals, e.g. demonstrated by the Collicutt Centre Ad Hoc Advisory Steering Committee
- Citizen's would be clearly aware of their role/mandate and the scope of the project to be undertaken within a defined start and end time frame
- A consistent process needs to be developed to guide Council and Administration as to when and how the public would be engaged. More work is required in this area however many examples already exist in engaging Red Deer's public that can be drawn on at the outset.
- Committees not discontinued would be reviewed to determine if any changes in membership and or mandate is required.

Discussion

Civic governance is changing. The public is demanding increased opportunities for participation in civic affairs and in this information age, there is much more opportunity to seek and acquire public input and feedback and a greater ability to

disseminate information. The current policy-based advisory committee system is no longer meeting organizational or citizen needs and alternate methods of public participation should be employed.

Based on the review of options described above, and taking into consideration feedback acquired over the past year from members of Council, administration, and committee members, the Ad Hoc/Task Force Committee structure is seen as the most desirable option to more effectively involve the public in civic decision making processes.

It is important to note that although we are recommending a change in some committees, the use of ad hoc committees (as shown in appendix C) is currently a successful part of our processes and culture. The intent is to build on this success and in doing so, strengthen our committee structure.

Responding to the changing needs of the community is a constant, evolving process. As we have in the past, Legislative and Administrative Services will continue to monitor the success of the process/structure change and report back as required.

Consultation

The proposal to change committee structures was presented to all committee liaisons and chairpersons and specifically to those committees that are identified as discontinuing. Overall, feedback has been very positive. What we heard was:

- Strong support for the change
- Appreciation that the concerns related to policy only advisory committees are being addressed
- An understanding that this move is to facilitate, not suppress, public involvement
- Acknowledgement that experiences with past ad hoc committees have been very positive and satisfying
- That Council reinforce a proactive commitment to involving the public and ensuring that opportunities are identified and supported

Committee members not in attendance at the above noted meetings have been provided with a copy of the materials distributed which outline the background and proposed changes to committee structure.

Over the course of the next several months meetings will also be held with those committees that will be impacted by a membership/mandate review.

Additionally, groups such as the Downtown Business Association, Red Deer County, Red Deer College and our local school boards have also been advised of the results of this review and the changes proposed.

Finally, a Q & A has been developed to respond to questions that media and members of the public may have. (This is attached as Appendix E)

Recommendations

It is recommended:

1. That the City remains committed to facilitating public involvement and input at both policy and administrative levels.
2. That when it is determined that the best method of public involvement and input is through a committee process, then a issue specific ad-hoc committee/ task force be used.
3. That the Committees Bylaw be amended to reflect the discontinuation of the following advisory committees effective the 2006 Organizational meeting of Council:
 - o Archives Committee
 - o Culture Board
 - o Environmental Advisory Board
 - o Greater Downtown/Riverside Meadows Policy Committee
 - o Policing Committee
 - o Recreation & Parks Board
 - o Transportation Advisory Board
4. That a mandate and membership review be undertaken, by spring 2007, for the:
 - o Audit Committee
 - o Assessment Review Board
 - o Drinking Establishment Licensing Bylaw Appeal Committee
 - o Disaster Services Agency
 - o Disaster Service Committee
 - o Gaetz Lakes Sanctuary Committee
 - o Nominations Review Committee
 - o Mayor's Recognition Awards Committee
 - o Municipal Planning Commission
 - o Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course.

Next Steps

Following acceptance of the recommendations of this report:

1. Administration will make the necessary changes to the Committees Bylaw and other related bylaws and policies.
2. Administration will prepare an Ad Hoc/ Task Force Committees template for use in identifying the need for an ad hoc committee, and in establishing Terms of References and membership criteria.
3. Administration will begin the membership and mandate review of the remaining Council committees.



Kelly Kloss, Manager
Legislative & Administrative Services

Appendix A

The Desire for Public Involvement

Emerging Initiatives

The International Association of Public Participation (IAP2) is an organization that seeks to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations around the world. The IAP2 has developed the Public Participation Spectrum¹, as shown below, which suggests that public involvement in decision-making is a process on a continuum.

¹ International Association For Public Participation, Practitioner Tools, [Spectrum](http://www.iap2.org/associations/4748/files/spectrum.pdf), Retrieved from the World Wide Web July 17, 2006: <http://www.iap2.org/associations/4748/files/spectrum.pdf>.

IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

INCREASING LEVEL OF PUBLIC IMPACT

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	Public Participation Goal: To obtain public feedback on analysis, alternatives and/or decisions.	Public Participation Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Public Participation Goal: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Public Participation Goal: To place final decision-making in the hands of the public.
Promise to the Public: We will keep you informed.	Promise to the Public: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	Promise to the Public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Promise to the Public: We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Promise to the Public: We will implement what you decide.
Example Techniques to Consider: <ul style="list-style-type: none"> ● Fact sheets ● Web sites ● Open houses 	Example Techniques to Consider: <ul style="list-style-type: none"> ● Public comment ● Focus groups ● Surveys ● Public meetings 	Example Techniques to Consider: <ul style="list-style-type: none"> ● Workshops ● Deliberate polling 	Example Techniques to Consider: <ul style="list-style-type: none"> ● Citizen Advisory Committees ● Consensus-building ● Participatory decision-making 	Example Techniques to Consider: <ul style="list-style-type: none"> ● Citizen juries ● Ballots ● Delegated decisions

As can be seen, the levels of increasing public impact are linked to the level of public participation required to assist in decision-making. This model is representative of other models being developed by organizations such as Health Canada and recognizes the need for creating a new way of looking at public participation.

Other Municipalities

Both the cities of Edmonton and Calgary have established continuum models for public involvement based on the IAP2 model and have allocated significant resources in formulating public participation initiatives.

The City of Ottawa notes that "there must be a clear and current reason for creating an advisory committee or task force. It must add value to the decisions made by Council or the services delivered by administration. The Committee must be City-wide, cross-departmental and address issues of substance. It must be structured to meet Council's timeframes for information or advice so as not to delay Council's rendering of a decision."

The City of Port Phillip, Australia recognizes there are many ways to fulfill the function of community participation in decision making and has recommended a full review of the committee process be undertaken following their next election. They are proposing the elimination of the current committee structure in favor of a community panel. In a community panel, community members register and are telephoned, emailed, or personally contacted to participate on an "as needed" basis.

The City of Spruce Grove has recently completed a review of its Council advisory boards and committees. The objective of the review was to ensure a more effective use of volunteer and staff time, and to enhance Council's opportunity to better understand the community's expectations. Spruce Grove's review resulted in all existing committees being disbanded and the adoption of an ad hoc committee model. (See Appendix D)

The City of Red Deer

Using the IAP2 model shown above, The City's advisory committees would fall into the first two levels of public participation, which focus on information sharing and on information gathering. Ad hoc and decision making committees would fall into the second and third levels which provide for the gathering of feedback and to working with the public to ensure their concerns are understood while having an opportunity to influence the final outcome. This reinforces the feedback the City has received that ad hoc and decision-making committees are a preferred mechanism in involving the public.

However, Committees are just one of many methods the City uses to obtain public input. In recent years The City has introduced other methods of obtaining public input including focus groups, public meetings, open houses, media releases, surveys, etc. The desired result is to provide Council with the appropriate public input to allow Council to make the best decision for the community.

Appendix B

What We Have Heard

Feedback from various City committee stakeholders has revealed a number of strengths and challenges to the current council committee structure. In order to provide some comparisons with other municipalities strengths and weaknesses identified in those communities were also researched and included in this report. The information is broken down hereafter.

City of Red Deer

Strengths

- a. The use of committees is consistent with the City's desire for public involvement in civic government
- b. Committees can be a sounding board for Council
- c. Committees can be used as a channel for advocates
- d. Opportunity for citizens to give input
- e. Councillors gain deeper understanding of issues while sitting on committees
- f. Task forces/ad hoc committees give members of the public greater opportunity to participate in matters other than policy
- g. Greater value is felt when involved in problem solving opportunities
- h. Citizen investment – citizens take more ownership if they participate

Challenges

- a. Policy considerations that have come to Council via committees tend to be infrequent
- b. Committees are often seen as an avenue to raise issues that fall outside of the business planning/ budget cycle and department work plans. Expectations still arise for administration to pursue these new initiatives, which often require significant resources and time
- c. Committee members are frequently more interested in the operational versus policy issues
- d. Committee members are asking to change the policy advisory structure
- e. Committee members act as spokespersons on behalf of the City
- f. As a "fill in", operational issues are often placed on committee agendas
- g. Committees want specific tasks and to be able to look at issues in more depth
- h. Frequently a rubber-stamp to an administrative process
- i. Committee members feel disenchanting/disengaged
- j. Time restraints make it hard to keep committees 'in the loop'
- k. Takes significant staff time to support committees
- l. Need to find a balance for committees – loss/misunderstanding of mandate lessens value

- m. Hard to demonstrate where committee input fits into Council decision making
- n. Committee members do not feel valued
- o. Administrative processes to work with committees are not consistent and ample time is not dedicated to managing liaison/committee relationships
- p. Committee members question their role/ committee mandate
- q. Liaisons act as a 'gatekeeper' only offering partial information for the committee
- r. Committee members' interpretation of policy issues versus administration's vary leading to conflict on what should have come to the committee first
- s. Chairpersons do not understand process, both chairs and liaisons require more training
- t. Redundant meetings – committees meet for information purposes only and frequently consider the same agenda item over and over
- u. Items appear on agendas even when there is nothing to report
- v. Some City departments/ sections have no identified method of involving the public in civic processes
- w. Membership of committees should be reviewed more often as the need for certain groups to be represented may change over time
- x. Questions on if it is time to broaden avenues for public involvement with City operations

Other Communities

The preceding internal feedback is very consistent with the feedback presented by a number of other jurisdictions. Warrnambool, Australia, The City of Vancouver, and our nearer neighbours of the cities of Spruce Grove, Edmonton, and Calgary have all undertaken reviews of their advisory committee and/or their public consultation processes. Following is a consolidation of their reports relative to the strengths and challenges of advisory committees.

Strengths

- a. Advisory committees provide a two way communication between a broader community and The City
- b. Members can have specific knowledge and expertise that helps staff to better understand issues, history and community interests
- c. Members provide early feedback on project specific questions from staff
- d. Active involvement of community members can bring value adding experience to the quality of Council decisions reached
- e. Advisory committees can assist in maintaining effective, ongoing relationships with key user groups

- f. Involvement on committees can sometimes be a stepping stone for other forms of involvement in public life
- g. Committees generally enhance (along with other mechanisms) Council's capacity to identify community needs and perceptions

Challenges

- a. Achievements are relatively ' patchy' for advisory committees providing an effective forum for policy development
- b. Primarily receive information reports
- c. Frequently more concerned with operational issues as opposed to policy
- d. Terms of reference are relatively broad and members are sometimes unclear as to their role
- e. A focus on operational issues can impede effective management
- f. Support to committees involves significant time/cost in staff resources
- g. Meeting frequencies have lead to 'quantity' but not necessarily 'quality'
- h. The demographics of the community are not well represented
- i. Every committee should be established with a sunset clause – some committees outlive their usefulness
- j. Council gains few 'credits' from the general community as to this investment in community consultation
- k. Committee process can result in inefficiencies and delays in council decision making process
- l. Committee members may represent special interest groups and therefore do not represent the views of the general community
- m. Insufficient or ineffective use of resources given to committees
- n. No evaluation or review of advisory committee work or effectiveness

The City of Spruce Grove's report provides the following compelling comment on the challenges of advisory committees:

"Council, having created these advisory boards to provide community input into their decision-making processes is not receiving the information it wants and needs in a regular or consistent fashion.

For their part the advisory boards feel they are functioning in a vacuum, lacking direction from Council and any substantive issues to investigate and report upon. This results in the situation referred to by George Cuff where the boards will create their own mandate and take on powers and responsibilities, which Council does not anticipate or desire."²

² The City of Spruce Grove; 2006 Council Advisory Boards and Committees: A Review with Recommendations; 24 April 2006

Appendix C

Successful Public Participation Processes

Examples of successful public participation used by the City include:

Collicutt Centre Steering Committee

This ad hoc Administrative Committee, formerly the Leisure & Wellness Centre Policy & Budget Committee (1998) and the Leisure Centre Steering Committee (1999) was mandated to review design options of a new leisure facility, provide support/direction to the Owner's representative, review the budget, and acquire partnerships and funding for its construction. Because of the scope and operational mandate of this committee, a committee separate from the Recreation, Parks & Culture Board was established. The committee disbanded following the opening of the Collicutt Centre.

Collicutt Centre Ad Hoc Citizen Advisory Steering Committee

The Collicutt Centre Ad Hoc Citizen Advisory Committee was appointed by City Council to conduct an independent review of the development and operations of the Collicutt Centre. Membership was specifically established to include the business and public sectors, the community at large, and representatives from the legal and accounting sectors.

The review looked at the three major stages of the Collicutt Centre project: capital construction; transition from construction to operating; and start-up and first year of operations. For each of the three stages the following core questions were investigated:

- What was decided, by whom, within what authority and when?
- How were the revenues and expenditures developed, approved, managed, monitored, reported, adjusted?
- Were all decisions in accordance with the authority frameworks established?
- Could the processes and authorities have been approved and if so, how?

At the conclusion of the review, a final report and recommendations were presented to Council and the committee disbanded.

Community Housing Advisory Committee

This ad hoc Council committee was created in 2000 for the purpose of establishing an application process, and to receive and review new applications and make recommendations on how funding should be allocated for groups who wish to address homelessness and related support issues in Red Deer. Group membership is comprised of members' representative of the community, e.g. a cross section of diverse backgrounds, cultures, age and gender distribution, the aboriginal community, members with knowledge of community issues, and members with prior experience with decision making and critical thinking. Originally this committee's term was expected to be for two years but ongoing funding has resulted in the continuation of

this committee to the present. Members meet approximately twice a year to review proposal submissions and make funding recommendations to Council.

Crime Prevention & Policing Study Steering Committee

This ad hoc Council committee was established to undertake an extensive study and analysis of community crime prevention initiatives and needs, policing services, and to determine service level demands. The study was set up in two phases, the first to provide an accurate picture of the issues related to crime in Red Deer, with a comparison to what is happening in other communities of similar size and the second to seek ideas on solutions to addressing those crimes and subsequently, present recommendations on how the issues should be addressed. This project has now moved to the implementation stage and a City Manager appointed advisory committee comprised of a member at large, two community association representatives, an RCMP member and two Downtown Business Association representatives and provides feedback to the Crime Prevention Coordinator on implementation initiatives.

Detoxification Centre

In seeking a location for a detox and overnight mat shelter facility a Land Use Bylaw amendment was necessary for the use. Prior to consideration by Council administration undertook a four week consultation process specifically targeting all property owners that could be affected by approval of the use. Working with stakeholders (Safe Harbour Society, AADAC) individual meetings were held with property owners and tenants to hear and address their concerns.

Downtown Safety Task Force

Originating as the 'Mayor's Task Force on the 4900 Block', this Committee has undergone a number of revisions in its goal of encouraging development and improving safety in the downtown. This was a group of stakeholders from the downtown who were provided with City support and leadership through participation by the Mayor, individual Councillors and Administration. By the late 1990's the Committee was renamed to the Downtown Safety Task Force and focused on issues resulting from bar patrons. Following implementation of a number of safety initiatives, the initial group disbanded and for a brief period the Downtown Safety Task Force became a sub-committee of the Policing Committee. The Downtown Business Association is now leading an effort to re-mobilize such a group outside of the formal committee structure.

Emergency Services Master Plan Advisory Committee

Following a late 1990's review of Emergency Services priorities, standards, and staffing requirements, and the resulting Emergency Services Master Plan, this ad hoc Council committee was formed in 2000 to support Council and Administration on issues related to the implementation of the recommendations in the Plan. Upon conclusion of its mandate the committee was disbanded in 2002.

Environmental Strategic Planning Task Force

This 1992 ad hoc committee of Council was established to identify emerging environmental issues and acquire public/interest group input in order to draft Terms of Reference for the Environmental Strategic Plan. The Terms of Reference were adopted by Council in 1993 and most implementation functions were moved to Administration. The task force was disbanded and informational reporting was provided to the Environmental Advisory Board as the Plan was implemented.

In 1999 a request was made to regionalize the Environmental Advisory Board. The mandate of this municipal board was examined and it was determined that jurisdictionally, the City was not in a position to create a regional board. As well, it was noted that all seven regional committees and two provincial committees' already in place had City representation on them, as did a number of localized organizations. Therefore, Council, Administration and Council's Environmental Advisory Board all had access to these specialized resources and the creation of an expanded mandate would be redundant.

Heritage Ranch Ad Hoc Committee

Created in 1997, this ad hoc Council committee was tasked with the review of current recreation trends, issues and needs and through public consultation, to make recommendations to City Council on appropriate future uses for the Heritage Ranch area. The development of the Heritage Ranch Action Plan concluded the role of this committee by the end of 1997.

Mayor's Recognition Awards Committee

While a standing committee of Council, this committee meets on an annual basis only for the purpose of selecting recipients of awards. Once recipients are selected the committee's work is complete for another year.

Public Art Selection

In 2003 Council approved a policy that 1.2 percent of capital construction costs of major building or renovations exceeding \$250,000 be put aside to fund public art in those buildings. In order to obtain public input into the selection of the art pieces, the Culture Section of the Recreation Parks & Culture Department established an Art Selection Jury made up of administration, representatives of the art community and the public to give input into the process. The committee only meets when art selection is required.

Snow Removal

In 2005 the Public Works department conducted a review of its snow removal service level. The first phase was the establishment of an administrative community advisory committee made up of one representative from the Chamber of Commerce, one

representative from the Seniors Golden Circle, one representative from the downtown business community, and one citizen-at-large.

Smoking Bylaw

When the desire for a smoke free bylaw was first identified, the City determined to ensure that both citizens and specific stakeholders (bar/casino/bingo hall owners and operators) had an opportunity to provide their input and identify their concerns. A consultant was utilized to carry out the consultation process and to work with administration in gathering research, seek out best practises, and to explore implementation options. The process began with a letter sent to all identified stakeholders describing the issue and seeking their input/participation. Following this introduction, focus groups were held with stakeholders and the data collected was analyzed. Several open houses were held to provide further opportunity for concerns to be expressed and solutions discussed. This was followed up with in-person surveys to stakeholders and an on-line survey to gain citizen feedback.

Special Transportation Advisory Board

Established by bylaw in 1993, the Special Transportation Advisory Board was to advise on the administration and operation of special transportation services and to ensure coordination with the City Transit System to eliminate or reduce potential for duplication of service. Duplication between this committee and the Transportation Advisory Board was identified and resulted in the repeal of the Special Transportation Advisory Board Bylaw in 1995.

Waskasoo Park Policy & Management Committees

Established by resolution in 1980 the Waskasoo Park Policy & Management Committees were established to provide guidance to the development of Waskasoo Park in accordance with the Alberta Government Urban Parks Proposal. The process included a large public consultation/ participation component. Once the project was completed, the committees were disbanded.

Appendix D

CITY OF SPRUCE GROVE CITY POLICY		NUMBER 5,015
REFERENCE: RES.#: 238 - 06	ADOPTED BY CITY COUNCIL	SUPERSEDES NEW 1 of 2
	DATE: 10 July 2006	

REFERENCE: TASK FORCE POLICY

POLICY STATEMENT:

Municipal Councils of the City of Spruce Grove have consistently stated that an effective public consultation process is vital to the conduct of representative municipal governance. In order to engage the public and partner them with the necessary expertise to effectively study and make recommendations to Council on matters of concern to the community, a Task Force model has been established. Task Forces replace the older traditional model of Council advisory boards and committees.

BACKGROUND:

Council will create Task Forces to meet specific requirements and in so doing will provide a clearly defined requirement, list desired outcomes and provide a due date for completion. Council will articulate the topic to be studied and Administration will prepare detailed terms of Reference for Council's approval before the Task Force is struck. Once the desired outcome(s) have been achieved the Task Force will be deactivated and the public members thanked for their participation and contribution.

PROCESS:

Council will by Resolution create a Task Force to study any matter, which, Council feels requires investigation and public input. This would include matters that are brought to Council's attention by a member of the public, special interest groups or Administration. Task Forces may also be a result of issues, which arise during Community Caucuses, Public Budget Meetings or Council Meetings. Council will articulate their requirement to the City Manager who will task an appropriate Department of the City to create detailed terms of reference for Council's approval.

TASK FORCE STRUCTURE:

Task Forces will be composed of:

- * Up to two members of Council, one of whom is appointed as chair by the Mayor
- * A senior staff advisor - appointed by the City Manager
- * Members of staff - chosen by the Senior Staff Advisor on the basis of expertise in matters to be studied by the Task Force. Staff members will also act as a conduit to City specialist advisors (legal, insurance etc.)
- * Members of the general public (as approved in the Terms of Reference)
- * Representatives of Special Interest Groups (as approved in the Terms of Reference)

- * This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

CITY OF SPRUCE GROVE CITY POLICY		NUMBER 5,015
REFERENCE: RES.#: 238 - 06	ADOPTED BY CITY COUNCIL	SUPERSEDES NEW 2 of 2
	DATE: 10 July 2006	

REFERENCE: TASK FORCE POLICY

ADMINISTRATION:

The Senior Staff Advisor to a Task Force will normally be a member of the Management Team and be appointed by the City Manager. The appointment of a Senior Staff Advisor will be on the basis of subject matter expertise. Senior Staff Advisors will be responsible to coordinate all administrative support to any Task Force to which they are appointed. They will also be responsible to arrange with various general managers for the appointment of staff members and the recruiting of members of the general public. The Senior Staff Advisor will be responsible for the preparation of a final report for presentation to Council by the chair.

FOLLOW UP:

Task Force reports to Council shall be in the form of advice and recommendations. The report and recommendations of a Task Force shall not be construed, as binding upon Council and Council will normally accept the report of a Task Force as information. Council may direct Administration to prepare separate legislation (Bylaws, or Policies), which are a consequence of Task Force Recommendations for approval at a later meeting of Council.

FINANCIAL:

In accordance with City Policy 5,002 members of Council shall not be reimbursed for their participation on Task Forces. Members of the public will serve as volunteers with no compensation. Administration will budget funds to support the operations of Task Forces on an annual basis. These funds will be used for such things as meal costs, office supplies, and advertising associated with the functioning of the Task Force. The Senior Staff Advisor will be the authority for the expenditure of these funds.

POLICY MAINTENANCE:

The Community Services Department shall be responsible for the maintenance and currency of this Policy.

- * This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

September 2006

City Council considers enhancements to City public participation processes

1. Why is City Council considering improving The City's public participation processes?

Public consultation and participation is vital to The City's decision making process. The City believes citizens must have opportunities to influence decisions that could affect their lives. Effective public participation recognizes the needs and interests of citizens to participate in meaningful and effective ways. Effective public participation also ensures The City will make better decisions.

Committee members requested more meaningful involvement in Council's decision making processes. Changes to the Committees Bylaw responds to these needs by enabling increased stakeholder involvement in The City's decision making processes through more effective public participation methods.

2. What does public participation mean at The City?

Public consultation for organizations affecting the public interest is evolving. The level of public participation required to assist in decision-making is linked to the impact on the public. The International Association of Public Participation (IAP2), an association promoting and improving the practice of public participation in public service organizations, recommends five levels of public participation. They are: inform, consult, involve, collaborate and empower.

The City practices each level of the IAP2 Public Participation Spectrum:

- Inform – fact sheets, website, open houses
- Consult – public comments, focus groups, surveys, public meetings
- Involve – workshops
- Collaborate – ad hoc committees
- Empower – elections

The changes to the Committees Bylaw focus on increasing collaboration in public involvement.

3. What are some examples of successful public participation processes The City has used?

From open houses to workshops to committees - The City holds more public consultation than ever before. There are many examples of successful public involvement with The City on numerous issues. A few are listed below:

Art Selection Jury – This committee consists of administration, representatives of the art community and the public giving input into the process of selecting art for public buildings. The committee only meets when art selection is required.

Collicutt Center Ad Hoc Citizen Advisory Steering Committee – This committee was appointed by City Council to conduct an independent review of the development and operations of the Collicutt Centre. Targeted membership included the business and public sectors, the community at large, and representatives from the legal and accounting sectors. At the conclusion of the review, a final report was presented to Council and the committee disbanded.

Smoking Bylaw – Letters were distributed to all stakeholders identifying the issue and seeking their input/participation. Focus groups with stakeholders were held and data was collected and analyzed. Several open houses provided opportunity for concerns to be expressed and solutions discussed. Finally, in-person surveys with stakeholders and an on-line survey provided The City with additional feedback.

Crime Prevention and Policing Study Steering Committee – This ad hoc committee was established to undertake an extensive study and analysis of community crime prevention initiatives and needs, policing services and to determine service level demands. Once the study was complete, this committee and project moved to the implementation stage and a City Manager appointed advisory committee comprised of a member at large, two community association representatives, an RCMP member and two Downtown Business Association representatives provide feedback to the Crime Prevention Coordinator.

4. What are other communities doing in relation to public participation?

Both Edmonton and Calgary have established continuum models for public involvement based on the IAP2 model and have allocated significant resources in formulating public participation initiatives.

The City of Spruce Grove has recently completed a review of its Council advisory boards and committees. The objective of the review was to ensure a more effective use of volunteer and staff time and to enhance Council's opportunity to better understand the community's expectations. Spruce Grove's review resulted in all existing committees being disbanded and an ad hoc committee model being adopted.

5. What recommendations will be made to City Council to improve public participation?

When committee members requested more meaningful involvement in Council's decision making processes, The City assessed the committee structure. To support more effective public participation, the following strategies are being recommended to Council:

- The City remain committed to facilitating public involvement and input at both the policy and administrative levels
- After a review of best practices for public involvement and input, subject specific ad hoc committees be utilized
- Seven advisory committees be discontinued effective the 2006 organizational meeting of Council
- Ten committees undertake a mandate and membership review

The City consults the public and utilizes more participation methods than ever before. Council committees are one piece of The City's public participation practices and will continue to be an important tool for public engagement.

6. Why are these recommendations being made to Council?

It is suggested that highly successful methods of public participation are those complementing the purpose of the program, reaching interested stakeholders and resulting in a clear linkage between the public participation process and the decision making process. From time to time, The City assesses committee structure to ensure committee mandates support City objectives and to address committee member concerns.

Stakeholders comments gathered before and during the Council committee review stated that public involvement is important in the operations of The City. These same individuals believe the current structure and mandate of advisory committees focusing strictly on policy issues is not the most successful method of public involvement.

To address citizen concerns of wanting more active involvement, administration is recommending more effective forms of public consultation and engagement to allow for increased public contributions.

7. How will the ad hoc committees be set up? Who will decide if an ad hoc committee is necessary?

Details relating to the development of ad hoc committees have not been finalized. Following a review of best practices for public consultation and engagement, administration will develop a consistent process. Existing City of Red Deer participation activities will be studied in the development of the process.

However, we do know that ad hoc committees will be established for a specific purpose and then disbanded when the task is complete. A template is under development to assist Council and administration determine the need for an ad hoc committee. The template will help establish the level of public participation required, the most effective form of participation and the next steps for implementation. Council will approve some public participation methods, such as Council ad hoc committees. Other forms of public consultation will be administrative in nature.

8. How do ad hoc committees make contributions more meaningful?

Ad hoc committees are set up for a specific purpose, with a specific task and a specific timeframe. The mandate of the committee is very clear and once complete, the committee is disbanded. Volunteers have reported more satisfaction from involvement in committees due to very clear mandates, established timeframes and a greater ability to influence policy and operational decisions.

The 2004 Canada Survey on Giving, Volunteering and Participating (http://www.givingandvolunteering.ca/pdf/CSGVP_Highlights_2004_en.pdf) shows

- People who stopped volunteering did so because they did not have time (73 per cent) or they could not make a long term commitment (65 per cent)
- Those who volunteered less in 2004, did so because they did not have time (64 per cent) or they could not make a long term commitment (60 per cent)

By developing shorter timelines and specific mandates, participation in ad hoc committees will be more fulfilling and contributions more meaningful.

This form of ad hoc committees will allow Council and/or administration more flexibility in public participation by seeking the input of specific interest groups based on the subject matter. For example, environmental groups to address a specific environmental issue.

9. Are there any ad hoc committees within The City now?

Although there have been many ad hoc committees over the years, the Community Housing Advisory Committee is currently the only Council appointed ad hoc committee. However, there are a number of administratively appointed committees, including: the Crime Prevention Advisory Committee, the Snow Removal Committee, the Public Art Jury, and YouthVoice.

10. Which committees are being recommended for discontinuation?

The seven committees being recommended for discontinuation are:

- Archives Committee
- Culture Board
- Environmental Advisory Board
- Greater Downtown/Riverside Meadows Policy Committee
- Policing Committee
- Recreation and Parks Board
- Transportation Advisory Board

Discontinuation of these committees does not mean public participation will cease. Many processes currently existing involve the community in policy and operational processes. Part of the revised process will focus on increasing involvement of existing organizations in City decision making processes and creating opportunities for involvement in task-specific areas as they arise.

11. Which committees are being recommended for a mandate and membership review?

The 10 committees Administration is recommending for mandate and membership review are:

- Audit Committee
- Assessment Review Board
- Drinking Establishment Licensing Bylaw Appeal Committee
- Disaster Services Agency
- Disaster Service Committee
- Gaetz Lakes Sanctuary Committee
- Nominations Review Committee
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Subdivision and Development Appeal Board

These committees are being recommended for review to determine what is working well and what needs to be changed. Because their responsibilities have decision making capabilities beyond the advisory committee role these committees will be retained.

12. What will happen to the hearing of alarm appeals currently the responsibility of the Policing Committee?

Administration is recommending the hearing of alarm appeals be delegated to the City Manager. The last alarm appeal was in 2002.

13. Will current committee members be the first choice for membership on ad hoc committees?

Citizens interested in volunteering are encouraged to participate in local organizations as their input in City decision making is being increasingly sought. Depending on the needs of the respective committees, names already on file may be considered, a call for membership may be advertised, or specific organizational representation or expertise may be sought.

14. When will the changes be effective?

If Council approves the changes to the Committees Bylaw, they will become effective at the 2006 organizational meeting of Council on October 23. The committee mandate and membership reviews will be completed by spring 2007.

15. Will Legislative Administrative Services (LAS) continue to provide overall support to committee's?

The amount of support LAS provides to the committees and ad hoc committees will be dependent on the committee terms of reference. LAS is available to provide administrative assistance where necessary.

- 4 of 4 -

Environmental Advisory Board Decisions

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

2005

Waskasoo Special Gathering Places – supported rec'd of administration
City Position Paper on Water - supported rec'd of administration

Funeral Homes & Crematoria – Board did not have expertise – rec'd City engage a consultant

Riverside Meadows rezoning - supported rec'd of administration

Watershed Alliance – rec'd Council support initiatives of Alliance and encouraged membership

Information items:

- Fire Management Program
- Plastic Industry Position
- City Natural areas
- Build Green
- Salt Management
- Waste Management Plan

2006

Exchange of Municipal Reserve – supported rec'd of administration

East Hill Storm Water Drainage Ponds – Name Change - supported rec'd of administration

Vanier Woods Neighbourhood Area Structure Plan - supported rec'd of administration

Protection of Aquifers – supported concerns presented and rec'd Council send letter to AEUB regarding impacts of drilling in Medicine River Flats Aquifer
rec'd City initiate a review of activities that could compromise Red Deer River watershed

Information Items:

- East Hill Major Area Structure Plan Overview
- Air Monitoring on 30 Avenue
- Coalbed Methane

OFFICE OF THE MAYOR

October 13, 2006

«First Name» «Last_Name»

«Address_1»

«Address_2»

«Address_3»

Dear «First_Name»:

Re: Committees Bylaw Amendment / Discontinuance of Committees

As a member of one of our standing policy advisory committees, you are aware of our recent review of the role and effectiveness of these committees. We have concluded that the existing committee structure is not the most effective vehicle for bringing the public mind to Council. Accordingly, Council decided at the October 10th meeting to discontinue and disband seven of our current standing advisory committees and to instead seek community involvement through ad hoc committees established to assist staff and Council in dealing with particular issues as they arise. Council took this step in an attempt to receive more focused input and community involvement, not less. In passing the resolution, Council asked that the new system of ad hoc committees be reviewed in 18 months.

This is an exciting time in the city of Red Deer and responding to the changing needs of our community is a constant, evolving process. As a "City of Volunteers," Red Deer has a reputation for a high level of community participation. It is our goal to encourage continued community involvement and to create meaningful opportunities for citizens to contribute to our decision making processes.

On behalf of Council and the citizens of Red Deer, please accept my heartfelt thanks for your commitment and dedication to our community through your role on the «Committee».

Sincerely,

Morris Flewwelling
Mayor

First Name	Last Name	Address 1	Address 2	Address 3	Committee
Glen	Capeling	48 Parsons Close	Red Deer, AB T4P 2C8		Archives Committee
Judith	Clark	54 Ogden Avenue	Red Deer, AB T4N 5B4		Archives Committee
William	Lafrenier	49 Allard Crescent	Red Deer, AB T4R 3J2		Archives Committee
Patrick	Matheson	RR 1	Blackfalds, AB T0M 0J0		Archives Committee
Donna Marie	Nettnay	2 McBlane Close	Red Deer, AB T4R 1W6		Archives Committee
Elizabeth	Plumtree	4754 - 56 Street	Red Deer, AB T4N 2K3		Archives Committee
Duane	Skaley	147 Allan Street	Red Deer, AB T4R 1E6		Archives Committee
Kara	Stang	45 Jacobs Close	Red Deer, AB T4P 4A1		Archives Committee
Brenda Mae	Castor	5844 West Park Crescent	Red Deer, AB T4N 1E8		Archives Committee
Sheryl	Krill	88 Adams Close	Red Deer, AB T4R 2W4		Culture Board
Dennis	Nault	19 Osborne Street	Red Deer, AB T4N 5C1		Culture Board
Derryn	Yeomans	104, 4808 Ross Street	Red Deer, AB T4N 1X5		Culture Board
Anne	Brodie	5202 Farrell Avenue, Unit 1	Red Deer, AB T4N 7B5		Culture Board
Dawna	Barnes	Red Deer County	38106 Rge Rd 275	Red Deer (Culture Board
Jack	Engel	76 Wilson Crescent	Red Deer, AB T4N 5V9		Drinking Establishment Licensing
Brenda	Farwell	10 Rutledge Crescent	Red Deer, AB T4P 3K3		Drinking Establishment Licensing
Fred	Lebedoff	63 Addinell Close	Red Deer, AB T4R 1B3		Drinking Establishment Licensing
Bruce	Hume	Firemaster Oilfield Services	4728 - 78A Street Clos	Red Deer,	Environmental Advisory Board
Trista	Carey	21 Ray Avenue	Red Deer, AB T4P 3B9		Environmental Advisory Board
Carol	Craig	59 Armitage Close	Red Deer, AB T4R 2K5		Environmental Advisory Board
Aric	Johnson	230 Wiley Crescent	Red Deer, AB T4N 7G6		Environmental Advisory Board
Vic	Walls	3 McConnell Close	Red Deer, AB T4N 0J7		Environmental Advisory Board
Les	Wetter	Ducks Unlimited	1, 5550 - 45 Street	Red Deer,	Environmental Advisory Board
Reimar	Poth	Red Deer County	38106 Rge Rd 275	Red Deer (Environmental Advisory Board
Gregory	Hall	86 Oberline Avenue	Red Deer, AB T4N 5A4		Environmental Advisory Board
Gordon	Ludtke	20 MacKenzie Crescent	Red Deer, AB T4N 0H7		Environmental Advisory Board
Margaret	Anderson	905, 4747 - 67 Street	Red Deer, AB T4N 6H3		Greater Downtown/Riverside Mead
Sharon	Fisher	119 Piper Drive	Red Deer, AB T4P 1L5		Greater Downtown/Riverside Mead
Richard	Roth	30B Fern Road	Red Deer, AB T4N 4Z4		Greater Downtown/Riverside Mead
Dianne	Farion	Suite 207, 5590 - 45 Street	Red Deer, AB T4N 7C4		Greater Downtown/Riverside Mead
Shirley	Hocken	6005 - 57 Avenue	Red Deer, AB T4N 4S8		Greater Downtown/Riverside Mead
Dolores	Mason	10 Whiteside Crescent	Red Deer, AB T4N 5Z1		Greater Downtown/Riverside Mead
Buck	Buchanan	15 Denison Crescent	Red Deer, AB T4R 2E9		Greater Downtown/Riverside Mead
Lesley	Caddy	Red Deer Public Library	4325 - 35 Street	Red Deer,	Greater Downtown/Riverside Mead
Sharon	Crooks	Rowanoak Law Office	3, 4919 - 50 Avenue	Sylvan Lak	Policing Committee
Jack	Engel	76 Wilson Crescent	Red Deer, AB T4N 1V5		Policing Committee

Dorothy	McLachlan	70 McLevin Crescent	Red Deer, AB T4R 1S9	Policing Committee
Gail	Parks	17 Ryan Close	Red Deer, AB T4P 3N7	Policing Committee
Geoff	Godwin	Buffalo Hotel	3919 - 44 Avenue Red Deer,	Policing Committee
Murray	Berezowski	227 Lindsay Avenue	Red Deer, AB T4R 3P3	Recreation & Parks Board
Kristine	Dugas	5 Elkin Close	Red Deer, AB T4R 1Y8	Recreation & Parks Board
TerryLee	Ropchan	103 Lampard Crescent	Red Deer, AB T4R 2W7	Recreation & Parks Board
Dianne	Wyntjes	14 Laird Close	Red Deer, AB T4R 3K2	Recreation & Parks Board
Nathan	Silar	55 Edis Close	Red Deer, AB T4P 2E4	Recreation & Parks Board
Paul	Stewart	5210 - 61 Street	Red Deer, AB T4N 6X8	Recreation & Parks Board
Raj	Navaratnam	126 Langford Crescent	Red Deer, AB T4N 3E5	Recreation & Parks Board
Sharon	Miller	3337 - 42A Avenue Close	Red Deer, AB T4N 3A5	Transportation Advisory Board
Scott	Wasdal	258 Kendrew Drive	Red Deer, AB T4P 3Y9	Transportation Advisory Board
Teresa	Chase	21 Rowntree Crescent	Red Deer, AB T4P 3K5	Transportation Advisory Board
David	Radcliffe	77 Kilburn Crescent	Red Deer, AB T4P 3T9	Transportation Advisory Board
Marlin	Styner	Canadian Paraplegic Assoc	103, 4719 - 48 Avenue Red Deer,	Transportation Advisory Board
George	Snider	21 Ladwig Close	Red Deer, AB T4R 2V6	Transportation Advisory Board
Jean	Stinson	108, 5120 - 62 Street	Red Deer, AB T4N 6P9	Transportation Advisory Board
Bill	Wilson	5210 - 61 Street	Red Deer, AB T4N 6X8	Transportation Advisory Board
Holger	Nierfeld	Red Deer College Student's	Box 5005 Red Deer,	Transportation Advisory Board
Lawrence	Paulgaard	426, 37543 England Way	Red Deer County, AB T4S 2C3	Transportation Advisory Board
Deb	Beck	4747 - 53 Street	Red Deer, AB T4N 2E6	Transportation Advisory Board

Red Deer Branch
Alberta Genealogical Society
Box 922
Red Deer, AB T4N 5H3

October 5, 2006

City of Red Deer Council
4914 – 48 Avenue
Red Deer, AB
T4N 3T3

Your Worship and Members of Council:

We represent the Red Deer Branch of the Alberta Genealogical Society. For approximately 25 years we have maintained a partnership with the Red Deer and District Archives, jointly owning some research equipment and data. Our group does volunteer work for the Archives and provides help and research assistance to the public. In return, the Archives affords us space for our library and computer.

It has come somewhat of a surprise to find out that the City wishes to disband the Archives Committee. The Genealogical Society has had a representative on that committee since the beginning of our partnership, in accordance with a City By-law.

Our concern is that if the Archives Committee no longer exists, how will the Genealogical Society and the public be able to assist the City Administration and Council with policies and operations.

In your Q & A Backgrounder of Sept 5, 2006, you indicate in point #1 the "Committee Members" requested more meaningful involvement in Council's decision making processes. The questions raised by this statement for the Genealogical Society are:

1. Can an ad hoc committee provide the level of input and consultation that a standing committee now allows? In the later case people are prepared and informed of the broad issues of the Archives and are thus able to better deal with current problems and issues.
2. Improved input from either an ad hoc or standing committee depends entirely upon how receptive Council and City Administration are to this information. Rather than disband this long standing committee, perhaps the issue lies in increasing the openness of the City to Committee input.

3. We feel the Red Deer Archives are an asset to the public of Central Alberta and that every effort should be made to enhance the function of the Archives Committee as it presently stands. With a stronger voice could the Red Deer Archives not become the Glenbow of Central Alberta?

We look forward to your response to this letter.

Sincerely

A handwritten signature in cursive script that reads "Joanne Allen".

Joanne Allen
President

cc: Kelly Kloss, Legislative and Administrative Services Manager
Larry Pimm, Councilman
Michael Dawe, City of Red Deer Archivist
Brenda-Mae Castor, Genealogy Representative

Christine Kenzie

To: soccer_mom@telus.net
Subject: Council Committees - Recommendations for Change
Attachments: shirley hoffman.pdf



shirley hoffman.pdf
(598 KB)

Attached is a letter regarding the outcome of the October 10, 2006 Council meeting regarding changes made to Council Committees.

Christine Kenzie
Legislative & Administrative Services
City of Red Deer
403.342.8201
christine.kenzie@reddeer.ca



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 16, 2006

Ms. Shirley Hoffman
c/o Email: soccer_mom@telus.net

Re: Council Committees / Recommendations for Change

Your comments regarding Council Committees were forwarded to Red Deer City Council for their review at the October 10, 2006 Council Meeting. At that meeting Council passed the following resolution:

"Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated October 2, 2006 and September 21, 2006 – re: Analysis of Council Committees/Recommendations for Change, directs as follows:

1. That The City remains committed to facilitating public involvement and input at both policy and administrative levels.
2. That when it is determined that the best method of public involvement and input is through a committee process, then an issue specific ad-hoc committee/task force be used.
3. That the Committees Bylaw be amended to reflect the discontinuation of the following advisory committees effective the 2006 Organizational Meeting of Council:
 - (a) Archives Committee
 - (b) Culture Board
 - (c) Environmental Advisory Board
 - (d) Greater Downtown/Riverside Meadows Policy Committee
 - (e) Policing Committee
 - (f) Recreation and Parks Board
 - (g) Transportation Advisory Board

...2/

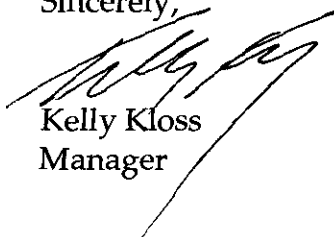
Ms. S. Hoffman
October 16, 2006
Page 2

4. That a mandate and membership review be undertaken, by Spring 2007, for the:
 - (h) Audit Committee
 - (i) Assessment Review Board
 - (j) Drinking Establishment Licensing Bylaw Appeal Committee
 - (k) Disaster Services Agency
 - (l) Disaster Service Committee
 - (m) Gaetz Lakes Sanctuary Committee
 - (n) Nominations Review Committee
 - (o) Mayor's Recognition Awards Committee
 - (p) Municipal Planning Commission
 - (q) Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course.
7. That an evaluation of the preceding changes be completed by Administration no later than April, 2008."

While the structure for committees has now changed, The City's commitment to and desire for community involvement has not. It is the City of Red Deer's goal to encourage continued community involvement and to create meaningful opportunities for citizens to contribute to the decision making processes. Responding to the changing needs of our community is a constant, evolving process. The future will provide many opportunities for effective public participation.

Please contact me if you have any questions or require further information.

Sincerely,



Kelly Kloss
Manager

From: Tracy Edwards
Sent: October 06, 2006 11:22 AM
To: Christine Kenzie; Kelly Kloss
Subject: Committee Disbanding

Morning,

FYI - Shirley Piro called in to voice her opinion on disbanding the committees. She is against disbanding the Policing Committee because she feels she gains a lot of information from the meetings. She is okay with getting rid of the rest of them, including the Mayor's Recognition Awards.

Shirley Piro

S Denhaan

From: S Denhaan [sdenhaan@shaw.ca]
Sent: September 29, 2006 9:18 PM
To: Sam Denhaan [sdenhaan@shaw.ca]
Subject: Advisory boards on way out?

*Lorna Watkinson Kemmer
 And City Councillors
 see over
 except for Lorna no feedback
 from Councillors received!!*

Dear Mayor and Councilors;

Before further action is taken, I believe more background information should be provided to the public, to compare the present system to what the proposed system would look like.


Please describe the pros and cons, how is the information flow improved?

Sam Denhaan
 3314 44A Avenue Red Deer T4N 3J8
 403-341 5491

RED DEER ADVOCATE

CENTRAL ALBERTA'S DAILY NEWSPAPER

 BACK

 SEND TO A FRIEND

 FEEDBACK

Advisory boards on way out?

By **LAURA TESTER**
 Advocate staff

Sep 22 2006


A longstanding practice of providing for public input at an advisory level may be on its way out at City Hall.

The City of Red Deer may get rid of advisory committees focusing on policies and replace them with temporary ad hoc committees that have the power to make recommendations on specific issues.

If city council agrees to the proposed changes on Monday, advisory committees would be disbanded by the end of October.

Those affected would be: archives committee, culture board, environmental advisory board, greater downtown/Riverside Meadows policy committee, policing committee, recreation and parks board, and transportation advisory board.

In their place, ad hoc committees would be set up for a specific purpose and disbanded when the task is completed. They would have clear mandates, set timelines and a greater ability to influence policy and operational decisions.

 The Legislative and Administrative Services Department is bringing forth the changes that would see the end of advisory committees, which have been used by the city for more than 20 years.

"It's a positive step forward," said department manager Kelly Kloss.

Kloss's department is also recommending a mandate and membership review of 10 other boards and committees.

These include the subdivision and development appeal board, municipal planning commission, and disaster services committee. It would be finished by next spring.

Kloss said advisory committees used to make suggestions to city council regarding day-to-day operations, such as budgets and staffing.

Now the committees advise council on policies only.

10/10/2006

Kloss said the changes are being recommended based on the feedback from members, staff and city council.

"Committee members want to be more involved in the operations," Kloss said.

Kloss said ad hoc committees have been a hit at City Hall in the past because members feel like they are giving solid public input.

"They are involved right at the beginning of the (decision-making) process," Kloss said.

The committees have been set up regarding a variety of issues including snow removal, community housing and downtown safety.

Policing committee chair Gail Parks said the committee had little power to influence the decisions of council.

"We were a committee of policy and there wasn't any new policy following the crime prevention study (that finished in 2004)," Parks said.

Still, she has reservations about the proposal.

"A resident could approach the policing committee if they had an issue," Parks said. "There was somebody there who could respond to it."

Parks said there should be at least a committee of city council and staff set up to address policing concerns.

"And they can deal with operational issues," she said.

Kloss's report to council includes mention of the City of Spruce Grove's recent review on how best to manage volunteer and staff time. Spruce Grove decided to disband all existing committees and adopt the ad hoc model.

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Lona - I have marked up the pages of the report.

My experience with DTHR - appointed board and unaccountable administration makes me concerned about this direction with City.

** The City Clerk's bias for efficiency and ease of management may not be in the best interest of public input. Focus groups are not the answer because they are interpreted subjectively. It must be recognised that the public remains the prominent stakeholder.*

Sam Dehaan

10/10/2006

City Clerk
Wonal

15

REPORT SUBMITTED
TO THE
SEPTEMBER 25, 2006 COUNCIL MEETING



Legislative & Administrative Services

DATE: September 21, 2006

TO: City Council

FROM: Legislative & Administrative Services Manager

SUBJECT: Analysis of Council Committees / Recommendations for Change

*Red Deer's size is unique
Neither Large or Small
an in between management and
public input process is needed.*

Introduction

The City of Red Deer has a long history of using committees to involve citizens in civic government. From time to time The City assesses committee structures to:

1. Ensure that the mandates of committees support The City's business processes and systems.
2. Determine if a committee's mandate is being met, requires change or has been fulfilled.
3. Determine if changes are required to better fit the needs of the organization and community, and to comply with legislation.
4. Address concerns expressed by committee stakeholders.

Since 1985, The City has completed three major committee reviews, the last in 1999. Each review saw various changes to the committee structures as a result of identified needs. A substantial change over this period was the evolution of many committees from operational/ administrative focused bodies (involved in day to day department operating issues) to policy-focused bodies. The major reason for this change was:

1. Committees were asked to make operational decisions however accountability still rested with Council or Department Managers,
2. The Municipal Government Act was updated in 1995 to clearly articulate Council's policy role and the City Manager's administrative role in carrying out Council's policy. The update required the committee structure to also reflect this change.

Over the last few years, questions have surfaced regarding the mandate and operations of many Council committees. These questions were the stimulus for this current analysis. This analysis highlights issues raised, identifies the existing Council committees, reviews strengths and weaknesses of their structure specifically related to the advisory aspect and discusses alternatives. The report also recommends a strategy to create efficiencies, makes more effective use of valuable volunteer commitment, and ensures public involvement in civic government.

Scope of Report

This report focuses on those committees appointed by City Council through its Committees Bylaw. These committees are broken down into two categories.

Standing Committees

These are ongoing committees that predominantly make advisory recommendations to Council or Administration on policy issues. These include:

- Archives Committee
- Assessment Review Board
- Audit Committee
- Culture Board
- Environmental Advisory Board
- Gaetz Lakes Sanctuary Committee (required by Agreement)
- Greater Downtown/Riverside Meadows Policy Committee
- Nomination Review Committee
- Recreation & Parks Board
- Transportation Advisory Board

There are also ongoing standing committees that have additional decision-making responsibilities beyond the advisory capacity. These include:

- Disaster Services Agency
- Disaster Services Committee
- Drinking Establishment Licensing Bylaw Appeal Committee
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Policing Committee - Related to Alarm Appeals
- Subdivision & Development Appeal Board

Ad Hoc Committees

These committees are established for a specific purpose and then disbanded when the task is complete. The Community Housing Advisory Committee is currently the only Council appointed ad hoc committee.

Issues

Policy Focused

In recent years The City has received feedback from members of Council, committee members, and administration that there are issues related to the advisory aspect of many of Council's standing committees. These issues predominantly relate to:

- Committee members questioning the value of advisory committees only being policy focused,
- Committee members wanting to be actively involved in providing input to operational processes and asking that mandates be broadened,
- Questions from all committee stakeholder groups of the value of the current advisory structure, and questioning if it adds to or inhibits timely decision-making,
- Committees' agendas made up of predominantly informational and operational items often due to the limited number of policy recommendations that required committee input.

Based on experiences gained during past major committee reviews, conducting an analysis is very sensitive for a number of reasons, including:

1. Revisions to mandates and structures is often seen as tampering with and questioning the need for public involvement, *?? True*
2. Although many people express concerns about how particular committees operate, people are very reluctant to change the status quo,
3. Perceptions that admitting there are issues will reflect poorly on those involved in the committee,
4. Administration is reluctant to criticize a politically established structure.

This report is not meant to say that committees do not have a place in the City's operations but to identify, as in previous reviews, how the structure of advisory committees can evolve to address the concerns identified by committee stakeholders while still ensuring public involvement in civic government. It is time again to alter the committee structure to reflect the needs of today.

Alternate Methods of Public Involvement

As demonstrated by The City and the many other municipalities that have or are currently undertaking reviews of their committee structures, advisory committees were established as a vehicle for acquiring public input and ensuring public involvement in Council's decision making processes. However, a number of new initiatives have been implemented in recent years that see a move from the traditional advisory committee structure to alternate forms of public involvement.

To determine the best public involvement method, a good first question has been, "Based on the issue, what is the best way to involve the public"? What the City and other organizations have found is that the answer is: "It depends." What this means is the organizations must first decide if they want to inform, consult, involve, collaborate, or empower the public. Once that decision is made then the appropriate tool for public participation can be chosen.

In modifying the structure of committees, the City must make a conscious decision to take the time to ensure form matches function. Appendix A provides more detail on the subject of public participation in relation to the advisory committee structure in the City and in other municipalities. The interesting point is that other communities are also struggling with the structure of their advisory committees.

What We Heard

It is suggested that highly successful methods of public participation are those that complemented the purpose of the program, reached the interested stakeholders, and resulted in a clear linkage between the public participation process and the decision making process. *yes*

Define Stakeholders!

What was heard from all stakeholders is that public involvement is important in the operations of the City. What was heard regarding committees is that the structure and mandate of advisory committees whose focus is strictly on policy issues is not the most successful method of public involvement.

Appendix B provides a summary of the feedback from committee stakeholders on the strengths and weaknesses of current Council committees and a comparison to the strengths and weaknesses of Council committees as identified by other municipalities.

Discussion

Feedback from members of Council, committee members and administration suggests advisory committees have not achieved the value-added status that other types of committees (those beyond policy review) have attained. Committees whose mandate is beyond just policy focuses are preferred for a number of reasons including:

- a) The mandate and terms of reference clearly set out the objectives of the committee
- b) The committee work towards a solution for a clearly defined issue within a defined period of time
- c) Members are involved from the outset
- d) Members have the opportunity to see an issue to its conclusion
- e) Members effectively influence a course of action
- f) Feedback received from members relative to their involvement is usually more positive

Appendix C provides some examples of recent successful public participation processes.

On the other hand, committees whose focus is on advising on policy issues alone identify such issues as:

- a) The focus is more on informing members of issues rather than utilizing their input to influence a decision
- b) Most of the work has already been completed by the administration before it is seen by the committee
- c) The continuation of an ongoing standing committee structure for relatively few policy discussions
- d) Members want to be more involved in operational decisions
- e) Time constraints in the presentation of information result in advisory committees 'rubber stamping' recommendations of Administration rather than providing deliberative input
- f) The involvement of citizens does not always represent a general cross-section of the community and at time can be focused on special interest groups. This brings up the question of does the committee represent the community at large
- g) Committee members who represent other organizations questioning if a representative from their organization is needed on the committee
- h) Difficulty in achieving quorum.

special interest groups
advisory comm
or in ad hoc comm.

Options

With its commitment to public participation in the decision making process the challenge to The City was to determine where, how and if policy-only advisory committees add value and what steps could be taken to meet the objective of meaningful public participation. The following options were examined:

Maintain the Status Quo

That no changes be made to the current committee structure. While a strictly policy-based advisory committee structure may not provide a level of public involvement that contributes in a meaningful way to decision making processes, it is still an opportunity for a citizen to act as the 'eyes and ears' of the community and to learn about emerging issues.

Issues:

- Membership does not always represent a cross section of the community
- Membership does not target under-represented segments of the population such as youth and aboriginals
- Providing meaningful opportunities for contribution is not achieved by maintaining the status quo
- Objectives of information sharing can be achieved through other methods without requiring the time commitment currently made by committee members
- Significant administrative time is given to these committee structures
- Committee members identify an element of 'rubber stamping' of administrative recommendations

who select committee members

- Frustration and discontent with the existing structure will continue to be expressed by stakeholders ??

Action Required:

- None

Modify the Status Quo

Modifications could be made to the current advisory committee structure to better achieve the goal of meaningful public involvement. Possible modifications could include:

- allocating more administrative resources to the committees to allow for:
 - more timely agenda preparation to ensure members have familiarity with all issues presented
 - more detailed written reporting on issues and options
- provide clarification to mandates to:
 - clearly outline the committee's purpose and function
 - outline authority and major responsibilities
 - establish clear reporting relationships

Issues:

- Given time constraints and the complexity of emerging issues, it is difficult for administration to prepare detailed reports in time for agenda circulation and is not always possible to await the next committee meeting for input. An amended mandate would not address these issues.
- A budget increase would be required to support additional staff resources

Actions Required:

- Mandates would require review and amendment
- Administration would need to provide the resources to provide the detailed written reports required to ensure issues are well documented prior to discussion and input

Implications:

- Decision making processes could be delayed to ensure meaningful public involvement was achieved
- This choice is still not addressing the root of the problem

Build on the Ad Hoc/ Task Force Structure

If it is the desire of Council to continue to include the public in levels of the organizations beyond just policy issues, then an ad hoc/ task force structure is the method of accomplishing this. This allows for Council appointed committees with a

what will the appointment criteria be?

focused task such as the ad hoc Community Housing Advisory Committee or an Administrative appointed committee such as snow removal, to give feedback to policy or operational issues. This would also allow for consideration of other public involvement methods such as the Smoking Bylaw process.

Action:

- The Archives Committee, Culture Board, Environmental Advisory Board, Greater Downtown/ Riverside Meadows Policy Committee, Policing Committee, Recreation & Parks Board, and Transportation Advisory Board would be discontinued.
- The alarm appeal function of the Policing Committee would be delegated to the City Manager. (the last appeal filed was in 2002)
- Ad hoc committees would be established as required to address specific tasks for a set period of time and disbanded upon their conclusion
- A process would be established to determine what level of public involvement is required and then match that to the appropriate method to facilitate this involvement

Implications:

- The focus on providing opportunities that result in value added input for participants will need to be clearly articulated.
- Dependent on the issue, broad or targeted public involvement could be sought. (How?) This would allow Council and/or Administration more flexibility in public participation such as seeking input of minority groups including aboriginals, youth, new Canadians, and other populations; specific interest group participation, e.g. environmental groups pulled together to address a specific environmental issue; or a specialized group such as accounting/legal professionals, e.g. demonstrated by the Collicutt Centre Ad Hoc Advisory Steering Committee
- Citizen's would be clearly aware of their role/mandate and the scope of the project to be undertaken within a defined start and end time frame
- A consistent process needs to be developed to guide Council and Administration as to when and how the public would be engaged. More work is required in this area however many examples already exist in engaging Red Deer's public that can be drawn on at the outset.
- Committees not discontinued would be reviewed to determine if any changes in membership and or mandate is required.

Discussion

Civic governance is changing. The public is demanding increased opportunities for participation in civic affairs and in this information age, there is much more opportunity to seek and acquire public input and feedback and a greater ability to

disseminate information. The current policy-based advisory committee system is no longer meeting organizational or citizen needs and alternate methods of public participation should be employed.

Based on the review of options described above, and taking into consideration feedback acquired over the past year from members of Council, administration, and committee members, the Ad Hoc/Task Force Committee structure is seen as the most desirable option to more effectively involve the public in civic decision making processes.

It is important to note that although we are recommending a change in some committees, the use of ad hoc committees (as shown in appendix C) is currently a successful part of our processes and culture. The intent is to build on this success and in doing so, strengthen our committee structure.

Responding to the changing needs of the community is a constant, evolving process. As we have in the past, Legislative and Administrative Services will continue to monitor the success of the process/structure change and report back as required.

Consultation

The proposal to change committee structures was presented to all committee liaisons and chairpersons and specifically to those committees that are identified as discontinuing. Overall, feedback has been very positive. What we heard was:

- ? • Strong support for the change *present*
 ' • Appreciation that the concerns related to policy only advisory committees are being addressed *Some chairs are opposed*
 • An understanding that this move is to facilitate, not suppress, public involvement
 • Acknowledgement that experiences with past ad hoc committees have been very positive and satisfying
 • That Council reinforce a proactive commitment to involving the public and ensuring that opportunities are identified and supported

Committee members not in attendance at the above noted meetings have been provided with a copy of the materials distributed which outline the background and proposed changes to committee structure.

Over the course of the next several months meetings will also be held with those committees that will be impacted by a membership/mandate review.

Additionally, groups such as the Downtown Business Association, Red Deer County, Red Deer College and our local school boards have also been advised of the results of this review and the changes proposed.

Finally, a Q & A has been developed to respond to questions that media and members of the public may have. (This is attached as Appendix E)

Recommendations


It is recommended:

1. That the City remains committed to facilitating public involvement and input at both policy and administrative levels.
2. That when it is determined that the best method of public involvement and input is through a committee process, then a issue specific ad-hoc committee/ task force be used.
3. That the Committees Bylaw be amended to reflect the discontinuation of the following advisory committees effective the 2006 Organizational meeting of Council:
 - o Archives Committee
 - o Culture Board
 - o Environmental Advisory Board
 - o Greater Downtown/Riverside Meadows Policy Committee
 - o Policing Committee
 - ? o Recreation & Parks Board
 - o Transportation Advisory Board
4. That a mandate and membership review be undertaken, by spring 2007, for the:
 - o Audit Committee
 - o Assessment Review Board
 - o Drinking Establishment Licensing Bylaw Appeal Committee
 - o Disaster Services Agency
 - o Disaster Service Committee
 - o Gaetz Lakes Sanctuary Committee
 - o Nominations Review Committee
 - o Mayor's Recognition Awards Committee
 - o Municipal Planning Commission
 - o Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager. *? what does he do with alarms. ?*
6. That other bylaws and policies impacted by these changes be amended in due course.

Next Steps

Following acceptance of the recommendations of this report:

1. Administration will make the necessary changes to the Committees Bylaw and other related bylaws and policies.
2. Administration will prepare an Ad Hoc/ Task Force Committees template for use in identifying the need for an ad hoc committee, and in establishing Terms of References and membership criteria.
3. Administration will begin the membership and mandate review of the remaining Council committees.



Kelly Kloss, Manager
Legislative & Administrative Services

Appendix A

The Desire for Public Involvement

Emerging Initiatives

The International Association of Public Participation (IAP2) is an organization that seeks to promote and improve the practice of public participation in relation to individuals, governments, institutions, and other entities that affect the public interest in nations around the world. The IAP2 has developed the Public Participation Spectrum¹, as shown below, which suggests that public involvement in decision-making is a process on a continuum.

¹ International Association For Public Participation, Practitioner Tools, Spectrum. Retrieved from the World Wide Web July 17, 2006: <http://www.iap2.org/associations/4748/files/spectrum.pdf>.

IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

INCREASING LEVEL OF PUBLIC IMPACT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	Public Participation Goal: To obtain public feedback on analysis, alternatives and/or decisions.	Public Participation Goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Public Participation Goal: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Public Participation Goal: To place final decision-making in the hands of the public.
Promise to the Public: We will keep you informed.	Promise to the Public: We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	Promise to the Public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	Promise to the Public: We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	Promise to the Public: We will implement what you decide.
Example Techniques to Consider: <ul style="list-style-type: none"> • Fact sheets • Web sites • Open houses 	Example Techniques to Consider: <ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	Example Techniques to Consider: <ul style="list-style-type: none"> • Workshops • Deliberate polling 	Example Techniques to Consider: <ul style="list-style-type: none"> • Citizen Advisory Committees • Consensus-building • Participatory decision-making 	Example Techniques to Consider: <ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

As can be seen, the levels of increasing public impact are linked to the level of public participation required to assist in decision-making. This model is representative of other models being developed by organizations such as Health Canada and recognizes the need for creating a new way of looking at public participation.

*usually
Focus groups lack credible reporting!!
They can be subjective..!!*

Other Municipalities

Both the cities of Edmonton and Calgary have established continuum models for public involvement based on the IAP2 model and have allocated significant resources in formulating public participation initiatives.

The City of Ottawa notes that "there must be a clear and current reason for creating an advisory committee or task force. It must add value to the decisions made by Council or the services delivered by administration. The Committee must be City-wide, cross-departmental and address issues of substance. It must be structured to meet Council's timeframes for information or advice so as not to delay Council's rendering of a decision."

The City of Port Phillip, Australia recognizes there are many ways to fulfill the function of community participation in decision making and has recommended a full review of the committee process be undertaken following their next election. They are proposing the elimination of the current committee structure in favor of a community panel. In a community panel, community members register and are telephoned, emailed, or personally contacted to participate on an "as needed" basis.

The City of Spruce Grove has recently completed a review of its Council advisory boards and committees. The objective of the review was to ensure a more effective use of volunteer and staff time, and to enhance Council's opportunity to better understand the community's expectations. Spruce Grove's review resulted in all existing committees being disbanded and the adoption of an ad hoc committee model. (See Appendix D)

The City of Red Deer

Using the IAP2 model shown above, The City's advisory committees would fall into the first two levels of public participation, which focus on information sharing and on information gathering. Ad hoc and decision making committees would fall into the second and third levels which provide for the gathering of feedback and to working with the public to ensure their concerns are understood while having an opportunity to influence the final outcome. This reinforces the feedback the City has received that ad hoc and decision-making committees are a preferred mechanism in involving the public. *explain*

However, Committees are just one of many methods the City uses to obtain public input. In recent years The City has introduced other methods of obtaining public input including focus groups, public meetings, open houses, media releases, surveys, etc. The desired result is to provide Council with the appropriate public input to allow Council to make the best decision for the community.

Appendix B

What We Have Heard

Feedback from various City committee stakeholders has revealed a number of strengths and challenges to the current council committee structure. In order to provide some comparisons with other municipalities strengths and weaknesses identified in those communities were also researched and included in this report. The information is broken down hereafter.

City of Red Deer

Strengths

- a. The use of committees is consistent with the City's desire for public involvement in civic government
- b. Committees can be a sounding board for Council
- c. Committees can be used as a channel for advocates
- d. Opportunity for citizens to give input
- e. Councillors gain deeper understanding of issues while sitting on committees
- f. Task forces/ad hoc committees give members of the public greater opportunity to participate in matters other than policy
- g. Greater value is felt when involved in problem solving opportunities
- h. Citizen investment – citizens take more ownership if they participate

These are included in everything

Challenges

- a. Policy considerations that have come to Council via committees tend to be infrequent
- b. Committees are often seen as an avenue to raise issues that fall outside of the business planning/ budget cycle and department work plans. Expectations still arise for administration to pursue these new initiatives, which often require significant resources and time
- c. Committee members are frequently more interested in the operational versus policy issues
- d. Committee members are asking to change the policy advisory structure
- e. Committee members act as spokespersons on behalf of the City
- f. As a "fill in", operational issues are often placed on committee agendas
- g. Committees want specific tasks and to be able to look at issues in more depth
- h. Frequently a rubber-stamp to an administrative process
- i. Committee members feel disenchanting/disengaged
- j. Time restraints make it hard to keep committees 'in the loop'
- k. Takes significant staff time to support committees
- l. Need to find a balance for committees – loss/misunderstanding of mandate lessens value

mayors task force on committees

- m. Hard to demonstrate where committee input fits into Council decision making
- n. Committee members do not feel valued
- o. Administrative processes to work with committees are not consistent and ample time is not dedicated to managing liaison/committee relationships
- p. Committee members question their role/ committee mandate
- q. Liaisons act as a 'gatekeeper' only offering partial information for the committee
- r. Committee members' interpretation of policy issues versus administration's vary leading to conflict on what should have come to the committee first
- s. Chairpersons do not understand process, both chairs and liaisons require more training
- t. Redundant meetings – committees meet for information purposes only and frequently consider the same agenda item over and over
- u. Items appear on agendas even when there is nothing to report
- v. Some City departments/ sections have no identified method of involving the public in civic processes
- w. Membership of committees should be reviewed more often as the need for certain groups to be represented may change over time
- x. Questions on if it is time to broaden avenues for public involvement with City operations

management problems

Other Communities

The preceding internal feedback is very consistent with the feedback presented by a number of other jurisdictions. Warrnambool, Australia, The City of Vancouver, and our nearer neighbours of the cities of Spruce Grove, Edmonton, and Calgary have all undertaken reviews of their advisory committee and/or their public consultation processes. Following is a consolidation of their reports relative to the strengths and challenges of advisory committees.

Strengths

- a. Advisory committees provide a two way communication between a broader community and The City
- b. Members can have specific knowledge and expertise that helps staff to better understand issues, history and community interests
- c. Members provide early feedback on project specific questions from staff
- d. Active involvement of community members can bring value adding experience to the quality of Council decisions reached
- e. Advisory committees can assist in maintaining effective, ongoing relationships with key user groups

- f. Involvement on committees can sometimes be a stepping stone for other forms of involvement in public life
- g. Committees generally enhance (along with other mechanisms) Council's capacity to identify community needs and perceptions

Challenges

- a. Achievements are relatively ' patchy' for advisory committees providing an effective forum for policy development
- b. Primarily receive information reports
- c. Frequently more concerned with operational issues as opposed to policy
- d. Terms of reference are relatively broad and members are sometimes unclear as to their role
- e. A focus on operational issues can impede effective management
- f. Support to committees involves significant time/cost in staff resources
- g. Meeting frequencies have lead to 'quantity' but not necessarily 'quality'
- h. The demographics of the community are not well represented
- i. Every committee should be established with a sunset clause – some committees outlive their usefulness
- j. Council gains few 'credits' from the general community as to this investment in community consultation
- k. Committee process can result in inefficiencies and delays in council decision making process
- l. Committee members may represent special interest groups and therefore do not represent the views of the general community
- m. Insufficient or ineffective use of resources given to committees
- n. No evaluation or review of advisory committee work or effectiveness

The City of Spruce Grove's report provides the following compelling comment on the challenges of advisory committees:

"Council, having created these advisory boards to provide community input into their decision-making processes is not receiving the information it wants and needs in a regular or consistent fashion.

For their part the advisory boards feel they are functioning in a vacuum, lacking direction from Council and any substantive issues to investigate and report upon. This results in the situation referred to by George Cuff where the boards will create their own mandate and take on powers and responsibilities, which Council does not anticipate or desire."²

² The City of Spruce Grove; 2006 Council Advisory Boards and Committees: A Review with Recommendations; 24 April 2006

Appendix C

Successful Public Participation Processes

Examples of successful public participation used by the City include:

Collicutt Centre Steering Committee

This ad hoc Administrative Committee, formerly the Leisure & Wellness Centre Policy & Budget Committee (1998) and the Leisure Centre Steering Committee (1999) was mandated to review design options of a new leisure facility, provide support/direction to the Owner's representative, review the budget, and acquire partnerships and funding for its construction. Because of the scope and operational mandate of this committee, a committee separate from the Recreation, Parks & Culture Board was established. The committee disbanded following the opening of the Collicutt Centre.

*not a total success
considerable
controversy about
design and various
aspects*

Collicutt Centre Ad Hoc Citizen Advisory Steering Committee

The Collicutt Centre Ad Hoc Citizen Advisory Committee was appointed by City Council to conduct an independent review of the development and operations of the Collicutt Centre. Membership was specifically established to include the business and public sectors, the community at large, and representatives from the legal and accounting sectors.

The review looked at the three major stages of the Collicutt Centre project: capital construction; transition from construction to operating; and start-up and first year of operations. For each of the three stages the following core questions were investigated:

- What was decided, by whom, within what authority and when?
- How were the revenues and expenditures developed, approved, managed, monitored, reported, adjusted?
- Were all decisions in accordance with the authority frameworks established?
- Could the processes and authorities have been approved and if so, how?

At the conclusion of the review, a final report and recommendations were presented to Council and the committee disbanded.

Community Housing Advisory Committee

This ad hoc Council committee was created in 2000 for the purpose of establishing an application process, and to receive and review new applications and make recommendations on how funding should be allocated for groups who wish to address homelessness and related support issues in Red Deer. Group membership is comprised of members' representative of the community, e.g. a cross section of diverse backgrounds, cultures, age and gender distribution, the aboriginal community, members with knowledge of community issues, and members with prior experience with decision making and critical thinking. Originally this committee's term was expected to be for two years but ongoing funding has resulted in the continuation of

*mayors task force
lacking business
participation
no*

this committee to the present. Members meet approximately twice a year to review proposal submissions and make funding recommendations to Council.

Crime Prevention & Policing Study Steering Committee

This ad hoc Council committee was established to undertake an extensive study and analysis of community crime prevention initiatives and needs, policing services, and to determine service level demands. The study was set up in two phases, the first to provide an accurate picture of the issues related to crime in Red Deer, with a comparison to what is happening in other communities of similar size and the second to seek ideas on solutions to addressing those crimes and subsequently, present recommendations on how the issues should be addressed. This project has now moved to the implementation stage and a City Manager appointed advisory committee comprised of a member at large, two community association representatives, an RCMP member and two Downtown Business Association representatives and provides feedback to the Crime Prevention Coordinator on implementation initiatives.

Detoxification Centre

In seeking a location for a detox and overnight mat shelter facility a Land Use Bylaw amendment was necessary for the use. Prior to consideration by Council administration undertook a four week consultation process specifically targeting all property owners that could be affected by approval of the use. Working with stakeholders (Safe Harbour Society, AADAC) individual meetings were held with property owners and tenants to hear and address their concerns.

*not finished
until new shelter
is in use!*

Downtown Safety Task Force

Originating as the 'Mayor's Task Force on the 4900 Block', this Committee has undergone a number of revisions in its goal of encouraging development and improving safety in the downtown. This was a group of stakeholders from the downtown who were provided with City support and leadership through participation by the Mayor, individual Councillors and Administration. By the late 1990's the Committee was renamed to the Downtown Safety Task Force and focused on issues resulting from bar patrons. Following implementation of a number of safety initiatives, the initial group disbanded and for a brief period the Downtown Safety Task Force became a sub-committee of the Policing Committee. The Downtown Business Association is now leading an effort to re-mobilize such a group outside of the formal committee structure.

Emergency Services Master Plan Advisory Committee

Following a late 1990's review of Emergency Services priorities, standards, and staffing requirements, and the resulting Emergency Services Master Plan, this ad hoc Council committee was formed in 2000 to support Council and Administration on issues related to the implementation of the recommendations in the Plan. Upon conclusion of its mandate the committee was disbanded in 2002.

Environmental Strategic Planning Task Force

This 1992 ad hoc committee of Council was established to identify emerging environmental issues and acquire public/interest group input in order to draft Terms of Reference for the Environmental Strategic Plan. The Terms of Reference were adopted by Council in 1993 and most implementation functions were moved to Administration. The task force was disbanded and informational reporting was provided to the Environmental Advisory Board as the Plan was implemented.

In 1999 a request was made to regionalize the Environmental Advisory Board. The mandate of this municipal board was examined and it was determined that jurisdictionally, the City was not in a position to create a regional board. As well, it was noted that all seven regional committees and two provincial committees' already in place had City representation on them, as did a number of localized organizations. Therefore, Council, Administration and Council's Environmental Advisory Board all had access to these specialized resources and the creation of an expanded mandate would be redundant.

How does Council act and involve public?

Heritage Ranch Ad Hoc Committee

Created in 1997, this ad hoc Council committee was tasked with the review of current recreation trends, issues and needs and through public consultation, to make recommendations to City Council on appropriate future uses for the Heritage Ranch area. The development of the Heritage Ranch Action Plan concluded the role of this committee by the end of 1997.

*has not been successful
rewrite in process?*

Mayor's Recognition Awards Committee

While a standing committee of Council, this committee meets on an annual basis only for the purpose of selecting recipients of awards. Once recipients are selected the committee's work is complete for another year.

Public Art Selection

In 2003 Council approved a policy that 1.2 percent of capital construction costs of major building or renovations exceeding \$250,000 be put aside to fund public art in those buildings. In order to obtain public input into the selection of the art pieces, the Culture Section of the Recreation Parks & Culture Department established an Art Selection Jury made up of administration, representatives of the art community and the public to give input into the process. The committee only meets when art selection is required.

Snow Removal

In 2005 the Public Works department conducted a review of its snow removal service level. The first phase was the establishment of an administrative community advisory committee made up of one representative from the Chamber of Commerce, one

representative from the Seniors Golden Circle, one representative from the downtown business community, and one citizen-at-large.

Smoking Bylaw

When the desire for a smoke free bylaw was first identified, the City determined to ensure that both citizens and specific stakeholders (bar/casino/bingo hall owners and operators) had an opportunity to provide their input and identify their concerns. A consultant was utilized to carry out the consultation process and to work with administration in gathering research, seek out best practises, and to explore implementation options. The process began with a letter sent to all identified stakeholders describing the issue and seeking their input/participation. Following this introduction, focus groups were held with stakeholders and the data collected was analyzed. Several open houses were held to provide further opportunity for concerns to be expressed and solutions discussed. This was followed up with in-person surveys to stakeholders and an on-line survey to gain citizen feedback.

successful

Special Transportation Advisory Board

Established by bylaw in 1993, the Special Transportation Advisory Board was to advise on the administration and operation of special transportation services and to ensure coordination with the City Transit System to eliminate or reduce potential for duplication of service. Duplication between this committee and the Transportation Advisory Board was identified and resulted in the repeal of the Special Transportation Advisory Board Bylaw in 1995.

Waskasoo Park Policy & Management Committees

Established by resolution in 1980 the Waskasoo Park Policy & Management Committees were established to provide guidance to the development of Waskasoo Park in accordance with the Alberta Government Urban Parks Proposal. The process included a large public consultation/ participation component. Once the project was completed, the committees were disbanded.

Environmental issues on water?? and air pollution??

Appendix D

CITY OF SPRUCE GROVE CITY POLICY		NUMBER 5,015
REFERENCE: RES.#: 238 - 06	ADOPTED BY CITY COUNCIL	SUPERSEDES NEW 1 of 2
	DATE: 10 July 2006	

REFERENCE: TASK FORCE POLICY

POLICY STATEMENT:

Municipal Councils of the City of Spruce Grove have consistently stated that an effective public consultation process is vital to the conduct of representative municipal governance. In order to engage the public and partner them with the necessary expertise to effectively study and make recommendations to Council on matters of concern to the community, a Task Force model has been established. Task Forces replace the older traditional model of Council advisory boards and committees.

BACKGROUND:

Council will create Task Forces to meet specific requirements and in so doing will provide a clearly defined requirement, list desired outcomes and provide a due date for completion. Council will articulate the topic to be studied and Administration will prepare detailed terms of Reference for Council's approval before the Task Force is struck. Once the desired outcome(s) have been achieved the Task Force will be deactivated and the public members thanked for their participation and contribution.

PROCESS:

Council will by Resolution create a Task Force to study any matter, which, Council feels requires investigation and public input. This would include matters that are brought to Council's attention by a member of the public, special interest groups or Administration. Task Forces may also be a result of issues, which arise during Community Caucuses, Public Budget Meetings or Council Meetings. Council will articulate their requirement to the City Manager who will task an appropriate Department of the City to create detailed terms of reference for Council's approval.

TASK FORCE STRUCTURE:

Task Forces will be composed of:

- * Up to two members of Council, one of whom is appointed as chair by the Mayor
- * A senior staff advisor - appointed by the City Manager
- * Members of staff - chosen by the Senior Staff Advisor on the basis of expertise in matters to be studied by the Task Force. Staff members will also act as a conduit to City specialist advisors (legal, insurance etc.)
- * Members of the general public (as approved in the Terms of Reference)
- * Representatives of Special Interest Groups (as approved in the Terms of Reference)

- * This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

CITY OF SPRUCE GROVE CITY POLICY		NUMBER 5,015
REFERENCE: RES.#: 238 - 06	ADOPTED BY CITY COUNCIL	SUPERSEDES NEW 2 of 2
	DATE: 10 July 2006	

REFERENCE: TASK FORCE POLICY

ADMINISTRATION:

The Senior Staff Advisor to a Task Force will normally be a member of the Management Team and be appointed by the City Manager. The appointment of a Senior Staff Advisor will be on the basis of subject matter expertise. Senior Staff Advisors will be responsible to coordinate all administrative support to any Task Force to which they are appointed. They will also be responsible to arrange with various general managers for the appointment of staff members and the recruiting of members of the general public. The Senior Staff Advisor will be responsible for the preparation of a final report for presentation to Council by the chair.

FOLLOW UP:

Task Force reports to Council shall be in the form of advice and recommendations. The report and recommendations of a Task Force shall not be construed, as binding upon Council and Council will normally accept the report of a Task Force as information. Council may direct Administration to prepare separate legislation (Bylaws, or Policies), which are a consequence of Task Force Recommendations for approval at a later meeting of Council.

FINANCIAL:

In accordance with City Policy 5,002 members of Council shall not be reimbursed for their participation on Task Forces. Members of the public will serve as volunteers with no compensation. Administration will budget funds to support the operations of Task Forces on an annual basis. These funds will be used for such things as meal costs, office supplies, and advertising associated with the functioning of the Task Force. The Senior Staff Advisor will be the authority for the expenditure of these funds.

POLICY MAINTENANCE:

The Community Services Department shall be responsible for the maintenance and currency of this Policy.

- * This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

September 2006

City Council considers enhancements to City public participation processes

1. Why is City Council considering improving The City's public participation processes?

Public consultation and participation is vital to The City's decision making process. The City believes citizens must have opportunities to influence decisions that could affect their lives. Effective public participation recognizes the needs and interests of citizens to participate in meaningful and effective ways. Effective public participation also ensures The City will make better decisions.

Committee members requested more meaningful involvement in Council's decision making processes. Changes to the Committees Bylaw responds to these needs by enabling increased stakeholder involvement in The City's decision making processes through more effective public participation methods.

2. What does public participation mean at The City?

Public consultation for organizations affecting the public interest is evolving. The level of public participation required to assist in decision-making is linked to the impact on the public. The International Association of Public Participation (IAP2), an association promoting and improving the practice of public participation in public service organizations, recommends five levels of public participation. They are: inform, consult, involve, collaborate and empower.

The City practices each level of the IAP2 Public Participation Spectrum:

- Inform – fact sheets, website, open houses
- Consult – public comments, focus groups, surveys, public meetings
- Involve – workshops
- Collaborate – ad hoc committees
- Empower – elections

The changes to the Committees Bylaw focus on increasing collaboration in public involvement.

3. What are some examples of successful public participation processes The City has used?

From open houses to workshops to committees - The City holds more public consultation than ever before. There are many examples of successful public involvement with The City on numerous issues. A few are listed below:

Art Selection Jury – This committee consists of administration, representatives of the art community and the public giving input into the process of selecting art for public buildings. The committee only meets when art selection is required.

Collicutt Center Ad Hoc Citizen Advisory Steering Committee – This committee was appointed by City Council to conduct an independent review of the development and operations of the Collicutt Centre. Targeted membership included the business and public sectors, the community at large, and representatives from the legal and accounting sectors. At the conclusion of the review, a final report was presented to Council and the committee disbanded.

Q&A BACKGROUNDER

Smoking Bylaw – Letters were distributed to all stakeholders identifying the issue and seeking their input/participation. Focus groups with stakeholders were held and data was collected and analyzed. Several open houses provided opportunity for concerns to be expressed and solutions discussed. Finally, in-person surveys with stakeholders and an on-line survey provided The City with additional feedback.

Crime Prevention and Policing Study Steering Committee – This ad hoc committee was established to undertake an extensive study and analysis of community crime prevention initiatives and needs, policing services and to determine service level demands. Once the study was complete, this committee and project moved to the implementation stage and a City Manager appointed advisory committee comprised of a member at large, two community association representatives, an RCMP member and two Downtown Business Association representatives provide feedback to the Crime Prevention Coordinator.

4. What are other communities doing in relation to public participation?

Both Edmonton and Calgary have established continuum models for public involvement based on the IAP2 model and have allocated significant resources in formulating public participation initiatives.

The City of Spruce Grove has recently completed a review of its Council advisory boards and committees. The objective of the review was to ensure a more effective use of volunteer and staff time and to enhance Council's opportunity to better understand the community's expectations. Spruce Grove's review resulted in all existing committees being disbanded and an ad hoc committee model being adopted.

5. What recommendations will be made to City Council to improve public participation?

When committee members requested more meaningful involvement in Council's decision making processes, The City assessed the committee structure. To support more effective public participation, the following strategies are being recommended to Council:

- The City remain committed to facilitating public involvement and input at both the policy and administrative levels
- After a review of best practices for public involvement and input, subject specific ad hoc committees be utilized
- Seven advisory committees be discontinued effective the 2006 organizational meeting of Council
- Ten committees undertake a mandate and membership review

The City consults the public and utilizes more participation methods than ever before. Council committees are one piece of The City's public participation practices and will continue to be an important tool for public engagement.

6. Why are these recommendations being made to Council?

It is suggested that highly successful methods of public participation are those complementing the purpose of the program, reaching interested stakeholders and resulting in a clear linkage between the public participation process and the decision making process. From time to time, The City assesses committee structure to ensure committee mandates support City objectives and to address committee member concerns.

Stakeholders comments gathered before and during the Council committee review stated that public involvement is important in the operations of The City. These same individuals believe the current structure and mandate of advisory committees focusing strictly on policy issues is not the most successful method of public involvement.

To address citizen concerns of wanting more active involvement, administration is recommending more effective forms of public consultation and engagement to allow for increased public contributions.

7. How will the ad hoc committees be set up? Who will decide if an ad hoc committee is necessary?

Details relating to the development of ad hoc committees have not been finalized. Following a review of best practices for public consultation and engagement, administration will develop a consistent process. Existing City of Red Deer participation activities will be studied in the development of the process.

However, we do know that ad hoc committees will be established for a specific purpose and then disbanded when the task is complete. A template is under development to assist Council and administration determine the need for an ad hoc committee. The template will help establish the level of public participation required, the most effective form of participation and the next steps for implementation. Council will approve some public participation methods, such as Council ad hoc committees. Other forms of public consultation will be administrative in nature.

8. How do ad hoc committees make contributions more meaningful?

Ad hoc committees are set up for a specific purpose, with a specific task and a specific timeframe. The mandate of the committee is very clear and once complete, the committee is disbanded. Volunteers have reported more satisfaction from involvement in committees due to very clear mandates, established timeframes and a greater ability to influence policy and operational decisions.

The 2004 Canada Survey on Giving, Volunteering and Participating (http://www.givingandvolunteering.ca/pdf/CSGVP_Highlights_2004_en.pdf) shows

- People who stopped volunteering did so because they did not have time (73 per cent) or they could not make a long term commitment (65 per cent)
- Those who volunteered less in 2004, did so because they did not have time (64 per cent) or they could not make a long term commitment (60 per cent)

By developing shorter timelines and specific mandates, participation in ad hoc committees will be more fulfilling and contributions more meaningful.

This form of ad hoc committees will allow Council and/or administration more flexibility in public participation by seeking the input of specific interest groups based on the subject matter. For example, environmental groups to address a specific environmental issue.

9. Are there any ad hoc committees within The City now?

Although there have been many ad hoc committees over the years, the Community Housing Advisory Committee is currently the only Council appointed ad hoc committee. However, there are a number of administratively appointed committees, including: the Crime Prevention Advisory Committee, the Snow Removal Committee, the Public Art Jury, and YouthVoice.

Q&A BACKGROUNDER

10. Which committees are being recommended for discontinuation?

The seven committees being recommended for discontinuation are:

- Archives Committee
- Culture Board — *The Culture issues of Museum etc need strong Public review*
- Environmental Advisory Board
- Greater Downtown/Riverside Meadows Policy Committee
- Policing Committee
- Recreation and Parks Board
- Transportation Advisory Board

*water
air pollution
important*

Discontinuation of these committees does not mean public participation will cease. Many processes currently existing involve the community in policy and operational processes. Part of the revised process will focus on increasing involvement of existing organizations in City decision making processes and creating opportunities for involvement in task-specific areas as they arise.

11. Which committees are being recommended for a mandate and membership review?

The 10 committees Administration is recommending for mandate and membership review are:

- Audit Committee
- Assessment Review Board
- Drinking Establishment Licensing Bylaw Appeal Committee
- Disaster Services Agency
- Disaster Service Committee
- Gaetz Lakes Sanctuary Committee
- Nominations Review Committee
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Subdivision and Development Appeal Board

These committees are being recommended for review to determine what is working well and what needs to be changed. Because their responsibilities have decision making capabilities beyond the advisory committee role these committees will be retained.

12. What will happen to the hearing of alarm appeals currently the responsibility of the Policing Committee?

Administration is recommending the hearing of alarm appeals be delegated to the City Manager. The last alarm appeal was in 2002.

13. Will current committee members be the first choice for membership on ad hoc committees?

How??

Citizens interested in volunteering are encouraged to participate in local organizations as their input in City decision making is being increasingly sought. Depending on the needs of the respective committees, names already on file may be considered, a call for membership may be advertised, or specific organizational representation or expertise may be sought.

14. When will the changes be effective?

If Council approves the changes to the Committees Bylaw, they will become effective at the 2006 organizational meeting of Council on October 23. The committee mandate and membership reviews will be completed by spring 2007.

15. **Will Legislative Administrative Services (LAS) continue to provide overall support to committee's?**

The amount of support LAS provides to the committees and ad hoc committees will be dependent on the committee terms of reference. LAS is available to provide administrative assistance where necessary.

- 4 of 4 -



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 16, 2006

Mr. Sam Denhaan
3314 – 44A Avenue
Red Deer, AB T4N 3J8

Dear Mr. Denhann:

Re: Council Committees / Recommendations for Change

Your comments regarding Council Committees were forwarded to Red Deer City Council for their review at the October 10, 2006 Council Meeting. At that meeting Council passed the following resolution:

"Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated October 2, 2006 and September 21, 2006 – re: Analysis of Council Committees/Recommendations for Change, directs as follows:

1. That The City remains committed to facilitating public involvement and input at both policy and administrative levels.
2. That when it is determined that the best method of public involvement and input is through a committee process, then an issue specific ad-hoc committee/task force be used.
3. That the Committees Bylaw be amended to reflect the discontinuation of the following advisory committees effective the 2006 Organizational Meeting of Council:
 - (a) Archives Committee
 - (b) Culture Board
 - (c) Environmental Advisory Board
 - (d) Greater Downtown/Riverside Meadows Policy Committee
 - (e) Policing Committee
 - (f) Recreation and Parks Board
 - (g) Transportation Advisory Board

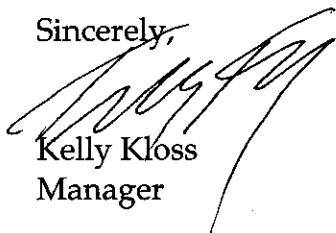
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4. That a mandate and membership review be undertaken, by Spring 2007, for the:
 - (h) Audit Committee
 - (i) Assessment Review Board
 - (j) Drinking Establishment Licensing Bylaw Appeal Committee
 - (k) Disaster Services Agency
 - (l) Disaster Service Committee
 - (m) Gaetz Lakes Sanctuary Committee
 - (n) Nominations Review Committee
 - (o) Mayor's Recognition Awards Committee
 - (p) Municipal Planning Commission
 - (q) Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course.
7. That an evaluation of the preceding changes be completed by Administration no later than April, 2008."

While the structure for committees has now changed, The City's commitment to and desire for community involvement has not. It is the City of Red Deer's goal to encourage continued community involvement and to create meaningful opportunities for citizens to contribute to the decision making processes. Responding to the changing needs of our community is a constant, evolving process. The future will provide many opportunities for effective public participation.

Please contact me if you have any questions or require further information.

Sincerely,



Kelly Kloss
Manager



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 16, 2006

Ms Joanne Allen, President
Red Deer Branch
Alberta Genealogical Society
Box 922
Red Deer, AB T4N 5H3

Dear Ms. Allen:

Re: Council Committees / Recommendations for Change

Your letter, dated October 5, 2006, was presented to Red Deer City Council at their October 10, 2006 meeting. At that meeting, Council did pass a resolution to discontinue several standing committees, including the Archives Committee, and adopted an issue-based ad hoc committee structure for The City.

The discontinuation of the Archives Committee will not affect the operation of the Red Deer and District Archives or your partnership with the Archives.

Any concerns that the Genealogical Society have with policies and operations can be directed either to Michael Dawe at the Red Deer and District Archives or to this office if the concern is something that Council needs to respond to.

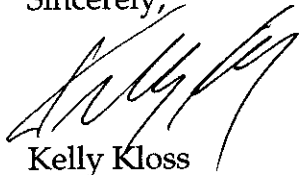
While the structure for committees has changed, The City's commitment to and desire for community involvement has not. Responding to the changing needs of this community is a constant, evolving process. It is The City's goal to encourage continued community involvement and to create meaningful opportunities for citizens to contribute to decision making processes.

...2/

Ms Joanne Allen
October 16, 2006
Page 2

Please call if you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name.

Kelly Kloss
Manager

c Director of Community Services
 M. Dawe, City Archivist

Red Deer Branch
Alberta Genealogical Society
Box 922
Red Deer, AB T4N 5H3

October 5, 2006

City of Red Deer Council
4914 -- 48 Avenue
Red Deer, AB
T4N 3T3

Your Worship and Members of Council:

We represent the Red Deer Branch of the Alberta Genealogical Society. For approximately 25 years we have maintained a partnership with the Red Deer and District Archives, jointly owning some research equipment and data. Our group does volunteer work for the Archives and provides help and research assistance to the public. In return, the Archives affords us space for our library and computer.

It has come somewhat of a surprise to find out that the City wishes to disband the Archives Committee. The Genealogical Society has had a representative on that committee since the beginning of our partnership, in accordance with a City By-law.

Our concern is that if the Archives Committee no longer exists, how will the Genealogical Society and the public be able to assist the City Administration and Council with policies and operations.

In your Q & A Backgrounder of Sept 5, 2006, you indicate in point #1 the "Committee Members" requested more meaningful involvement in Council's decision making processes. The questions raised by this statement for the Genealogical Society are:

1. Can an ad hoc committee provide the level of input and consultation that a standing committee now allows? In the later case people are prepared and informed of the broad issues of the Archives and are thus able to better deal with current problems and issues.
2. Improved input from either an ad hoc or standing committee depends entirely upon how receptive Council and City Administration are to this information. Rather than disband this long standing committee, perhaps the issue lies in increasing the openness of the City to Committee input.

3. We feel the Red Deer Archives are an asset to the public of Central Alberta and that every effort should be made to enhance the function of the Archives Committee as it presently stands. With a stronger voice could the Red Deer Archives not become the Glenbow of Central Alberta?

We look forward to your response to this letter.

Sincerely



Joanne Allen
President

cc: Kelly Kloss, Legislative and Administrative Services Manager
Larry Pimm, Councilman
Michael Dawe, City of Red Deer Archivist
Brenda-Mae Castor, Genealogy Representative

Frieda McDougall

From: Kelly Kloss
Sent: October 24, 2006 8:20 AM
To: Frieda McDougall
Cc: Nona Housenga
Subject: FW: Personal concerns with decision to eliminate City boards and article Red Deer Advocate Oct11/06

For our file

Kelly Kloss
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX
kelly.kloss@reddeer.ca

-----Original Message-----

From: Jeffrey Dawson [mailto:jeffrey.dawson@reddeer.ca]
Sent: October 23, 2006 4:02 PM
To: Dalt or Mary
Subject: Re: Personal concerns with decision to eliminate City boards and article Red Deer Advocate Oct11/06

Dalt,

I appreciate your concern. We did actually delay this by two weeks in order to get public input. The real change occurred in 1995 when the provincial government throughout the old MGA and created a new one. It restricted our ability to use committees as they were done in the past. We have been strongly criticized over the last decade by some people because the committee work wasn't as rewarding as they had hoped. We also noted the greatest satisfaction volunteers received was during adhoc committees. So this decision will provide better and more meaningful volunteer opportunities for the city and provides a better mechanism for the city to follow for including the community. I wholeheartedly support administration on this issue.

Jeffrey Dawson
Work 403-358-4244
Fax 403-358-4233

[The information contained in this message is confidential and is intended for the addressee only. If you have received this message in error, please notify the sender immediately and delete the message. The unauthorized use, disclosure, copying or alteration of this message is strictly forbidden.]

-----Original Message-----

From: Dalt or Mary <mdmccambley@telus.net>
Date: Mon, 23 Oct 2006 14:25:06
To: Tara Veer <tara.veer@reddeer.ca>, "Morris. Flewwelling" <morris.flewwelling@reddeer.ca>, Lynne Mulder <lynne.mulder@reddeer.ca>, Lorna Watkinson-Zimmer <lorna.watkinson-zimmer@reddeer.ca>, Larry Pimm <larry.pimm@reddeer.ca>, Jeffrey Dawson <jeffrey.dawson@reddeer.ca>, Frank Wong <frank.wong@reddeer.ca>, Cindy Jefferies <cindy.jefferies@reddeer.ca>, Bev Hughes <bev.hughes@reddeer.ca>
Subject: Personal concerns with decision to eliminate City boards and article Red Deer Advocate Oct11/06

"City boards decision defended (dropping boards will give public other ways to provide advice)".

"Councillor Pimm had the most reservations about axing the boards. RATHER THAN ELIMINATING THEM, Pimm suggested working to make them more effective." (Common sense)

Article quote " It's not that board volunteers were ineffective-it's that the boards weren't mandated to deal with action-oriented issues, said city clerk Kelly Kloss. He told councillors this created a sense of frustration among board members WHO WANTED TO MAKE MORE OF A DIFFERENCE.

Kloss convinced council there are better ways for the the public to be heard.

While several letters were received by the city that decried these boards folding, most letter writers wanted to see the boards tackle more meaty issues.

So council IMMEDIATELY axed the committees, deciding to hold a review of the decision in April of 2008, 18 months from now???? (talk about throwing the baby out with the bath water!)

The immediate elimination of the committees removes the perception of transparency, it's also an affront to the democratic process by removing public oversight without an adequate safeguard in place.

Volunteers are the lifeblood of any community and Red Deer volunteers are outstanding. Rather than eliminating the committees and the valuable volunteer resources they represent, council should be looking towards them for help in redesigning the effectiveness of the committees based on the hands-on knowledge of volunteers past and present.

While the concept was presented to council by Kelly Kloss, it would appear that it should have been investigated more thoroughly before presentation, and council should have spent more time discussing the ramifications.

Sincerely

Dalt McCambley
58 Cosgrove Close
Red Deer Ab.
t4p 3n5

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[This message has been scanned for security content threats, including computer viruses.]



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 16, 2006

Mr. R. Assinger
Assinger Law Office
5120 – 47 Street
Red Deer, AB T4N 1R9

Dear Rick:

Re: Council Committees / Recommendations for Change

Your comments regarding Council Committees were forwarded to Red Deer City Council for their review at the October 10, 2006 Council Meeting. At that meeting Council passed the following resolution:

“Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated October 2, 2006 and September 21, 2006 – re: Analysis of Council Committees/Recommendations for Change, directs as follows:

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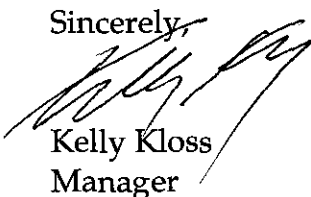
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4. That a mandate and membership review be undertaken, by Spring 2007, for the:
 - (h) Audit Committee
 - (i) Assessment Review Board
 - (j) Drinking Establishment Licensing Bylaw Appeal Committee
 - (k) Disaster Services Agency
 - (l) Disaster Service Committee
 - (m) Gaetz Lakes Sanctuary Committee
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 - (o) Mayor's Recognition Awards Committee
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 - (q) Subdivision & Development Appeal Board
5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course.
7. That an evaluation of the preceding changes be completed by Administration no later than April, 2008."

While the structure for committees has now changed, The City's commitment to and desire for community involvement has not. It is the City of Red Deer's goal to encourage continued community involvement and to create meaningful opportunities for citizens to contribute to the decision making processes. Responding to the changing needs of our community is a constant, evolving process. The future will provide many opportunities for effective public participation.

Please contact me if you have any questions or require further information.

Sincerely,



Kelly Kloss
Manager

Legislative & Administrative Services

DATE: October 11, 2006

TO: Frieda McDougall, Administrative Assistant

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Analysis of Council Committees/Recommendations for Change
Committees Bylaw Amendment 3265/A-2006

Reference Report:

Legislative & Administrative Services Manager, dated October 2, 2006 and September 21, 2006

Resolutions:

"Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated October 2, 2006 and September 21, 2006 – re: Analysis of Council Committees/Recommendations for Change, directs as follows:

1. That The City remains committed to facilitating public involvement and input at both policy and administrative levels.
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 - (g) Transportation Advisory Board

4. That a mandate and membership review be undertaken, by Spring 2007, for the:
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5. That hearing of alarm appeals be delegated to the City Manager.
6. That other bylaws and policies impacted by these changes be amended in due course.
7. That an evaluation of the preceding changes be completed by Administration no later than April, 2008."

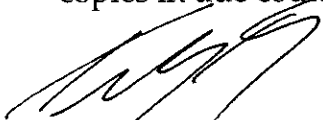
Bylaw Readings:

Committees Bylaw Amendment 3265/A-2006 was given three readings. A copy of the bylaw is attached.

Report Back to Council: As noted in the above resolution.

Comments/Further Action:

This office will amend the consolidated version of the Committees Bylaw and distribute copies in due course.



Kelly Kloss
Manager

/chk
attchs.

BYLAW NO. 3265/A-2006

Being a bylaw to amend Bylaw No. 3265/2000, the Committees Bylaw of The City of Red Deer;

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

Bylaw No. 3265/2000 is hereby amended as follows:

1 By amending Section 3 (1) Establishment of Committees by:

- a) Deleting Sections 3 (1) (a), (d), (i), (k), (o), (p), and (r);
- b) Re-alphabetizing the listing of Section 3 (1).

2 By inserting in Section 13 the words 'Part 5' as follows:

The provisions of Part 5, Division 6, Pecuniary Interest, within the Municipal government Act applies to all committee members and the proceedings of committee meetings.

3 By deleting in their entirety, Sections:

- 15 The Archives Committee;
- 16.2 The Culture Board;
- 18 The Greater Downtown/Riverside Meadows Policy Committee;
- 20 The Environmental Advisory Board;
- 26 The Policing Committee;
- 26 The Recreation & Parks Board; and
- 28 The Transportation Advisory Board.

4. By amending Section 17.1 (1) The "Drinking Establishment Licensing Bylaw Appeal Committee" by:

- (a) Deleting sub-section (1) (b);
- (b) Amending sub-section (1) (d) by deleting "one" citizen at large and adding "two citizens" at large;
- (b) Re-alphabetizing the listing of Section 17.1 (1).

5 By amending Section 29 'Transitional' by adding the following sub-sections:

(2.1) Bylaw No. 57, Regulation of Committees and Other Matters, is repealed;

(2.2) Bylaw No. 1442, the Red Deer Fair Grounds Commission, is repealed;

(2.3) Bylaw No. 1279, Regional Planning Commission Members, is repealed;

(2.4) Bylaw No. 2507, the Fort Normandeau Joint Management Board, is repealed.

6 By renumbering, as required, the entirety of the Bylaw.

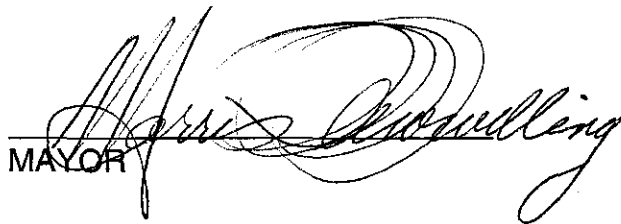
READ A FIRST TIME IN OPEN COUNCIL this 10th day of October 2006.

READ A SECOND TIME IN OPEN COUNCIL this 10th day of October 2006.

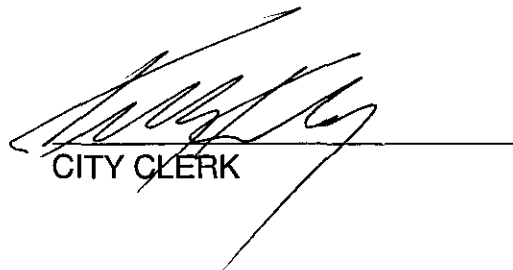
READ A THIRD TIME IN OPEN COUNCIL this 10th day of October 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 10th day of October 2006.

MAYOR



CITY CLERK



Item No. 2



Legislative & Administrative Services

DATE: October 3, 2006
TO: City Council
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Heritage Management Plan

History

At the Monday, September 11, 2006 meeting of Council, the following tabling resolution was introduced and passed:

"Resolved that Council of the City of Red Deer having considered the report from the Director of Community Services, re: Heritage Management Plan Report to Council, hereby tables consideration of the Heritage Management Plan for four weeks to allow time for public feedback."

Public Feedback

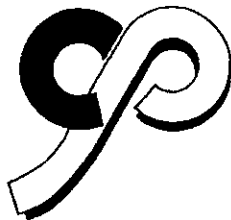
A report from Administration is attached which includes a summary of public feedback received.

Recommendation

The Heritage Management Plan is submitted for Council's consideration.

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the printed name and title.

Kelly Kloss
Manager



PARKLAND COMMUNITY PLANNING SERVICES

Suite 404, 4808 Ross Street
Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: September 27, 2006
TO: Legislative and Administrative Services Manager
FROM: Emily Damberger, Planner, PCPS
RE: Heritage Management Plan Summary of Feedback

Background

The City of Red Deer has identified heritage preservation and conservation of built and natural heritage features as an important goal in its Strategic Plan, Municipal Development Plan, and in the Vision 2020 set for Red Deer. At present, initiatives in heritage preservation and efforts around conservation of built and natural heritage are currently being managed by a variety of stakeholder groups within the city and area. In order to ensure that the variety of efforts and the many stakeholders involved are collectively utilizing their resources in an effective and relevant manner both the Heritage Preservation Committee and Community Services Division identified a need to develop a Heritage Management Plan.

Rationale

This initiative is important as The City of Red Deer continues to experience growth, economic development, and change. With growing development pressure, there is the potential for increased impact or threats to heritage resources. Comprehensive planning is required to ensure viable strategies and programs are in place. As well, some current heritage initiatives have a limited program time frame, such as the Red Deer Main Street Project, and therefore, there is a need to have a plan in place to sustain the results and positive impacts of current and past initiatives. In addition, new programs are being promoted and funded by the Provincial and Federal governments related to heritage management. These programs may be of benefit to Red Deer to participate in (e.g. heritage surveys or inventories), but The City needs to ensure compatibility or suitability with current initiatives prior to pursuing large new efforts. For these reasons, a Heritage Management Plan is considered to be an important community-planning tool for The City of Red Deer.

Process

The City of Red Deer approved funding support in September 2005 to enter into a matching cost sharing agreement with the Alberta Municipal Partnership Program, in order to produce a Heritage Management Plan for The City of Red Deer.

The Alberta Municipal Heritage Partnership Program

The Province of Alberta, under the Alberta Municipal Heritage Partnership Program (MHPP), is encouraging municipalities to begin to take a more comprehensive approach to heritage preservation. The Alberta Municipal Heritage Partnership Program (MHPP) provides matching funding for the development of community heritage management plans and related strategies. MHPP is designed to support municipalities in building capacity to manage their historic places by providing opportunities to access funding, assistance and expertise.

The Province is committed to helping municipalities become stewards of their own unique cultural heritage for the protection of what each community determines to be historically important. The MHPP offers cost-sharing opportunities with municipalities to support the development of management plans and related surveys, research and inventories. All cost-sharing agreements are based on a 50% split of total project costs. The City of Red Deer Heritage Management Plan was developed through a cost sharing agreement with MHPP.

Consultation

The term of reference for the Heritage Management Plan was circulated to potential consultants. Donald Luxton and Associates, based out of Vancouver, was selected due to their vast experience in the field of Heritage Preservation.

The Heritage Management Plan has been created through broad public consultation and in close consultation with a Steering Committee of community heritage stakeholders and City Staff comprised of the following representatives:

- City staff
- Parkland Community Planning Services
- City Archivist
- Heritage Building Owner
- Chair, Heritage Preservation Committee
- Main Street Project Coordinator

The following process was undertaken to ensure that there was broad community consultation, and consensus on the final recommendations and implementation strategy:

- October 6th, 2005: Steering Committee Meeting
- October 25th, 2005: Stakeholders' Workshop
- October 26th, 2005: City of Staff and Steering Committee Workshop
- November 2005: Submit First Draft of Plan to Steering Committee
- November 21, 2005: Steering Committee Meeting
- November 21, 2005: Presentation to Councilors and Senior Management
- November 22, 2005: Public Open House
- January, 2006: Submit Second Draft Plan to Steering Committee
- January 18, 2006: Steering Committee Meeting
- January 18, 2006: Present Draft Plan to Heritage Preservation Committee
- February 15, 2006: Final Draft Heritage Management Plan submitted
- July 2006: Presentation of recommendations to City Staff & Referral to Heritage Preservation Committee
- August 2006: Presentation of recommendations to Senior Management Team
- September 2006: Presentation of Heritage Management Plan to City Council

Current City of Red Deer Heritage Initiatives

Current heritage initiatives in Red Deer include, but are not limited to, a municipal historic designation program, a provincial historic designation program, participation in a federal heritage registry, a heritage awards program, archival and historical research, a historical walking tour, an inventory of historically significant resources and land use bylaw designation category, rehabilitation of historic buildings in the downtown, and heritage design guidelines in the commercial downtown areas.

While there are numerous stakeholder groups involved in these and other heritage initiatives, two of the key groups include the Heritage Preservation Committee, a committee of the Normandeau Cultural and

Natural History Society, who advises Council on preservation issues, and the Red Deer Main Street Project, partially funded by The City of Red Deer, which rehabilitates and revitalizes downtown heritage resources. Given the range of initiatives and stakeholders involved, coordination is very important to long-term management and sustainability.

Heritage Management Plan Overview

- The Heritage Management Plan provides an introduction to the history of heritage preservation in The City of Red Deer, and discusses the creation of the plan.
- Rational for the plan as described in City of Red Deer planning and policy documents are highlighted as well as the public benefit derived from heritage.
- Provincial and Federal programs are described for resource information.
- An analysis of other municipalities' best practices was performed in order to measure the current City of Red Deer heritage successes.
- Existing City of Red Deer and community heritage organizations' heritage initiatives are detailed for resource information and to provide a basis for recommendations later in the plan.
- Following an analysis of all heritage initiatives, current challenges were identified in order to provide recommendation on how to improve heritage preservation initiatives.
- The core of the Heritage Management Plan contains a vision statement, recommendations, rational and explanations of reasons for suggested improvements.
- The recommendations are summarized within a strategic implementation strategy table which indicates who should take the lead role, which departments or organizations would be involved, the projected time line and implications regarding each recommendation policy.

Summary of Feedback

The Heritage Management Plan was posted on the City's Web site from September 12 to September 27, with opportunity for the public, stakeholders and city staff to review.

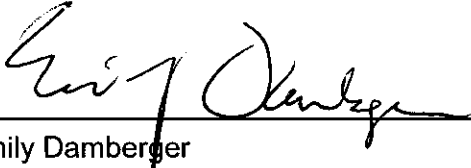
The following comments and questions were provided by the public and city staff:

Comments & Questions	Response
<ul style="list-style-type: none"> • The plan needs more emphasis on residential buildings 	There is flexibility within the plan to potentially provide programs, incentives and education regarding residential heritage buildings. Intent of the plan was to cover all potential heritage issues without a main focus other than heritage preservation in general.
<ul style="list-style-type: none"> • Overlay district example should use a residential neighbourhood. 	Many examples could have been used throughout the city.
<ul style="list-style-type: none"> • Character Street signs in Parkvale should be an example of a public awareness program within the plan. 	Many examples could have been used throughout the city.

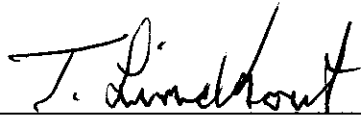
Comments & Questions	Response
<ul style="list-style-type: none"> There should be more reference to neighbourhood heritage planning to recognize the distinct mature neighbourhoods. 	Exploring the Overlay District options should allow for neighbourhood heritage planning and recognition of the distinct mature neighbourhoods.
<ul style="list-style-type: none"> Parkvale design guidelines should be used as an example to preserve heritage in neighbourhoods. 	Many examples could have been used throughout the city.
<ul style="list-style-type: none"> What are the cost implications? 	Many of the costs have yet to be determined. Each individual recommendation may have a cost implication that will need to be reviewed as part of the implementation of the plan.
<ul style="list-style-type: none"> Any additional staffing on top of 1.5 positions proposed? 	There are only the two positions proposed. First being the Heritage and Achieves Coordinator, which is a position that has been conditionally, approved through the Recreation Parks and Culture review and the second a proposed half-time Heritage Planner position.
<ul style="list-style-type: none"> Will the cost of PCPS contract increase? 	The Heritage Planner position is proposed to be filled by either a new city staff position or PCPS. With PCPS, the contract would increase to reflect the additional staffing position.
<ul style="list-style-type: none"> Time commitment for city administration, could impact staffing. 	This concern will need to be monitored and observed as the city continues to grow and heritage preservation activities increase.
<ul style="list-style-type: none"> Is the cost of updating municipal heritage inventory include cultural landscapes and natural features? 	The cost of cultural landscapes and natural features can be included in the terms of reference when preparing to review and update the existing municipal heritage inventory.
<ul style="list-style-type: none"> Financial incentives may be limited to grants. 	This area is proposed within the plan to be further explored as to what are The City's best options for heritage preservation incentives.
<ul style="list-style-type: none"> What is the operating cost impact regarding potential festivals, celebrations and educational activities? 	These costs are yet to be determined and will be based on activities proposed during the implementation phase.
<ul style="list-style-type: none"> Are there any capital projects, support of Main Street and Alexander Way? 	There is no capital budgets proposed. The plan does recommend a review the Main Street Project to ensure project objectives are sustained once the Project leaves the community.
<ul style="list-style-type: none"> Potentially approximately \$100,000 in one time project cost in addition to \$100,000 that appears to be already included in the Recreation Parks and Culture organizational review. 	Potential costs have yet to be determined.

Recommendation

It is recommended that City Council approve the Heritage Management Plan as a planning document for City administration and participating stakeholder community groups.



Emily Damberger
Planner



Tony J. Lindhout, ACP, MCIP
City Planning Manager

Attachments

- c. Colleen Jensen, Community Services Director

MEMO

**To: Kelly Kloss, Manager
Legislative and Administrative Services**

**From: Colleen Jensen, Director
Community Services**

Re: Heritage Management Plan Report to Council

CS 06-0320-0024

Background

Over the year a Steering Committee, consisting of community heritage stakeholders and City staff, has worked with Don Luxton and Associates to develop a Heritage Management Plan for Red Deer. The \$30,000 cost for this project was shared equally between the provincial Municipal Heritage Preservation Program and The City's Heritage Fund.

Discussion

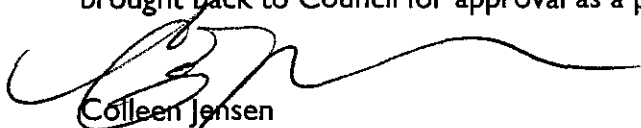
As outlined in the attached report the Heritage Management Plan has been completed and outlines recommendations for both community groups and The City in relation to heritage preservation, education and awareness. The Plan is a result of comprehensive consultation process that included the stakeholders of Red Deer's heritage community, and heritage property owners.

The Plan includes the following:

- A review and analysis of existing policies, legislation, programs, documents, planning tools etc. that currently exist in Red Deer and also that exist in other municipalities, including a gap analysis.
- Recommendations as to direction for Red Deer suggesting tools and processes to consider related to policies, inventories, structures etc., which will assist in managing Red Deer's heritage resources in a coordinated and more comprehensive manner.
- Recommendations, including a timeline, required resources and lead roles.

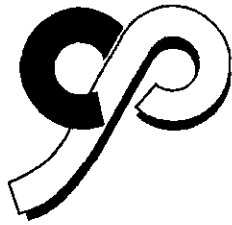
Recommendation:

That City Council table the plan for a four-week period to allow time for public feedback and following the four-week period, that the Heritage Management Plan be brought back to Council for approval as a planning document.



Colleen Jensen

- c. Emily Damberger, Heritage Preservation Committee Chair
Tara Lodewyk, Parkland Community Planning Services



PARKLAND COMMUNITY PLANNING SERVICES

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Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: September 1, 2006
TO: Colleen Jensen, Community Services Director
FROM: Emily Damberger, Planner, PCPS
RE: Heritage Management Plan

Background

The City of Red Deer has identified heritage preservation and conservation of built and natural heritage features as an important goal in its Strategic Plan, Municipal Development Plan, and in the Vision 2020 set for Red Deer. At present, initiatives in heritage preservation and efforts around conservation of built and natural heritage are currently being managed by a variety of stakeholder groups within the city and area. In order to ensure that the variety of efforts and the many stakeholders involved are collectively utilizing their resources in an effective and relevant manner both the Heritage Preservation Committee and Community Services Division identified a need to develop a Heritage Management Plan.

Rationale

This initiative is important as The City of Red Deer continues to experience growth, economic development, and change. With growing development pressure, there is the potential for increased impact or threats to heritage resources. Comprehensive planning is required to ensure viable strategies and programs are in place. As well, some current heritage initiatives have a limited program time frame, such as the Red Deer Main Street Project, and therefore, there is a need to have a plan in place to sustain the results and positive impacts of current and past initiatives. In addition, new programs are being promoted and funded by the Provincial and Federal governments related to heritage management. These programs may be of benefit to Red Deer to participate in (e.g. heritage surveys or inventories), but The City needs to ensure compatibility or suitability with current initiatives prior to pursuing large new efforts. For these reasons, a Heritage Management Plan is considered to be an important community-planning tool for The City of Red Deer.

Process

The City of Red Deer approved funding support in September 2005 to enter into a matching cost sharing agreement with the Alberta Municipal Partnership Program, in order to produce a Heritage Management Plan for The City of Red Deer.

The Alberta Municipal Heritage Partnership Program

The Province of Alberta, under the Alberta Municipal Heritage Partnership Program (MHPP), is encouraging municipalities to begin to take a more comprehensive approach to heritage preservation. The Alberta Municipal Heritage Partnership Program (MHPP) provides matching funding for the development of community heritage management plans and related strategies. MHPP is designed to support municipalities in building capacity to manage their historic places by providing opportunities to access funding, assistance and expertise.

The Province is committed to helping municipalities become stewards of their own unique cultural heritage for the protection of what each community determines to be historically important. The MHPP offers cost-sharing opportunities with municipalities to support the development of management plans and related surveys, research and inventories. All cost-sharing agreements are based on a 50% split of total project costs. The City of Red Deer Heritage Management Plan was developed through a cost sharing agreement with MHPP.

Consultation

The term of reference for the Heritage Management Plan was circulated to potential consultants. Donald Luxton and Associates, based out of Vancouver, was selected due to their vast experience in the field of Heritage Preservation.

The Heritage Management Plan has been created through broad public consultation and in close consultation with a Steering Committee of community heritage stakeholders and City Staff comprised of the following representatives:

- City staff
- Parkland Community Planning Services
- City Archivist
- Heritage Building Owner
- Chair, Heritage Preservation Committee
- Main Street Project Coordinator

The following process was undertaken to ensure that there was broad community consultation, and consensus on the final recommendations and implementation strategy:

- October 6th, 2005: Steering Committee Meeting
- October 25th, 2005: Stakeholders' Workshop
- October 26th, 2005: City of Staff and Steering Committee Workshop
- November 2005: Submit First Draft of Plan to Steering Committee
- November 21, 2005: Steering Committee Meeting
- November 21, 2005: Presentation to Councilors and Senior Management
- November 22, 2005: Public Open House
- January, 2006: Submit Second Draft Plan to Steering Committee
- January 18, 2006: Steering Committee Meeting
- January 18, 2006: Present Draft Plan to Heritage Preservation Committee
- February 15, 2006: Final Draft Heritage Management Plan submitted
- July 2006: Presentation of recommendations to City Staff & Referral to Heritage Preservation Committee
- August 2006: Presentation of recommendations to Senior Management Team
- September 2006: Presentation of Heritage Management Plan to City Council

Current City of Red Deer Heritage Initiatives

Current heritage initiatives in Red Deer include, but are not limited to, a municipal historic designation program, a provincial historic designation program, participation in a federal heritage registry, a heritage awards program, archival and historical research, a historical walking tour, an inventory of historically significant resources and land use bylaw designation category, rehabilitation of historic buildings in the downtown, and heritage design guidelines in the commercial downtown areas.

While there are numerous stakeholder groups involved in these and other heritage initiatives, two of the key groups include the Heritage Preservation Committee, a committee of the Normandeau Cultural and

Natural History Society, who advises Council on preservation issues, and the Red Deer Main Street Project, partially funded by The City of Red Deer, which rehabilitates and revitalizes downtown heritage resources. Given the range of initiatives and stakeholders involved, coordination is very important to long-term management and sustainability.

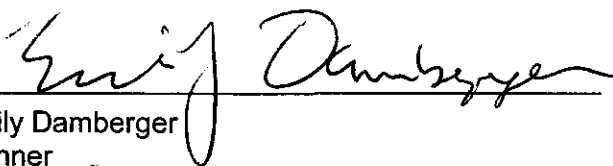
Heritage Management Plan Overview

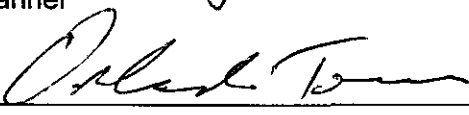
- The Heritage Management Plan provides an introduction to the history of heritage preservation in The City of Red Deer, and discusses the creation of the plan.
- Rational for the plan as described in City of Red Deer planning and policy documents are highlighted as well as the public benefit derived from heritage.
- Provincial and Federal programs are described for resource information.
- An analysis of other municipalities' best practices was performed in order to measure the current City of Red Deer heritage successes.
- Existing City of Red Deer and community heritage organizations' heritage initiatives are detailed for resource information and to provide a basis for recommendations later in the plan.
- Following an analysis of all heritage initiatives, current challenges were identified in order to provide recommendation on how to improve heritage preservation initiatives.
- The core of the Heritage Management Plan contains a vision statement, recommendations, rational and explanations of reasons for suggested improvements.
- The recommendations are summarized within a strategic implementation strategy table which indicates who should take the lead role, which departments or organizations would be involved, the projected time line and implications regarding each recommendation policy.

Section 6 and 7 of the attached Heritage Management Plan contain the proposed detailed recommendations, which the consultant will review during the presentation to City Council.

Recommendation

City Council table the plan for a four-week period to allow time for public feedback and following the four-week period, that the Heritage Management Plan be brought back to Council for approval as a planning document.


Emily Damberger
Planner


for Tony J. Lindhout, ACP, MCIP
City Planning Manager

Attachments

- c. Colleen Jensen, Community Services Director

Comments:

A copy of the Heritage Management Plan is included as an attachment to this agenda.

"Morris Flewwelling"
Mayor

"Norbert Van Wyk"
City Manager



COUNCIL MEETING OF OCTOBER 10TH , 2006

ATTACHMENT

DOCUMENT STATUS: PUBLIC

REFERS TO: HERITAGE MANAGEMENT PLAN

HERITAGE MANAGEMENT PLAN



THE CITY OF

DONALD LUXTON & ASSOCIATES

2006

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

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1. INTRODUCTION

The heritage resources of Red Deer promote a sense of stability and continuity for residents, illustrate how the community developed in the past, and define the historic character that is unique to the city. As such, The City of Red Deer has made a commitment to assist in the conservation of key heritage resources for the enjoyment and benefit of future generations.

The term "heritage" is used to describe a wide range of aspects, from physical to social and cultural elements. Heritage resources are the physical elements that make each community distinct. They are the tangible embodiments of historical, cultural and social values that give Red Deer its particular sense of time and place. Historic structures such as the CPR Train Station and the Old Court House are important examples of built heritage, but the community values many other historically significant features such as farmsteads, industrial sites, natural landscapes and cemeteries. Intangible elements of heritage are also diverse, ranging from cultural ancestry to social identity, community relationships and traditions. All aspects of Red Deer's diverse heritage are worthy of celebration and respect.

For a community the size and age of Red Deer, the management of significant heritage resources is a legitimate and desirable function that is becoming increasingly important in the development of a healthy community. The City of Red Deer recognizes the need to coordinate community heritage initiatives and strategies through this Heritage Management Plan; that assesses, structures and guides the existing heritage protection program and explores new heritage tools and initiatives. This Heritage Management Plan provides a framework for decision-making that allows the community to collaboratively work towards the retention of key heritage resources. Volunteers already provide invaluable support for the heritage protection program. There are many contributing community stakeholders and organizations who support heritage management through the preservation and promotion of heritage sites and heritage education and awareness.

This Plan will provide ongoing guidance to heritage property owners, community volunteers, heritage organizations and those with a more general interest in heritage and history relating to current and future practices and tools.

1.1 THE UNIQUE HERITAGE OF RED DEER

Red Deer's origins reflect the major historical themes that have dominated central Alberta's history and development. The city of Red Deer has a rich history starting with the First Peoples of Central Alberta, and later the Blackfoot, the Plains Cree, the Stoney and Metis hunters and traders. Red Deer was later settled by farmers interested in grain growing, ranching and dairy farming, and grew substantially with the construction of the Canadian Pacific Railway from Calgary to Edmonton. Red Deer developed primarily as an agricultural service and distribution centre, enhanced by its location midway between Edmonton and Calgary, in an area of fertile mixed farming. Since the 1950s, petroleum has become an increasingly significant part of the local economy, entrenching Red Deer's position as Alberta's third largest city. The spirit of the town is rooted in a proud history of pioneering, farming, and settlement, fuelled by entrepreneurial adventure and the westward expansion of the railway.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN



Automobile Club Parade on Ross Street, May 1912 (Red Deer and District Archives mg-18)

Heritage in Red Deer consists of many different elements, including cultures, homes, commercial buildings, farms and natural features. The special features of the city's heritage include:

- A fascinating history, ranging from aboriginal settlement to agricultural initiatives, that tell many diverse stories
- A unique heritage, defined by people ("intangible heritage" such as memories and stories) and physical remains ("tangible heritage" such as artifacts, heritage sites, and structures)
- An historic infrastructure (water and rail transportation, early road patterns, etc), an extensive natural heritage, and a broad range of heritage sites and buildings (residential, commercial, institutional and industrial)

In 1999, the Heritage Preservation Committee prepared an "Inventory of Historically Significant Resources," subsequently adopted by The City of Red Deer within the Land Use Bylaw and flagged on the municipal GIS database. The Municipal Inventory represents a broad mix of sites, including some of the city's oldest buildings, historic structures, heritage sites, landscape features and post-second World War sites.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

This broad range of resources is representative of Red Deer's historical evolution and development. A number of significant buildings have already received municipal and/or provincial designation:

MHR: Municipal Historic Resource

RHR: Registered Historic Resource

PHR: Provincial Historic Resource

- CPR Station, 5000 - 51st Avenue/5102 Ross Street (PHR, MHR)
- Old Red Deer Court House, 4836 Ross Street (PHR)
- CPR Rail Bridge, Red Deer River (RHR, MHR)
- North Cottage School, 5704 - 60th Street (RHR)
- Parsons House, 4801 - 49th Street (RHR, MHR)
- St. Luke's Anglican Church, 4929 - 54th Street (RHR)
- Allen Bungalow, 6316 - 45th Avenue (RHR, MHR)
- Alberta Presbyterian Ladies' College (Michener Centre), 5300 - 39th Avenue (MHR)
- Clarke Residence, 4757 - 56th Street (MHR)
- Cronquist House, Great Chief Park (MHR)
- J.J. Gaetz House (Willow Villa), 3504 - 55th Street (MHR)
- McIntosh House, 4631 - 50th Street (MHR)
- Red Deer Armoury (Old Fire Hall #1), 4905 - 49th Street (MHR)
- Heritage Square: Gaetz Library; Presbyterian Church Steeple; Stevenson-Hall Block (MHR)
- Scott House, 4745 56 Street (MHR)



St. Luke's Anglican Church, in 1912 (Red Deer and District Archives p362-18) and in 2006

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

1.2 THE HERITAGE MANAGEMENT PLAN PROCESS

The City of Red Deer has already taken significant steps to inventory and manage its historic building stock. Enabling legislation exists both in The City's own policy documents as well as through the *Alberta Historical Resources Act*, the *Municipal Government Act* and provincial Land Use policies to enact regulations and policies at the municipal level to conserve community heritage. There are many contributing stakeholders involved in local heritage preservation efforts. The Heritage Management Plan will help ensure that these different initiatives are coordinated for the benefit of the entire community.

The support and direction for the development of a Heritage Management Plan is identified in The City of Red Deer's current Strategic Plan and the 2006 draft update of the Municipal Development Plan. The recommendations and implementation strategy of this Plan have been created through broad public consultation and in close consultation with a steering committee of heritage stakeholders within the city of Red Deer comprised of the following representatives:

- City staff
- Parkland Community Planning Services
- City Archivist
- Heritage Building Owner
- Chair, Heritage Preservation Committee
- Main Street Project Coordinator

The following process was undertaken to ensure that there was broad community consultation, and consensus on the final recommendations and implementation strategy:

- October 6th, 2005: Steering Committee Meeting
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- January, 2006: Submit Second Draft Plan to Steering Committee
- January 18, 2006: Steering Committee Meeting
- January 18, 2006: Present Draft Plan to Heritage Preservation Committee
- February 15, 2006: Final Draft Heritage Management Plan submitted
- July 2006: Council Presentation

2. BACKGROUND TO THE PLAN

In order to formulate an effective plan for the management of Red Deer's heritage resources, factors outside The City's jurisdiction were reviewed that could provide guidance. An understanding of why heritage conservation is important, what support is available from other levels of government and how other jurisdictions handle heritage conservation provided a broader context.

2.1 THE PUBLIC BENEFITS OF HERITAGE CONSERVATION

Heritage conservation has many potential cultural, social and economic benefits. Conserving heritage allows a community to retain and convey a sense of its history, and provides aesthetic enrichment as well as educational opportunities. Heritage resources help us understand where we have come from so that we can appreciate the continuity in our built environment from past to present to future. Historic buildings become landmarks and touchstones for the community, and the retention of historic elements serves to moderate the impact of rapid change, currently so evident in Red Deer. Key landmark buildings, monuments, historic homes and period streetscapes all add to the vibrancy and character of Red Deer.

- Heritage conservation allows a community to retain and convey a sense of its unique history.
- A coordinated approach to heritage planning can take advantage of partnership opportunities with senior levels of government, and engage the private and volunteer sectors.
- Heritage initiatives have a strong positive impact on developing complete communities and creating a vibrant culture of creativity and innovation.
- The preservation of historical sites supports tourism development and education. Heritage conservation is now inextricably linked with tourism, and many regional examples show the success of this approach. Cultural and heritage-based tourism is now the fastest growing segment of the growing tourism industry.
- Flexible heritage planning can assist owners in retaining historic resources. Even residential properties that are located in commercial districts, such as the Parsons House on 49th Street, can be adapted and reused for commercial purposes.
- Other benefits of strong heritage policies include creating distinctive neighbourhoods, preserving cultural heritage, providing community identity and pride and combating social problems by engaging youth in the history and identity of their community.
- The restoration and preservation of heritage buildings can be marketed as a tool to create positive economic development and cultural sustainability of the city.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

2.2 GOVERNMENT INITIATIVES

The conservation of heritage resources is enabled by legislation at all three levels of government and supported by a number of programs and initiatives. This refers to the power that is enshrined in government acts that allows various actions or processes to be carried out by governmental agencies in order to assess or protect historical properties. There are a number of senior government initiatives that can provide support at the local level.

2.2.1 FEDERAL GOVERNMENT

In 2000, the Department of Canadian Heritage and Parks Canada began a wide-ranging series of consultations on the best means to preserve and celebrate Canada's historic places. These consultations have resulted in a broad based strategy, the **Historic Places Initiative**, which is the most important federal heritage conservation proposal in Canada's history. The Federal government has established a national heritage register, comprehensive conservation standards and guidelines for historic places, a certification process for project approval and rehabilitation funding assistance. The standards and guidelines have been officially adopted by the Province of Alberta as the basis for its heritage programs. Further details regarding Historic Places Initiative are provided in **Appendix B**.

These federal initiatives are evolving at a rapid pace, and Red Deer can take advantage of these opportunities. These initiatives may have significant implications for a number of heritage sites in Red Deer. A number of Red Deer sites have now been documented for inclusion on the Canadian Register of Historic Places. Statements of Significance (SoS) have been prepared for the following sites, which are currently posted on the Canadian Register: An SoS explains why a place is important to a community and why it is important for inclusion on the Canadian Register.

- CPR Station, 5000 - 51st Avenue/5102 Ross Street
- Allen Bungalow, 6313 - 45th Avenue
- CPR Rail Bridge, Red Deer River
- Clarke Residence, 4757 - 56th Street
- Cronquist House, Great Chief Park
- Old Red Deer Court House, 4836 Ross Street
- Parsons House, 4801 - 49th Street
- Red Deer Armoury (Old Fire Hall #1), 4905 - 49th Street

The federal government currently offers a financial incentive under the Historic Places Initiative program, the Commercial Heritage Properties Incentive Fund (CHPIF). This program will reimburse up to 20% of eligible costs for the rehabilitation of commercial properties up to a maximum of \$1 million. In addition, the federal government offers Residential Rehabilitation Assistance Programs through the Canada Housing and Mortgage Corporation, which may apply to individual rehabilitation projects. Further details on Federal financial incentives are provided in **Appendix C**.

2.2.2 PROVINCE OF ALBERTA

The Province of Alberta, acting through the Ministry of Community Development, is the steward of many diverse historic resources. Through the Heritage Resource Management Branch, technical advice and support is provided, and other support programs are offered through funding provided by the province. The powers that allow various actions or processes to be carried out by provincial agencies in order to assess or protect historical properties rest in two Acts: the *Historical Resources Act* and Sections 26, 27 and 28 of the *Municipal Government*

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

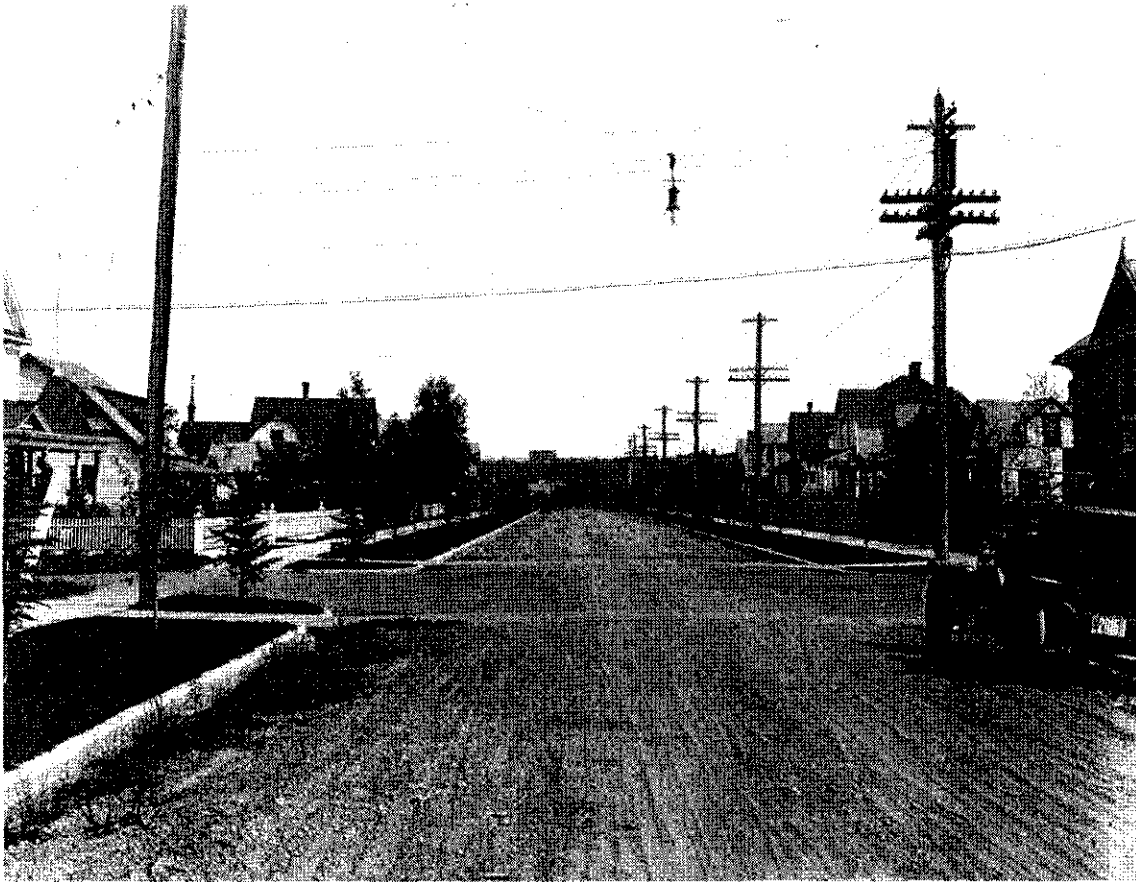
Act. While the *Municipal Government Act* enables the regulatory powers contained within the Land Use Bylaw, it is the *Historical Resources Act* that is the major legislative tool with the power to control development or actions affecting historic buildings, structures and areas.

Under the *Historical Resources Act*, sites can be designated by the province either as a Provincial Historic Resource (PHR) or a Registered Historic Resource (RHR). The RHR category is being phased out, and no new RHRs are being designated. Existing RHR sites (there are five in Red Deer) will no longer be eligible for funding after 2009. Further detail on provincial enabling legislation is provided in **Appendix D**.

The following are the heritage incentives currently available from the Provincial Government. For further details on these funding programs, please refer to **Appendix E**.

- **Alberta Historic Resources Foundation**
AHRF assists in the preservation and interpretation of Alberta's historical resources, primarily through the encouragement and sponsorship of community heritage initiatives.
- **Alberta Main Street Programme**
The Alberta Main Street Programme was created in 1987, based on the US Main Street model, to provide Alberta communities with a process to revive their main streets through a combination of heritage commercial building rehabilitation and economic development. The City of Red Deer participated in the Main Street Programme beginning in September 2000. For further information refer to **Section 4.4: Red Deer Main Street Project**.
- **Municipal Heritage Partnership Program(MHPP)**
This program is designed to help municipalities manage their historic places by providing opportunities for municipalities to access funding assistance, expertise and networks that will help them to establish or maintain an ongoing municipal heritage conservation program.
- **Alberta Gaming Lottery Funding Programs**
The Community Facility Enhancement Program(CFEP) and the Community Initiatives Program(CIP), offered through the Alberta Gaming Lottery Funding Programs, are grant programs that may assist owners of community use buildings with mechanical and technical upgrades or repairs and improvements to their heritage buildings.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN



Houses on 4th Street North (54th Street), 1912 (Red Deer and District Archives p362-14)

2.3 MUNICIPAL BEST PRACTICES

As part of this plan, a number of Alberta and British Columbia municipalities were surveyed to determine the scope of their heritage programs. This survey looked at relative population, heritage initiatives to dates, the extent of incentive and heritage awareness programs, and current staffing levels. The "best practices" extracted from this survey have been used to assist in the formulation of a recommended heritage management program framework for The City of Red Deer.

It was found that communities of different sizes have varying approaches. Some are in a formative stage in the development of heritage programs while other have decades of experience. The findings of this survey are summarized in the charts on the following pages and further described in **Appendix G**.

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Municipality	Heritage Inventory	Heritage Register	Heritage Commission / Advisory	Heritage Protection	Incentives / Grants	Heritage Awareness Initiatives	Additional
RED DEER (PCPS as required) Pop. 82,971 (2006)	Yes	Yes	Heritage Preservation Committee	Municipal Historic Resource Designation; Permit Review	No	Community Heritage Plaque Program; Heritage Awards Program; Doors Open/Historic RD Week; Walking Tours	C1 Design Guidelines Main Street Project GDAP HS & HP Districts
CALGARY (Heritage Conservation Program - 2 Heritage Planner & 1 Assistant Planner on staff) Pop. 951395	Yes		Calgary Heritage Authority	Municipal Historic Resource Designation; Permit Review;	Density Transfer for Heritage Conservation Commercial Conversion to Office Use for Existing Residential Buildings	Community Heritage Plaque Program; Heritage Awards Program; Doors Open Calgary (cancelled 2005)	City offers compensation for privately-owned properties Calgary Civic Trust Stephen Avenue National Historic District Tax "Freeze" for the Lougheed Building
EDMONTON (Historic Resource Management Program - 2 Heritage Planners) Pop. 937,845	Yes	Yes	Municipal Advisory Board	Municipal Historic Resource Designation Development Application Review	Granting Program Tax Rebate Program for Rehabilitation	Historic Edmonton Week (run by the Historical Society); Doors Open Edmonton Heritage Plaques "This Old Edmonton House" (Public Seminar Series); Downtown Walking Tour Brochure	Edmonton & District Historical Board (Historic Resources Review Panel); Old Strathcona Foundation Westmount Architectural Heritage Area (voluntary) Compensation for designation (up to \$25,000 in matching dollars for houses and up to 50% for commercial properties.)
COCHRANE (1 Senior Planner, Planning and Development Services) Pop. 12,688 (2004)		Yes (June, 2005)	Heritage Advisory Committee to be est. 2006	Municipal Historic Resource Designation	Heritage Conservation Incentive Program, 2005	Plaques by Historical Society	Heritage Management Plan (to be updated 2007); Western Heritage Design Guidelines; Cochrane Historical Archival Preservation Society

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

Municipality	Heritage Inventory	Heritage Register	Heritage Commission / Advisory	Heritage Protection	Incentives / Grants	Heritage Awareness Initiatives	Additional
LAMONT COUNTY (1 Economic Development/ Tourism Coordinator) Pop. 4,212 plus 4,071 in the included towns and villages	Heritage Survey with Inventory to come	No	Heritage Advisory Board	Municipal Historic Resource Designation	Heritage Incentive policy		Heritage Management Plan almost complete
BANFF (1 senior Planner, Planning and Development) Pop. 8,282	Yes	Yes	Banff Heritage Corporation	Municipal Historic Resource Designation	Facilitating Low-Interest Loans; Property Tax Incentives	Walking Tours; Plaquing Program; Public Education; Heritage Awards; Doors Open Banff	Heritage Tourism Strategy
MEDICINE HAT Pop. 50,048			Arts and Heritage Advisory Board		Arts and Heritage grants		Municipal Development Plan 2004 includes heritage policies
LETHBRIDGE (1 Heritage Inventory Program Consultant) Pop. 67,374	Yes						In the process of creating a Municipal Heritage Management Plan (2006)
KELOWNA, BC (1 Senior Planner with responsibility for Heritage) Pop. 96,288	Yes	Yes	Community Heritage Commission	Municipal Historic Resource Designation	Tax Incentive Program, Kelowna heritage foundation	Heritage awards; walking and driving tours; Heritage Week events	
PRINCE GEORGE, BC (No dedicated heritage staff) Pop. 72,406	Underway	No	Community Heritage Commission	Heritage Designation (2 sites)	No	Regional Heritage Fair; Walking Tours	Heritage Strategic Plan completed in 2006.
NANAIMO, BC (1 Heritage & Community Planner) Pop. 73,000	Yes	Yes	Community Heritage Commission	Heritage Designation	Heritage Facade Grant Program; Downtown Residential Tax Exemption Program	Virtual Heritage Walk; Walking Tour Brochures	Downtown Heritage Conservation Area Heritage Design Guidelines

3. THE CITY OF RED DEER

The City of Red Deer has already made considerable progress in the identification and protection of heritage sites. The preparation of this Heritage Management Plan builds upon previous municipal policy documents that form the foundation for more specific heritage related policy development. It is evident that The City of Red Deer values its historical roots as shown by the consistent reference in policy statements to the importance of recognizing and respecting its built heritage. There is a considerable body of planning work already in place that supports the Heritage Management Plan.

3.1 CURRENT HERITAGE PLANNING FRAMEWORK

Over the past several decades, The City of Red Deer has established various components of a heritage protection program. There are a number of existing City policies and documents that provide direction for the further development of the Heritage Management Plan.

3.1.1 Vision 2020

Within "The City of Red Deer Vision 2020: Vision Statement and Planning Principles," there is a principle that refers to heritage conservation:

Principle 2.5 (Medium Priority)

Preserve and enhance heritage resources as an integral component of the community and develop long term plans for the preservation and interpretation of heritage resources.

3.1.2 Municipal Development Plan

The City of Red Deer is currently updating its Municipal Development Plan (MDP). The MDP is the main land use planning policy document that guides future growth and change within the community. It provides broad direction on the types of land uses that will be directed to various locations within the city. The MDP also provides direction on how development is expected to occur and how decisions on development are to be made. In the 1998 Municipal Development Plan, which was amended in 2003, heritage conservation is reflected in the following Section:

Section 3.5 Demographic and Social Trends

Municipal Development Plan policies must recognize and respond to these trends which are summarized below:

Number 22. Celebration of local history and heritage is becoming more popular in Red Deer as the community ages. The foregoing trends provide a snapshot of the of Red Deer's residents today, and into the future. The interrelationships between these trends, along with the considerable resident input provided as part of the plan process, are reflected in the policies contained in this Municipal Development Plan. In particular, the Plan policies reflect that the focus on increased cultural opportunities, and local history and heritage, will grow.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN



Red Deer Court House, 1932 (Red Deer and District Archives pa-90-18)

3.1.3 Land Use Bylaw

The City of Red Deer Land Use Bylaw specifies the policies that guide development and land use in the city, and identifies the land use districts and the uses and regulations that govern development in each district. Land Use Districts (C1 City Centre, HS Historically Significant, HP Historical Preservation and Parkvale Districts) include references to the preservation of historic character.

- **C1 Commercial (City Centre) District Regulations.** Created to preserve heritage resources and encourage compatible style development within the downtown area. Reference is specifically made to heritage buildings listed within the Historically Significant and Historical Preservation districts. As part of the normal circulation process, the Development Authority will refer any development proposal on a heritage property or abutting a heritage property to the Heritage Preservation Committee for comment. In addition, any development proposal within the boundary of the Main Street Project or abutting the boundary will be referred to the Main Street Local Advisory Board. Reference is made to the Gaetz-Ross Heritage Area, with additional considerations.
- **HP Historical Preservation District.** Identifies sites that have received either provincial or municipal designation. The general purpose is to maintain historical character. Buildings shall not be demolished, added to, structurally altered or the exterior renovated unless approved by the Development Authority.

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- **HS Historic Significance District.** Identifies sites listed on the Historic Sites Municipal Inventory, with the intent of promoting community awareness. A notice of 45 days of proposed demolition must be given to allow a historical evaluation to be carried out by the Heritage Preservation Committee. If the site is deemed significant, the HPC can negotiate with the owner and make a recommendation to the Development Authority. If agreement is not reached with the owner, demolition is permitted.
- **Mature Neighbourhood - Parkvale Neighbourhood.** Recognizes the neighbourhood's heritage character. This is a strong message that its heritage is valuable and should be protected within the planning context: "The purpose of this District is to ensure that new and infill low density residential development in the Parkvale Neighbourhood is sensitive in scale to existing development, [and] maintains the traditional character and pedestrian-friendly design of the streetscape..." The District provides a means to regulate unique design attributes of the mature Parkvale Neighbourhood in a manner which cannot be satisfactorily addressed through conventional land use planning.

3.1.4 Community Services Division Open Spaces and Facilities Action Plan

This plan indicates that the Community Services Division will continue to support Heritage Square, a collection of heritage structures, as a place for providing education, programs and public gatherings.

3.1.5 The City of Red Deer Strategic Plan 2005-2008

The following excerpts from the Strategic Plan refer to heritage and related issues:

- **Community and Land Use Planning**
Plan for community and economic growth, while providing a balance in preserving and maintaining environmentally sensitive areas, historic resources, and other significant features. **(Strategy 4.3.7)**
- **Tourism**
To support the development of Red Deer as a tourist destination for people attending meetings, conferences, trade shows, conventions as well as sporting, cultural, arts and heritage events and amenities in our community. **(Goal 5.4)**

Promote our amenities, including recreation facilities, parks, heritage, culture, and other attractions in Red Deer and Central Alberta, as assets to support a quality lifestyle, the growth of tourism, and economic development. **(Strategy 5.4.3)**

3.1.6 The City of Red Deer Greater Downtown Action Plan

The July 2000 Action Plan includes a number of policies regarding heritage conservation:

- **Maintaining a Heritage Inventory**
Maintain the Municipal Inventory of Historically Significant Resources, documenting all buildings and structures of architectural, cultural and historical significance. **(Policy 10.1)**
- **Supporting the Private Sector in Heritage Preservation**
Encourage the preservation of heritage buildings through designation, financial assistance, coordination and "moral persuasion"; provide support to the private sector through: cooperating with community groups to save buildings in danger, providing

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advisory services to owners of heritage buildings, maintaining a database of individuals and companies with expertise in the heritage trades, heritage preservation assisting building owners in applying for Provincial Designation. **(Policy 10.2)**

- **A Downtown Heritage Preservation Plan**

Develop a Downtown Heritage Preservation Plan as a component of Red Deer's Heritage Preservation Program; identify those blocks or areas in the Downtown where heritage resources are concentrated and adopt special measures to preserve and strengthen those areas. **(Policy 10.3)**

- **City Funds for Heritage Preservation**

Review the status of The City's Heritage Fund with a view to expanding the fund, encouraging funding partnerships, revising the criteria for private sector access to the funds and actively promoting the use of the Fund. **(Policy 10.4)**

- **Provincial and Federal Funds for Heritage Preservation**

Seek Provincial and Federal funding support for heritage preservation; as an initial step, apply to the Alberta Main Street Programme. **(Policy 10.5)**

- **Historical Walking Tours**

Actively promote the Red Deer Historical Walking Tours and financially support an extension to the interpretive signage program on the downtown area. **(Policy 10.6)**

- **Heritage Promotion and Education**

Educate the public of Red Deer regarding the value of preserving the built heritage, through such measures as: continuing the plaque program for "Designated Heritage Structures," emphasizing built heritage during "Heritage Day," developing "heritage vignettes" for free insertion in local newspapers, radio and television, and pursuing the development of cultural heritage courses in the local school curriculum. **(Policy 10.7)**

3.1.7 Protecting Our Legacy Community Project

In January 2003, the Leadership Centre worked with the Heritage Preservation Committee to develop Actions for the committee on how to promote and encourage the preservation of the community's historically significant buildings and sites, with emphasis on those in the hands of private property owners. In the report, ***Protecting Our Legacy Community Project - Strategic Planning for Heritage Preservation***, the Actions were split into two categories: Community Awareness and Preservation Promotion.

3.1.8 Neighbourhood Planning Standards and Guidelines

The Neighbourhood Planning Guidelines and Standards were developed to provide guidelines and standards for the planning and design of neighbourhoods including parks and public facilities/amenities in The City of Red Deer. Parkland Community Planning Services is working with The City to develop a section within the current document to guide developers in identifying heritage resources, and promoting their recovery and preservation whenever possible. This includes a review of physical remains of human settlement including archaeological and heritage resources as well as natural heritage. Included in the Guidelines is a framework for interpretation that will foster a connection between neighbourhood residents and the natural and cultural heritage of the area.

3.1.9 Recreation, Parks & Culture Organizational Review

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The City's Recreation, Parks & Culture Department has recently completed a functional and organizational review. This includes a review of who will be responsible for City-owned heritage resources; some of these sites, such as the Allen Bungalow, are currently maintained under separate agreements. The current plan is to initiate a Heritage and Archives Coordinator staff position in 2007. The duties associated with this position have not been finalized but could also include other coordination and support to The City Archives, the Heritage Preservation Committee and community heritage groups. This is being considered as a facilitative community development position, and will not be the equivalent of a heritage planning function.

3.2 CURRENT HERITAGE INITIATIVES

Over the past several decades, The City of Red Deer has established various components of a heritage protection program. These components include: municipal (and provincial) designation of various resources, municipal policy documents, a historic significance inventory, and commercial core heritage design guidelines.

3.2.1 Municipal Inventory of Historically Significant Resources

In 1998, the Heritage Preservation Committee completed an Inventory of Historically Significant Resources including significant heritage buildings and landscape features. As a result, 127 buildings and sites were identified in the Land Use Bylaw in the Historically Significant and Historical Preservation Districts. In 1999, The City created a Heritage Protection Program brochure that defined the different levels of historic designation, levels of protection, designation criteria and process, as well as reference to provincial funding programs.

Under the Land Use Bylaw, heritage structures may be identified as significant heritage buildings and protected from demolition for up to 45 days; this period allows for a thorough historic evaluation and discussions with the landowner in advance of any proposed demolition. Sites on the Municipal Inventory have been flagged on the municipal GIS database.

3.2.2 Heritage Designation

Under the *Historic Resources Act*, every Alberta municipality is given the power to designate a heritage property as a Municipal Historic Resource (MHR). In the early 1980s, Red Deer was the first municipality in Alberta to enact municipal heritage designations. Since that time, The City of Red Deer has been working to designate heritage buildings of local significance. These designated resources are recognized by bylaw under the *Historic Resources Act* of Alberta and also noted in The City of Red Deer Land Use Bylaw Heritage Preservation District. Municipally designated buildings must present any alterations, additions or demolition to The City of Red Deer Municipal Planning Commission for approval.

At present, there are fifteen sites in Red Deer that have received provincial or municipal designation or are registered as historic resources, as listed in **Section 1.1**:

- Provincial Historic Resource: 2 sites (1 with municipal designation)
- Registered Historic Resource: 5 sites (3 with municipal designation)
- Municipal Heritage Resource: 8 sites (plus the PHR and RHRs sites listed above)

3.2.3 City-Owned Heritage Sites

The City is listed as the owner of 26 sites on the Municipal Inventory, and is the largest single owner of heritage properties. Other sites, such as the Red Deer Cemetery, are known to have

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heritage value but have not been listed on the Municipal Inventory. Other resources under City control or on City land may also remain unidentified.

3.2.4 Statements of Significance Project

In 2004, The City of Red Deer participated in a program funded by the Province of Alberta Historical Resources Foundation to produce Statements of Significance for 11 municipally designated buildings. These statements were submitted to the Alberta Register for inclusion on the Canadian Register of Historic Places.

3.2.5 Red Deer Main Street Project

Since 2000, The City has supported this project through joint funding with the Province and Red Deer Downtown Business Association. Building owners are eligible for matching funding to a maximum to rehabilitate facades of buildings 50 years or older located within the Main Street boundary. Matching funding is also available to create and install historic signage or complete a basic fix-up on buildings of any age within the Main Street boundary. (see **Section 4.4**).

3.2.6 Red Deer Heritage Fund-City

The City has an existing Heritage Fund, which was formed as a result of money that was surplus from the funding provided by the province to Red Deer for The City's 75th Anniversary. Any expenditures from this fund must be approved by the Waskasoo Museum Foundation prior to City Council's approval.

As of 2006, there is approximately \$230,000 in the Heritage Fund. The purposes for which the money can be used are:

- Preservation;
- Interpretation;
- Restoration of historical buildings, structures and sites in the city and the area immediately surrounding the city; and
- Research and studies related to heritage conservation and preservation.

3.2.7 Red Deer Heritage Fund (Designated Fund) - Community Foundation

This fund was established in 1997 to assist with the preservation and interpretation of human and natural heritage resources in Red Deer and area. The interest of the fund is returned to The City annually. As of 2006, there is approximately \$100,000 in the fund. Any application or use of this fund would be determined and approved by The City of Red Deer.

3.2.8 Fee for Service Funding Program - City of Red Deer

Fee for service grants are available for arts, heritage and cultural groups to apply annually for program or event support. The program requires the agencies to apply for the funding and the applications are then adjudicated and support levels are determined.

3.2.9 Heritage Awareness and Education

Through sponsorship and subsidy, The City has participated in a number of heritage programs that promote local history. This includes the "Ghosts" program, which commemorates local pioneers and personalities. The Ghosts program is achieved through partnerships between The City, the Downtown Business Association and community partners.

3.3 City Departments

Currently, there are several City departments who are involved in heritage initiatives throughout the community. These are identified below.

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3.3.1 Recreation, Parks and Culture Department

Red Deer and District Archives

The Red Deer and District Archives was established by The City of Red Deer to collect and preserve the documentary and photographic history of Central Alberta. Its collections relate primarily to The City of Red Deer and its immediate vicinity in Central Alberta. Today, the Archives manage and make available to the public a wealth of historical information on the development of Red Deer and the surrounding region. It is the official repository of City records of enduring historical value. The Archives also holds records for several other public bodies and institutions, as well as numerous organizations, associations, churches, cemeteries, businesses, unions, cooperatives, lodges and clubs. The Red Deer and District Archives has placed a strong emphasis on genealogical information and research. It maintains an extensive set of biographical files on local families and residents. Space is also provided for the library of Red Deer Branch of the Alberta Genealogical Society.

Greater Downtown Coordinator

In 2006, this position was created to coordinate and collate existing plans, studies and reviews. One of the areas of emphasis is undertaking the lead role in consolidating and advancing designated projects such as the review and up date of The Greater Downtown Action Plan, Riverside Meadows Area Redevelopment Plan, and Riverlands Area Redevelopment Plan and Community Redevelopment Plan. There are heritage components to these plans.

3.3.2 Inspections and Licensing Department

This City Department accepts and processes applications for development and building permits. Currently, applications affecting heritage buildings are circulated to the Heritage Preservation Committee for comment. Inspections and Licensing also enforces regulations listed in the Land Use Bylaw.

3.3.3 Parkland Community Planning Services

PCPS, who under contract as part of The City of Red Deer Community Services Division, is the City's Planning Department. The office undertakes municipal land use planning strategies; maintains and updates statutory land use plans and policies; manages issues associated with community growth; administers the *Neighbourhood Planning Guidelines & Standards*; provides public participation processes related to planning, development and subdivision and is responsible for the Land Use Bylaw.

A Planner and an alternate from PCPS are members of the Heritage Preservation Committee. Heritage building owners seeking municipal designation work with a Planner who takes them through the process.

4. COMMUNITY HERITAGE ORGANIZATIONS AND PARTNERS

Red Deer is fortunate to have active community involvement in many diverse heritage activities. This ranges from individuals who own and maintain heritage buildings to community groups with a specific focus. Some groups have been active over several decades, and have deep roots based on the efforts of dedicated volunteers. Heritage programming in Red Deer is provided primarily by not-for-profit groups, and is offered to a broad age spectrum.

4.1 HERITAGE BUILDING OWNERS

Every heritage site has an owner who must take care of it or it will not be preserved. It is the owners of each site that must be engaged in the heritage management process. There is a substantial difference between the needs and aspirations of private, public and institutional owners. Ownership is the primary determinant of what heritage management tools may be most appropriate. The categories of current ownership are listed in **Appendix H**.

4.2 HERITAGE PRESERVATION COMMITTEE

The Heritage Preservation Committee is dedicated to the identification, preservation and maintenance of human and natural heritage features in and around Red Deer. This Committee makes recommendations to The City of Red Deer regarding designation, preservation and interpretation of heritage sites. It is comprised of representatives from the community and city staff who have a special interest and knowledge in the architectural and cultural heritage of their community. Currently, the Normandeau Cultural and Natural History Society, by agreement with The City of Red Deer, oversees the Heritage Preservation Committee. Funding for the administration of the Heritage Preservation Committee is provided by The City to the Normandeau Society on an annual basis. See **Appendix F** for further details.



Hazel Braithwaite Ghost, Bishop's Park, Ross Street

4.3 NORMANDEAU CULTURAL AND NATURAL HISTORY SOCIETY

The Normandeau Society acts as an umbrella organization that, through agreement with The City, coordinates a number of other groups, including the Heritage Preservation Committee. With funding from Red Deer, the Society operates three major public facilities, the Red Deer and District Museum, the Kerry Wood Nature Centre and Historic Fort Normandeau. The Normandeau Society is also responsible for the operation of Heritage Square.

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The mandate of the Society is currently under review, as there is recognition that the rapid growth of the city has placed strain upon the ability of the Society to undertake all that is expected of it under current funding and administrative constraints.

4.4 RED DEER MAIN STREET PROJECT

Funding for this project has been cost-shared between the Alberta Historical Resources Foundation, The City of Red Deer and the Red Deer Downtown Business Association, to allow hiring a Project Coordinator and to implement the program over an initial three-year period. Building on past successes, the programme has been extended to the end of August, 2007, with further extensions possible.. Governance of the project is by a local advisory board. Main Street has four main approaches: Design, Organization, Marketing and Economic Development, that promote viability as well as conservation. Assistance is provided to heritage building owners within proscribed boundaries, including cost-shared funding, professional design assistance and construction expertise. Case studies documenting building restorations have been developed; the restoration process is compared to The City's Restoration and Rehabilitation Principles for Heritage Buildings.

In addition to funding building rehabilitations, the Main Street Project Coordinator is an active member of the Heritage Preservation Committee, participates in Historic Red Deer Week, and has been involved in the Historic Homes Tour. Other activities have included the development of downtown walking tours. Among its programs is the Historic Mural Series, which has completed three murals in Downtown since 2003, with the assistance from local artists and high school students.

4.5 THE RED DEER AND DISTRICT MUSEUM

The Museum tells the story of the diverse peoples of the Red Deer River Valley, from the early First Nations culture to the birth of the modern city. The Museum also hosts touring exhibits that reflect many different facets of the community. These exhibits vary from local, national, and international art to science and history. The Museum offers hands on displays and library resources as well as providing school curriculum support and coordinating the Heritage Fair. The Museum is operated under contract to The City by the Normandeau Society.

4.6 THE RED DEER AND DISTRICT MUSEUM SOCIETY

The Red Deer and District Museum Society owns the collection of the Red Deer Museum. This collection contains artifacts that chronicle the rich history and culture of the Red Deer area.

The Museum Society owns the property and most of the buildings and artifacts at Sunnybrook Farm Museum, which was developed to preserve and interpret the history of mixed farming in central Alberta. Mr. and Mrs. Norman Bower donated the original family farm in 1987 to the Museum Society, allowing the Society to realize the dream of preserving a bit of the past to ensure that future generations would know the heritage of Alberta and the pioneers that ploughed the way to our future.

The Friends of the Museum Society operate Sunnybrook Farm Museum and ensure the continued development and preservation of the farm. The Farm Museum also undertakes extensive educational and heritage awareness programming including school tours, summer camps and other public activity, that interpret local agricultural history.

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In previous years, another arm's length committee of the Museum Society was formed with the mandate of organizing a public tour of historic homes in Red Deer. Tickets were sold for the event with the proceeds donated to the Heritage Preservation Committee and Red Deer and District Museum Society. There have been two tours in the past with visions of hosting a tour every two years.



Cronquist House, Bower Ponds

4.7 RED DEER CULTURAL HERITAGE SOCIETY

The Red Deer Cultural Heritage Society operates the historic Cronquist House, a three-story Edwardian-era farm house built in 1911 by one of Red Deer's early settlers. The Society also organizes special events, and coordinates The City's Canada Day celebrations. In addition, the Society owns and operates Festival Hall, 4214-58th Street [Former Drill Hall #2], which is listed on the Municipal Inventory of Historically Significant Resources.

4.8 RED DEER RIVER NATURALISTS

Founded as the Alberta Natural History Society in 1906, The Red Deer River Naturalists promote ecological knowledge and education of natural features, and involve the community in responsible stewardship. This is accomplished through tours, events and other specialized programming.

4.9 CENTRAL ALBERTA HISTORICAL SOCIETY

The Central Alberta Historical Society is responsible for Historic Red Deer Week, an annual event designed to involve the entire Red Deer and district community in a week of celebration of local heritage to increase awareness and community pride, by having fun exploring and experiencing local history through a multitude of activities. It is held in association with Doors Open Alberta, which raises the profile of Alberta's architectural heritage by encouraging urban and rural communities to open the doors to buildings of all types, past and present, to the general public.

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4.10 RED DEER AND DISTRICT COMMUNITY FOUNDATION

The Red Deer and District Community Foundation was formed as a community catalyst, committed to growing a legacy which strengthens the quality of life in Red Deer and surrounding areas. This pooling and investment of charitable gifts from many people and generates revenue for the benefit of the community on an ongoing basis. The Community Foundation's resources are allocated to encourage a range of local charitable activities including arts and culture.

4.11 CULTURE LINK

Culture Link (the Cultural Development Association of Red Deer) is a community-based organization which serves as a catalyst to advance and nurture arts and heritage in an environment where they can flourish, be created, enhanced and matured. Culture Link is dedicated to advancing culture in Red Deer through a coordinated collaborative approach with culture groups and their friends. In partnership with the business community, Culture Link has established the Community Culture Fund, that is managed in partnership with the Red Deer and District Community Foundation. Presently the Culture Link Fund Development Committee is exploring ways to increase the Community Culture Fund and the operating endowment in order to provide funding to the arts and culture community on a regular basis.

4.12 THE ALBERTA GENEALOGICAL SOCIETY

The Red Deer Branch is one of eleven branches of the Alberta Genealogical Society. Since 1981, the branch has collected all births, deaths and marriages that have appeared in the Red Deer Advocate. These have been put together in booklet form for each year and are available in the genealogy library. Branch members have also been active in recording cemetery information in Central Alberta. This information has been added to a CD put together by the Alberta Genealogical Society listing cemetery recordings for Alberta. Other indexing projects for local church records have been completed and are available in the genealogy library.

4.13 TOURISM RED DEER

Tourism Red Deer provides information on attractions, activities and events to visitors from around the world. Tourism Red Deer coordinates tourism/event services and promotion within Greater Red Deer. In addition to operating the Red Deer Visitor Centre, located north of the 32nd Street overpass on Highway 2 and open year-round, they publish the *Red Deer & Area Visitors Guide* and other annual tourism publications.

4.14 ALBERTA SPORTS HALL OF FAME

The Alberta Sports Hall of Fame and Museum is an interactive, hands-on celebration of Alberta's Sporting history. It shares the Red Deer Visitor Centre facility with Tourism Red Deer. Over 6,000 square feet of exhibit space includes an interactive hockey rink, baseball pitching field, Alpine Skiing machine, and the Honoured Members Gallery. The Alberta Sports Hall of Fame and Museum also has over 7,000 artifacts of Alberta Sports history in its collection.

4.15 RED DEER DOWNTOWN BUSINESS ASSOCIATION

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The Red Deer Downtown Business Association is dedicated to the growth and prosperity of Red Deer's Downtown. It is a not-for-profit organization operating on behalf of all business in The City's Business Revitalization Zone. It deals with issues such as cleanliness, parking, promotion and safety. As downtown Red Deer has a concentration of The City's heritage resources, the area's economic viability is a key factor in ensuring long-term preservation. The Association promotes the Ghosts program, which is undertaken in conjunction with community partners.

4.16 RED DEER PUBLIC SCHOOL DISTRICT NO. 104

The Red Deer Public School District No.104 is listed as the owner of three sites on the Municipal Inventory, and may own other sites of heritage significance. The School District could play a strong role in heritage education and awareness, and could partner with other heritage groups and initiatives.

4.17 RED DEER CATHOLIC REGIONAL DIVISION NO. 39

With a network of fourteen schools in central Alberta, the Division offers a full range of K-12 educational programs. The Division has a strong Fine Arts program, and there may be opportunities to integrate historical information within the school curriculum.

4.18 HERITAGE COMMUNITY FOUNDATION

The Heritage Community Foundation is a provincial charitable trust committed to connecting people with heritage. The Heritage Community Foundation is committed to communicating the importance of heritage-for personal, community and societal integration and growth. The Foundation's over-arching purpose is to build the knowledge and skills to enrich the lives of individuals and communities through the preservation, study, communications and enjoyment of heritage in all its aspects-historical, natural, cultural, scientific and technological. The Foundation has received recognition for its state-of-the-art programs involving new technology and experiential learning. Working collaboratively with public and private-sector partners, the Foundation seeks support not only for its own programs but also for those of partners and stakeholders at the local, regional, provincial and national levels. The Foundation's goal is for heritage to be valued by everyone.

The Heritage Community Foundation has the following primary areas of interest based on its charitable objects: Educational Resource Creation ("Edu-Kits"); Research; Digital Technology; and Experiential Learning. All programs link people with place, stories, objects, landscapes, traditions—all of those aspects that define us as individuals and communities.

4.19 RED DEER AND DISTRICT CULTURE CHARTER PARTNERS

The Red Deer and District Culture Charter Partners consider themselves the one-stop source for information relating to Arts and Culture activities throughout Central Alberta. At the time of this plan, they had 29 member organizations with direct contacts to people in Central Alberta in arts and culture activities.

5. CHALLENGES

The analysis undertaken as part of the development of the Heritage Management Plan indicates that much has been achieved over a period of several decades, through the efforts of The City and dedicated community volunteers. There are, however, areas where current initiatives may not be effective, and also the growth of the city is straining the resources allocated to heritage management. It is therefore timely to address the gaps in the process, in order to ensure that the heritage Program will achieve maximum effectiveness.

These gaps can be summarized as follows:

5.1 CITY STEWARDSHIP

- The City of Red Deer is the largest single owner of Municipal Inventory sites though few agreements are in place to manage these sites.
- There is no identified heritage planner for The City. It is difficult for The City to provide effective technical or planning advice due to lack of expertise and defined roles.

5.2 HERITAGE ADMINISTRATION AND PLANNING

- Heritage inquiries are not directed consistently as there is no single point of contact or person to respond to the public. There is no identified internal advocate for heritage issues.
- Heritage regulatory procedures and policies could be strengthened. The Neighbourhood Area Structure Plan review process is not considered adequate in promoting conservation or in long-term monitoring.
- Heritage planning currently responds to issues as they arise rather than anticipating situations and having the proper processes in place.
- Concern was expressed during the public process about the level of heritage conservation that is being achieved, and that it is not consistent with federal Guidelines and Standards for the Conservation of Historic Places in Canada.
- The Heritage Preservation Committee is mandated as part of The City's permit review process and therefore serves in an advisory capacity, but is struggling with the lack of a separate identity and an identified budget.
- The current Heritage Protection Program lacks secure long-term funding and administrative support.

5.3 HERITAGE CONSERVATION INCENTIVES

- A low level of heritage protection is being achieved; only 15 sites to date have official protection. It was noted that this may be a result of a lack of heritage incentives.
- Historic sites lack long-term maintenance plans, and do not have reserve funds to ensure long-term conservation.
- Other than some relaxations and planning variances, there are no effective municipal heritage incentives.
- The designated sites have relied to date on provincial funding. However, funding for Provincial Registered Historic Resources disappears in 2009, and Municipal Heritage

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

Resources will not qualify for provincial funding unless they meet provincial criteria (e.g. Cronquist House has been relocated and does not meet the criteria).

- City's involvement with community heritage stakeholders could be enhanced.
- Heritage initiatives require sustainable budgets.
- The cost to apply for municipal designation is a disincentive. Currently, the applicant must pay \$700 for advertising the Land Use Bylaw amendment.

5.4 DOWNTOWN HERITAGE CONSERVATION PLAN

- Regulations regarding heritage buildings are not clearly identified.
- Red Deer Main Street Programme is temporary and no sustainability plan in place.
- GDAP heritage policies still require implementation.

5.5 HERITAGE EDUCATION AND AWARENESS

- Although there are a number of active community heritage groups working hard on individual initiatives, there is little coordination between the groups.
- The growth of the city has placed enormous strain on the ability of community groups to keep up. The Normandeau Cultural and Natural History Society is struggling to maintain service and function levels, define priorities and secure adequate resources.

Methods of addressing these gaps are identified in the recommendations for the Heritage Management Plan in **Section 6**.

6. A HERITAGE MANAGEMENT PLAN FOR THE CITY OF RED DEER

Through the course of this project, a vision has emerged to conserve Red Deer's historic built form and public realm including provincially and municipally designated sites, in order to preserve, protect and promote the city's unique heritage resources. This will require the adoption of a "conservation approach" for the built fabric of Red Deer and undertaking authentic conservation of heritage buildings within their historical context.

VISION FOR THE COMMUNITY HERITAGE PROGRAM

In order to best conserve Red Deer's historic built form and public realm, and engage the public in heritage conservation, a Heritage Program will be established with sufficient resources to achieve the following outcomes:

- Heritage conservation is broadly valued by the community
- Heritage conservation is supported, coordinated and facilitated
- Heritage building owners are supported through a clear and transparent regulatory process and a range of heritage conservation incentives
- Opportunities to learn and experience community heritage and history are available and accessible
- Heritage resources are consistently documented, categorized and researched
- Heritage conservation initiatives and incentives are sustainable
- Heritage stakeholders and advocates have the capacity to be effective

The following framework of recommendations guide the implementation of a comprehensive heritage management plan that will contribute to the success of these outcomes tailored for The City of Red Deer and based an evaluation of Red Deer's past and present heritage initiatives.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

6.1 ADOPT A CITY HERITAGE STEWARDSHIP POLICY

City stewardship was identified as a challenge following the analysis of existing city of Red Deer heritage initiatives. The City of Red Deer, in co-operation with key community stakeholders, should set, by example, the standard for other owners of heritage properties. The City should adopt a leadership role. The City should establish stewardship policies for the management of heritage resources.

By adopting a leadership role, The City will set the standards for other heritage property owners. The outcome will be an enhanced approach to heritage conservation on all levels. In order to achieve success, a commitment to a Heritage Stewardship Policy will require an allocation of human and financial resources.

6.1.1 Identify Department Responsibilities and Internal Coordination

There is a need to promote heritage awareness within all City departments to ensure that the value of civic-owned heritage resources including landscape features and parks are fully recognized. The responsibilities of different municipal departments relating to these sites and other heritage sites in the city need to be identified and internal coordination mechanisms defined. It is recommended that an internal information sharing system be set up to allow for the consistent treatment of recognized heritage resources.

A number of City departments could be involved in an expanded heritage program:

Corporate Services Division

- Assessment & Taxation Services: Can be a potential partner in providing heritage incentives that would promote investment in privately-owned heritage resources

Community Services Division and Partner Agencies

- Recreation, Parks & Culture: Can assist in community coordination and support through the new Heritage and Archives Coordinator staff position
- Archives: Continue to provide the information base for the heritage program; Establish community based programs and services to increase awareness and value in heritage
- Planning (Parkland Community Planning Services): Administration of the Land Use Bylaw, and provision of planning assistance and technical assistance
- Tourism Red Deer: Ongoing promotion of the city's heritage resources

Development Services Division

- Inspections & Licensing: Can assist in heritage permit review and monitoring; Building code equivalencies
- Engineering Services: Can provide technical support
- Public Works: Can provide streetscaping expertise
- Information Technology Services: GIS mapping support to identify heritage resources

6.1.2 Prepare Conservation Plans and Maintenance Agreements

The long-term treatment of individual sites should be standardized through conservation plans and maintenance agreements. Future initiatives could include the development of annual maintenance programs for these sites and an internal monitoring process for heritage resources under direct City control. It is therefore important that The City should adhere to the federally adopted *Standards and Guidelines for the Conservation of Historic Places in Canada* in the treatment of its own resources. (Section 6.2.6)

6.1.3 Staff Heritage Awareness Training

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In order for conservation plans and maintenance agreements to be successful, there should be an education program on heritage issues set up for all City departments. An overview of the *Standards and Guidelines for the Conservation of Historic Places in Canada* could be included as part of the training for those involved in maintenance and design components of heritage.

CITY HERITAGE STEWARDSHIP POLICY

RECOMMENDATIONS

- 6.1.1 Set up an internal information sharing system to allow for the consistent treatment of recognized heritage resources.
- 6.1.2 Conservation plans and maintenance agreements should be prepared for City-owned heritage buildings and other heritage resources such as historic landscape features.
- 6.1.3 Educate City staff on heritage issues.

6.2 IMPROVED HERITAGE ADMINISTRATION AND PLANNING

One of the identified challenges has been the heritage permit review process. Applications regarding Municipal Inventory sites listed within the Historical Significance District have not been consistently handled. In order to achieve an improved response to heritage, it is recommended that The City provide an open and streamlined regulatory environment that encourages authentic heritage conservation and minimizes uncertainty for owners and The City. This could be achieved through improved zoning and regulatory systems, and enforcement policies that balance long-term conservation with acceptable safety standards. Developing an effective management and administrative framework with processes that encourage and support the rehabilitation of heritage buildings in Red Deer would result in an effective regulatory environment and a streamlined process for heritage permit applications.

6.2.1 Renewed Heritage Preservation Committee

To date the Heritage Preservation Committee has been the catch all for heritage advisory and support for The City in regards to permits, zoning, and all other heritage related functions. This committee is volunteer based and currently receives a small budget through the Normandeau Cultural and Natural History Society. The current review of the Normandeau Society may establish a renewed mandate both for the Society and for its role as an umbrella organization for various community groups, including the HPC.

It is recommended that the Heritage and Archives Coordinator allot a budget for the committee's initiatives. Since the budget would no longer come from the Normandeau Society, the Committee no longer has an obligation to report to the Society and should transition into becoming an independent heritage group in the near range focusing their efforts on heritage education and awareness.

Most grant programs require the applicant to have non-profit or society status. As an

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independent heritage group, the HPC would not be eligible for grants for special projects but should explore options to receive non-profit status or develop partnerships with those eligible organizations.

6.2.2 Heritage and Archives Coordinator

It is recommended that a Heritage Coordinator position would be this first point of contact for all heritage issues and inquiries. This position would oversee the implementation of the Heritage Management Plan and monitor heritage management programming. There are many heritage groups in the community and this person could identify synergies and opportunities for partnerships to avoid duplication of mandates. This person would provide information and event coordinator assistance to community heritage groups and would implement The City's Stewardship Policy (section 6.1). As part of the permit review process, the Coordinator would liaise with community heritage groups to gather their input on the application. This information would be provided to the Heritage Planner and included in the planning analysis. This position has been conceptually approved as a joint Archives Coordinator position however a detailed job description has not yet been developed.

6.2.3 Establish a Heritage Planning Function

It is crucial to the further development of Red Deer's heritage programming that a key person within the planning framework be identified that would be responsible for technical aspects of heritage planning. Reporting to the Heritage and Archives Coordinator, it could be estimated to be a .5 FTE position.

All designation inquiries regarding heritage sites should be directed towards this person as well they would process all heritage municipal designations. This person would also process permit applications related to heritage preservation and planning and would make recommendations related to such proposals to appropriate decision makers. Other duties could include the review and circulation of heritage related issues to other departments for input. This person would be involved in reviewing Neighbourhood Area Structure Plans to ensure they meet the heritage related guidelines and standards as outlined in the *Neighbourhood Planning Standards and Guidelines*. Inspections and Licensing Department would access this person for technical support related to heritage issues. This position can be established as a City Staff position, or included in the duties assigned to Parkland Community Planning Services, if extra resources are provided.

6.2.4 Implement a Heritage Advisory Team

It is recommended that a Heritage Advisory Team be created as an administrative advisory team consisting of any relevant City of Red Deer Departments. Team members may vary with the heritage issue but the Heritage Archives Coordinator would be a mandatory member providing feedback from relevant heritage stakeholder groups. This Team would report to the Heritage Planner who would call upon the Team to comment and advise on heritage issues and permit applications. The Heritage Planner would make a recommendation taking into account this information.

6.2.5 Revise the Heritage Permit Review Process

Through the GIS flagging, heritage permit applications are immediately identified. At present, there are gaps in how heritage procedures are explained to applicants, a lack of internal technical expertise, and uncertainty in the outcome of the review process. It is recommended that a process be developed to ensure that there is a clear and effective review of each development permit application regarding a historic site.

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6.2.5.1 Communication Strategy

A communication strategy should be developed to complement the heritage permit review process. As an example, a checklist or flow chart could be developed that explains the step-by-step process and how the heritage permit will be processed. This can then be made available to applicants in a brochure or on The City's website.

6.2.6 Adopt Standards and Guidelines

It is recommended that The City of Red Deer adopt the *Standards and Guidelines for the Conservation of Historic Places in Canada* as the basis for the assessment of all heritage permit applications, incentives and negotiations.

The Standards and Guidelines are being adopted across Canada as the framework for management of historic resources, and have been officially adopted by the Province of Alberta as the basis for its heritage programs. As well, relevant City staff would receive training on the *Standards and Guidelines for the Conservation of Historic Places in Canada*. These training programs are available through the Province of Alberta.

6.2.7 Incorporate Preservation and Interpretation Standards and Guidelines

The City of Red Deer currently has Neighbourhood and Industrial Area Planning Standards and Guidelines. Parkland Community Planning Services and the Heritage Preservation Committee are currently developing preservation and interpretation standards and guidelines for incorporation into these documents. These documents are used by developers when developing new subdivisions to ensure that the paleontological and archeological history of the area is recognized and interpreted in the neighbourhood via plaques, naming of streets, parks, etc. It is recommended that these Standards and Guidelines be implemented into City planning documents.

6.2.8 Undertake a Municipal Inventory Update

The "Inventory of Historically Significant Resources" has been adopted by The City of Red Deer through the Land Use Bylaw as the basis of its heritage program, and flagged on the municipal GIS database. The Municipal Inventory will continue to change over time and should be subject to ongoing amendment. Although it is important to preserve the integrity of the Municipal Inventory, it is also prudent to recognize that some resources may be lost because of demolition or inappropriate alterations. Likewise, new information or conscientious rehabilitation practices may result in buildings, sites and structures being added to the Municipal Inventory (e.g. cast concrete street names in the downtown not yet listed on the Municipal Inventory). This would be the responsibility of the Heritage Planner.

It is recommended that a process should be put in place to amend the Municipal Inventory that allows for the careful and consistent evaluation of resources that may result in removals from or additions to the Municipal Inventory. An ongoing opportunity for public nomination could allow new properties to be considered for inclusion on the Municipal Inventory. This could be administered and reviewed through the Interim Heritage Advisory Team and eventually the Heritage Planner. Funding may be available from the Province of Alberta.

Once the Municipal Inventory has been updated, The City's GIS system and Land Use Bylaw will have to be updated to reflect additions and deletions.

6.2.9 Expand Municipal Inventory to Include Cultural Landscapes and Natural Features

As the heritage program matures, it is recommended that The City consider expanding what is included under the program. Cultural landscapes and natural features are an area that is

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increasingly receiving greater appreciation. Red Deer has a spectacular setting and its landscape features are amongst its most defining attributes. The City may wish to protect specific landscape features that contribute to Red Deer's sense of place. Although there are a number of ways to protect sites such as these, inclusion in the Municipal Inventory will mark the area for potential cultural and historical recognition. Other heritage resources that should be assessed may include archaeological sites, community collections, historic artifacts and other aspects of community heritage.

It is recommended that The City review the programs offered under the provincial Municipal Heritage Partnership Program for cost-shared funding that could be used to update the Municipal Inventory; see **Appendix E**. This could include funding for both a broader survey of potential resources and an evaluated and updated Municipal Inventory.

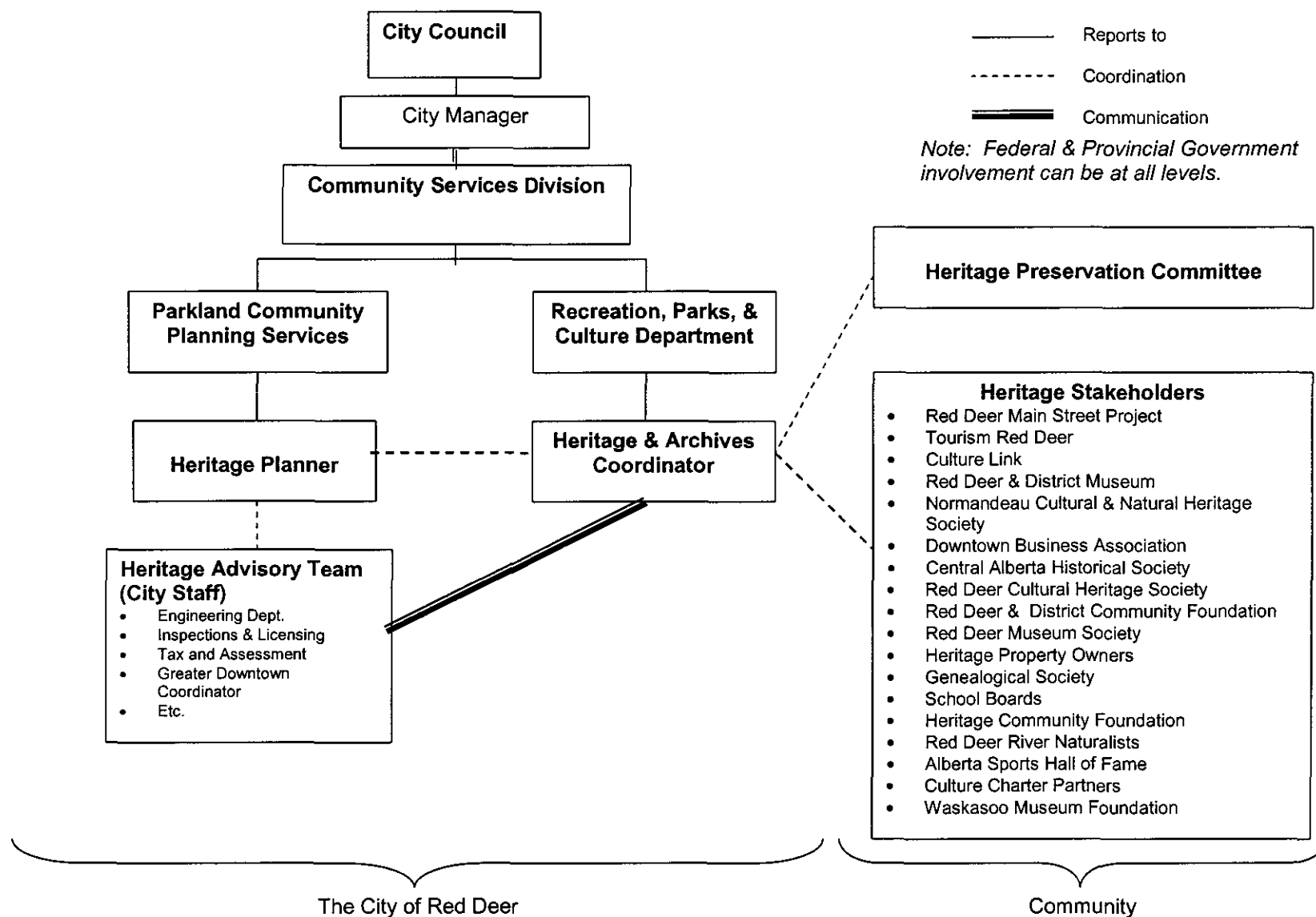
6.2.10 Long-Term Heritage Program Monitoring

Once updated policies, procedures and regulations are established, it is necessary to continue to monitor the heritage management program to ensure its ongoing effectiveness. Heritage plans and processes need to be reviewed and updated over time to ensure that they are relevant and the information on which they are based is up to date. New inter-governmental programs, such as the Historic Places Initiative, are being developed or expanded, providing new opportunities for community-based heritage programs.

Like any planning process, it is important that the Heritage Management Plan and the Municipal Inventory continue to be relevant and useful over time. It is recommended that a thorough review be undertaken every five years of the recommendations in the Management Plan and the properties listed on the Municipal Inventory.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

ORGANIZATION CHART: PROPOSED STRUCTURE OF HERITAGE IN RED DEER



HERITAGE ADMINISTRATION AND PLANNING

RECOMMENDATIONS

- 6.2.1 The Heritage Preservation Committee should transition into becoming an independent heritage group and explore options to receive non-profit status or develop partnerships with other non-profit organizations in order to be eligible for grant programs.
- 6.2.2 A Heritage and Archives Coordinator position would be this first point of contact for all heritage issues and inquiries.
- 6.2.3 A key person within the planning framework be identified who would be responsible for heritage planning.
- 6.2.4 Establish a Heritage Advisory Team to be an administrative advisory team consisting of any relevant City of Red Deer Departments, Heritage Archives Coordinator, and chaired by the Heritage Planner.
- 6.2.5 A process be developed to ensure that there is a clear and effective review of each development permit application regarding a historic site.
 - 6.2.5.1 Develop a communication strategy to complement the heritage permit review process.
- 6.2.6 The City adopt the *Standards and Guidelines for the Conservation of Historic Places in Canada* as the basis for the assessment of all heritage permit applications, incentives and negotiations. Relevant city staff should receive training on these guidelines.
- 6.2.7 Develop and implement preservation and interpretation standards and guidelines for incorporation into the Neighbourhood Planning Guidelines and Standards.
- 6.2.8 A process should be put in place to amend the Municipal Inventory that allows for the careful and consistent evaluation of resources that may result in removals from or additions to the Municipal Inventory. Explore MHPP cost share funding options.
- 6.2.9 Expand Municipal Inventory to include cultural landscapes and natural features.
- 6.2.10 The Heritage Management Plan be regularly updated and thoroughly reviewed every five years.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

6.3 ADOPT HERITAGE CONSERVATION INCENTIVES

A considerable amount of building activity has occurred in Red Deer over the past few years, and without a strong program of heritage conservation incentives it could be difficult to achieve good conservation practices, increasing the risk of erosion of the remaining authentic aspects of Red Deer - buildings, materials and street fabric. The most effective way to encourage heritage resource owners or potential owners to conserve and invest in the rehabilitation of their properties is by offering incentives.

Incentives refer to programs or measures administered by the municipality or other community-based agencies to encourage the protection and retention of historic resources. Unlike regulatory measures, these tools usually offer something to the owner or developer in return for undertaking rehabilitation work or legal protection. Often they work hand-in-hand with the policies referred to above to offer tangible advantages to owners. Examples of incentives are grant programs, tax incentives, technical assistance, or discretionary powers under the Land Use Bylaw which allow the Development Authority to waive standard requirements.

Private heritage property owners (individuals, businesses, corporations or organizations) are most likely to benefit directly from conservation incentives. The City of Red Deer has the authority through existing enabling legislation to provide to property owners:

- Different types of incentives (financial, developmental, administrative)
- Negotiated planning incentives (Agreements, Special Land Uses and Compensation Agreements)

The application of an incentive should be subject to the following conditions:

- The proposed work on the site would be compatible with and sympathetic to the character and context of the heritage site according to the federal heritage *Standards and Guidelines for the Conservation of Historic Places in Canada*.
- The heritage character-defining elements of the site are maintained.
- For larger incentives, proof of financial necessity may be required through an economic analysis.
- Legal protection, in the form of a heritage designation or a covenant, should be a pre-requisite for any municipal heritage incentive.

It is recommended that The City develop and implement conservation incentives for heritage property owners.

6.3.1 Financial Incentives

All properties on The City of Red Deer Heritage Municipal Inventory should be eligible for financial incentives once they receive protection through municipal designation. A program of effective conservation incentives appropriate to Red Deer should be created that will encourage the authentic conservation and rehabilitation of individual buildings, by encouraging and assisting owners to invest in their properties.

6.3.1.1 Explore Grants

The most motivating incentive is direct financial assistance. Modest financial grants are sometimes extremely effective in promoting conservation, especially in the residential context. These are often only seed money or a show of support rather than reflecting a large share of restoration costs. Grants sometimes "top up" a project so that the specific heritage character-defining elements can be restored. Sometimes relatively small projects can have a dramatic impact on the appearance of a heritage building exterior (e.g., opening of an

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enclosed verandah, heritage paint colours, or re-installation of wood windows and doors).

It is recommended that The City of Red Deer consider allocating a budget amount for heritage restoration grants that could be directed towards the conservation of properties on the Municipal Inventory (See **Section 6.3.3** as a potential source).

It is recommended that further exploration be done to reveal available funding sources, especially for non-profit organizations. Additional funding assistance may be available through a wide variety of other government and private programs. Private foundations may also be willing to support local heritage conservation efforts. Please see **Appendices C and E** for information on other levels of government funding programs.

6.3.1.2 Explore and Implement Tax Based Heritage Grants

Currently, if a property owner undertakes a rehabilitation of a heritage building, he or she usually encounters an increased property tax assessment due to an increase in market value. This, combined with the high cost of meeting building code requirements, can make the upgrading of heritage properties a marginal economic proposition. The assessment and taxation process is governed by provincial legislation and is very inflexible.

There are municipal limitations to providing direct property tax incentives. However a grant that in effect provides some form of 'tax freeze' may be an option to consider where a local government wishes to provide financial support to a property owner to encourage conservation of a heritage property.

Experience in the United States has demonstrated that incentives tied to income tax are amongst the most effective mechanisms for the preservation of heritage buildings. In Canada, federal income tax incentives for conservation do not currently exist, but municipal tax based heritage grants have been proven to be successful in many cities including Calgary and Edmonton.

It is recommended that the potential for tax based heritage grants will need to be explored further as to their applicability within the Red Deer context. Those that work in Red Deer should be implemented.

6.3.2 Non-Financial Incentives

Heritage conservation incentives may also be provided through non-monetary support, including:

6.3.2.1 Development Permits

It is common for heritage buildings to be sited or built in ways that do not conform to the regulations that currently apply to the land use district governing the land on which the building sits. These buildings are considered non-conforming. The *Municipal Government Act* allows the Development Authority to approve permits for buildings that are non-conforming in recognition of the fact that they were built in an earlier era. In the past, The City has granted relaxations for heritage purposes.

As an example, when approving Development Permit applications, the Development Authority has discretionary powers and may relax some requirements related to parking, setbacks, and access especially when the developer is offering amenities in another part of

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the project. The result is the conservation and rehabilitation of a building on the Heritage Municipal Inventory. Similarly, some building permit equivalencies could be made available in order to prevent conservation principles and guidelines from being compromised.

It is recommended that further exploration be done in to the relaxation potentials for heritage related development applications. The next step is implementation.

6.3.2.2 Municipal Heritage Designation

Currently, municipal designation applications are taken separately to City Council and each applicant pays the public hearing advertising fee (approximately \$700). As an example, applications for municipal designations could be taken together to City Council. This would promote a cost sharing of the public hearing advertising fee between all applicants or The City could incur the cost as an incentive.

It is recommended that exploration be done to find cost efficiencies in the municipal designation process.

6.3.2.3 Conservation Agreements

A formal written agreement can be negotiated by a local government and an owner to protect a heritage property. A heritage conservation agreement is a contractual agreement between a property owner and a local government or heritage organization. Heritage conservation agreements are intended to enable a local government or a heritage organization to negotiate an agreement with a property owner to protect and/or conserve a site or building. Such agreements may not alter local government regulations such as siting, use, or density. The agreement outlines the responsibilities of the respective parties with respect to the conservation of a heritage property. Conservation agreements may apply to natural or built heritage resources. Such an agreement may be used to establish the amount, schedule, and details of the financial compensation negotiated with the owner in return for designation of the property, or it may be used to establish the conservation work program and required maintenance requirements.

A conservation agreement may be used to conserve property when planning and research identifies a need for conservation or when the parties are interested in formalizing the terms of conservation in a contract. A conservation agreement is registered on the Land Title, meaning that when the property is sold the conservation agreement remains in effect and shall be binding on the new owner.

It is recommended that opportunities for conservation agreements and partnerships between The City and heritage property owners to conserve their properties be explored and implemented.

6.3.2.4 Building Code Equivalencies

Building Code upgrading is the most important aspect of heritage building rehabilitation as it ensures life safety and long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been developed and adopted in the *Alberta Building Code*, which makes heritage building upgrading more feasible. For example, the use of sprinklers in a commercial heritage structure helps to satisfy fire separation and exiting requirements.

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Given that Code compliance is such a significant factor in the preservation of heritage buildings, the most important factor is to provide viable economic methods of achieving building upgrading.

It is recommended that the Heritage Planner explore potential heritage building code equivalencies to provide consistent review and knowledgeable advice to building owners. To qualify for these equivalencies, a building should be provincially or municipally designated or protected under a registered covenant agreement.

6.3.2.5 Density Bonus and Transfer Procedures

Once Red Deer has grown to a point where land in the downtown core is rare and the only way to grow is up, an effective incentive in some circumstances may be the redistribution of density.

Density refers to the ratio of floor area to lot size. In areas where there is a movement toward high densities heritage buildings often are demolished to make way for higher buildings. As well, these areas often have a height limitation. A density bonus would allow the height that is not being used by the heritage building to be transferred to another building. As an example, with a six storey height limitation a two storey heritage building could sell the four storeys it is not using to the other land owner to build a ten storey building. Basically this is selling air space. Density bonuses should be calculated so that it relates directly to the cost of retaining significant heritage portions of the site.

It is recommended that in the long term the idea of heritage bonuses be revisited.

6.3.3 Increase Current Local Funding Programs

The City of Red Deer and Community Foundation's Red Deer Heritage Funds as described in section 3.2.6 and 3.2.7 currently provide funding for heritage initiatives. It is recommended that a review of the mandate of The City's and Community Foundations's Heritage Funds, with a view to expanding the funds, encouraging funding partnerships and revising the criteria for private sector access to the funds.

As an example, the Heritage Coordinator could explore increasing the fund by allotting increased tax collections from increased tax assessments on heritage properties due to improvements for a set amount of years as a way of increasing the fund. This would be similar to the Downtown Revitalization Fund that is managed by Land and Economic Development Department.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

ADOPT HERITAGE CONSERVATION INCENTIVES

RECOMMENDATIONS

6.3.1 Create a program of effective conservation incentives appropriate to Red Deer

6.3.1.1 The City of Red Deer should consider allocating a budget for heritage restoration grants that could be directed towards the conservation of properties on the Municipal Inventory. Explore available funding sources.

6.3.1.2 Explore the potential for tax based heritage grants and their applicability within the Red Deer context

6.3.2 Explore and implement non-financial incentives appropriate to Red Deer.

6.3.2.1 Explore relaxation potentials for heritage related development permit applications.

6.3.2.2 Explore cost efficiencies in the municipal designation process.

6.3.2.3 Explore opportunities for conservation agreements and partnerships between The City and heritage property owners to conserve their properties.

6.3.2.4 To provide consistent review and knowledgeable advice to building owners, the Heritage Planner should explore and recommend potential heritage building code equivalencies to the Inspections and Licensing Department.

6.3.2.5 Revisit the concept of heritage density bonuses in the long term.

6.3.3 Review the mandate of The City's and Community Foundation's Heritage Funds, with a view to expanding the funds, encouraging funding partnerships and revising the criteria for private sector access to the funds.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

6.4 DEVELOP A DOWNTOWN HERITAGE CONSERVATION PLAN

A Downtown Heritage Conservation Plan should be developed as a component of Red Deer's Heritage Program. Recommendations in this plan are specific to the downtown and include the following:

6.4.1 Creation of Heritage Overlay Districts

It is recommended that Special Land Use Districts be considered in the city and outlined as an overlay district similar to the Heritage Preservation and Historical Significance Districts. Currently, there are provisions for spot overlay zoning. As an example, the Gaetz-Ross Heritage area, within the C1 Commercial City Centre District, provides additional regulations for heritage buildings.

Often design criteria are developed for overlay districts or zones to provide a way for the municipality to regulate development of land and buildings within the category. An area can also be designated by the municipality.

Blocks or areas in the city where heritage resources are concentrated should be reviewed, and special measures adopted to preserve and strengthen those areas. As an example, the Gaetz-Ross Heritage area, as identified in the Land Use Bylaw, is flagged on The City GIS system and corresponding Land Use Bylaw District Maps.

6.4.2 Continued Implementation of the Greater Downtown Action Plan

The City of Red Deer should continue to implement heritage related policies as outlined in the Greater Downtown Action Plan and C1 Development Design Criteria jointly with similar recommendations in this Heritage Management Plan. Some of the following policies are covered in other recommendations

- Maintain a heritage inventory
- Support the private sector in heritage preservation
- A downtown heritage preservation plan
- City funds for heritage preservation
- Provincial and Federal funds for heritage preservation
- Actively promote historical walking tours
- Heritage promotion and education

It is recommended that partnerships be explored and enhanced between the Heritage Coordinator, Downtown Coordinator, Downtown Business Association, Red Deer Main Street Project, Heritage Preservation Committee, Tourism Red Deer and other stakeholders to continue the implementation of these policies. This collaborative approach would leverage resources and efforts.

6.4.3 Sustainability Plan for Red Deer Main Street Project

The Red Deer Main Street Project is not a permanent program in the community. Government funding will end. It is recommended that near the conclusion of this successful project a review should be undertaken to determine which objectives of the project should be sustained and who will undertake these objectives.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

DEVELOP A DOWNTOWN HERITAGE CONSERVATION PLAN

RECOMMENDATIONS

- 6.4.1** Special Land Use Districts be considered in the city and outlined as a overlay district.
- 6.4.2** Create partnerships between heritage stakeholders and The City to leverage resources and volunteers for the implementation of the heritage recommendations in the GDAP and HMP.
- 6.4.3** Review the Red Deer Main Street Project to ensure project objectives are sustained once the Project leaves the community.

6.5 IMPROVED HERITAGE EDUCATION AND AWARENESS

Public awareness programs are a critical part of any heritage management program and may be administered by The City or community groups. These are the activities and events that engage the community with the purpose of raising the public profile and perceived value of heritage buildings and sites. Examples of public awareness programs are:

- interpretive plaque programs
- heritage walking tours
- annual award programs for rehabilitation work
- community "how-to" workshops
- lecture programs on heritage topics
- heritage festivals
- school programs
- festivities marking important historic events

The community is fortunate to have many active heritage societies and organizations that already undertake significant heritage education and awareness initiatives; see **Section 4** for further information. Support for these community organizations and their activities will only increase opportunities for more collaboration and partnerships in the strategic administration and delivery of these programs.

6.5.1 Information

The responsible conservation, rehabilitation and maintenance of historic resources require specialized knowledge and technical skills in heritage planning, building evaluation and assessment, and conservation methods. In order to put a heritage management plan into practice, it is necessary to know where to obtain the correct professional and knowledgeable heritage advice and expertise for a variety of services when they are needed.

There is a vast array of information resources available to assist public and private organizations as well as individuals with their heritage conservation challenges. Many of these are available over the Internet or in publications published by governmental organizations, education programs on heritage conservation, and community-based societies and agencies. Access to resources is invaluable for the effective implementation and ongoing operation of heritage management programs, and should be facilitated through the community heritage

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program.

It is recommended that a comprehensive list of heritage resources and contacts be developed, maintained and promoted by the Heritage Coordinator who is the first point of contact for all heritage related questions.

6.5.1.1 Designation Process

There are various levels of designation and funding programs for each level. In recent years the provincial and federal governments have made changes to these programs. This can be confusing to applicants but also to those involved in heritage preservation. It is recommended that a brochure be developed by the Heritage Archives Coordinator summarizing the levels of designation, benefits, eligibility requirements and funding opportunities available.

6.5.2 Awareness Opportunities

One of the most effective ways to build and maintain respect for a community's heritage is through a rich selection of events that raise the public's awareness and appreciation of their history. In many municipalities, these kinds of events are jointly sponsored or managed with community-based societies that may choose to take the responsibility for administering these programs. There are already numerous heritage events and initiatives that are coordinated by community organizations and volunteers.

Cultural tourism is also the fastest growing segment of the tourism industry, and enhanced heritage information may provide further opportunities for the development of destination tourism.

The Heritage Coordinator in conjunction with Tourism Red Deer should support and provide facilitative assistance to groups who are coordinating heritage events and developing heritage tourism.

6.5.3 Education

Educational activities regarding the value of preserving the built heritage could include: extension to the interpretive signage program in the Downtown area; emphasizing built heritage during "Heritage Day"; developing "heritage vignettes" for free insertion in local media; and pursuing the development of cultural heritage courses in the local school curriculum.

Over time, community partnerships can continue to be nurtured through coordination and selective funding. Institutional partnerships can also be fostered, especially through Red Deer Public School District No. 104 and the Red Deer Catholic Regional Division No. 39, who could also play a key role in public heritage education, through local history curricula and heritage-related educational models. Throughout the school system, there will be many opportunities to integrate historical information within the school curriculum, through tours and educational modules.

It is recommended that education initiatives should be supported and promoted by The City's heritage program. Community coordination could be provided through the proposed Heritage and Archives Coordinator staff position.

6.5.4 Renewed Heritage Preservation Committee

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The Committee has been a catalyst for heritage preservation in Red Deer. The number of heritage initiatives has grown beyond the Committee's scope and it is recommended in this Plan that The City take on more responsibility in the management and technical areas of heritage. Rather than having an advisory relationship with The City, it is recommended that the Heritage Preservation Committee review its mandate and focus their resources and efforts on education and awareness of heritage in the community. This is currently being done with the Heritage Recognition Awards and plaquing programs.



Red Deer Cemetery

6.5.5 Interpret and Manage Historic Cemeteries

The cemeteries of Red Deer are heritage landscapes of considerable historical and cultural importance to the community, and deserve special management. There are currently three cemeteries operating in Red Deer, the Red Deer Cemetery (City-owned, 1893), the Alto Reste Cemetery (outside City limits, but City-owned, 1955) and Mount Calvary Cemetery (operated by the Knights of Columbus on behalf of Sacred Heart Church, 1909). There are also other identified burial grounds that are not currently active, some of which have been identified but not all of which have been marked or interpreted. The Red Deer and District Museum currently holds cemetery walking tours, and historical information has been made available on the Red Deer Cemetery in a comprehensive brochure. Many communities have developed a "Friends of the Cemetery Society" which have access to grant funding through local and provincial programs.

It is recommended that opportunities for historical interpretation and enhancement of these cemeteries be explored and implemented.

IMPROVED HERITAGE EDUCATION AND AWARENESS

RECOMMENDATIONS

6.5.1 A comprehensive list of heritage resources and contacts should be developed, maintained and promoted by the Heritage Coordinator.

6.5.1.1 A brochure be developed summarizing the levels of heritage designation, benefits, eligibility requirements and funding opportunities available.

6.5.2 The Heritage Coordinator in conjunction with Tourism Red Deer should support and provide facilitative assistance to groups who are coordinating heritage events and developing heritage tourism.

6.5.3 Education initiatives should be supported and promoted by The City's heritage program.

6.5.4 The Heritage Preservation Committee should review its mandate and focus their resources and efforts on education and awareness of heritage in the community.

6.5.5 Opportunities for historical interpretation and enhancement of Red Deer's cemeteries be explored and implemented.

7. IMPLEMENTATION STRATEGY

The following is a summary of the recommendations of the Heritage Management Plan, with an outline of who will be responsible for the Action, and the approximate timeframe.

Immediate=effective with the plan adoption

Near Range=within 2 years of plan adoption

Medium Range=within 5 years of plan adoption

Long Range=within 10 years of plan adoption

Shaded=Community Initiative

6.1 ADOPT A CITY HERITAGE STEWARDSHIP POLICY	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
6.1.1 Set up an internal information sharing system to allow for the consistent treatment of recognized heritage resources.	Heritage Archives Coordinator	City Depts	Near Range	
6.1.2 Conservation plans and maintenance agreements should be prepared for City-owned heritage buildings and other heritage resources such as historic landscape features.	Heritage Planner	Heritage Advisory Team	Medium Range	
6.1.3 Educate City staff on heritage issues.	Heritage Archives Coordinator	City Staff	Near Range	

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6.2 HERITAGE ADMINISTRATION AND PLANNING	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
Administration (Refer to Organization Chart pg 34)				
6.2.1 The Heritage Preservation Committee should transition into becoming an independent heritage group and explore options to receive non-profit status or develop partnerships with other non-profit organizations in order to be eligible for grant programs.	HPC	Heritage Archives Coordinator	Near Range	Leverage various funding sources for projects
6.2.2 A Heritage and Archives Coordinator position would be the first point of contact for all heritage issues and inquiries.	Rec. Parks & Culture Dept.		Immediate	1 FTE identified in Rec., Parks & Culture organizational review
6.2.3 A key person within the planning framework be identified who would be responsible for heritage planning.	Community Services Division	PCPS	Medium Range	
6.2.4 Establish a Heritage Advisory Team to be an administrative advisory team consisting of any relevant City of Red Deer Departments, Heritage Archives Coordinator, and chaired by the Heritage Planner.	Heritage Planner/ Inspections & Licensing	City Staff/ Heritage Archives Coordinator	Immediate	Meetings are required
Planning				
6.2.5 A process is developed to ensure that there is a clear and effective review of each development permit application regarding a historic site.	Heritage Planner/ Inspections & Licensing	Heritage Advisory Team/ Heritage Archives Coordinator	Near Range	
6.2.5.1 Develop a communications strategy to complement the heritage permit review process.	Heritage Planner	Inspections & Licensing/ Heritage Archives Coordinator/ Communicat'ns	Near Range	\$5,000 for printing/promotion costs

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RECOMMENDATION	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
Planning cont'd				
6.2.6 The City adopt the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> as the basis for the assessment of all heritage permit applications, incentives and negotiations. Relevant city staff would receive training on these guidelines.	Heritage Planner	Inspections & Licensing/ Relevant City staff/ Province	Near Range	
6.2.7 Develop and implement preservation and interpretation standards and guidelines for incorporation into the <i>Neighbourhood Planning Guidelines and Standards</i> .	Heritage Planner	PCPS/ HPC	Near Range	
6.2.8 A process should be put in place to update and amend the Municipal Inventory that allows for the careful and consistent evaluation of resources that may result in removals from or additions to the Municipal Inventory. Explore Municipal Heritage Partnerships Program (MHPP) cost share funding options.	Heritage Archives Coordinator	Province/ Heritage Planner/ Heritage Advisory Team/ IT Services	Near Range	\$20,000
6.2.9 Expand Municipal Inventory to include cultural landscapes and natural features.	Heritage Archives Coordinator	Heritage Planner/ Heritage Advisory Team	Near Range	
6.2.10 The Heritage Management Plan be regularly updated and thoroughly reviewed every five years.	Heritage Archives Coordinator		Medium Range	

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6.3 ADOPT HERITAGE CONSERVATION INCENTIVES	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
6.3.1 Create a program of effective conservation incentives appropriate to Red Deer.				
6.3.1.1 The City of Red Deer should consider allocating a budget for heritage restoration grants that could be directed towards the conservation of properties on the Municipal Inventory. Explore available funding sources.	Heritage Archives Coordinator		Near Range	Any budget item would go before City Council for approval.
6.3.1.2 The City of Red Deer should further explore tax based heritage grants.	Heritage Planner	Tax & Assessment Dept	Medium Range	Any budget item would go before City Council for approval.
6.3.2 Explore and implement non-financial incentives appropriate to Red Deer.				
6.3.2.1 Explore relaxation potentials for heritage related development permit applications.	Heritage Planner	Heritage Archives Coordinator/ Inspections & Licensing Dept.	Immediate	
6.3.2.2 Explore cost efficiencies in the municipal designation process.	Heritage Planner	Inspections & Licensing Dept.	Immediate	
6.3.2.3 Explore opportunities for conservation agreements and partnerships between The City and heritage property owners to conserve their properties.	Heritage Archives Coordinator	Land & Economic Dev.	Medium Range	
6.3.2.4 To provide consistent review and knowledgeable advice to building owners, the Heritage Planner should explore and recommend potential heritage building code equivalencies to the Inspections and Licensing Department.	Heritage Planner	Inspections & Licensing Dept.	Medium Range	

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RECOMMENDATION	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
6.3.2.5 Revisit the concept of heritage density bonuses in the long term.	Heritage Planner	Inspections & Licensing	Long Range	
6.3.3 Review the mandate of The City's and Community Foundation's Heritage Funds, with a view to expanding the funds, encouraging funding partnerships and revising the criteria for private sector access to the funds.	Heritage Archives Coordinator	Culture Link/ Heritage Stakeholder Groups	Near Range	

6.4 DEVELOP A DOWNTOWN HERITAGE CONSERVATION PLAN	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
6.4.1 Special Land Use Districts be considered in the city and outlined as an overlay district.	Heritage Planner	Heritage Advisory Team	Near Range	
6.4.2 Create partnerships between heritage stakeholders and The City to leverage resources and volunteers for the implementation of the heritage recommendations in the GDAP, C1 Development Design Criteria and HMP.	Heritage Archives Coordinator	Downtown Coordinator	Near Range	
6.4.3 A review of the Red Deer Main Street Project to ensure project objectives are sustained once the Project leaves the community.	Heritage Archives Coordinator	Downtown Business Association/ Downtown Coordinator	Near Range	

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6.5 IMPROVED HERITAGE EDUCATION AND AWARENESS	LEAD	INVOLVED	TIMELINE	IMPLICATIONS
6.5.1 A comprehensive list of heritage resources and contacts should be developed, maintained and promoted by the Heritage Coordinator.	Heritage Archives Coordinator		Near Range	
6.5.1.1 A brochure be developed summarizing the levels of heritage designation, benefits, eligibility requirements and funding opportunities available.	Heritage Archives Coordinator	Province/ Communicat'n Section		\$5,000 for printing/promotion costs
6.5.2 The Heritage Coordinator in conjunction with Tourism Red Deer should support and provide facilitative assistance to groups who are coordinating heritage events and developing heritage tourism.	Heritage Archives Coordinator	Tourism Red Deer	Immediate	
6.5.3 Education initiatives should be supported and promoted by The City's heritage program.	Heritage Archives Coordinator	HPC	Immediate	
6.5.4 The Heritage Preservation Committee should review its mandate and focus their resources and efforts on education and awareness of heritage in the community.	HPC		Immediate	
6.5.5 Opportunities for historical interpretation and enhancement of Red Deer's cemeteries be explored and implemented.	Heritage Archives Coordinator	HPC	Immediate	\$15,000

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PROJECT STEERING COMMITTEE

- Deb Comfort, Strategic Initiatives Planner, Community Services, City of Red Deer
- Emily Damberger, Planner, Parkland Community Planning Services; 2006 Chair, Heritage Preservation Committee
- Michael Dawe, City Archivist, City of Red Deer
- Tara Lodewyk, Planner, Parkland Community Planning Services
- Dick McDonnell, Reserve Fund Planners Red Deer Ltd.
- Nancy Hackett, Planner, Parkland Community Planning Services; 2005 Chair, Heritage Preservation Committee
- Alison Weir, Coordinator, Red Deer Main Street Project 2005

CITY OF RED DEER

- Colleen Jensen, Director, Community Services
- Greg Scott Manager, Recreation, Parks & Culture
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- Linda Feddes, Recreation, Parks & Culture
- Brian Johnson, Engineering
- Vicki Swainson, Inspections and Licensing
- Larry Lavery, Tax and Assessment
- Cheryl G. Adams, Legislative and Administrative Services, Cemetery Services

PROVINCE OF ALBERTA, ALBERTA COMMUNITY DEVELOPMENT

- Scott Barrett, Coordinator, Municipal Heritage Planning Program
- William A. Tracy, Senior Planning Advisor, Protection and Stewardship
- Rino M. Basso, Senior Preservation Advisor, Protection and Stewardship

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- Paul Gowans, Executive Director, Normandeau Cultural & Natural History Society
- Eileen Bantjes, Red Deer Cultural Heritage Society
- Judy Clark, Red Deer & District Archives
- Barb Hiel, AHH Project
- Shirley Hocken, Riverside Meadows Community Association
- Brenda Hoskin, Red Deer County
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MUNICIPAL HERITAGE PLANNERS

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- Tina Hunt, Economic Development/ Tourism Coordinator, Lamont County
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- Robert Geldart, Heritage Planner, City of Edmonton

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APPENDIX A: DEFINITIONS

Character-Defining Elements

The materials, forms, location, spatial configurations, uses and cultural associations or meaning that contribute to the *heritage value* or a *historic place*, which must be retained in order to preserve its heritage value.

Community Heritage Commission/Committee

This is a committee, commission or board appointed by a municipal council for the purposes of advising a local government on heritage matters or undertaking other activities authorized by a local government.

Conservation

All actions or processes that are aimed at safeguarding the *character-defining elements* of a cultural resources so as to retain its heritage value and extend its physical life. This may involve "*Preservation*," "*Rehabilitation*," "*Restoration*," or a combination of these actions or processes. Reconstruction or reconstitution of a disappeared cultural resource is not considered as conservation.

Guidelines

Statements that provide practical guidance in applying the *Standards for the Conservation of Historic Places*. They are presented as recommended and non-recommended actions.

Heritage

Heritage is a broad term that refers to all that is inherited from the past. It therefore includes the built environment, those buildings and works of the past, sites of historic events, historic skills, behaviours and patterns of life. A community's heritage encompasses its entire environmental inheritance.

Heritage Advisory Board

See Community Heritage Committee/Commission.

Heritage Character

This means the overall effect produced by traits or features that give property or an area a distinctive quality of appearance dating from an earlier period.

Heritage Value

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

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Historic Resource

An historic resource is any work of nature or humans that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific or esthetic interest including, but not limited to, a palaeontological, archaeological, prehistoric, historic or natural site, structure or object (*Alberta Historical Resources Act*, Ch. H-9).

Historic Place

A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

Historic Site

Any site that includes or is comprised of, an historical resource of an immovable nature or that cannot be disassociated from its context without destroying some or all of its value as an historical resource (*Alberta Historical Resources Act*, Ch. H-9).

Historic District

An historic district or conservation area denotes a neighbourhood unified by an architectural style and/or historical development.

Interpretation

This is any communication process designed to reveal the characteristics, meanings and relationships of a community's built heritage to the public through reference to objects, artifacts, landscapes, and structures or persons.

Intervention

Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

Maintenance

Routine, cyclical non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

Minimal Intervention

The approach which allows functional goals to be met with the least physical intervention.

Preservation

The action or process of protecting, maintaining, and/or stabilizing the existing materials, form and integrity of a historic place or of an individual component, while protecting its heritage.

Recording

Heritage recording is the process of documenting and illustrating what is significant or valuable about a historic structure. The results of the recording should be a clear, accurate and concise report, containing drawings, photographs and written analysis of the historic structure. The action of recording or documenting a heritage resource is an integral part of the preservation process. Not only does it necessitate a thorough scientific analysis of the building, but it also ensures that an archival reference will be created that describes the resource in detail, despite the fate of the building in the future.

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Rehabilitation

The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or addition, while protecting its heritage value.

Renovation

This is a generic term used to describe various levels of intervention including remodeling, recycling and rehabilitation. It refers to the improvement of existing buildings or neighbourhoods.

Restoration

The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Revitalization

Revitalization is a term that describes the process of economic, social, physical and cultural redevelopment of an area or street.

Standards

Norms for the respectful conservation of historic places.

APPENDIX B: HISTORIC PLACES INITIATIVE

In 2000, the Department of Canadian Heritage and Parks Canada began a wide-ranging series of consultations on the best means to preserve and celebrate Canada's historic places. These consultations have resulted a broad based strategy, the *Historic Places Initiative*, which is the most important federal heritage conservation proposal in Canada's history. As of May 2, 2001, the Federal Government made the financial commitment to fund the development of these initiatives. These rapidly evolving initiatives may have significant implications for a number of the heritage resources in Red Deer.

The Historic Places Initiatives (HPI) is a national partnership consisting of a number of interrelated elements. This includes a number of initiatives including a national heritage register called the Canadian Register of Historic Places (CRHP), comprehensive conservation standards and guidelines for historic places, and a certification process for project approval. The CRHP is a searchable database containing listings of historic places of local, provincial, territorial and national significance. An historic place may be a structure, building, group of buildings, district, landscape or other type of significant place in Canada. Canadian Register listings will eventually include grain elevators, theatres, churches, gardens, fortresses, archaeological sites and heritage districts, among many other places, representing the breadth of historic places found in Canada.

The purpose of the CRHP is to identify, promote and celebrate historic places in Canada. It also provides a valuable source of easily accessible and accurate information for government authorities, land use planners, developers, the tourism industry, educators, researchers, heritage professionals and the public. Listed historic places may be eligible for the Commercial Heritage Properties Incentive Fund (CHPIF), which provides revenue-generating properties with financial assistance to help cover costs associated with conservation work. A number of Red Deer sites have now been documented for inclusion on the Canadian Register of Historic Places.

Another integral part of HPI is the development of *Standards and Guidelines for the Conservation of Historic Places in Canada*. This recently completed document, prepared by Parks Canada to serve as the federal standard for the treatment of heritage resources, has been adopted by the Province of Alberta. A Project Certification Process has been designed to ensure that the incentives are awarded to eligible historic places and that the work that is undertaken complies with approved standards. The most recent federal budget, tabled February 2005, renewed the government's commitment to HPI for another five years of funding.

The federal government currently offers a financial incentive under the Historic Places Initiative program, the Commercial Heritage Properties Incentive Fund (CHPIF); for further information please refer to **Appendix C**. The program will reimburse up to 20% of eligible costs for the rehabilitation of commercial properties up to a maximum of \$1 million. The fund is administered by Parks Canada and is financed for three years with a budget of \$10 million per year. In order to be eligible, a property must be on the Canadian Register of Historic Places and be owned or leased by a taxable Canadian corporation. Once a property is accepted in the program, all rehabilitation and conservation work will be subject to the *Standards and Guidelines for the Conservation of Historic Places*.

APPENDIX C: FEDERAL FINANCIAL INCENTIVES

COMMERCIAL HERITAGE PROPERTIES INCENTIVE FUND (CHIPF)

http://www.pc.gc.ca/progs/plp-hpp/plp-hpp2a_E.asp

The objective of the Commercial Heritage Properties Incentive Fund is to engage a broad range of taxable Canadian corporations in preserving Canada's heritage properties, to the benefit of Canadians and communities throughout Canada.

The program is designed to award financial incentives to eligible commercial historic places listed on the Canadian Register of Historic Places (provided that conservation work complies with the *Standards & Guidelines for the Conservation of Historic Places in Canada*) in order to:

- save threatened historic properties from demolition or destruction;
- preserve historic properties for future generations through proper conservation; and
- develop new or enhance existing commercial purposes for historic properties within the community.

CANADA MORTGAGE AND HOUSING CORPORATION PROGRAMS AND FINANCIAL ASSISTANCE

<http://www.cmhc-schl.gc.ca/en/prfias/index.cfm>

Some of the following programs may be applicable to individual heritage projects. Please refer to the CMHC website for further information.

Aboriginal Housing

Programs and services to meet the housing needs of Aboriginal Canadians.

Residential Rehabilitation Assistance Program (RRAP)

RRAP programs help low-income Canadians, people with disabilities and Aboriginal Canadians live in decent, affordable housing.

- ❑ *Homeowner Residential Rehabilitation Assistance Program (Homeowner RRAP)*
Financial assistance to repair substandard housing to a minimum level of health and safety.
- ❑ *EnerGuide for Low-Income Households*
The EnerGuide for Low-Income Households is a \$500-million federal initiative over 5 years that will help about 130,000 low-income Canadians make energy-efficiency retrofits that will make their housing more affordable and reduce greenhouse gas (GHG) emissions that contribute to climate change.
- ❑ *Rental Residential Rehabilitation Assistance Program (Rental RRAP)*
Assistance for landlords or affordable housing to pay for mandatory repairs to self-contained units occupied by low-income tenants.

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- ❑ *Residential Rehabilitation Assistance Program (Secondary/Garden Suite)*
Assistance to create affordable self-contained rental units for low-income seniors and adults with disabilities.
- ❑ *Residential Rehabilitation Assistance Program (RRAP for Persons with Disabilities)*
Assistance for homeowners and landlords to improve accessibility for persons with disabilities.
- ❑ *Rooming House Residential Rehabilitation Assistance Program (Rooming House RRAP)*
Repair assistance for owners of rooming houses with rents affordable to low-income individuals.
- ❑ *Residential Rehabilitation Assistance Program (RRAP for conversions)*
Assistance for converting non-residential buildings into affordable housing.

Home Adaptations for Seniors' Independence

An assistance program for making minor home adaptations to extend the time low-income seniors can live in their own homes.

Other Assistance Programs

Programs to help preserve or increase the supply and availability of affordable housing.

Centre for Public-Private Partnerships in Housing

A CMHC group that works with government agencies and non-profit community groups on affordable housing development.

Grants and Awards

Grants, awards and funding programs encouraging innovative ideas and research to address the housing needs of Canadians.

APPENDIX D: PROVINCIAL ENABLING LEGISLATION

In the province of Alberta, heritage conservation powers rest in two Acts: the *Historical Resources Act* and the *Municipal Government Act*. While the *Municipal Government Act* enables the regulatory powers contained within the Land Use Bylaw, it is the *Historical Resources Act* that is the major legislative tool with the power to control development or actions affecting historic buildings, structures and areas.

The *Historical Resources Act* contains several Sections (specifically Sections 26, 27 and 28) devoted to heritage conservation at the provincial level. Part 2 (Historic Resource Management) and Part 4 (General) contain the sections that are most applicable at the municipal level. Under the Act, the Province may designate a property that is assessed as having province-wide significance as either a **Registered Historic Resource (RHR)** or a **Provincial Historic Resource (PHR)**. This may occur with or without the agreement of the owner (although a forced designation is rarely enacted). For Registered or Provincial Historic Resources:

“no person shall destroy, disturb, alter, restore or repair any historic resource or land that has been designated under this section, or remove an historic object from an historic resource that has been designated under this section without the written approval of the Minister.”

If a property is designated as a RHR, it is protected from demolition for a period of up to 90 days. This gives the governmental authorities a time period in which to negotiate with the owner to strengthen the designation to the status of **Provincial Historic Resource**. Properties designated as PHR are immediately and indefinitely protected from demolition and alterations as stated above unless directed otherwise by the Minister.

The province is no longer designating sites as RHRs, and is phasing out this tool. Currently, RHRs are eligible for funding through the Alberta Historical Resources Foundation until 2009 at which time the municipalities will be expected to replace the RHR designation with a **Municipal Historic Resource (MHR)** designation. This will allow for greater protection and it ensures continued access to funding. RHRs and MHRs (that meet provincial eligibility criteria) are eligible for funding up to \$25,000, but funding for RHRs will be discontinued after 2009.

Under the *Historic Resources Act*, every Alberta municipality is given the power to designate a heritage property as a **Municipal Historic Resource (MHR)**. In order to clarify the intent of the designation, the designation bylaw passed by the municipality can identify in more detail the extent to which the municipality may have control over changes to the designated building. This may occur through accompanying legal agreements that outline future rehabilitation work, a maintenance schedule, or limitations on the extent of the protection of the building (e.g. exterior façade only). These are all elements that enable a municipality to negotiate with an owner or developer to develop a mutually acceptable legal agreement.

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If a property receives **Municipal Historic Resource** designation there may be a requirement for compensation (Section 28: "If a bylaw under Section 26 or 27 decreases the economic value of a building, structure or land that is within the area designated by the bylaw, the council shall by bylaw provide the owner of that building, structure or land with compensation for the decrease in economic value.") In practice, municipal designations are almost always voluntary, and are dealt with through a Compensation Agreement, a waiver of compensation entered into between The City and the owners when a property is designated. Any disagreement over compensation can be referred to the Land Arbitration Board.

The *Historical Resources Act* stipulates the terms and conditions under which the designation process may take place including the Notice of Intention to Designation, public notification, and documentation on the title of the property.

APPENDIX E: PROVINCIAL HERITAGE FUNDING

ALBERTA HISTORICAL RESOURCES FOUNDATION FUNDING

AHRF is governed by a Board of Directors consisting of private citizens drawn from all walks of life and from all regions of the province. Under The Foundation's Heritage Preservation Partnership Program, the following grants are currently available:

Heritage Preservation Partnership Program

Grants may be awarded over any five-year period for up to 50% of eligible costs according to the following grant ceilings for each category:

- Building Feasibility Studies/Plans: maximum of \$25,000
- Property Designated as a Provincial Historic Resource: maximum of \$75,000
- Property Designated as a Registered Historic Resource: maximum of \$25,000 *
- Property Designated as a Municipal Historic Resource: maximum of \$25,000 (must be included on the Alberta Register of Historic Places)
- Local Historic Resource: maximum of \$5,000 (one time only)
- Provincially Significant Cemeteries or Graves: maximum of \$2,000 (one time only)

* Please note that the grant funding for the Registered Historic Resource category will be phased out after the next five-year funding period, 2004-2009. There are two RHR sites, North Cottage School and St. Luke's Anglican Church that will no longer be eligible for funding unless they receive MHR status and meet the criteria for inclusion on the Alberta Register of Historic Places.

Transportation/ Industrial Artifact Conservation

This category assists with the preservation or restoration of transportation and industrial artifacts that have a distinctive and significant connection to Alberta history. It means being the first artifact of its kind, the last remaining, the best example or having a direct association with a key historic event or figure. The applicant must establish the special significance of the artifact to Alberta. Only registered societies with access to public display space or public institutions such as community museums are eligible to apply. Funding is provided on a 50-50 cost-sharing and one time only basis. Grant maximum is \$25,000.

Research

This category supports research that will produce new understanding or add to the knowledge base of Alberta's history. The quality of the research strategy is an important consideration in evaluating the application. Oral history projects and historic site or building surveys fall into this category. For oral history projects, the transcription, annotation or indexing of tapes and videos is recommended and associated costs are also eligible for funding. Applicants who obtain funding in this category may apply for assistance in the Publications category if the work results in a manuscript/book for broad distribution. The grant maximum is \$15,000.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

Publications

This category supports initiatives to document Alberta's history by assisting with the printing/publishing costs of books, brochures or other documents. All must have substantial Alberta heritage content. They are assessed for their research interest and value, the quality of their composition and their potential distribution and audience. Brochures must be interpretive and educational rather than promotional. The grant maximum is: Books, \$5,000; Pamphlets, \$3,000.

Heritage Awareness

This category supports tangible initiatives that promote awareness of Alberta's history and have a lasting impact. Grant maximum is \$5,000 per project. The following types of projects fall within this category:

- Innovative educational projects for young Albertans that will increase their knowledge and understanding of this province's history.
- Any creative project that will promote awareness of Alberta's history through visual, participatory or any other method deemed appropriate by the Board of Directors, e.g. historical videos, broadcasts.
- Installation of interpretive plaques, monuments and markers that provide substantial information about Alberta's history. Commemorative markers providing only names and dates are ineligible for funding.
- Projects that provide an opportunity for professional development within the field of heritage preservation such as attendance at workshops, seminars or conferences relating to the preservation and interpretation of historic, archaeological or palaeontological resources. Evidence must be provided that attendance is vital to the applicant's career in heritage preservation.

MUNICIPAL HERITAGE PARTNERSHIP PROGRAM

The Municipal Heritage Partnership Program (MHPP) is designed to help municipalities manage their historic places. This program provides opportunities for municipalities to access funding assistance, expertise and networks that will help them to establish or maintain an ongoing municipal heritage conservation program.

Support from the MHPP, for identification and protection of local historic places, consists primarily of funding and guidance. The province is committed to helping municipalities become stewards of their own unique heritage and the guiding force for the protection of what each community determines to be historically important. The MHPP offers cost-sharing opportunities to aid in the cost of preparing surveys, inventories and management plans; The City of Red Deer has already received funding from the MHPP for this Heritage Management Plan. The cost sharing agreements shown below are maximums based on the municipality type. All cost sharing agreements are based on a 50% split of total costs. Municipal contributions can be up to one-half in kind and one-half cash.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

MHPP Funding for Cities

Surveys: which gather information about all of the potential heritage resources in a municipality and identify what types of resources it possesses.

Maximum provincial contribution: \$30,000

Municipal contribution: \$30,000 (Up to \$15,000 in kind contribution)

Inventories: culminating from surveys that recognize through evaluation, and aid in the management of, those places in a municipality which are significant for their heritage value.

Maximum provincial contribution: \$30,000

Municipal contribution: \$30,000 (Up to \$15,000 in kind contribution)

The Government of Canada, in collaboration with Alberta Community Development, makes funding for this program possible. To be eligible for conservation funding, a place must be protected through designation and on the Alberta and Canadian Registers of Historic Places.

ALBERTA GAMING LOTTERY FUNDING PROGRAMS

The Province of Alberta offers grant programs that may assist owners with mechanical and technical upgrades or repairs and improvements to their buildings. The Community Facility Enhancement Fund and the Community Initiatives Program, offered through the Alberta Gaming Lottery Funding Programs, are two programs that may assist owners of community or institutional buildings. This funding cannot be combined with any other lottery-based funding (such as that provided by AHRF).

Community Facility Enhancement Program

The Community Facility Enhancement Program (CFEP) provides financial assistance for the expansion and upgrading of Alberta's extensive network of community-use facilities. CFEP provides matching grants to municipalities, First Nations, Métis Settlements and registered community non-profit groups to build, purchase, repair, renovate or otherwise improve eligible facilities. The matching requirements may be met in the form of a combination of money, volunteer labour, services, or donated materials or equipment for the project. The maximum amount of their grant is \$125,000 per year per project.

The Community Initiatives Program

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines. The matching requirement may be met in the form of a combination of money, volunteer labour, services or donated materials or equipment for the project. Community not-for-profit groups, including those registered under the *Societies Act*, the *Agricultural Societies Act* and the *Cemeteries Act* are eligible to receive funding. Community organizations that are not registered may have a sponsor apply on their behalf. Only one CIP application can be submitted for a specific project in each fiscal year. A maximum grant request up to \$75,000 per project per year will be considered.

APPENDIX F: HERITAGE PRESERVATION COMMITTEE

The Heritage Preservation Committee is dedicated to the identification, preservation and maintenance of human and natural heritage features in and around Red Deer. This Committee is responsible for making recommendations to The City of Red Deer and through City Council regarding designation, preservation and interpretation of heritage sites. It is comprised of representatives from the community who have a special interest and knowledge in the architectural and cultural heritage of their community. The Normandeau Cultural and Natural History Society is, by agreement with The City of Red Deer, responsible for the Heritage Preservation Committee. Funding for the administration of the Heritage Preservation Committee is provided by The City to the Normandeau Society on an annual basis.

Responsibilities

1. To stimulate interest and awareness of the community in its heritage resources.
2. To identify and recommend to The City of Red Deer or Red Deer County Council specific designation (municipally significant, municipal, registered, provincial) for heritage resources of significance for their architectural historical, cultural, environmental or aesthetic values.
3. To develop and assist in the implementation of a general long-term plan for the designation and preservation of historically important structures, sites and other heritage resources in The City of Red Deer and Red Deer County.
4. To investigate the use and plans for use of designated buildings and sites, and to endeavor to protect, recognize or preserve their heritage importance in the community.
5. To encourage and support projects which identify heritage resources in the community and seek their preservation.
6. To oversee the historical interpretive sign and walking tour brochure programs.
7. To determine whether the proposed Ghosts projects are appropriate heritage figures and to make recommendations on locations.
8. To implement a Heritage Recognition Awards Program.

Policies

1. To maintain liaison with and to support other municipal, regional, provincial and national groups with similar interest and goals.
2. To consider requests from and make recommendations to the Normandeau Society, City of Red Deer administration, Municipal Planning Commission and Red Deer County Council.
3. To advise City/Council on matters related to designation, preservation and interpretation of heritage sites.

To date, some of the accomplishments of the Heritage Preservation Committee include:

- **Inventory of Historically Significant Resources**

In 1998, the Heritage Preservation Committee completed a Municipal Inventory of Historically Significant Resources including significant heritage buildings. As a

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

result of that work, 127 buildings and sites were identified as Historic Resources. In 1999, The City implemented a Heritage Protection Program based on the Municipal Inventory.

- **Walking Tours**

The Heritage Preservation Committee has established five historic walking tours - North Red Deer Community, Cemetery, Parkvale, Gaetz Park, and Downtown. There are brochures for each of the walking tours. Most of the historic buildings on the tours have plaques indicating the buildings' heritage significance.

- **Heritage Recognition Awards**

During Historic Red Deer Week 2006, the HPC held their fifth annual Heritage Recognition Awards to recognize outstanding efforts in heritage preservation within The City of Red Deer and Red Deer County. The awards were established by the HPC as a way to bring recognition to both heritage properties and their owners for undertaking recent rehabilitation or restoration projects, as well as raising the profile of the value of conservation practices and building pride in the community. The Award nominees demonstrate excellence in heritage preservation in one or more categories including, restoration and/or adaptive reuse; new design compatible in a heritage context; neighbourhood or community revitalization; conservation and preservation of natural features or built heritage; and significant interpretation, publication, research or education in the area of heritage. The Awards are supported by The City, through the Normandeau Society, and Red Deer County.

APPENDIX G: MUNICIPAL BEST PRACTICES

A number of other municipal heritage programs in Alberta and British Columbia were reviewed to determine the different levels of municipal responses to heritage management, and to review what program components were most effective.

CALGARY, AB

Population: 951,395

Staff: Two Heritage Planners & one Assistant Planner

Advisory Bodies: Calgary Heritage Authority; Calgary Civic Trust

Tools: Inventory; Municipal heritage designations; permit review

Incentives: Density transfers for heritage conservation; Commercial conversion to office use for existing residential buildings

Heritage Awareness: Community heritage plaque program; Heritage Awards Program; Doors Open Calgary; Stephen Avenue National Historic District

- The **"Inventory of Potential Heritage Sites"** is a list of sites that have been evaluated by the Calgary Heritage Authority according to the Council-approved Heritage Evaluation Procedure, on the basis of their historical, architectural, and contextual significance. The "Inventory" contains sites that are designated under the *Alberta Historical Resources Act*, which are termed Designated Historical Resources, and sites that have been identified by the Calgary Heritage Authority as having potential historic significance, which are called Potential Heritage Sites. The "Inventory" enables the Calgary Heritage Authority to review, monitor, and make recommendations on proposed changes to properties with heritage significance.
- **Development, Building and Demolition Permits** for sites on The City's "Inventory of Potential Heritage Sites" are all reviewed by the Heritage Planner.
- **Density Transfer for Heritage Conservation**
All "Category A" and "B" sites and buildings that are designated as Municipal Historic Resources under the *Historical Resources Act*, and are located in the CM-2 Land Use District, are eligible to transfer unused development potential to other sites within the same Land Use District. Council may continue to consider, on their merits, individual Direct Control applications for non-CM-2 proposals incorporating density transfer for heritage conservation purposes.
- **Commercial Conversion to Office Use of Existing Residential Buildings**
A number of Area Redevelopment Plans (ARPs) in the Inner City have policies related to the conversion of residential buildings to commercial use if the structure is listed on The City of Calgary's Inventory of Potential Heritage Sites. In reviewing applications for the commercial conversion to office uses of residential buildings listed on the City of Calgary's "Inventory of Potential Heritage Sites", the differing significance of such sites is interpreted as follows:

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

- "Category A" and "B" sites are automatically eligible for consideration under the commercial conversion policy; and
- "Category C" sites are eligible for consideration under commercial conversion policy on a case-by-case basis.
- The Calgary Heritage Authority, in conjunction with Community Associations and the Chinook Country Historical Society, awards **interpretive plaques** annually to sites considered to be of historic significance to their respective communities. Plaques are presented to the property owners and a community association representative during a ceremony at City Council. The plaques interpret the history of each site and its importance to the development of Calgary.
- The Calgary Heritage Authority **awards** citations to citizens who have undertaken significant initiatives in support of heritage conservation in Calgary. The awards are juried by the Calgary Heritage Authority and citations are presented biannually at a public reception in historic City Hall in June.
- The Historic Sites and Monuments Board of Canada has declared a portion of Calgary's original downtown one of only three **National Historic Districts** in Canada. Over 30 historic buildings have been restored along and around Stephen Avenue and today it serves as one of the central spines of Calgary's downtown core.
- Calgary used a **"tax freeze"** as an incentive for the designation and restoration of the Lougheed Building. In that case, the owner is currently paying approximately \$50,000/year in municipal property taxes. Once the restoration is complete the tax bill will be in excess of \$200,000. City Council approved a one-off scenario for the Lougheed Building where the owner will pay the full amount of tax every year but the City will refund the difference between the pre-restoration and post-restoration amount for 15 years.

EDMONTON, AB

Population: 937,845

Staff: Two Heritage Planners & one Assistant Planner

Advisory Bodies: Edmonton & District Historical Board; Old Strathcona Foundation

Tools: Heritage Register; Municipal heritage designations; Development application review

Incentives: Grant program; tax rebate program for rehabilitation projects

Heritage Awareness: Heritage plaque program; Historic Edmonton Week (run by the Historical Society); Doors Open Edmonton; "This Old Edmonton House" (Public Seminar Series); Downtown Walking Tour Brochure; Westmount Architectural Heritage Area (voluntary)

- The **Register of Historic Resources** in Edmonton is a list of buildings and structures within Edmonton that merit conservation and may be eligible for designation as Municipal Historic Resources. The initial list was compiled in 1992 by an experienced team of architectural and historical consultants. The Planning and Development Department, in conjunction with the Edmonton Historical Board, has a system for reviewing nominations and/or amendments of properties to be added or deleted from the register. The existing zoning, and attendant development rights and regulations continue to apply to properties on the register unless the building has been designated a Municipal Historic Resource.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

- Edmonton's Heritage Policy C-450 (A Policy to Encourage the Designation and Rehabilitation of Historic Resources in Edmonton) may provide **financial assistance** to property owners for the rehabilitation and maintenance of designated Municipal Historic Resources buildings. Assistance may include municipal property tax incentives, direct payments for specific rehabilitation costs, or other incentives deemed appropriate by City Council. The grant program is offered in lieu of compensation for designation: up to \$25,000 in matching dollars for houses and up to 50% for commercial properties.
- The City offers a series of **public seminars** about owning, maintaining and restoring a historic home. An expert in the field leads each seminar. Topics include foundations, roofs, the designation process, and interior house tours.

COCHRANE, AB

Population: 12,688

Staff: One Senior Planner has responsibility for heritage

Advisory Body: Heritage Advisory Committee (to be established)

Tools: Heritage Register; Municipal heritage designations; Heritage Management Plan (to be updated in 2007)

Incentives: Heritage Conservation Incentive Program, 2005

Heritage Awareness: Heritage plaque program by Historical Society; Cochrane Historical Archival Preservation Society

- The **Western Heritage Design Guidelines** provides the architectural requirements for all developments within Cochrane.
- The various documents related to heritage preservation (*Heritage Register, Heritage Management Plan, Heritage Incentives Program, and Heritage Awareness Program*) implement the MDP policies for the protection of Cochrane's historic resources.
- **Cochrane Historical Archival Preservation Society:** Identify, protect, preserve historic sites of Cochrane (Old Town Cochrane - Pre 1975) by collecting and protecting both tangibles and intangibles (i.e. Things and Stories).

LAMONT COUNTY, AB

Population: 4,212 plus 4,071 in the included towns and villages

Staff: One Economic Development/Tourism Coordinator has responsibility for heritage

Advisory Body: Heritage Advisory Board

Tools: Heritage Survey (with Inventory to follow); municipal heritage designations; Heritage Management Plan (to be completed in 2006)

Incentives: Heritage Incentive Policy

- Lamont County has completed a **heritage survey** as the first phase of a three-phase program. This has involved photographing and recording all pre-1963 buildings in the County - over 7,500 sites. The **Heritage Management Plan** will be completed in 2006, and a **Heritage Advisory Board** has been established.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

- Council approved in 2005 a **Heritage Incentive Policy**. In lieu of compensation, an incentive(s) shall be offered to owners of properties that are eligible for designation as municipal historic resources. The purpose is to encourage property owners to accept municipal historic resource designation.

BANFF, AB

Population: 8,282 (2004)

Staff: One Senior Planner has responsibility for heritage

Advisory Body: Banff Heritage Corporation

Tools: Heritage Register; Municipal heritage designations; Heritage Tourism Strategy

Incentives: Facilitation of low-interest loans; property tax incentives

Heritage Awareness: Walking tour brochures; plaquing program; public education; heritage awards; Doors Open Banff

- The purpose of the **Banff Heritage Corporation** is to identify, protect, preserve and commemorate the community's historic resources. Consists of five public representatives, one administrative representative, two council representatives, one Parks Canada representative, one representative from Alberta Community Heritage Services, and one representative from the Alberta Association of Architects. The Heritage Corporation's key activities include inventorying and classifying heritage resources, commemorating significant buildings with a **plaquing program**, publication of a historical **walking tours** brochure, public education and **facilitating low interest loans** and **property tax incentives** to encourage owners to preserve and restore heritage buildings.
- Banff's **Heritage Tourism Strategy** is based on the fact that Banff has something that is becoming rarer and more valuable in the world. The primary aim of the strategy is to sustain Banff as a tourism destination by preserving and celebrating the beauty and ecological integrity of the park and by encouraging the same goal in surrounding areas.

MEDICINE HAT, AB

Population: 50,048

Advisory Body: Arts and Heritage Advisory Board

Incentives: Arts and Heritage Grants, for cultural events and projects

- The **Municipal Development Plan 2004** identifies policies for Heritage Buildings, including that the City shall consider incentives to identify, enhance and protect heritage buildings in the Inner City, and identify and manage the City's significant cultural heritage resources. There are also policies for: respecting the heritage policies and designations of heritage resources controlled by other levels of government; preserving heritage buildings, structures, landscapes and archaeological resources that are under the City's ownership; protecting cultural heritage resources when undertaking public utility and transportation projects and consider opportunities to mitigate impacts; considering opportunities to acquire, renovate and lease heritage buildings when reviewing the

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

building needs for the City of Medicine Hat.

LETHBRIDGE, AB

Population: 67,374

Staff: Heritage Inventory Program Consultant

- In 2004, the City of Lethbridge in partnership with the Lethbridge Historical Society has launched a survey to record the history of Lethbridge through its architecture, and landscape features.
- The next stage in this process is to develop a Municipal Heritage Management Plan which is a policy that the City will follow with respect to heritage conservation. Once this policy has been developed it would be brought to Council for approval. This policy will represent a crucial step toward better recognition, protection and enhancement of Lethbridge's heritage.
- Active Main Street Project since 2000

KELOWNA, BC

Population: 96,288

Staff: One Senior Planner has responsibility for heritage

Advisory Body: Community Heritage Commission

Tools: Heritage Register; Municipal heritage designations; Heritage Procedures Bylaw; Heritage revitalization Agreements; Heritage Conservation Covenants; Heritage Conservation Areas (Abbott Street and Marshall Street)

Incentives: Heritage Building Tax Incentive Program; Kelowna Heritage Foundation Grants

Heritage Awareness: Central Okanagan Heritage Society; Heritage Week; Central Okanagan Heritage Society Annual Awards; Kelowna Heritage Walking Tour Brochure; Kelowna Heritage Driving Tour Brochure; *Adaptive Re-Use Guidelines for Residential Heritage Buildings*

- A **Community Heritage Commission** advises City Council on issues related to heritage conservation.
- A **Heritage Procedures Bylaw**, which sets application procedures for Heritage Alteration Permits (applications to alter heritage buildings), Heritage Designations Bylaws (applications to protect heritage buildings) and Heritage Revitalization Agreements (applications to adaptively re-use heritage buildings).
- The **Heritage Building Tax Incentive Program Policy**, which provides tax breaks to property owners who have restored revenue generating heritage buildings.
- The **Kelowna Heritage Foundation** was established as a registered non-profit society in 1991 to encourage the preservation of heritage buildings in Kelowna and to further public awareness of the significance of heritage resources. The foundation receives an annual allocation of \$20,000, which is used to provide financial support for the restoration of residential, commercial, institutional, industrial and agricultural properties within the City of Kelowna, and to put on heritage conservation seminars and workshops.
- The **Central Okanagan Heritage Society** manages several properties for the City of Kelowna.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

- Establishment of the Abbott Street and Marshall Street **Heritage Conservation Areas**, which provide development guidelines that encourage new development to be compatible with the character of each area.
- **Adaptive Re-Use Guidelines for Residential Heritage Buildings**, which are intended to provide direction in terms of what may be considered an appropriate adaptive re-use of heritage buildings.

PRINCE GEORGE, BC

Population: 72,406

Staff: Leisure Services Department responsible for heritage

Advisory Body: Community Heritage Commission

Tools: Municipal heritage designations; Heritage Strategic Plan (to be completed in 2006)

Heritage Awareness: Prince George Regional Heritage Fair; walking tours

- The Mission of the **Prince George Community Heritage Commission** is "To protect, conserve and interpret the heritage resources within the City by supporting, encouraging, and facilitating their proper conservation, maintenance and restoration". This body is made up of volunteer residents and community leaders, advises Council on any issue related to heritage conservation. They also can undertake heritage education and awareness including raising funds for support of such activities and promoting the conservation of historic photos and heritage artifacts as public art.
- Currently, the City's Official Community Plan includes consideration for heritage conservation. The City's Heritage Strategic Plan was completed in 2006.
- The City has two designated heritage buildings and an incomplete Heritage Inventory.

NANAIMO, BC

Population: 73,000

Staff: One Heritage & Community Planner

Advisory Body: Community Heritage Commission

Tools: Heritage Register; Municipal heritage designations; Heritage Management Plan; Downtown Heritage Conservation Area; Heritage Building Design Guidelines

Incentives: Heritage Façade Improvement Grant Program; Downtown Residential Tax Exemption Program

Heritage Awareness: Virtual Heritage Tour (City website); walking tour brochures

- The **Nanaimo Community Heritage Commission** is a volunteer group, appointed by Nanaimo City Council, to provide advice and recommendations on issues associated with the protection and conservation of heritage buildings, sites and areas within the city.
- The **virtual heritage walk** compliments the City's existing on-line heritage building database and allows the viewer to explore the City's heritage buildings in a virtual setting. Produced by a local interactive immersion and 3D object imaging firm, the 360 degree image technology used in the virtual walk provides a unique and engaging introduction to Nanaimo and its heritage buildings.

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

- The **Downtown Residential Conversion Tax Exemption Program** has two main goals - one is to encourage new residential units; the other is to preserve heritage buildings in the Downtown Core.
- Facade Improvement Grant's (F.I.G.s) through the City's **Heritage Facade Improvement Grant Program** is coordinated and funded by the Downtown Nanaimo Partnership and the City of Nanaimo and is designed to encourage rehabilitation and enhancement of historic buildings, as well as to promote economic growth and investment in the Downtown Core. Grants cover up to 50% of external building improvement or conservation costs, to a maximum of \$10,000 per building face fronting on a street. The most common improvements completed under the program include awning upgrades, new signage, painting, and window conservation. In order to be eligible for a grant, the building must be recognized by the City as having historic value.

APPENDIX H: HERITAGE SITE OWNERSHIP

For sites currently listed on the Inventory, the following categories of ownership have been determined.

- **Crown Federal:** Her Majesty the Queen is listed as the owner of four sites listed on the Inventory.
- **Province of Alberta:** The Province of Alberta Department of Public Works is listed as the owner of one site, the Michener site (former Presbyterian Ladies' College). Recently, it was transferred to the David Thompson Health Region for use as an administrative centre. They also own the J.J. Geatz House.
- **The City of Red Deer:** The City is listed as the owner of 26 sites on the Inventory, and is the largest single owner of heritage properties. Other sites, such as the Red Deer Cemetery, are known to have heritage value but have not been listed on the Municipal Inventory. Other resources under City control or on City land may not have been identified.
- **Red Deer Public School District No. 104:** The Red Deer Public School District No. 104 is listed as the owner of three sites, the Drill Hall #1, the Ceremonial Trees at Central School and North Cottage School.
- **Institutional Owners:** A number of institutions own heritage sites in Red Deer that are listed on the Municipal Inventory, including:
 - Cultural Development Association of Red Deer
 - Gaetz Memorial United Church
 - John Howard Society of Red Deer
 - New Life Tabernacle
 - Parish of the Immaculate Conception
 - Piper Creek Lodge Foundation
 - Red Deer College
 - Red Deer and District Museum Society (Bower Residence and Barn)
 - St. Luke's Anglican Church
 - Synod Diocese of Calgary
- **Commercial Owners:** Account for the ownership of 23 sites on the Municipal Inventory.
- **Private Owners:** Account for the ownership of 64 sites on the Municipal Inventory, many of which are residential buildings. This is the largest category of ownership of sites on the Municipal Inventory.

APPENDIX I: WEBSITES

FEDERAL GOVERNMENT

Canadian Register of Historic Places

<http://www.historicplaces.ca>

Standards and Guidelines for the Conservation of Historic Places in Canada

http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_E.asp

Commercial Heritage Property Incentives Fund

http://www.pc.gc.ca/progs/plp-hpp/plp-hpp2c6_E.asp

PROVINCE OF ALBERTA

**Heritage Resource Management, Cultural Facilities and Historical Resources
Division, Alberta Community Development**

<http://www.cd.gov.ab.ca/preserving/heritage>

Alberta Historical Resources Foundation

<http://www.cd.gov.ab.ca/preserving/heritage/ahrf/index.asp>

The Alberta Main Street Programme

<http://www.albertamainstreet.org>

Municipal Heritage Partnership Program

<http://www.mhpp.ab.ca/>

COMMUNITY ORGANIZATIONS AND HERITAGE PARTNERS

The Red Deer and District Museum

<http://www.museum.red-deer.ab.ca/>

Red Deer Main Street Project

<http://www.experiencedowntownreddeer.com>

Central Alberta Historical Society

<http://www.albertahistory.org/Central/>

Red Deer and District Archives

<http://www.reddeer.ca/archives>

CITY OF RED DEER HERITAGE MANAGEMENT PLAN

Sunnybrook Farm Museum

<http://www.sunnybrookfarmmuseum.ca/>

Red Deer River Naturalists

http://www.rdrn.fanweb.ca/page_01_red_deer_river_naturalists_home.htm/

Red Deer and District Community Foundation

<http://www.rddcf.ca/>

Culture Link

<http://www.culturelink.ws/>

The Alberta Genealogical Society

<http://abgensoc.ca/>

Tourism Red Deer

<http://www.tourismreddeer.net/>

Alberta Sports Hall of Fame

<http://www.albertasportshalloffame.com/>

Red Deer Downtown Business Association

<http://www.experiencedowntownreddeer.com/>

Red Deer Public School District No.104

<http://www.rdpsd.ab.ca/>

Red Deer Catholic Regional Division No. 39

<http://www.rdcrd.ab.ca/>

Heritage Community Foundation

<http://www.heritagecommunityfdn.org/>



Council Decision – October 10, 2006

Legislative & Administrative Services

DATE: October 11, 2006
TO: Emily Damberger, Parkland Community Planning Services
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Heritage Management Plan

Reference Report:

Parkland Community Planning Services, dated September 27, 2006 and September 1, 2006

Resolutions:

"Resolved that Council of the City of Red Deer hereby approves the Heritage Management Plan, as prepared by Donald Luxton & Associates, 2006, as a planning document for City Administration and participating stakeholder community groups."

Report Back to Council: No



Kelly Kloss
Manager

/chk

c Director of Community Services



Legislative & Administrative Services

DATE: October 3, 2006
TO: City Council
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Land Use Bylaw Amendment 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

History:

At the Monday, September 11, 2006 meeting of Council, Land Use Bylaw Amendment 3357/C-2006 was given first reading.

Land Use Bylaw Amendment 3357/C-2006 provides for the development of Phase 12 of the Lonsdale neighbourhood by rezoning approximately 11.04 ha (27.3 ac) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. This will create 156 residential lots, 3 municipal reserve lots and 3 public utility lots and a remainder.

Public Consultation Process

A Public Hearing has been advertised for the above noted bylaw to be held on Tuesday, October 10, 2006 at 6:00 p.m. in the Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

Discussion

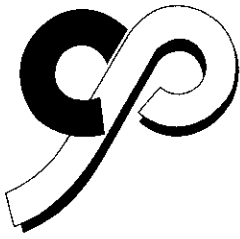
A report from Administration is attached indicating that a revised Map 2/2006 is required for Land Use Bylaw Amendment 3357/C-2006 as a portion of a proposed residential lot located in the most southeasterly portion of the NASP area was inadvertently shown as P1 zoning. This area should be zoned R1. A revised Map 2/2006 is included with this report.

Recommendation

That Council consider:

- (a) Passing a resolution to replace Map 2/2006 of Land Use Bylaw Amendment 3357/C-2006 with the revised Map 2/2006 as present to Council on October 10, 2006 and,
- (b) Giving second and third readings of the bylaw, as amended.


Kelly Kloss
Manager



DATE: September 21, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Revised Land Use Bylaw Amendment No. 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Proposal

Land Use Bylaw Amendment No. 3357/C-2006 was given first reading at Council's meeting of September 12, 2006. Further to Parkland Community Planning Services' report of September 1, 2006, a revision to the proposed land use district map is required.

A portion of a proposed residential lot located in the most southeasterly portion of the NASP area was inadvertently shown as P1 zoning. This area should be zoned R1 as per the NASP. The subject portion of the residential lot will contain municipal services that will be accommodated within an easement. A dedicated public utility lot is therefore not required at this location.

Pemberton Holdings Ltd. is seeking rezoning for approximately 11.04 ha (27.3 ac.) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District in order to create Phase 12 of the Lancaster East (Lonsdale) Neighbourhood Area Structure Plan (NASP).

Staff Recommendation

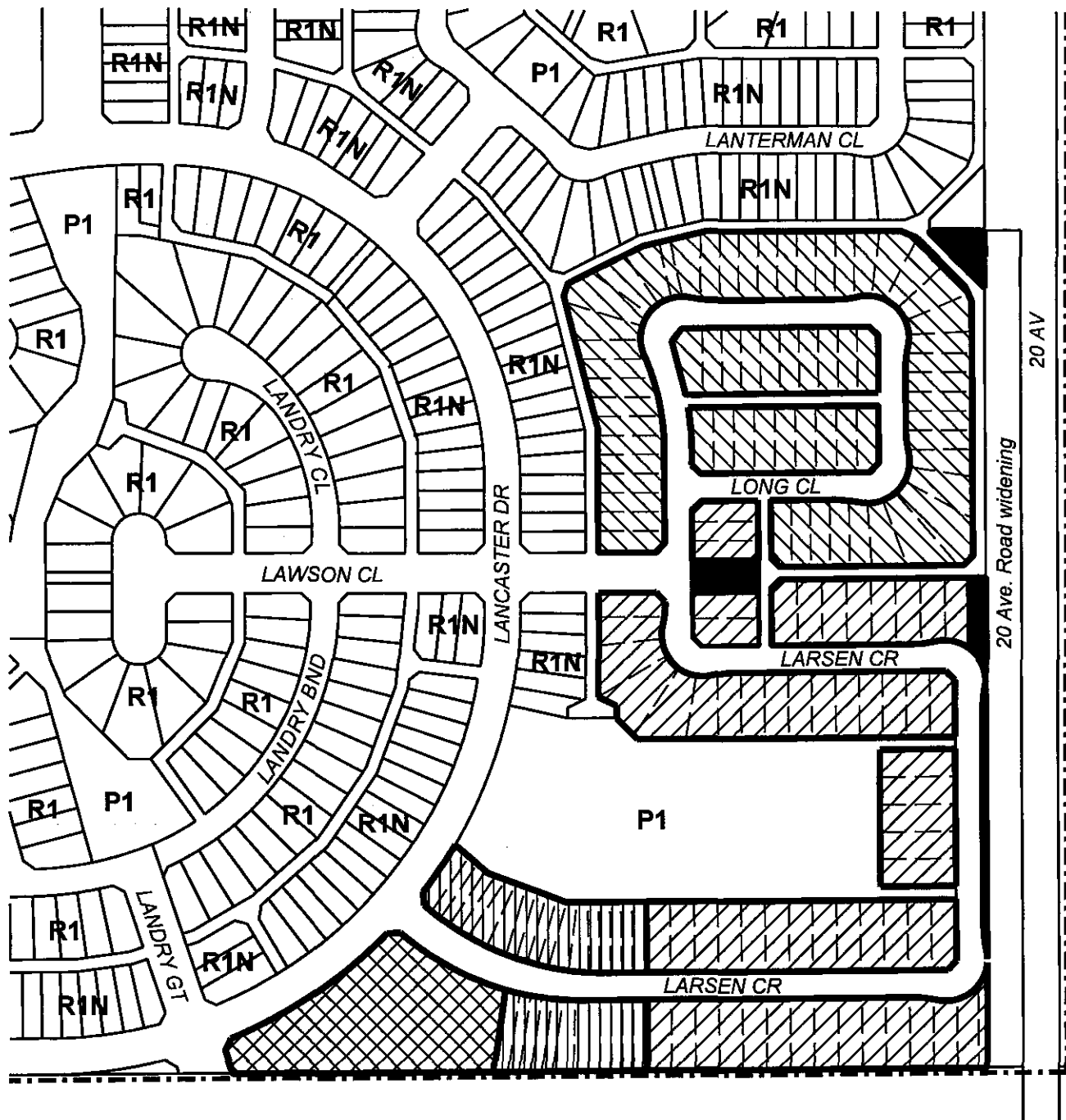
It is recommended that City Council proceed with the final readings of revised Land Use Bylaw Amendment 3357/C-2006.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1
- A1 to R1N
- A1 to R2
- A1 to R3
- A1 to P1

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006



LAND
**COMMUNITY
PLANNING
SERVICES**

86

**REPORT SUBMITTED
TO THE
SEPTEMBER 11, 2006 COUNCIL MEETING**

e-mail: pcps@pcps.ab.ca
www.pcps.ca

DATE: September 1, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Proposal

Pemberton Holdings Ltd. is proposing to develop Phase 12 of the Lonsdale neighbourhood. Rezoning is being sought for approximately 11.04 ha (27.3 ac.) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District in order to create 156 residential lots, 3 municipal reserve lots, and 3 public utility lots and a remainder. The proposed uses would conform with the Lancaster East (Lonsdale) Neighbourhood Area Structure Plan.

In accordance with Section 15.2.4 of the City and Red Deer County Intermunicipal Development Plan, the proposed bylaw amendment has been referred to the County for comment. No objection to the proposal was indicated by the County.

Staff Recommendation

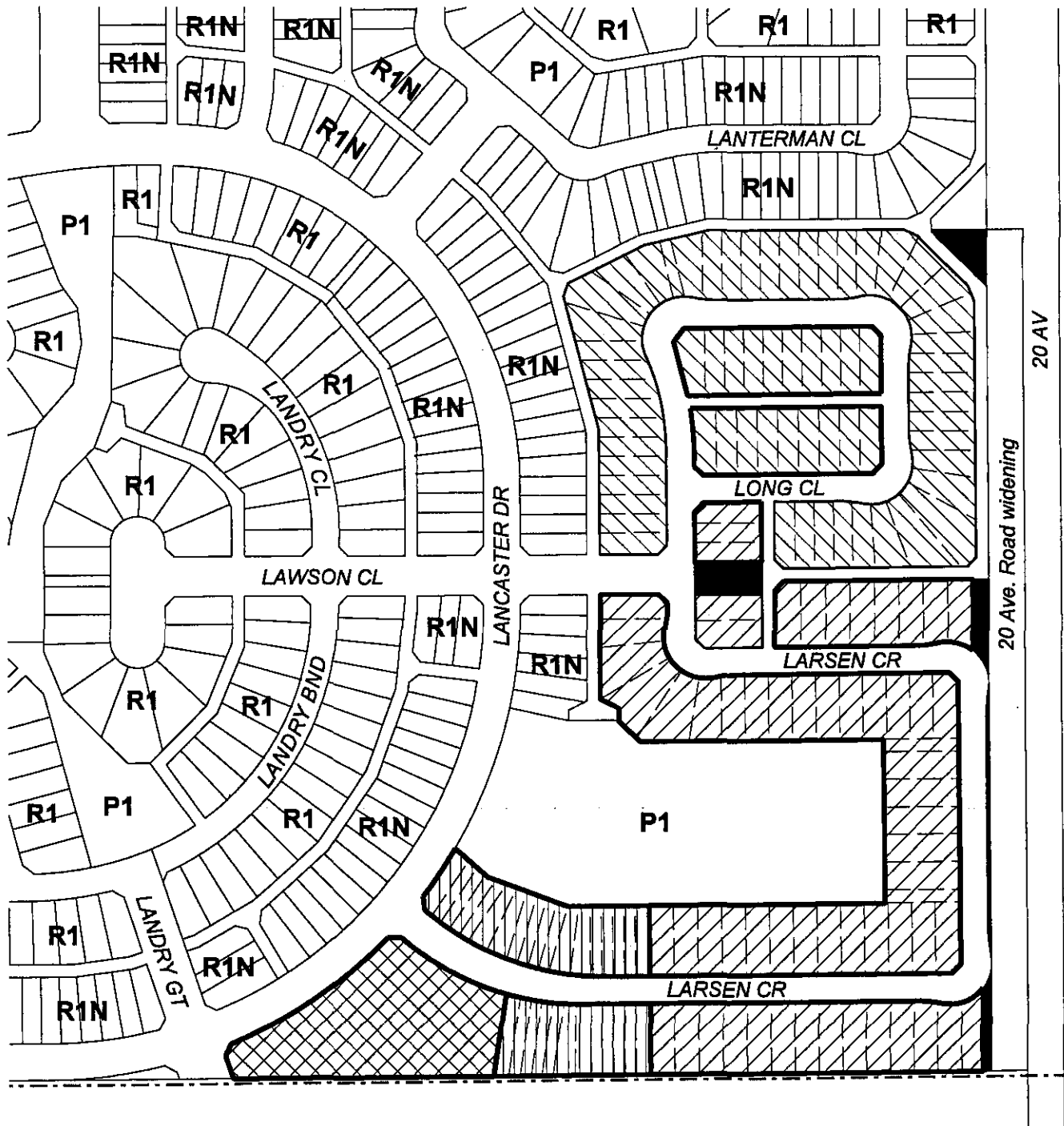
It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3357/C-2006.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT








AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1 
- A1 to R1N 
- A1 to R2 
- A1 to R3 
- A1 to P1 

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 11, 2006

Pemberton Holdings Ltd.
289, 28042 Highway 11
Red Deer County, AB T4S 2L4

Dear Sirs:

**Re: Land Use Bylaw Amendment 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)**

At the City of Red Deer's Council Meeting held October 10, 2006, a Public Hearing was held with respect to *Land Use Bylaw Amendment 3357/C-2006*. Following the Public Hearing, the following resolution was introduced and passed:

***"Resolved* that Council of the City of Red Deer having considered a report from Parkland Community Planning Services, dated September 21, 2006, re: Revised Land Use Bylaw Amendment 3357/C-2006, Lonsdale Neighbourhood – Phase 12, Pemberton Holdings Ltd., (Laebon Homes) hereby agrees to replace Map 2/2006 with the revised Map 2/2006 as presented to Council on October 10, 2006."**

Land Use Bylaw Amendment 3357/C-2006, as amended, was then given second and third readings. A copy of the bylaw is attached for your information.

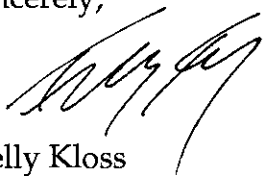
Land Use Bylaw Amendment 3357/C-2006 provides for the development of Phase 12 of the Lonsdale neighbourhood by rezoning approximately 11.05 ha (27.3 ac) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. This will create 156 residential lots, 3 municipal reserve lots and 3 public utility lots and a remainder.

...2/

Pemberton Holdings Ltd.
October 10, 2006
Page 2

Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over a horizontal line.

Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services

BYLAW NO. 3357/C-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

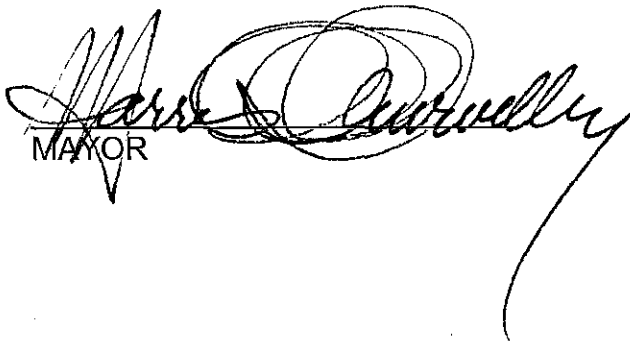
1. That "Use District Map R12" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 2/2006 attached hereto and forming part of the bylaw.

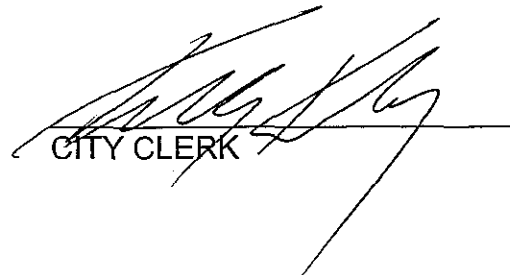
READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this 10th day of October 2006.

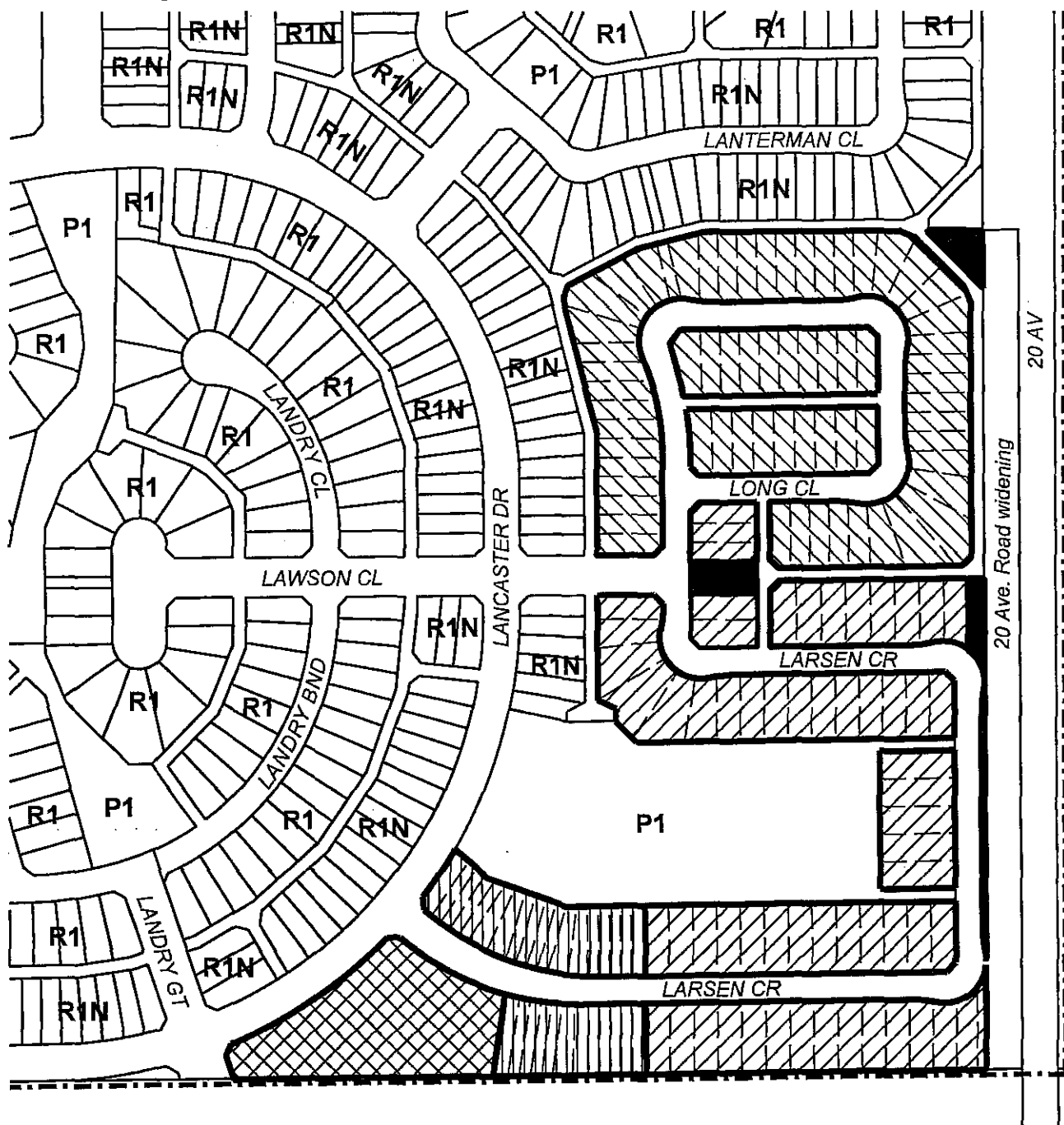
READ A THIRD TIME IN OPEN COUNCIL this 10th day of October 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 10th day of October 2006.


MAYOR


CITY CLERK

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1
- A1 to R1N
- A1 to R2
- A1 to R3
- A1 to P1

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006

LUB 3357/C-2006
Lonsdale Neighbourhood – Phase 12

DESCRIPTION: Rezoning from A1 to R1, R1N, R2, R3 and P1.

FIRST READING: September 11, 2006

FIRST PUBLICATION: September 22, 2006

SECOND PUBLICATION: September 29, 2006

PUBLIC HEARING & SECOND READING: October 10, 2006

THIRD READING: OCT. 10, 2006

LETTERS REQUIRED TO PROPERTY OWNERS: YES ☒ NO ☐

DEPOSIT? YES ☐ \$ _____ NO ☒ **BY:** Pemberton (Laebon)

ACTUAL COST OF ADVERTISING:

\$ 347.50 X 2

TOTAL: \$ 695.00

MAP PREPARATION: \$ —

TOTAL COST: \$ 695.—

LESS DEPOSIT RECEIVED: \$ —

AMOUNT OWING/ (REFUND): \$ 695.—

INVOICE NO.: 190579

(Account No. 180.5901)

Batch # 800736

www.reddeer.ca

MUNICIPAL PLANNING COMMISSION APPROVALS

On September 25, 2006 the Municipal Planning Commission issued approval of the following applications:

Inglewood

1. Alvin Reinhard Fritz Architects Inc. - discretionary use of a 154 unit assisted living residence on behalf of Masterpiece Living to be located at 10 Inglewood Drive.

South Hill

2. Future Shop - discretionary use of a banner sign to be located at 20, 22nd Street.

Glenale

3. Robert Skolozub - discretionary use of an 18.6 m² temporary building to be located at 7028 - 59 Avenue.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 13, 2006. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-8132.

OUTDOOR STORAGE, DISPLAY OR SALE OF GOODS IN COMMERCIAL & INDUSTRIAL DISTRICTS

Land Use Bylaw Amendment

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/C-2006, which provides for the regulation of outdoor storage and outdoor display or sale of goods in Commercial and Industrial Districts. The proposed amendments include:

1. Amend and new definitions relating to outdoor display and/or sale of goods, outdoor storage, and public property.
2. Addition of outdoor storage and outdoor display and/or sale of goods as a discretionary or permitted use in relevant land use districts.
3. Prohibit display, storage and sales on public property and landscaped areas.
4. Add regulations for outdoor storage and outdoor display and/or sale of goods in Commercial and Industrial districts.
5. Implement specific fines for offenses relating to outdoor storage, outdoor display and/or sale of goods on public property or landscaped areas.

The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 342-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.



Thanks for pitching in to the big picture.
Blue boxes are making Red Deer beautiful.

Red Deer is a recycling leader in Alberta. For more information on how you can pitch in, including getting a blue box and recycling tips, call or visit:

340-BLUE (2583) www.reddeer.ca



HELP FRIENDS AND FAMILY STAY ALIVE

The Red Deer City RCMP Mothers Against Drunk Driving (MADD) and CKGY are partners in helping your friends and family stay alive.

As a community, commit to "I WILL NOT DRIVE If I have been drinking and I will not get into a vehicle with a drunk driver".

CONTRACT FOR LIFE

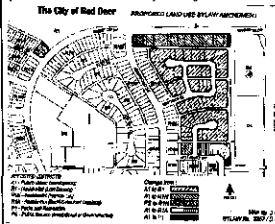
You can get your Contract For Life online at www.reddeer.ca/rcmp or from the foyer at the Red Deer City RCMP Detachment. Further information is available by phone at 341-2011.

Red Deer City RCMP
4811 - 49 Street, Red Deer, AB
Safe Homes - Safe Communities

KINGSGATE NEIGHBOURHOOD - PHASES 31 & 32

Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/D-2006, which provides for the rezoning of approximately 8.14 hectares (21.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood from A1 Future Urban Development District and P1 Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 114 low density residential lots, 2 municipal reserve lots and 1 public utility lot, and conforms to the Kewwood Northern (Kingsgate) Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 342-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

DEVELOPMENT OFFICER APPROVALS

On September 27, 2006 the Development Officer issued approval for the following applications:

Deer Park

1. Beta Survey Ltd. - a 2.84 metre rear yard to an existing detached garage located at 123 Doherty Close.

Johnston Park

2. Bencos Land Surveying Ltd. - a 3.48 metre rear yard to an existing detached garage located at 79 Jepsen Crescent.

Lancaster

3. Laebon Developments Ltd. - a 7.01 metre rear yard to a proposed single family dwelling and attached garage to be located at 71 Lenon Close.

Normandeau

4. Snell & Orland Surveys Ltd. - a 0.68 metre side yard to an existing detached garage located at 85 Neville Close.

Riverside Meadows

5. Beta Surveys Ltd. - a 0.55 metre side yard and a .45 metre rear yard to an existing detached garage located at 5829 - 57 Avenue.

Roadside

6. Snell & Orland Surveys Ltd. - a 2.17 metre rear yard to an existing detached garage located at 60 Richards Crescent.

7. Snell & Orland Surveys Ltd. - a 1.32 metre side yard to an existing single family dwelling and attached garage located at 49 Rollis Street.

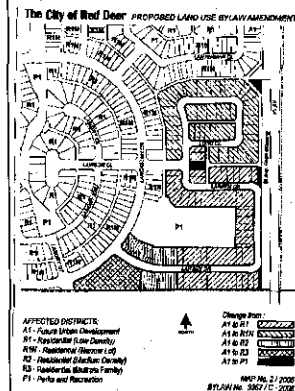
Westlake

8. True-Line Contracting Ltd. - a 6.93 metre rear yard to a proposed single family dwelling and attached garage to be located at 296 Wiley Crescent.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 13, 2006. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-8192.

LONSDALE NEIGHBOURHOOD - PHASE 2 Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/C-2006, which provides for the rezoning of approximately 11.04 hectares (27.3 acres) of land for the development of Phase 12 of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. The proposed development will create 156 low density residential lots, 3 municipal reserve lots, and 3 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 342-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

URGENT! Please call/fax within 1 hour of receiving

RED DEER ADVOCATE
Ph. (403) 948-2400 Fax (403) 342-4051

INSERT DATE: **FRI., SEPT. 29**
AD SIZE: **6 X 265**
AD CODE: **101157CityRD6X265129**

FINAL PROOF: Proof read and approve or mark corrections. Proofing is the responsibility of the Advertiser. Thank you for your co-operation

Sales Rep: **16**
Composed by: **BY**
Approved by: **OK as is**
OK with corrections

VOLUNTEER WITH US!

The City of Red Deer depends on citizens participation in its many committees. Have a positive impact on your community by volunteering to be a member of a standing committee of City Council. Positions are available on the following committees:

- Assessment Review Board
- Drinking Establishment Licensing Bylaw Appeal Committee
- Family & Community Support Services Board
- Library Board
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Red Deer Regional Airport Authority
- Subdivision & Development Appeal Board

Applications and further details on the committees are available from Legislative & Administrative Services, 2nd Floor, City Hall or online at www.reddeer.ca/citycouncil. Application forms must be returned no later than Friday, September 29, 2006 to Legislative & Administrative Services or by fax to 342-6195. Further information is available by phone at 342-6132 or by email at legislativeservices@reddeer.ca.

OUTDOOR STORAGE, DISPLAY OR SALE OF GOODS IN COMMERCIAL & INDUSTRIAL DISTRICTS

Land Use Bylaw Amendment

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/E-2006, which provides for the regulation of outdoor storage and outdoor display or sale of goods in Commercial and Industrial Districts. The proposed amendment includes:

1. Append and new definitions relating to outdoor display and/or sale of goods, outdoor storage and public property.
2. Addition of outdoor storage and outdoor display and/or sale of goods as a discretionary or permitted use in relevant land use districts.
3. Prohibit display, storage and sales on public property and landscaped areas.
4. Add regulations for outdoor storage and outdoor display and/or sale of goods in Commercial and Industrial districts.
5. Implement specific fines for offences relating to outdoor storage, outdoor display and/or sale of goods on public property or landscaped areas.

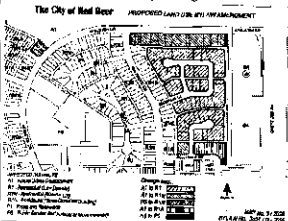
The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-6132.

KINGSGATE NEIGHBOURHOOD - PHASES 31 & 32

Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/D-2006, which provides for the rezoning of approximately 9.16 hectares (22.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood from A1 Future Urban Development District and PS Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 114 low density residential lots, 2 municipal reserve lots, and 1 public utility lot, and conforms to the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-6132.

MUNICIPAL PLANNING COMMISSION APPROVALS

On September 18, 2006 the Municipal Planning Commission issued approval of the following applications:

- Johnstone Crossing**
1. Cooperland Developments Ltd. - relocation to a minimum side yard of 0.75 metres to accommodate a cantilever on a single family dwelling to be located at 24 Jopson Crescent.
- Sunnybrook**
2. Birchwood Construction - development of a single family dwelling and attached garage to be located at 3 Sunnyside Crescent.

- Aspen Ridge**
3. Koss Way Construction - a height of 5.16 metres to a proposed detached garage to be located at 92 Annemore Close.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 6, 2006. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-6132.

DEVELOPMENT OFFICER APPROVALS

On September 20, 2006 the Development Officer issued approval for the following applications:

- Andrews Park**
1. Beta Surveys Ltd. - a 0.95 metre side yard and a 3.56 metre rear yard to an existing deck located at 19 Andrews Close.
2. C. Smith - a rear yard setback varying from 4.5 metres to 6.5 metres to a proposed detached garage to be located at 44 Archer Drive.

- Dewar Park**
3. D. Robinson - a 5.5 metre rear yard to a proposed detached garage to be located at 117 Downing Close.

- Inglewood**
4. Mason Martin Homes - a 6.81 metre rear yard to a proposed single family dwelling and detached garage to be located at 156 Ingle Close.

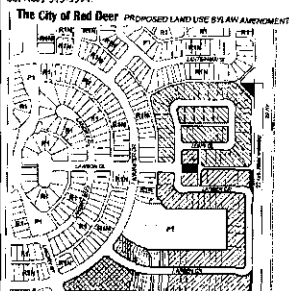
- Kentwood**
5. V. Reid - a 3.2 metre rear yard to a proposed detached garage to be located at 22 Kidd Close.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 6, 2006. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-6132.

LONSDALE NEIGHBOURHOOD - PHASE 2

Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/C-2006, which provides for the rezoning of approximately 11.04 hectares (27.3 acres) of land for the development of Phase 12 of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. The proposed development will create 154 low density residential lots, 3 municipal reserve lots, and 3 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-6132.

URGENT! Please call/fax within 1 hour of receiving

RED DEER ADVOCATE

On as at: _____
On with corrections: _____

Ph: (403) 343-2400 Fax: (403) 342-4051

Approved by: _____

16

Consented by: _____

BY: _____

AD CODE: 06677City06RDX30022

AD SIZE: 4x300

AD DATE: FRI, SEPT 22

AD CODE: 06677City06RDX30022

FINAL PROOF: Proof read and approve or mark corrections. Product is the responsibility of the Advertiser. Thank you for your co-operation.



LEGISLATIVE & ADMINISTRATIVE SERVICES

September 12, 2006

Fax: 341-4165

Pemberton Holdings Ltd.
289, 28042 Highway 11
Red Deer County, AB T4S 2L4

Dear Sirs:

Re: *Land Use Bylaw Amendment 3357/C-2006*
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/C-2006* at the City of Red Deer's Council Meeting held Monday, September 11, 2006. For your information a copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/C-2006 provides for the development of Phase 12 of the Lonsdale neighbourhood by rezoning approximately 11.05 ha (27.3 ac) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. This will create 156 residential lots, 3 municipal reserve lots and 3 public utility lots and a remainder.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

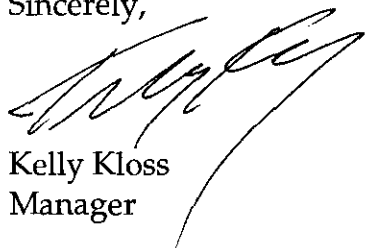
You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$700.00. If you are not in agreement with paying this cost, please notify me by 10:00 A.M. on Wednesday, September 20, 2006.

...2/

Pemberton Holdings Ltd.
September 12, 2006
Page 2

Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services
 C. Adams, Administrative Assistant

Legislative & Administrative Services

DATE: September 12, 2006

TO: Martin Kvapil, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Reference Report:

Parkland Community Planning Services, dated September 1, 2006

Bylaw Readings:

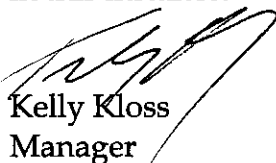
Land Use Bylaw Amendment 3357/C-2006 was given first reading. A copy of the bylaw is attached.

Report Back to Council: Yes.

A Public Hearing will be held on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Comments/Further Action:

Land Use Bylaw Amendment 3357/C-2006 provides for the development of Phase 12 of the Lonsdale neighbourhood by rezoning approximately 11.05 ha (27.3 ac) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. This will create 156 residential lots, 3 municipal reserve lots and 3 public utility lots and a remainder. This office will now proceed with the advertising for a Public Hearing. Pemberton Holdings Ltd. (Laebon Homes) will be responsible for the advertising costs in this instance.


Kelly Kloss
Manager

/chk

/attach.

c Director of Development Services
Inspections & Licensing Manager
Land and Economic Development Manager
C. Adams, Administrative Assistant
T. Edwards, Clerk Steno

BYLAW NO. 3357/C-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map R12" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 2/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

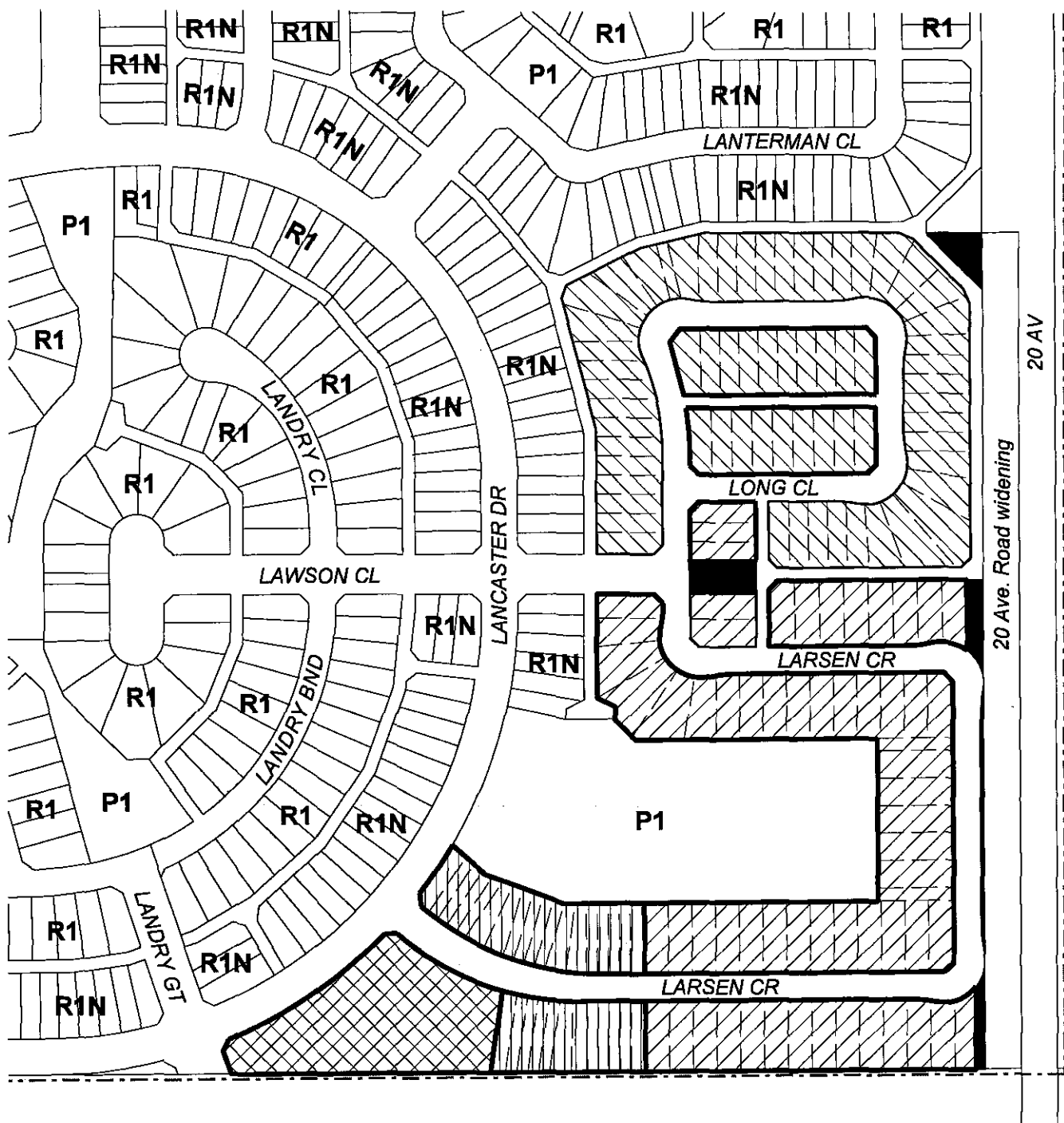
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1
- A1 to R1N
- A1 to R2
- A1 to R3
- A1 to P1

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006

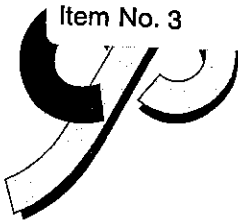
LONSDALE NEIGHBOURHOOD – PHASE 12 Land Use Bylaw Amendment

City Council proposes to pass **Land Use Bylaw Amendment 3357/C-2006**, which provides for the rezoning of approximately 11.04 hectares (27.3 acres) of land for the development of Phase 12 of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District and P1 Parks and Recreation District. The proposed development will create 156 low density residential lots, 3 municipal reserve lots and 3 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

“Map”

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Tuesday, October 10, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, October 3, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Administrative Services at 342-8132.

(Publication Dates: September 22 & 29, 2006)



DATE: September 1, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Proposal

Pemberton Holdings Ltd. is proposing to develop Phase 12 of the Lonsdale neighbourhood. Rezoning is being sought for approximately 11.04 ha (27.3 ac.) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District in order to create 156 residential lots, 3 municipal reserve lots, and 3 public utility lots and a remainder. The proposed uses would conform with the Lancaster East (Lonsdale) Neighbourhood Area Structure Plan.

In accordance with Section 15.2.4 of the City and Red Deer County Intermunicipal Development Plan, the proposed bylaw amendment has been referred to the County for comment. No objection to the proposal was indicated by the County.

Staff Recommendation

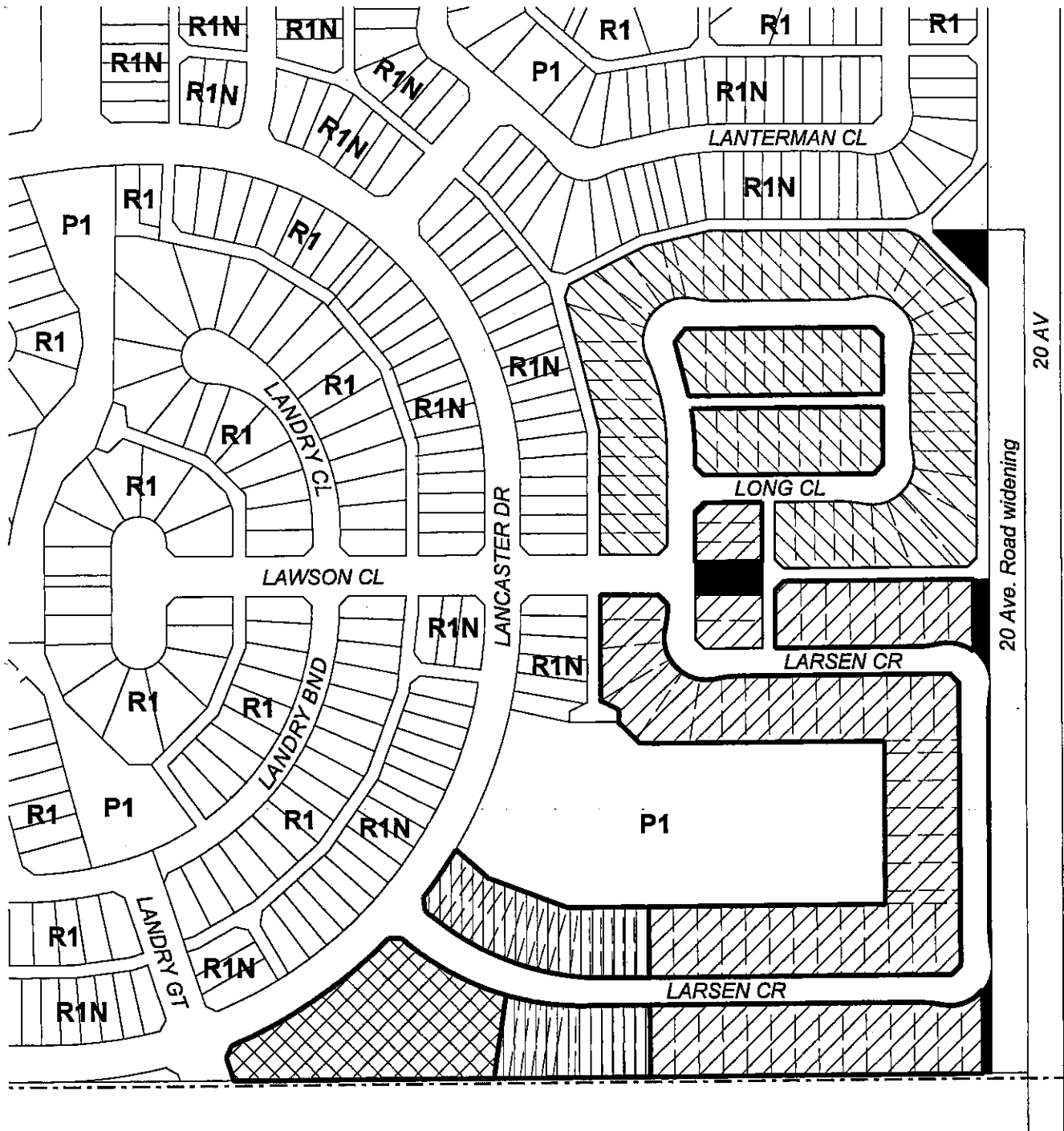
It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3357/C-2006.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

A1 to R1	
A1 to R1N	
A1 to R2	
A1 to R3	
A1 to P1	

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006

Prime Owner Name	Owner Address 1	Owner Address 2	Owner Address 3
ROBIN ERNEST WHITE & JANE HIVE	PO BOX 25017	RPO DEERPARK	RED DEER, AB T4R 2M2
DEVIN & SIMONE HOFFER	160 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
TREAVOR & ROBERTA ROOS	158 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
JAMES VAN HYFTE	156 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
NICOLE MACLELLAN	154 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
PAULA KING	150 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
DEAN & NANCY ELLIOTT	148 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
RANDY RICHARD RABENA & ANGELA	146 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
JILL & DOUGLAS POTTS	144 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
JIHUA QIU & YAN ZHAO	142 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
GORDON RUTTIG	140 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
DEJAN & SNJEZANA TRPEVSKI	138 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
ROCKFORD LEER	136 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
ROBIN CHIASSEON & MEGAN GIBSON	134 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
KURTIS ANTHONY & LISA ANGELINE	132 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
CYNDIE & OLGA PUCHALA	130 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
BLAINE & NADINE MCDOUGALL	128 LANTERMAN CLOSE	RED DEER, AB T4R 3N8	
KRISTINA MARIE IRELAND & MICHAEL	126 LANTERMAN CLOSE	RED DEER, AB T4R 3N9	
KEVIN SHARP & SHAUNA ANN SKOGI	124 LANTERMAN CLOSE	RED DEER, AB T4R 3N9	
MICHELLE TOOZE & DAVID MATTHEW	122 LANTERMAN CLOSE	RED DEER, AB T4R 3N9	
WAYNE MARTIN & DEE-ANNA REBRY	393 LANCASTER DRIVE	RED DEER, AB T4R 3S4	
PEMBERTON HOLDINGS LTD	200-10020 101A AVE NW	PHIPPS MCKINNON BLDG EDMONTON, AB T5J 3G2	
MELCOR DEVELOPMENTS LTD.	502 PARKLAND SQUARE	4901 48 STREET	RED DEER, AB T4N 6M4

Tracy Edwards

From: Laurie Mackinnon [LMackinnon@reddeercounty.ab.ca]
Sent: Wednesday, September 20, 2006 4:13 PM
To: Tracy Edwards
Subject: Request for information

Hi Tracy,
Following is the landowner information you requested.

NE 2-38-27-4

Owner: MELCOR DEVELOPMENTS LTD.
502 PARKLAND SQUARE
4901 48 ST
RED DEER AB T4N 6M4

SW 12-38-27-4

Owner: MELCOR DEVELOPMENTS LTD.
502 PARKLAND SQUARE
4901 48 ST
RED DEER AB T4N 6M4

Basically, they own the full two quarters, no parcels out.

Thank you for getting the legal description. If you have any questions, let me know.

Laurie A. MacKinnon
Assessment Services Support Assistant



Phone 403.350.2166

Fax 403.346.9840

NOTICE -

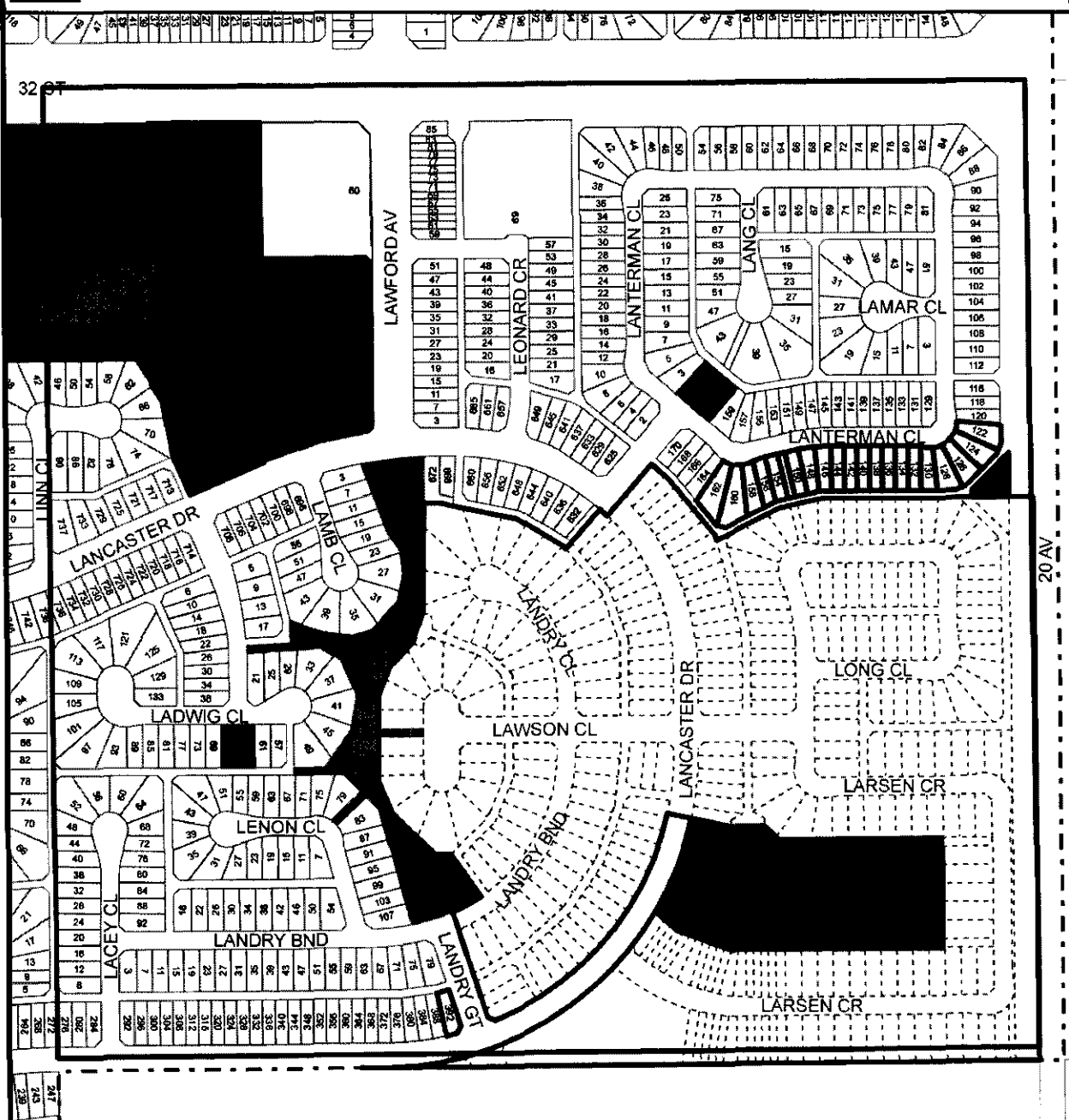
This communication is intended **ONLY** for the use of the person or entity named above and may contain information that is confidential or legally privileged. If you are not the intended recipient named above or a person responsible for delivering messages or communications to the intended recipient, YOU ARE HEREBY NOTIFIED that any use, distribution, or copying of this communication or any of the information contained in it is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and then destroy or delete this communication, or return it to us by mail if requested by us. Red Deer County thanks you for your attention and cooperation.

[This message has been scanned for security content threats, including computer viruses.]

9/20/2006



LUB Amendment 3357/C-2006



2006/09/15
Scale 1 : 5252

The City of Red Deer does not guarantee
the accuracy of the information.
Data to be used as information only.

Copyright © 2006 The City of Red Deer

Legislative & Administrative Services

DATE: October 11, 2006

TO: Martin Kvapil, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/C-2006
Lonsdale Neighbourhood – Phase 12
Pemberton Holdings Ltd. (Laebon Homes)

Reference Report:

Parkland Community Planning Services, dated September 21, 2006 and September 1, 2006

Resolutions:

“Resolved that Council of the City of Red Deer having considered a report from Parkland Community Planning Services, dated September 21, 2006, re: Revised Land Use Bylaw Amendment 3357/C-2006, Lonsdale Neighbourhood – Phase 12, Pemberton Holdings Ltd., (Laebon Homes) hereby agrees to replace Map 2/2006 with the revised Map 2/2006 as presented to Council on October 10, 2006.”

Bylaw Readings:

Land Use Bylaw Amendment 3357/C-2006, as amended, was given second and third readings. A copy of the bylaw is attached.

Report Back to Council: No

Comments/Further Action:

Land Use Bylaw Amendment 3357/C-2006 provides for the development of Phase 12 of the Lonsdale neighbourhood by rezoning approximately 11.04 ha (27.3 ac) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. This will create 156 residential lots, 3 municipal reserve lots and 3 public utility lots and a remainder. This office will amend the consolidated version of the Land Use Bylaw in due course.



Kelly Kloss
Manager

/chk
/attach.

- c Director of Development Services
Inspections & Licensing Manager
Land & Economic Development Manager
City Assessor
D. Kutinsky, Graphics Designer
T. Edwards, Clerk Steno

BYLAW NO. 3357/C-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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


1. That "Use District Map R12" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 2/2006 attached hereto and forming part of the bylaw.


READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this 10th day of October 2006.

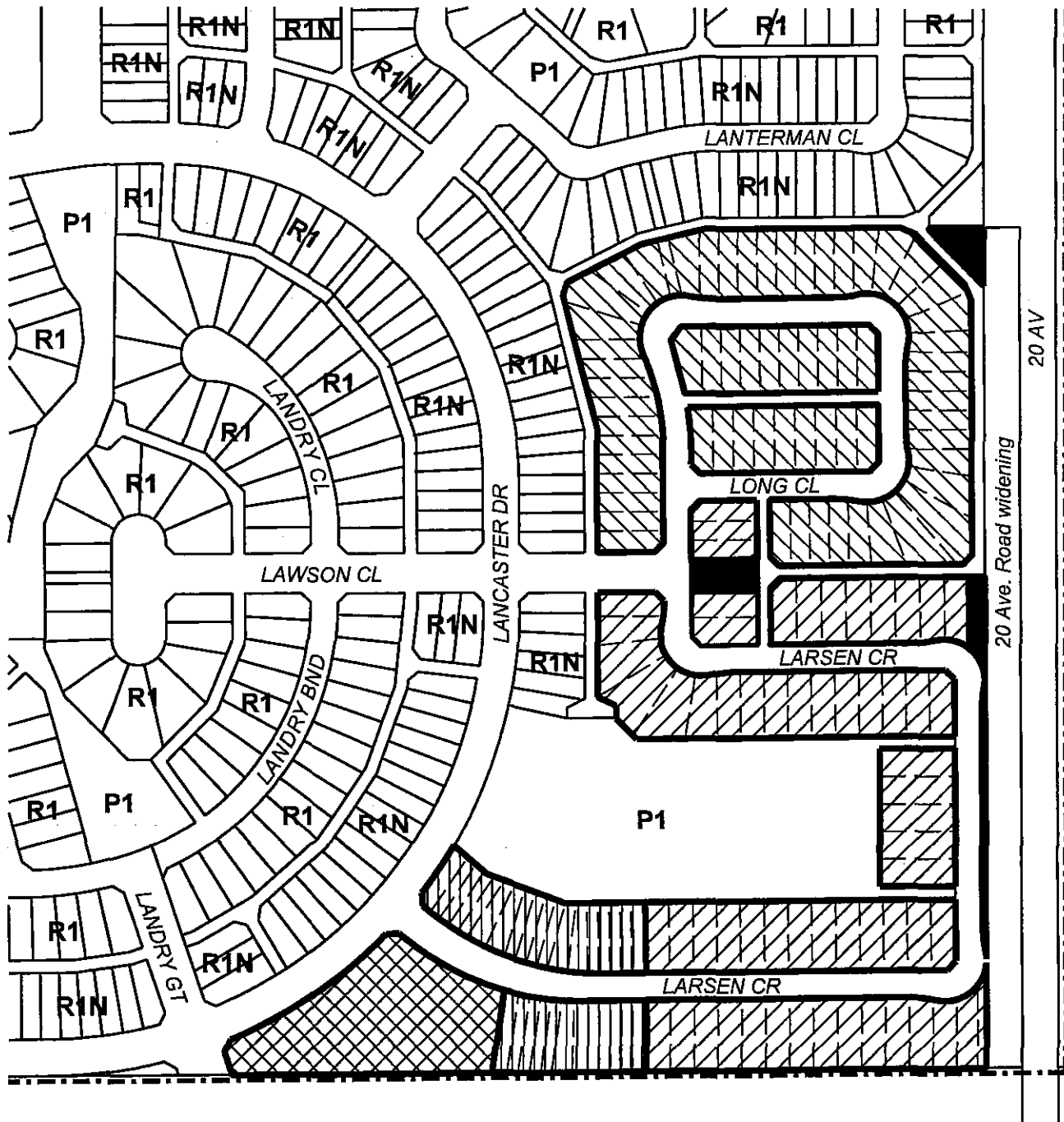
READ A THIRD TIME IN OPEN COUNCIL this 10th day of October 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 10th day of October 2006.


MAYOR


CITY CLERK

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1
- A1 to R1N
- A1 to R2
- A1 to R3
- A1 to P1

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006

Item No. 2

**Legislative & Administrative Services**

DATE: October 3, 2006
TO: City Council
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Land Use Bylaw Amendment 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

History:

At the Monday, September 11, 2006 meeting of Council, Land Use Bylaw Amendment 3357/D-2006 was given first reading.

Land Use Bylaw Amendment 3357/D-2006 provides for the development of Phases 31 & 32 of the Kingsgate neighbourhood. Approximately 9.16 ha (22.6 ac) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District and P1 Parks and Recreation District. This will create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder.

Public Consultation Process

A Public Hearing has been advertised for the above noted bylaw to be held on Tuesday, October 10, 2006 at 6:00 p.m. in the Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

Recommendation

That Council consider second and third readings of the bylaw.

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss
Manager



LAND
**COMMUNITY
PLANNING
SERVICES**

89

**REPORT SUBMITTED
TO THE
SEPTEMBER 11, 2006 COUNCIL MEETING**

e-mail: pcps@pcps.ab.ca
www.pcps.ca

DATE: September 1, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

Proposal

Sabre Properties & Laebon Developments is proposing to develop Phase 31 & 32 of the Kingsgate neighbourhood. Rezoning is being sought for approximately 9.16 ha (22.6 ac.) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder. The proposed uses would conform with the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan.

In accordance with Section 15.2.4 of the City and Red Deer County Intermunicipal Development Plan, the proposed bylaw amendment has been referred to the County for comment. No objection to the proposal was indicated by the County.

Staff Recommendation

It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3357/D-2006.

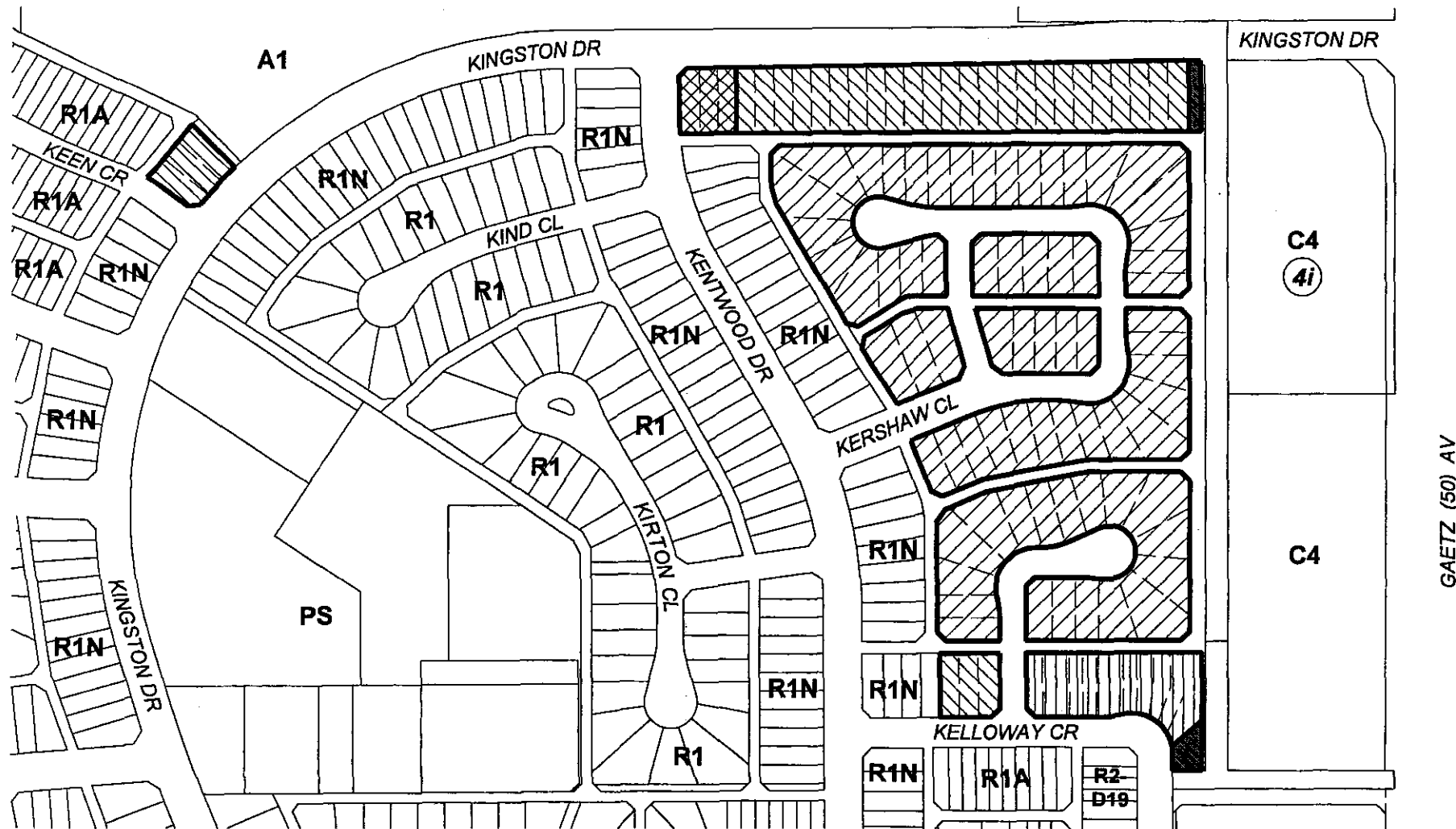
Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 11, 2006

Mr. C. Beaumont
Sabre Properties / Laebon Developments
289, 28042 Highway 11
Red Deer County, AB T4S 2L4

Dear Mr. Beaumont:

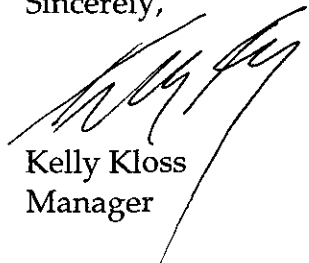
**Re: Land Use Bylaw Amendment 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments**

At the City of Red Deer's Council meeting held October 10, 2006, a Public Hearing was held with respect to Land Use Bylaw Amendment 3357/D-2006. Following the Public Hearing, Land Use Bylaw Amendment 3357/D-2006 was given second and third readings, a copy of which is attached.

Land Use Bylaw Amendment 3357/D-2006 provides for the development of Phases 31 & 32 of the Kingsgate neighbourhood. Approximately 9.16 ha (22.6 ac) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District and P1 Parks and Recreation District. This will create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services

BYLAW NO. 3357/D-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

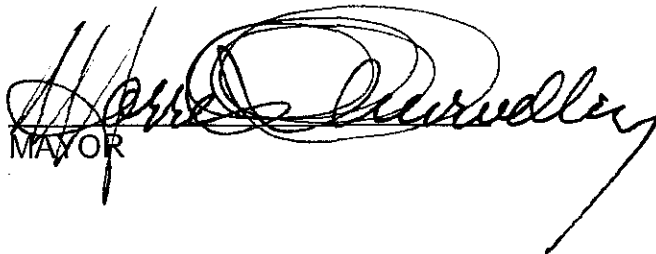
1. That "Use District Map L21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this 10TH day of October 2006.

READ A THIRD TIME IN OPEN COUNCIL this 10th day of October 2006.

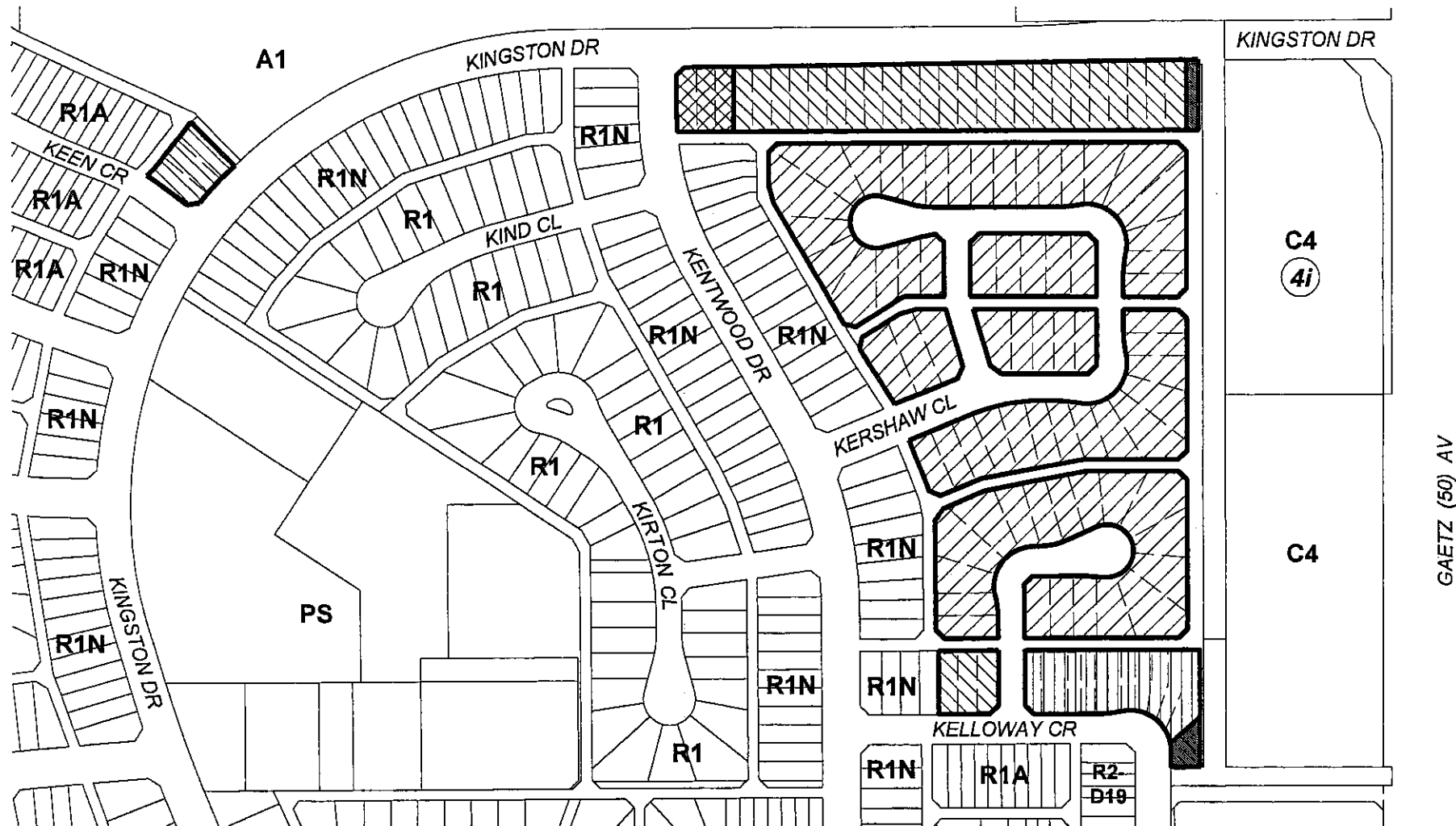
AND SIGNED BY THE MAYOR AND CITY CLERK this 10th day of October 2006.


MAYOR


CITY CLERK

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006

LUB 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32

DESCRIPTION: Rezoning from A1 and PS to R1, R1N, R1A and P1.

FIRST READING: September 11, 2006

FIRST PUBLICATION: September 22, 2006

SECOND PUBLICATION: September 29, 2006

PUBLIC HEARING & SECOND READING: October 10, 2006

THIRD READING: Oct. 10, 2006

LETTERS REQUIRED TO PROPERTY OWNERS: YES ☒ NO ☐

DEPOSIT? YES ☐ \$ _____ NO ☒ **BY:** Sabre Properties & Laepon Dev.

ACTUAL COST OF ADVERTISING:

\$ 283.56 X 2

TOTAL: \$ 567.¹²

MAP PREPARATION: \$ —

TOTAL COST: \$ 567.¹²

LESS DEPOSIT RECEIVED: \$ —

AMOUNT OWING/ (REFUND): \$ 567.¹²

INVOICE NO.: 190580

(Account No. 180.5901)

Batch # 800736

MUNICIPAL PLANNING COMMISSION APPROVALS

On September 25, 2006 the Municipal Planning Commission issued approval of the following applications:

Inglewood

1. Arvin Reifelard Fitts Architect Inc. - discretionary use of a 154 unit assisted living residence on behalf of Masterpiece Living to be located at 10 Inglewood Drive.

South Hill

2. Future Shop - discretionary use of a banner sign to be located at 20, 2250 - 22nd Street.

Glendale

3. Robert Skolozub - discretionary use of an 18.6 m² temporary building to be located at 7028 - 59 Avenue.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 13, 2006. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-8132.

OUTDOOR STORAGE, DISPLAY OR SALE OF GOODS IN COMMERCIAL & INDUSTRIAL DISTRICTS

Land Use Bylaw Amendment

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/E-2006, which provides for the regulation of outdoor storage and outdoor display or sale of goods in Commercial and Industrial Districts. The proposed amendments include:

1. Amended and new definitions relating to outdoor display and/or sale of goods, outdoor storage, and public property.
2. Addition of outdoor storage and outdoor display and/or sale of goods as a discretionary or permitted use in relevant land use districts.
3. Prohibit display, storage and sales on public property and landscaped areas.
4. Add regulations for outdoor storage and outdoor display and/or sale of goods in Commercial and Industrial districts.
5. Implement specific fines for offenses relating to outdoor storage, outdoor display and/or sale of goods on public property or landscaped areas.

The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.



Thanks for pitching in to the big picture.
Blue boxes are making Red Deer beautiful.

Red Deer is a recycling leader in Alberta. For more information on how you can pitch in, including getting a blue box and recycling tips, call or visit:

340-BLUE (2583) www.reddeer.ca

HELP FRIENDS AND FAMILY STAY ALIVE

The Red Deer City RCMP, Mothers Against Drunk Driving (MADD) and CKGY are partners in helping your friends and family stay alive.

As a community, commit to "I WILL NOT DRIVE If I have been drinking and I will not get into a vehicle with a drunk driver".

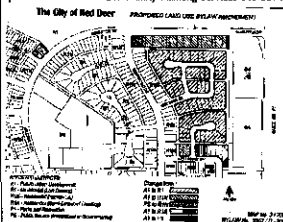
CONTRACT FOR LIFE

You can get your Contract For Life online at www.reddeer.ca/rcmp or from the foyer at the Red Deer City RCMP Detachment. Further information is available by phone at 341-2011.

Red Deer City RCMP
4811 - 49 Street, Red Deer, AB
Safe Homes - Safe Communities

KINGSGATE NEIGHBOURHOOD - PHASES 31 & 32

Land Use Bylaw Amendment
City Council proposes to pass Land Use Bylaw Amendment 3357/D-2006, which provides for the rezoning of approximately 91.6 hectares (22.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood from A1 Future Urban Development District and P1 Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 114 low density residential lots, 2 municipal reserve lots and 1 public utility lot, and conforms to the Kingsgate Neighbourhood (Kingsgate) Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

DEVELOPMENT OFFICER APPROVALS

On September 27, 2006 the Development Officer issued approval for the following applications:

Dear Park

1. Beas Survey Ltd. - a 2.84 metre rear yard to an existing detached garage located at 123 Doherty Close.

Johnstone Park

2. Banocco Land Surveying Ltd. - a 3.48 metre rear yard to an existing detached garage located at 79 Jensen Crescent.

Lancaster

3. Lacion Developments Ltd. - a 7.01 metre rear yard to a proposed single family dwelling and attached garage to be located at 71 Lenon Close.

Normaldale

4. Snell & Oland Surveys Ltd. - a 0.68 metre side yard to an existing detached garage located at 85 Neville Close.

Riverside Meadows

5. Beas Surveys Ltd. - a 0.55 metre side yard and a 45 metre rear yard to an existing detached garage located at 5829 - 52 Avenue.

Rosedale

6. Snell & Oland Surveys Ltd. - a 2.17 metre rear yard to an existing detached garage located at 60 Richards Crescent.

7. Snell & Oland Surveys Ltd. - a 1.32 metre side yard to an existing single family dwelling and attached garage located at 49 Kollie Street.

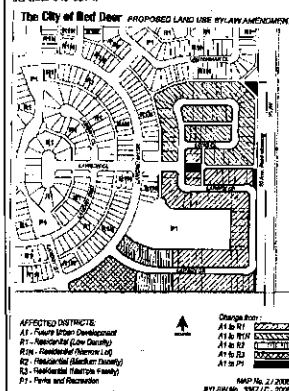
Wheatlakes

8. True-Line Contracting Ltd. - a 6.93 metre rear yard to a proposed single family dwelling and attached garage to be located at 296 Wiley Crescent.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 13, 2006. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-8132.

LONSDALE NEIGHBOURHOOD - PHASE 2 Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/C-2006, which provides for the rezoning of approximately 11.04 hectares (27.3 acres) of land for the development of Phase 12 of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. The proposed development will create 156 low density residential lots, 3 municipal reserve lots, and 3 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

URGENT! Please call/fax within 1 hour of receiving

RED DEER ADVOCATE

Ph. (403) 943-2400 Fax (403) 342-4051

INSERT DATE **FRI., SEPT. 29**

AD SIZE **6 X 265**

AD CODE **101157CityRD6X265i20**

FINAL PROOF. Proof read and approve or mark corrections. Proofing is the responsibility of the Advertiser. Thank you for your co-operation

Sales Rep **16**
Composed by **BY**
Approved by **BY**

VOLUNTEER WITH US!

The City of Red Deer depends on citizens participation in its many committees. Have a positive impact on your community by volunteering to be a member of a standing committee of City Council. Positions are available on the following committees:

- Assessment Review Board
- Drinking Establishment Licensing Bylaw Appeal Committee
- Family & Community Support Services Board
- Library Board
- Mayor's Recognition Awards Committee
- Municipal Planning Commission
- Red Deer Regional Airport Authority
- Subdivision & Development Appeal Board

Applications and further details on the committees are available from Legislative & Administrative Services, 2nd Floor, City Hall or online at www.reddeer.ca/citycouncil. Application forms must be returned no later than Friday, September 29, 2006 to Legislative & Administrative Services or by fax to 342-6195. Further information is available by phone at 342-8132 or by email at legislativeservices@reddeer.ca.

OUTDOOR STORAGE, DISPLAY OR SALE OF GOODS IN COMMERCIAL & INDUSTRIAL DISTRICTS

Land Use Bylaw Amendment

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/E-2006, which provides for the regulation of outdoor storage and outdoor display or sale of goods in Commercial and Industrial Districts. The proposed amendments include:

1. Amend and new definitions relating to outdoor display and/or sale of goods, outdoor storage, and public property.
2. Addition of outdoor storage and outdoor display and/or sale of goods at a discretionary or permitted use in relevant land use districts.
3. Prohibit display storage and sales on public property and landscaped areas.
4. Add regulations for outdoor storage and outdoor display and/or sale of goods in Commercial and Industrial districts.
5. Implement specific fines for offences relating to outdoor storage, outdoor display and/or sale of goods on public property or landscaped areas.

The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

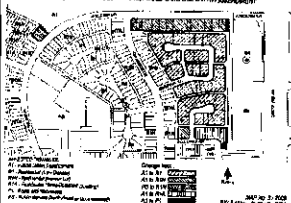
City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

KINGSGATE NEIGHBOURHOOD - PHASES 31 & 32

Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/D-2006, which provides for the rezoning of approximately 9.16 hectares (22.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood from A1 Future Urban Development District and PS Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 114 low density residential lots, 2 municipal reserve lots and 1 public utility lot, and conforms to the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan.

The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

MUNICIPAL PLANNING COMMISSION APPROVALS

On September 18, 2006 the Municipal Planning Commission issued approval of the following applications:

- Johnstone Crossing**
1. Croftland Developments Ltd. - relaxation to a minimum side yard of 0.75 metres to accommodate a caretaker on a single family dwelling to be located at 24 Jopson Crescent.
- Sunnybrook**
2. Birchwood Construction - development of a single family dwelling and attached garage to be located at 3 Sunnyside Crescent.
- Aspen Ridge**
3. New Way Construction - a height of 5.18 metres to a proposed detached garage to be located at 92 Armerster Close.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 6, 2006. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-8132.

DEVELOPMENT OFFICER APPROVALS

On September 20, 2006 the Development Officer issued approval for the following applications:

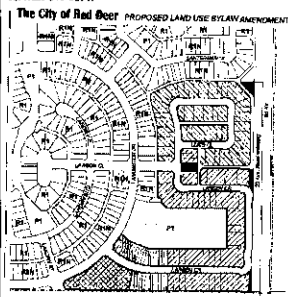
- Anders Park**
1. Beta Surveys Ltd. - a 0.95 metre side yard and a 3.56 metre rear yard to an existing deck located at 19 Andrews Close.
2. C. Smith - a rear yard setback varying from 4.5 metres to 6.5 metres to a proposed detached garage to be located at 44 Archer Drive.
- Deer Park**
3. D. Robinson - a 5.5 metre rear yard to a proposed detached garage to be located at 117 Downing Close.
- Inglewood**
4. Mason Martin Homes - a 6.81 metre rear yard to a proposed single family dwelling and detached garage to be located at 156 Ingle Close.
- Kentwood**
5. V. Reid - a 3.2 metre rear yard to a proposed detached garage to be located at 22 Ridd Close.

You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, October 6, 2006. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-8192.

LONSDALE NEIGHBOURHOOD - PHASE 2

Land Use Bylaw Amendment

City Council proposes to pass Land Use Bylaw Amendment 3357/C-2006, which provides for the rezoning of approximately 11.04 hectares (27.3 acres) of land for the development of Phase 12 of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R2 Residential (Medium Density) District, R3 Residential (Multiple Family) District, and P1 Parks and Recreation District. The proposed development will create 156 low density residential lots, 3 municipal reserve lots and 3 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by Tuesday, October 3, 2006. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

URGENT!! Please call/fax within 1 hour of receiving

RED DEER ADVOCATE

PH: (403) 343-2400 FAX: (403) 342-4051

ON a/c: ☐ On with committee

Save this: ☐ 18

Approved by: ☐ 18

By: ☐ 18

INSET DATE: **FRI, SEPT. 22**

AD SIZE: **4x300**

AD CODE: **98577CtyeRDAx30022**

FINAL PROOF: Proof read and approve or mark corrections. Proofing is the responsibility of the Advertiser. Thank you for your co-operation.

Legislative & Administrative Services

DATE: September 12, 2006

TO: Martin Kvapil, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

Reference Report:

Parkland Community Planning Services, dated September 1, 2006

Bylaw Readings:

Land Use Bylaw Amendment 3357/D-2006 was given first reading. A copy of the bylaw is attached.

Report Back to Council: Yes.

A Public Hearing will be held on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Comments/Further Action:

Land Use Bylaw Amendment 3357/D-2006 provides for the development of Phases 31 & 32 of the Kingsgate neighbourhood. Approximately 9.16 ha (22.6 ac) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District and P1 Parks and Recreation District. This will create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder. This office will now proceed with the advertising for a Public Hearing. Sabre Properties & Laebon Developments will be responsible for the advertising costs in this instance.



Kelly Kloss
Manager

/chk
/attach.

c Director of Development Services
Inspections & Licensing Manager
Land and Economic Development Manager
C. Adams, Administrative Assistant
T. Edwards, Clerk Steno

BYLAW NO. 3357/D-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map L21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

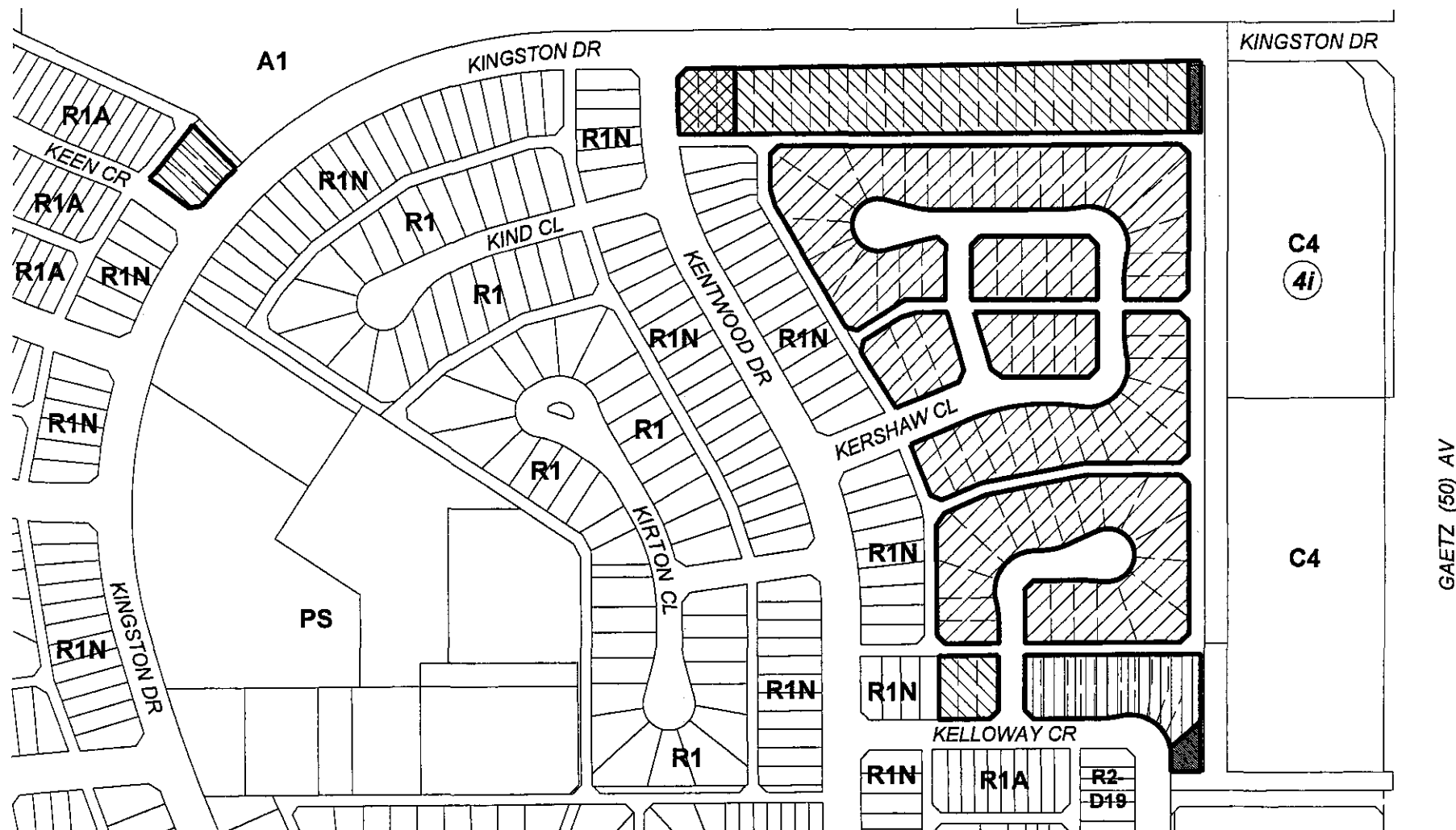
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006



LEGISLATIVE & ADMINISTRATIVE SERVICES

September 12, 2006

Fax: 341-4165

Mr. C. Beaumont
Sabre Properties / Laebon Developments
289, 28042 Highway 11
Red Deer County, AB T4S 2L4

Dear Mr. Beaumont:

Re: *Land Use Bylaw Amendment 3357/D-2006*
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/D-2006* at the City of Red Deer's Council Meeting held Monday, September 11, 2006. For your information a copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/D-2006 provides for the development of Phases 31 & 32 of the Kingsgate neighbourhood. Approximately 9.16 ha (22.6 ac) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District and P1 Parks and Recreation District. This will create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Tuesday, October 10, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

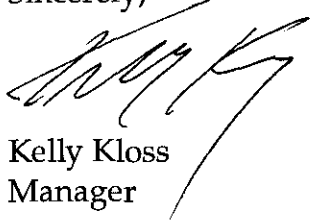
You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$700.00. If you are not in agreement with paying this cost, please notify me by 10:00 A.M. on Wednesday, September 20, 2006.

...2/

Sabre Properties / Laebon Developments
September 12, 2006
Page 2

Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', with a long, sweeping underline that extends to the right.

Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services
 C. Adams, Administrative Assistant

KINGSGATE NEIGHBOURHOOD – PHASES 31 & 32
Land Use Bylaw Amendment

City Council proposes to pass **Land Use Bylaw Amendment 3357/D-2006**, which provides for the rezoning of approximately 9.16 hectares (22.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood from A1 Future Urban Development District and PS Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District and P1 Parks and Recreation District. The proposed development will create 114 low density residential lots, 2 municipal reserve lots and 1 public utility lots, and conforms to the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

“Map”

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Tuesday, October 10, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, October 3, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Administrative Services at 342-8132.

(Publication Dates: September 22 & 29, 2006)



**LAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
e-mail: pcps@pcps.ab.ca
www.pcps.ca

DATE: September 1, 2006
TO: Kelly Kloss, Legislative and Administrative Services Manager
FROM: Martin Kvapil, Planning Assistant
RE: Land Use Bylaw Amendment No. 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

Proposal

Sabre Properties & Laebon Developments is proposing to develop Phase 31 & 32 of the Kingsgate neighbourhood. Rezoning is being sought for approximately 9.16 ha (22.6 ac.) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder. The proposed uses would conform with the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan.

In accordance with Section 15.2.4 of the City and Red Deer County Intermunicipal Development Plan, the proposed bylaw amendment has been referred to the County for comment. No objection to the proposal was indicated by the County.

Staff Recommendation

It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3357/D-2006.

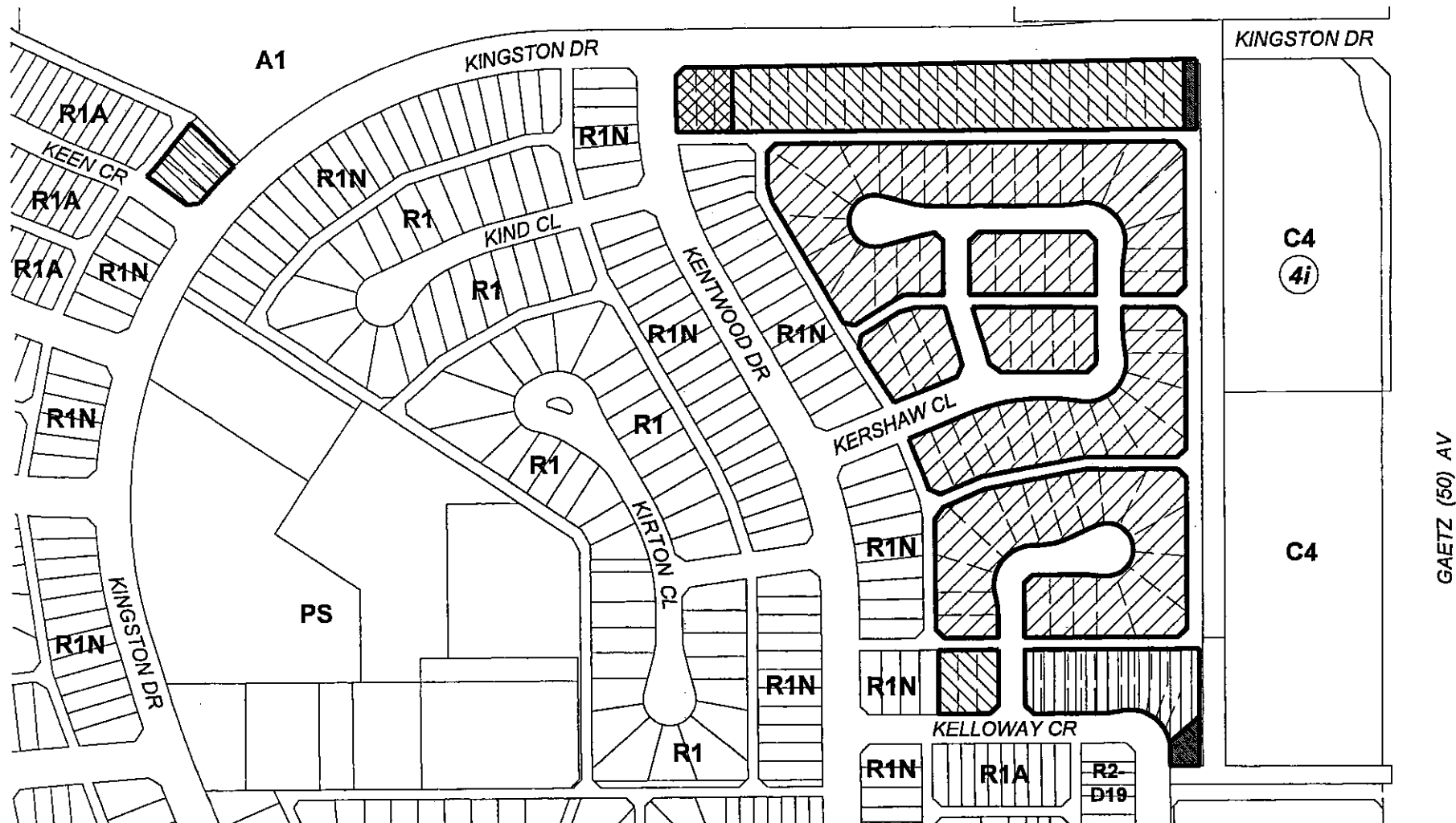
Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006

September 20, 2006

«Prime_Owner_Name»

«Owner_Address_1»

«Owner_Address_2»

«Owner_Address_3»

Dear Sir/Madam:

Re: Land Use Bylaw Amendment 3357/D-2006 - Kingsgate Neighbourhood – Phases 31 & 32

Red Deer City Council is considering a change to the Land Use Bylaw, which controls the use and development of land and buildings in the city. As a property owner in the area of proposed changes, you have an opportunity to ask questions about the intended use and to let Council know your views.

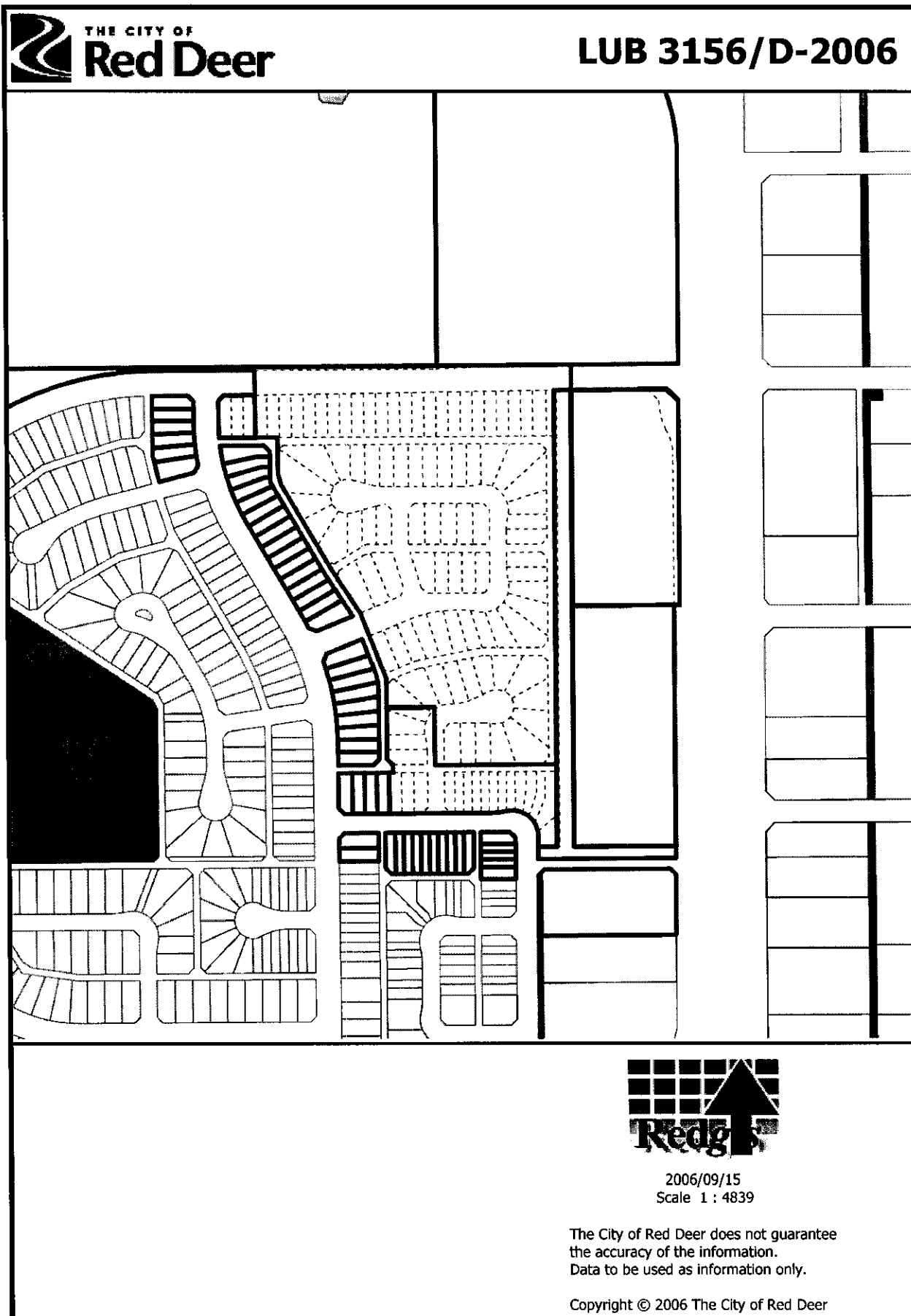
City Council proposes to pass **Land Use Bylaw Amendment 3357/D-2006**, which provides for the rezoning of approximately 9.16 hectares (22.6 acres) of land for the development of Phases 31 & 32 of the Kingsgate neighbourhood. The land will be rezoned from A1 Future Urban Development District and PS Public Service District to R1 Residential (Low Density) District, R1N Residential (Narrow Lot) District, R1A Residential (Semi-detached Dwelling) District and P1 Parks and Recreation District. The proposed development conforms to the Kentwood Northeast (Kingsgate) Neighbourhood Area Structure Plan. It will create 114 low density residential lots, 2 municipal reserve lots, and 1 public utility lot. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall, during regular office hours. For more details contact the city planners at Parkland Community Planning Services at 343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Tuesday, October 10, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda you must submit it to our office by **Tuesday, October 3, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Administrative Services at 342-8132.

Yours truly,



Kelly Kloss
Manager, Legislative & Administrative Services
encl.



LUB 3357/D-2006

Prime Owner Name	Owner Address 1	Owner Address 2	Owner Address 3
LESTER REID	97 KENTWOOD DR	RED DEER, AB T4P 4C4	
JAMIE A & ADELINE PAULA R	93 KENTWOOD DR	RED DEER, AB T4P 4C4	
MICHELLE MONTGOMERY	89 KENTWOOD DRIVE	RED DEER, AB T4P 4C4	
LD3 ENTERPRISES LTD	4406 53 ST CRESCENT	RED DEER, AB T4N 2A2	
RHETT D HAWES & KELLY LY	57 KENTWOOD DRIVE	RED DEER, AB T4P 4C4	
OMAR A & SIRLEE T MARTINE	53 KENTWOOD DR	RED DEER, AB T4P 4C4	
JAMIE PATRICK EADIE	161 KENTWOOD DRIVE	RED DEER, AB T4P 4C4	
BENJAMIN DREW & KERRI LY	125 KENTWOOD DR	RED DEER, AB T4P 0A5	
CHRIS & JUDI KERSHAW	117 KENTWOOD DRIVE	RED DEER, AB T4P 4C4	
CURTIS KROPODRA	109 KENTWOOD DRIVE	RED DEER, AB T4P 4C4	
MATTHEW JANES	105 KENTWOOD DR	RED DEER, AB T4P 4C4	
GARY SCHMIDT	101 KENTWOOD DR	RED DEER, AB T4P 4C4	
AMY ROBERTSON & DUSTIN	219 KELLOWAY CRES	RED DEER, AB T4P 4C4	
TERESA LYNNE & TERRY & M	215 KELLOWAY CRESCE	RED DEER, AB T4P 4C4	
KEITH KIND & TONI SWARBRI	211 KELLOWAY CRESCE	RED DEER, AB T4P 4C4	
BOB & LYNDA MARIE TINSLE	207 KELLOWAY CRES	RED DEER, AB T4P 4C4	
TRACEY ELDON MUTCHLER	72 KENTWOOD DR	RED DEER, AB T4P 4C4	
JAMES & HEATHER MUTCHLER	RR 1	OHATON, AB T0B 3P0	
LING LING JING	C/O 40 WILEY CRESCENT	RED DEER, AB T4N 7G5	
LINGLING JING & ALLAN S ML	40 WILEY CRES	RED DEER, AB T4N 7G5	
DONNA & AMANDA SYLVESTI	198 KELLOWAY CRES	RED DEER, AB T4P 4E4	
BARBARA V MORGAN	196 KELLOWAY CRES	RED DEER, AB T4P 4E4	
MARK FLEISCHHAUER & ALIS	194 KELLOWAY CRES	RED DEER, AB T4P 4E4	
HARRY POHL	6781 40 AVE	RED DEER, AB T4N 3M4	
STAN & LYNNE MARKHAM	41 KENDALL CRES	RED DEER, AB T4P 3S5	
SEIBEL CONSTRUCTION LTD	BOX 40	BLACKFALDS, AB T0M 0J0	
J. ALFRED ORDMAN CORPOF	3407 SPRUCE DRIVE	RED DEER, AB T4N 3N7	
SABRE PROPERTIES LTD	1 - 5128 52 ST	RED DEER, AB T4N 6Y4	
KINGSWOOD CROSSING (ALF)	BOX 10004	520 - 701 WEST GEORGIA STRI	VANCOUVER, BC V7Y 1A1
M & K MOBILE HOMES SALES	7920 50 AVE	RED DEER, AB T4P 3N4	
CAROL WIENS	7920 50 AVE APT 9	RED DEER, AB T4P 3N4	
ROBERT & NADINE PICO	14 OCKLEY CLOSE	RED DEER, AB T4N 5A9	
MARIA GABRIELLA KORELL	7920 50 AVE APT 6	RED DEER, AB T4P 3N4	
CRAWFORD JAMIESON	7920 50 AVE APT 5	RED DEER, AB T4P 3N4	
KEVIN FENNIG	7920 50 AVE APT 20	RED DEER, AB T4P 3N4	

SELENA & DAWN JAMES	19 7920 50 AVE	RED DEER, AB T4P 3N4	
MARLIN JOHNSON & KRISTA	18-7920 50 AVE	RED DEER, AB T4P 3N4	
CRAIG MURPHY	16 - 7920 50 AVE	RED DEER, AB T4P 3N4	
GREG & TAMMY SCHOEFIELD	7920 50 AVE APT 15	RED DEER, AB T4P 3N4	
PETE WIERENGA	4705 58 ST	LACOMBE, AB T4L 1M6	
PATRICIA RODRIGUEZ & DAL	13 7920 50 AVE	RED DEER, AB T4P 3N4	
DOREEN & CHARLES DUNNIN	5936 60 AV	RED DEER, AB T4N 4W7	
LESLIE & EARL STARK	11 7920 50 AVE	RED DEER, AB T4P 3N4	
RUSTY ROSS	10-7920 50 AVE	RED DEER, AB T4P 3N4	
590990 ALBERTA LTD	C/O LEE-ROY ENTERPRISES	7898A 50 AV	RED DEER, AB T4P 3N4
BEST BUY HOUSING INC	2 EAST LAKE CRES NE	AIRDRIE, AB T4A 2H3	

Legislative & Administrative Services

DATE: October 11, 2006

TO: Martin Kvapil, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/D-2006
Kingsgate Neighbourhood – Phases 31 & 32
Sabre Properties & Laebon Developments

Reference Report:

Parkland Community Planning Services dated September 1, 2006

Bylaw Readings:

Land Use Bylaw Amendment 3357/D-2006 was given second and third readings. A copy of the bylaw is attached.

Report Back to Council: No

Comments/Further Action:

Land Use Bylaw Amendment 3357/D-2006 provides for the development of Phases 31 & 32 of the Kingsgate neighbourhood. Approximately 9.16 ha (22.6 ac) of land from A1 Future Urban Development District and PS Public Service District to R1 Residential Low Density District, R1N Residential Narrow Lot District, R1A Residential (Semi-Detached Dwelling) District and P1 Parks and Recreation District. This will create 114 residential lots, 2 municipal reserve lots, 1 public utility lot and a remainder. This office will amend the consolidated version of the Land Use Bylaw in due course.


Kelly Kloss
Manager

/chk
/attach.

- c Director of Development Services
- Inspections & Licensing Manager
- Land & Economic Development Manager
- City Assessor
- D. Kutinsky, Graphics Designer
- T. Edwards, Clerk Steno

BYLAW NO. 3357/D-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map L21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this 10TH day of October 2006.

READ A THIRD TIME IN OPEN COUNCIL this 10th day of October 2006.

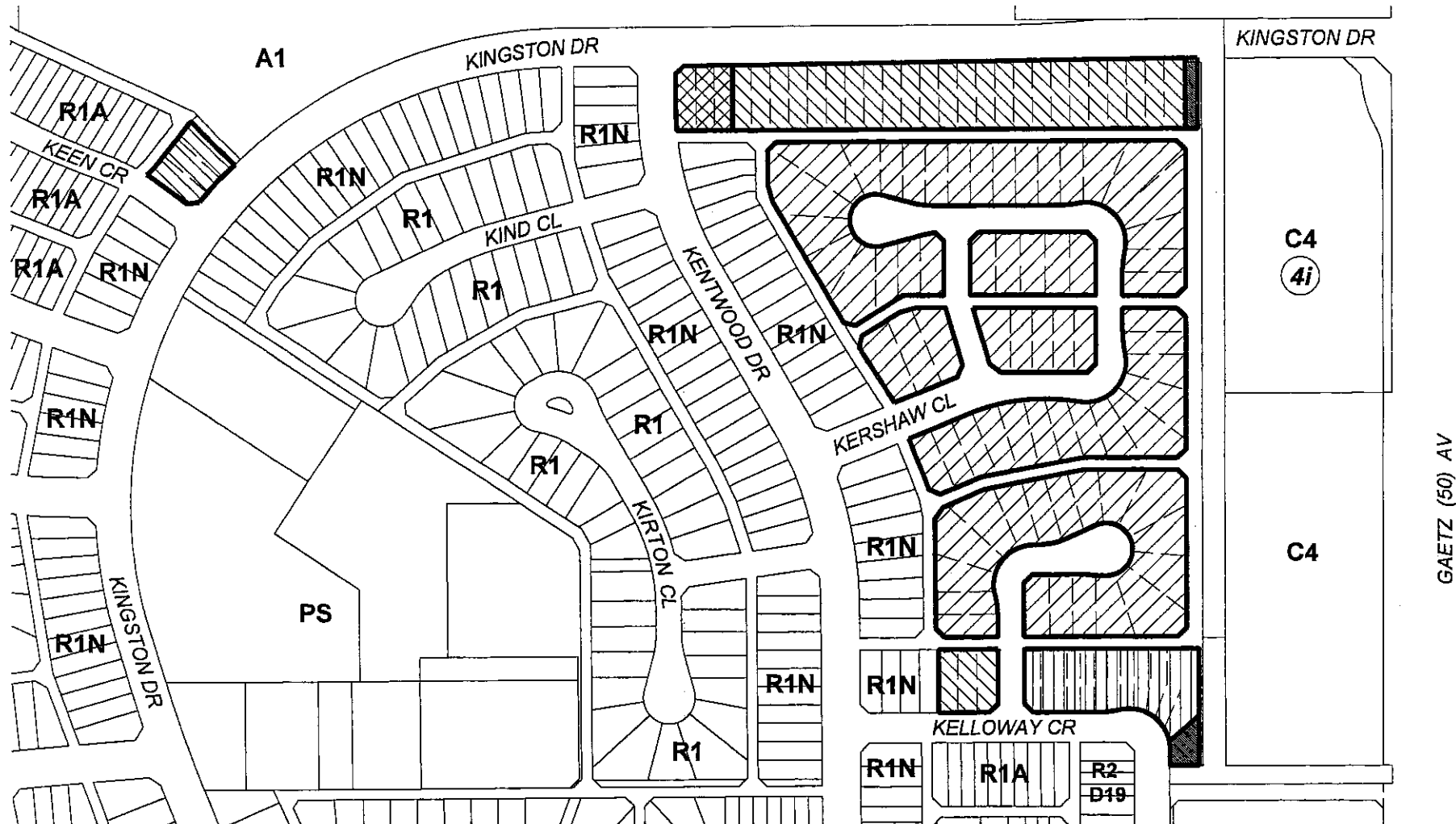
AND SIGNED BY THE MAYOR AND CITY CLERK this 10th day of October 2006.


MAYOR


CITY CLERK

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



NORTH

MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006

**Legislative & Administrative Services**

DATE: October 3, 2006

TO: City Council

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/E-2006
Outdoor Storage, Outdoor Display or Sale of Goods in Commercial and Industrial Districts

History:

At the Monday, September 11, 2006 meeting of Council, Land Use Bylaw Amendment 3357/E-2006 was given first reading.

Land Use Bylaw Amendment 3357/E-2006 provides for amendments to outdoor storage and outdoor display and/or sale of goods outdoors in Commercial and Industrial districts as follows:

1. Amend and add new definitions to provide for "outdoor display and/or sale of goods", "outdoor storage", and "public property".
2. Addition of "outdoor storage" and "outdoor display and/or sale of goods" as discretionary or permitted uses in relevant land use districts.
3. Prohibit display, storage, and sales on public property and landscaped areas.
4. The addition of regulations for "outdoor storage" and "outdoor display and/or sale of goods" in Commercial and Industrial districts.
5. The implementation of specific fines for offences relating to "outdoor storage", "outdoor display and/or sale of goods" on public property or landscaped areas.

Public Consultation Process

A Public Hearing has been advertised for the above noted bylaw to be held on Tuesday, October 10, 2006 at 6:00 p.m. in the Council Chambers, during Council's regular meeting.

Discussion

A report from Administration is attached indicating changes made to the original Land Use Bylaw Amendment 3357/E-2006, regarding fines, lumber yards and storage of small items and garbage containers.

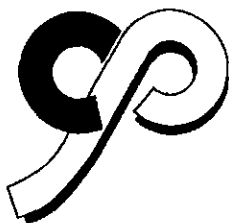
Recommendation

That Council consider

- (a) Passing a resolution to amend Land Use Bylaw Amendment 3357/E-2006, and
- (b) Giving second and third readings of the bylaw, as amended.



Kelly Kloss
Manager



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: September 26, 2006

TO: Kelly Kloss, Legislative & Administrative Services Manager

FROM: Tara Lodewyk, Planner

RE: Revised Land Use Bylaw Amendment 3357/E-2006
Outdoor storage, outdoor display or sale of goods in Commercial and Industrial districts

Background

Land Use Bylaw Amendment 3357/E-2006 was given first reading on September 11, 2006. Please reference report by Parkland Community Planning Services, dated September 1, 2006.

There were three minor concerns expressed by City Council members at first reading of the amendment:

- 1) Fines given per vehicle are excessive.
- 2) The regulations for lumber yards are not clear. The amendment reads as though lumber yards would be exempt from the maximum 25% of the gross floor area for outdoor display and sales as well as all other regulations.
- 3) The outdoor storage of small maintenance items such as lawnmowers, sheds, and garbage containers would also be prohibited in Commercial districts. These items need to be stored outdoors.

Planning Analysis

In consideration of the above notes concerns, Administration is suggesting the following:

1) Fines

To revise the regulations so it is a separate offence for each day that any vehicle is parked or displayed on public property. Fines will not be based per vehicle.

2) Lumber Yards

To provide clarity, a subsection is added to *Outdoor Display or Sale of Goods in Commercial Districts* specifying that lumber yards are exempt from the 25% of the gross floor area maximum size but must follow the remaining outdoor display or sale of goods regulations in a Commercial district.

To add a subsection to *Outdoor Storage in Industrial Districts* clarifying that where lumber yards are approved as an accessory use in Industrial districts, they shall comply with the outdoor display or sale of goods regulations in Commercial districts.

3) Storage of Small Items and Garbage Containers

To modify the definition of "Outdoor Storage" to read "the storage of goods outside the principal building or buildings on a site but does not include the outdoor display or sale of goods nor accessory buildings or garbage enclosures."

Revised Bylaw

The following changes have been made to the original Land Use Bylaw Amendment 3357/E-2006:

- 1) Paragraph 6, subsection 3.22 (3) has been amended.
- 2) Paragraph 11, a new subsection 5.7(10)(f) has been added.
- 3) Paragraph 14, section 6.4(6), a new subsection (d) has been added.
- 4) The definition of 'Outdoor Storage' has been amended.
- 5) Paragraph 15, section 5.7 (9)(c) changed to section 3.22. The wrong section was referenced in the original amendment.

Recommendation

That following the public hearing City Council considers second and third reading of the revised Land Use Bylaw Amendment 3357/E-2006 as attached.

Respectfully Submitted,



Tara Lodewyk
Planner



Tony Lindhout
City Planning Manager

BYLAW NO. 3357/E-2006

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

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

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

- 1 In Section 1.3 the definition of "Outdoor Display" is deleted in its entirety and replaced with the following new definition:

"Outdoor Display or Sale of Goods" means the display of goods intended for sale or the sale of goods on any portion of a site, but does not include the sale or display of goods by licensed hawkers.

- 2 The following new definitions are added to Section 1.3:

"Public Property" means all lands owned or under the control of The City of Red Deer and includes highways, medians, boulevards, sidewalks and parks."

"Outdoor Storage" means the storage of goods outside the principal building or buildings on a site but does not include the outdoor display or sale of goods nor accessory buildings and garbage enclosures."

- 3 Section 2.4 (1) (a)(ix) is deleted in its entirety and replaced with the following new section:

"2.4 (1) (a) (ix) location of any building (dimensioned to property lines) or structure including utility poles, retaining walls, outdoor storage areas, trees, landscaping, outdoor display or sale of goods areas and other physical features both existing and proposed on site,"

- 4 New Section 3.6 (13) is added as follows:

"3.6 (13) The parking of vehicles, the outdoor display or sale of goods and outdoor storage are all prohibited on any portion of a site which has been approved for landscaping (including the natural display of grass, plants or other landscaping features) unless approved by the Development Authority."

- 5 Section 3.8 is deleted in its entirety.

6 New Section 3.22 is added as follows:

- “3.22 (1) No person shall park or leave a vehicle, or any part of a vehicle, on or over any public property.
- (2) The prohibition in subsection (1) does not apply to a vehicle which is parked:
- (a) in a designated parking stall or designated parking areas;
 - (b) on any carriageway intended for the passage of vehicles and where not otherwise prohibited;
 - (c) on public property in accordance with a license from or the express approval of the City.
- (3) Where one or more vehicles are parked or left on public property contrary to subsection (1), it shall be a separate offence for each day that such vehicle(s) is so parked or displayed.
- (4) No person shall store, display or sell goods on any public property, except in accordance with the terms of a valid City business license or other lawful authority granted by the City.
- (5) Subsection (4) does not prohibit occasional sidewalk sales provided that such sales do not impede pedestrian traffic on the sidewalk.

7 “Outdoor Storage” is added as a discretionary use in C1A, C2A, C2B, and C4 Commercial Districts, by adding the phrase “Outdoor Storage” as new subsections 5.2(1)(b)(xix), 5.3(1)(b)(xiv), 5.4(1)(b)(xiv) and 5.6(1)(b)(xiii) respectively.

8 “Outdoor Display or Sale of Goods” is added as a discretionary use in C1, C1A, C2A, and C2B Commercial districts, by adding the phrase “Outdoor Display or Sale of Goods” as new subsections 5.1(1)(b)(xiv), 5.2(1)(b)(xx), 5.3(1)(b)(xv) and 5.4(1)(b)(xv) respectively.

9 “Outdoor Display or Sale of Goods” is added as a discretionary use in C4 Commercial District, by deleting existing Section 5.6(1)(b)(ix) and replacing it with the following new subsection:

“5.6(1)(b)(ix) Outdoor Display or Sale of Goods”

10 New section 5.7(9) is added as follows:

"5.7(9) Outdoor Storage in Commercial Districts

- (a) The Development Authority may approve an application for outdoor storage in any Commercial district in which outdoor storage is a discretionary use, or in any Direct Control district in which commercial activity is conducted, subject to the imposition of such conditions as it deems necessary in order to comply with the intent of this Bylaw.
- (b) All outdoor storage must meet the following requirements:
 - (i) Outdoor storage is permitted for a period of one year.
 - (ii) Outdoor storage shall be concealed from sight from adjacent roads.
 - (iii) Outdoor storage areas shall be screened so that no stored goods are visible above the screening. Screening shall not exceed 2.5 metres in height.
 - (iv) Outdoor storage areas shall not exceed 2.5% of the gross floor area of the principal building on the site, or where there is more than one building on the site, shall not exceed 2.5% of the gross floor area of the building to which the Outdoor Storage area relates
 - (v) An outdoor storage area may not reduce the parking spaces available for use on the site below the number of spaces required under the Land Use Bylaw or approved by the Development Authority.
 - (vi) A portable storage container may be used for outdoor storage provided that it is painted to match the principal building on the site and does not exceed dimensions of 12 metres in length by 2.4 metres in width by 2.6 metres in height. A portable storage container does not need to be screened.

11 New Section 5.7 (10) is added as follows:

"5.7 (10) Outdoor Display or Sale of Goods in Commercial Districts

- (a) The Development Authority may approve an application for the outdoor display or sale of goods in any Commercial district in which the use is listed, or in any Direct Control district in which commercial activity is conducted, subject to the imposition of such conditions as it deems necessary in order to ensure compliance with the intent of this Bylaw.
- (b) Such approval may be granted on a permanent basis, for a specific period of time or for limited times during the year.
- (c) All areas used for the outdoor display or sale of goods shall comply with the following requirements:
 - (i) Display areas shall be fenced or screened as approved by the Development Authority.
 - (ii) Goods in a display area may be visible from outside the display area provided they are not visible from any street and further provided that the visible goods are displayed in an orderly manner.
 - (iii) Fencing or screening shall not exceed 2.5 metres in height.
 - (iv) No goods may be stored so as to be visible above the screening.
 - (v) Outdoor display or sales areas shall not exceed 25% of the gross floor area of the establishment to which that outdoor display or sales area relates.
 - (vi) An outdoor display or sales area may not reduce the parking spaces available for use on the site below the number of spaces required under the Land Use Bylaw or approved by the Development Authority.
 - (vii) Where sheds form part of the outdoor display or sale of goods, a maximum of six sheds will be allowed immediately adjacent to the retail establishment or at such other specific location as may be approved by the Development Authority. The exterior of any sheds on display must be finished and are not required to be screened.

- (d) Unless otherwise directed by the Development Authority, a person who has received approval for an annual temporary outdoor display or sale of goods may erect the outdoor display or sales area every year provided that it is constructed in the manner and for the duration approved by the Development Authority. Notwithstanding this, such person must obtain an Occupancy Permit each year prior to implementing the use or erecting the enclosure for the outdoor display or sales area.
 - (e) Notwithstanding the provisions of 5.7 (10), no development approval is required for the outdoor display or sale of goods which does not extend further than 4.5 metres from the front of a building on private property in a C1, C1A, C2A, C2B or C4 Commercial district, or on an approved DC site, provided the goods are not displayed on any area intended for the passage of vehicles, and are displayed in an orderly fashion and in a manner that does not impede pedestrian or vehicular traffic."
 - (f) The size of an outdoor display or storage area associated with a lumber yard in a Commercial District shall be at the discretion of the Development Authority, notwithstanding the provisions of section 5.7(10).
- 12 "Outdoor storage" is added as a permitted use in I1 Industrial district, by deleting existing Section 6.1(1)(a)(viii) and replacing it with the following new subsections:
- "6.1 (1)(a)(viii) Warehousing
- (viv) Outdoor storage."
- 13 Section 6.4(2)(7) is deleted in its entirety and replaced with the following new subsection:
- 6.4(2)(7) outdoor storage of goods or material is permitted if kept in a neat and orderly manner subject to regulations listed in section 6.4 (6).
- 14 New Section 6.4(6) is added as follows:
- "6.4(6) Outdoor Storage in Industrial Districts**
- (a) Where the outdoor storage of raw materials, finished or partially finished products, fuel, salvage material, junk or waste is permitted or approved on a site, such storage shall be concealed from sight from adjacent sites, streets or lanes by a fence or wall of

appropriate design, and sufficient dimension and position so that such materials are not visible from any point 2.0 m or less above grade on any adjacent site, street or lane.

- (b) Outdoor storage areas shall be fenced or screened as determined by the Development Authority.
- (c) Outdoor storage shall not be located within the front yard setback of any site.
- (d) Lumber yards approved as an accessory use in Industrial districts shall comply with the outdoor display or sale of goods regulations listed in section 5.7(10).

15 Schedule "C" is amended by adding the following specified penalties:

<u>Description of Offence</u>	<u>First Offence</u>	<u>Second Offence*</u>	<u>Third or Subsequent Offence*</u>
Section 3.6 (13) Parking of vehicles, outdoor display, storage or sales on landscaped areas	\$500.00	\$1,000.00	\$5,000.00
Section 3.22 Parking of vehicles, outdoor display, sales or storage on Public Property	\$500.00	\$1,000.00	\$5,000.00

READ A FIRST TIME IN OPEN COUNCIL this day of 2006.

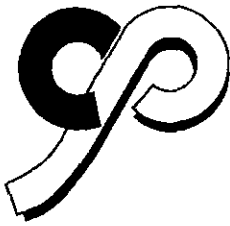
READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

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DATE: September 1, 2006

TO: Kelly Kloss, Legislative & Administrative Services Manager

FROM: Tara Lodewyk, Planner

RE: Land Use Bylaw Amendment 3357/E-2006
Outdoor storage, outdoor display or sale of goods in Commercial and Industrial districts

Purpose

The proposed amendments to the Land Use Bylaw regarding outdoor storage and outdoor display and/or sale of goods outdoors in Commercial and Industrial districts are meant to meet the following five objectives:

- 1) Amend and add new definitions to provide for "outdoor display and/or sale of goods", "outdoor storage", and "public property".
- 2) Add "outdoor storage", and "outdoor display and/or sale of goods" as a discretionary or permitted uses in relevant land use districts.
- 3) Prohibit display, storage, and sales on public property and landscaped areas.
- 4) Add regulations for "outdoor storage" and "outdoor display and/or sale of goods" in Commercial and Industrial districts.
- 5) Implement specific fines for offences relating to "outdoor storage", "outdoor display and/or sale of goods" on public property or landscaped areas.

1) Definitions

Background/Analysis

Currently, 'Outdoor Display' is vaguely defined in the Land Use Bylaw as *"the outdoor display of goods intended for sale or rent"*.

"Outdoor storage" and "public property" are currently not defined in the. The difference between outdoor storage and display or sale of goods needs to be clarified especially if proposed regulations and offences are to be added to the Land Use Bylaw so there is no room for misinterpretation.

Licensed hawkers (street vendors) are temporary and transient therefore they are excluded from the definition of outdoor display or sale of goods as there are different regulations that apply to permit applications for this type of business.

In order to ensure correct interpretation of the Bylaw, the term "public property" needs to be defined.

Recommendation

It is recommended that the definitions of "public property", "outdoor display and/or sale of goods", and "outdoor storage" are each clearly defined in the Land Use Bylaw. The proposed definitions are as follows:

"Outdoor storage" means the storage of goods outside the principal building or buildings on a site but does not include the outdoor display and/or sale of goods.

"Outdoor display and/or sale of goods" means the display of goods intended for sale or the sale of goods on any portion of a site, but does not include the sale or display of goods by licensed hawkers.

"Public property" means all lands owned or under the control of The City of Red Deer and includes highways, medians, boulevards, sidewalks and parks.

Impact

The addition of these definitions will make the proposed regulations more easily interpreted by the applicant or Development Authority.

2) Addition of Outdoor Display or Sale of Goods and Outdoor Storage as Uses

Background/Analysis

a) Outdoor Display or Sale of Goods

The Land Use Bylaw currently lists "outdoor display of goods" as a discretionary use in a C4 (Major Arterial) Commercial district. Outdoor display of goods is not listed as a use in any of the other Commercial districts therefore making it prohibited, although permits historically have been granted in these districts, as an accessory use. To provide consistency, outdoor display or sale of goods is recommended to be added as a discretionary use in all Commercial districts except in a C3 (neighbourhood) Commercial district, which is smaller neighbourhood shopping centre and meant to be as unobtrusive as possible on the surrounding residential area.

Outdoor display or sale of goods is currently not permitted in Industrial districts and no change is proposed.

Many of the Direct Control districts refer to other land use districts' uses and regulations. Outdoor display or sale of goods is then permitted or discretionary based on those districts requirements. As an example, in Direct Control District 11 outdoor display or sale of goods is discretionary because the bylaw references the discretionary uses listed in a C2B district.

b) Outdoor Storage

Currently, outdoor storage is not listed as a separate use in Commercial districts. Permits are currently being granted at the discretion of the Development Authority as an accessory use.

Once outdoor storage is clearly defined as a use, then it needs to be listed in applicable districts and then regulations can be specified. Outdoor storage has been approved on a case by case basis in the past in several Commercial districts. Outdoor storage should become a discretionary use in all Commercial districts except C1 (city centre) and C3 (neighbourhood). There is not enough space provided for outdoor storage on C1

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Land Use Bylaw Amendment 3357/E-2006
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Commercial properties due to minimum setbacks. Within a residential setting, outdoor storage could be considered an obtrusive use in a C3 Commercial district.

Storage is a permitted use in Industrial districts but combined with warehousing. In Industrial districts outdoor storage should be listed as separate from warehousing and specified as 'outdoor storage' to match the definition in the Land Use Bylaw.

Many of the Direct Control districts refer to other land use districts' uses and regulations. Outdoor storage would automatically be permitted or discretionary after being added to the referenced district.

Recommendation

It is recommended that outdoor display and/or sale of goods be added as a discretionary use in C1, C1A, C2A and C2B Commercial districts and remain a discretionary use in a C4 Commercial district.

It is recommended that outdoor storage be added as a discretionary use in C1A, C2A, C2B and C4 Commercial districts and a permitted use in I1 and I2 Industrial districts.

The proposed bylaw amendment is summarized in the following table:

District/use	C1	C1A	C2A	C2B	C3	C4	I1	I2
Outdoor Display or Sale of Goods	D	D	D	D	X	D	X	X
Outdoor Storage	X	D	D	D	X	D	P	P

D=discretionary P=permitted X=prohibited

Impact

By defining the uses separately, it will be clear to the applicant as to whether outdoor storage, outdoor display or sale of goods is permitted, discretionary or prohibited.

3) Prohibit Outdoor Storage and Display or Sale of Goods on Public Property and Landscaping

Background/Analysis

a) Public Property

Dealership vehicles are often seen parked on city owned boulevards for display purposes. City boulevards form part of the road right of way and is the property between the curb and property line that is often landscaped. They can vary in size but commonly are 1.07 metres from the curb to the property line. City boulevards allow for landscaping, sidewalks, access to utilities and provides for future road widening.

Public property is not meant to be used by private land owners or the public for outdoor storage or outdoor display or sale of goods or any other use unless permission is granted by The City. This includes the parking of vehicles on public property. The use of these boulevards for storage or display is not aesthetically pleasing, impedes sight lines and decreases safety.

As long as sidewalk displays don't impede pedestrian traffic, the occasional sale on the sidewalk (public property) directly in front of the business would be excluded from these

regulations as they are temporary events. It would be time consuming to issue permits for every small sidewalk sale.

b) Landscaping

The second issue is the display of goods on private landscaped areas. Landscaping is not intended to be built on or used for the display or sale of goods. Developers are required to meet certain landscaping minimums in their initial development permit application.

Currently, developers identify landscaping features on their permit application but they do not have to clearly identify outdoor storage or outdoor display or sales areas. If landscaping is being used for display or storage then it is not landscaping and therefore the minimum landscaping requirements have not been met.

Recommendation

As a proactive approach and for the ease of enforcement, it is recommended that outdoor storage and outdoor display or sale of goods areas be identified on site plans to minimize confusion with landscaped areas.

It is recommended that in the landscaping regulations for all districts, a new paragraph be added to make it an offence to use landscaping for the parking of vehicles, outdoor display, storage, sales or in any other way that interferes with the use of the space other than for natural display of grass, plantings and other landscaping features unless approved by the Development Authority.

It is recommended that a new section be added under the general regulations applicable to all districts to prohibit the parking or leaving of any part of a vehicle on public property. As well it will be clearly stated that no person shall store, display, or sell goods on any public property unless approved by the Development Authority.

Impact

Street aesthetics and corner sight lines will be improved as public property will not be allowed to be used for parking of vehicles, storage, or sales. Landscaping as identified on site plans will not be used for anything other than landscaping. There should be no confusion in differentiating between landscaping, storage, and display areas on the site plan.

4) Regulations for Outdoor Display or Sale of Goods and Outdoor Storage in Commercial and Industrial Districts

Background/Analysis

Outdoor storage and outdoor display or sale of goods is currently not regulated. The Land Use Bylaw is the best mechanism to regulate these types of uses. Permit applications that were approved prior to the passing of this amendment proposed would be 'grandfathered' until application is made for a new permit.

a) Outdoor display or sale of goods

Administration understands that small outdoor displays areas adjacent to commercial buildings are common and they do not wish to regulate these outdoor display or sales areas. It is the larger, more permanent outdoor display or sales areas that extend beyond the building façade into parking lots that are causing complaints because they obstruct pedestrian and vehicle site movement and can be aesthetically unappealing.

Screening and limiting the size of outdoor display or sales areas is a way of improving the site aesthetics. This screening should not be higher than one storey (2.5 metres) or overpower the main building. The displays should be neat and orderly.

Often retailer displays or sales areas are so large that it impedes parking and pedestrian areas. Though often temporary, it also affects the number of parking spaces available for patrons, their access to store entrances and conflicts with Land Use Bylaw parking requirements.

After surveying and studying the variety of businesses that are permitted in all commercial districts, it was determined by Administration that a maximum size of outdoor display or sales area should be set at 25% of building gross floor area. This number is high due to the potential of large greenhouses (i.e Parkland Nurseries or Dentoons Greenhouses) one day operating within the city limits. Other retail establishments would have their outdoor display areas limited by parking requirements before they would ever reach the 25% maximum.

Portable garden sheds are often displayed for sale outside home improvement stores. For aesthetic and space reasons, a maximum of six finished sheds should only be displayed for sale on any one site.

Often these outdoor displays and sales areas are seasonal but occur annually. Rather than having the business submit a comprehensive development permit each year, it is recommended that once a development permit has been approved, an occupancy permit is then only required each year following if there has not been any changes from the original permit application.

Outdoor display or sale of goods is prohibited in Industrial areas, therefore no regulations are required.

b) Outdoor Storage

Storage areas should be kept to a minimum for aesthetic reasons as Commercial districts are not intended for storage. After careful research, Administration determined that a maximum of 2.5% of the gross floor area of the retail establishment is reasonable. Parking requirements will also limit the amount of storage.

In Commercial districts outdoor storage is not meant to be long term therefore permits should be approved by the Development Authority annually or for certain periods of time. Outdoor storage should be screened to maintain aesthetics so that no goods are visible above the screening or from adjacent roads.

Portable containers are considered storage areas and will also require a permit in Commercial districts. For aesthetic reasons, they need be painted to match the principal building. Just as an outdoor storage area is limited to 2.5% of the gross floor area, a portable container should not exceed dimensions of 12 metres in length by 2.4 metres in width by 2.6 metres in height, which is the standard size.

Currently Section 3.8 of the Land Use Bylaw lists outdoor storage and maintenance regulations for all districts. These regulations contradict the detailed regulations specifically proposed for Commercial districts but would still apply to Industrial districts. It is recommended that this section be deleted and the regulations that apply to Industrial outdoor

storage moved to a new section under the general regulations listed for Industrial districts. This move will make it more convenient for the reader to find the regulations.

Recommendation

It is recommended that a set of regulations for outdoor display and sale of goods in Commercial districts be added under the general regulations for Commercial districts (Section 5.7).

It is recommended that a set of regulations for outdoor storage in Commercial districts be added under the general regulations for Commercial districts (Section 5.7).

It is recommended that section 3.8 be deleted pertaining to outdoor storage and maintenance for all districts. The regulations specific to Industrial districts should be moved to a new section under general regulations for Industrial districts (section 6.4). Commercial regulations in section 3.8 should be deleted and replaced with the new commercial outdoor storage regulations listed in the new section 5.7(9).

An amendment to section 6.4(2)(7), pertaining to Industrial Standards is recommended. A reference needs to be made to the regulations for outdoor storage in Industrial districts as listed in the proposed new section 6.4(6).

The proposed Land Use Bylaw amendment does not change any of the Industrial district regulations for outdoor storage.

Impact

The Development Authority will have clearly outlined regulations that can be applied in the review of permit applications for outdoor storage and outdoor display or sale of goods in Commercial or Industrial districts.

5) Penalties

Background/Analysis

Fines are used as a last resort in the Inspections and Licensing Department. Usually warnings are issued initially and then if compliance is not achieved a fine is issued. Currently, specific fines for non-compliance to the outdoor storage and outdoor display or sales regulations are not listed in Schedule 'C', therefore "a fine of not less than \$250 and not more than \$10,000" or jail time is applicable.

For clarity and consistency, fines are being proposed at \$500 first offence; \$1,000 second offence; and \$5,000 for third or subsequent offences for outdoor storage, outdoor display or sale of goods or leaving or parking of any part of a vehicle on public property or landscaping. For the latter offence, the fines will be per vehicle.

Recommendation

It is recommended that penalties be added to Schedule 'C' to specifically deal with the parking of vehicles, outdoor display, storage or sales on landscaped areas or public property. The first offence would be \$500, second \$1,000, and third or subsequent offences \$5,000.

Impact

With the addition of clear regulations and specific fines, enforcement will be more effective and decrease the number of offenders.

Comments Received

The proposed bylaw amendment was referred to various City departments for comment. There was no objection to the proposed bylaw. There were minor suggestions made that were incorporated into the amendment.

Inspections and Licensing Department undertook extensive research and has had several conversations with businesses in researching many of these regulations; therefore, staff feels these regulations will reinforce the intent of the bylaw and serve the interest of all parties. The Municipal Planning Commission has endorsed the regulations relating to the outdoor storage, and outdoor display and/or sale of goods in Commercial districts.

Electric, Light, and Power Department had concerns with the display of goods on city boulevards under aerial power lines. The City would accept no liability in the event damage was caused as a result of display or storage placement under/near a power line.

Automobile dealerships were consulted in the process of developing the amendment regarding display on city boulevards and landscaping. Several dealers called to inquire about the location of their property line and to check if they were in violation of the bylaw. Engineering Services was able to assist them in determining this location. Over half of the dealers responded with questions but did not have concerns with not being able to park on identified landscaped areas or on city boulevards.

This Bylaw amendment was referred to Red Deer County for comment. They did not have any concerns or objections.

Summary

After careful planning analysis and consultation with stakeholders, City Administration recommends adoption of the Land Use Bylaw Amendment 3357/E-2006, which contains the following:

- 1) The definitions of public property, outdoor storage, and outdoor display and/or sale of goods are each clearly defined in Section 1.3 of the Land Use Bylaw.
- 2) In Section 2.4, where it lists the information required for a development permit, that outdoor storage and outdoor display or sale of goods areas are required to be specified.
- 3) In Section 3.6 (13), which specifies the landscaping regulations for all districts, that a new paragraph be added to make it an offence to use landscaping for the parking of vehicles, outdoor display, storage, sales or in any other way that interferes with the use of the space only for natural display of grass, plantings and other landscaping features unless approved by the Development Authority.
- 4) Delete Section 3.8, pertaining to outdoor storage and maintenance for all districts, and move the regulations listed in this section that pertain to Industrial districts to a new section under general regulations for Industrial districts (Section 6.4). Commercial district regulations in Section 3.8 would be deleted and replaced with the new Commercial district outdoor storage regulations listed in the new Section 5.7(9).
- 5) Add two separate sets of regulations for outdoor storage and outdoor display and sale of goods under the general regulations for Commercial districts (Section 5.7).

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Land Use Bylaw Amendment 3357/E-2006
Page 8

6) Section 3.22 is added under the general regulations applicable to all districts to prohibit the parking or leaving of any part of a vehicle on public property as defined in section 1.3.

7) Outdoor storage is added as a discretionary use in C1A, C2A, C2B and C4 Commercial districts and permitted in I1 and I2 Industrial districts.

8) Outdoor display or sale of goods is added as a discretionary use in C1, C1A, C2A and C2B Commercial districts.

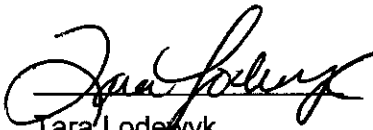
9) Section 6.4(2)(7), pertaining to Industrial Standards One, is amended to refer to the regulations for outdoor storage in Industrial districts as listed in the proposed new section 6.4(6).

10) Penalties are added to Schedule 'C' to specifically deal with the parking of vehicles, outdoor display, storage or sales on landscaped areas or public property as described in sections 3.6(13) and 5.7(9)(c). The first offence would be \$500, second \$1,000, and third or subsequent offences \$5,000.

Recommendation

That City Council proceed with the first reading of Land Use Bylaw Amendment 3357/E-2006

Respectfully Submitted,


Tara Lodewyk
Planner


Tony Lindhout
City Planning Manager



OFFICE OF THE MAYOR

DATE: June 12, 2006
 TO: Legislative & Administrative Services Manager
 FROM: Municipal Planning Commission
 RE: **Definitions & Guidelines for Outdoor Display, Sales & Storage of Goods**

On June 12, 2006 the Municipal Planning Commission gave consideration to a report from Inspections & Licensing regarding Definitions and Guidelines for Outdoor Display, Sales and Storage of Goods. Following discussion the motion as shown below was introduced and passed.

“Resolved that the Municipal Planning Commission recommend that Council of the City of Red Deer considers the following regulations for outdoor storage and display of merchandise in retail locations in the C1, C1A, C2 and C4 land use districts, to be incorporated into the City of Red Deer Land Use Bylaw, based on the following:

Definitions & Regulations for Outdoor Display, Sales & Storage of Goods

Definitions:

1. “Outdoor Display” means the outdoor display of goods intended for sale or rent by a retail establishment.
2. “Outdoor Sales” means the sale of goods or outdoor display by the retail establishment.
3. “Outdoor Storage” means the storage of goods, not displayed for sale, outside a retail establishment.

.../2

Outdoor Display/Outdoor Sales Regulations:

1. The display of goods at the front of a retail establishment is to extend no further than 4.5 metres from the front of the building, to be presented in an orderly fashion and in a manner that does not impede pedestrian traffic.
2. Seasonal outdoor sales such as garden centres will require a development permit initially, and an occupancy permit annually.
3. Seasonal outdoor sales such as garden centres shall be screened to reduce visual impact and no merchandise shall be stored so as to be visible above the screening. Screening shall not exceed 2.5 metres in height.
4. An outdoor display or sales area may not exceed 25% of the gross floor area of the retail establishment and may not result in a reduction of the parking requirements for the retail establishment.
5. The outdoor display of portable garden sheds will require a development permit. The applicant will indicate the specific location where the sheds are intended to be placed, the number (to a maximum of 6). Only fully finished sheds may be permitted. Unless otherwise approved, sheds are to be located immediately adjacent to the retail establishment.

Outdoor Storage Regulations:

1. Outdoor storage areas of a permanent nature may only be allowed for a period of one year, renewable on application.
2. Outdoor storage, not in containers, shall be screened to reduce visual impact and no merchandise shall be stored so as to be visible above the screening. Screening shall not exceed 2.5 metres in height.
3. An outdoor storage area may not exceed 2.5% of the gross floor area of the retail establishment and may not result in a reduction of the parking requirements for the retail establishment.

4. All portable, metal storage containers require a development permit and, if approved, must be screened or painted to match the principal building on the site, so as to reduce visual impact. The containers shall not exceed dimensions of 12 metres x 2.4 metres x 2.6 metres. "

This is provided for Council's information and consideration.

A handwritten signature in black ink, reading "Morris Flewwelling". The signature is written in a cursive, flowing style with large, connected letters.

Mayor Morris Flewwelling, Chairperson
Municipal Planning Commission

Legislative & Administrative Services

DATE: October 11, 2006

TO: Tara Lodewyk, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/E -2006
Outdoor Storage, Outdoor Display or Sale of Goods in Commercial and Industrial Districts

Reference Report:

Parkland Community Planning Services, dated September 26, 2006 and September 1, 2006.

Resolutions:

“Resolved that Council of the City of Red Deer hereby agrees to table consideration of Bylaw 3357/E-2006 for up to 6 weeks in order to provide clarity on:

- 1) the impact of the changes specifically to I1 and I2 zoned property
- 2) limitations on parking in relation to required versus approved landscaping.”

Report Back to Council: Yes within 6 weeks time.

Comments/Further Action:

Please proceed to provide the information as indicated in the above resolution. In discussions with the City Solicitor, it would be of benefit to provide a Q & A that outlines the impact to all zoning groups. This document could also be used as part of the public education once the bylaw is in place.

Again, note that a report is to be brought back for Council's review within 6 weeks time.



Kelly Kloss
Manager

/chk

c Director of Development Services
 Inspections & Licensing Manager
 Land & Economic Development Manager
 C. Adams, Administrative Assistant
 T. Edwards, Clerk Steno

Culture Services

A Cultural Capital of Canada

DATE: **October 2, 2006**

TO: **Kelly Kloss, Legislative and Administrative Services Manager**

FROM: **Greg Scott, Recreation, Parks & Culture Manager**
 Kristina Getz, Culture Superintendent

SUBJECT: **Cultural Capitals of Canada Award Program 2009 - Grant Application**

Background

On May 31, 2002 the Government of Canada announced the creation of Cultural Capitals of Canada, a national program to recognize and support Canadian municipalities for special activities that develop the arts and culture in community life. The program was designed to celebrate and promote arts and culture in Canadian municipalities through the recognition of excellence and support for special activities that highlight the arts and culture.

The Cultural Capital of Canada award recognizes the past achievements of municipalities with an ongoing commitment to arts and culture. This program will also provide matching funds for special events that celebrate arts and culture activities and build a legacy by integrating arts and culture into further aspects of community planning. Beginning in 2005, the Cultural Capitals of Canada program began providing awards with matching contributions of 75% of total eligible costs up to a maximum of \$750,000.00 towards specific activities. (This is a change from the 50/50 grant and matching funds distribution process when Red Deer received the award in 2003.) The City of Red Deer meets the eligibility criteria under the total population category of between 50,000 - 125,000.

In 2003, Red Deer received the honour of the award based on the Community Culture Master Plan. Through this award, the community was able to achieve many of the goals outlined in the Cultural Master Plan. This new application for the 2009 award will build on our previous award and solidify Red Deer as an emerging cultural centre in Canada

Discussion

The funding application must include at least three activities, two of which must be celebratory and one that must be legacy building. We have chosen to call the 2009 City of Red Deer application "Culture Around Every Corner". The application will include the following four activities.

1. Expansion of the Public Art Program
2. Development of a Literary Arts Festival
3. Development of Literary Workshops
4. A Youth Public Art Project for City Hall

If successful, The City may be in a position to receive \$750,000.00 which we would match with \$250,000.00.

Financial Implications

The financial implications by activity are:

1. Expansion of the Public Art Program

In developing this project, and considering the learnings of our 2003 Cultural Capital of Canada designation, we have chosen to incorporate projects that fall under the Public Art Policy as the bulk of our proposal. This activity - Expansion of the Public Art Program, takes the 1.2% capital construction cost allocation from the West Yards project, the Dawe Centre Renovations and the new downtown Police Station, and would see the total allocation split between The City and the grant funding (see attached). This would only proceed if/when these projects are approved by City Council.

2. Development of a Literary Arts Festival

This would be a celebratory, community-led event with partners from literary organizations as well as individual writers. The festival would become ongoing with sustainability planning built into the event through sponsor development and funding in subsequent years from Canada Council, the Alberta Foundation for the Arts (festival must be established for two years before eligible for these provincial and federal funding sources), and The City of Red Deer Fee for Service program.

3. Development of Literary Workshops

These workshops would be targeted at youth and will run in conjunction with the Literary Arts Festival. They would also be community-led with partners from the literary organizations as well as individual writers. Future funding will be secured similar to the Literary Festival model.

4. A Youth Public Art Project for City Hall

This project will be done with an area school and will involve application by the school through the Alberta Foundation for the Arts - Artists and Education grant for the matching funding.

If we are successful with this application, of the \$250,000.00 contribution The City is making, \$228,000.00 is money The City would be spending in accordance with the Public Art Policy, with Cultural Capitals contributing money that would otherwise come out of the construction budget for these capital projects. As such, the total expenditure of additional funds for this Cultural Capitals of Canada application will be \$18,000.00, with some of this (\$7,000.00-\$10,000.00) potentially coming from matching grants, ultimately saving The City \$684,000.00 on the public art projects.

Recommendation

The application to the 2009 Cultural Capitals of Canada Program will allow The City of Red Deer to expand our vibrant public art program to the north side of Red Deer, add a exciting new and community-driven festival in the area of literary arts and develop literary and visual arts opportunities for youth.

As such we recommend:

That City Council supports The City of Red Deer application to Canadian Heritage under the Cultural Capitals of Canada Award Program for 2009, with the commitment of matching funding if the identified capital projects proceed and the application is accepted.

(0715-CCC-L89)

Projects

Indicates 1.2% public art allocation for each capital project
Indicates portion that will be covered by Federal grant funding with successful application that would have been City portion of the 1.2% Capital construction costs as per the Public Art Policy
Indicates total "new" money City will need to contribute
Indicated City contribution that would be a portion of the 1.2% Capital construction costs as per the Public Art Policy.

Comments:

We agree with the recommendation of Administration.

"Morris Flewwelling"
Mayor

"Norbert Van Wyk"
City Manager

**Resolution Passed by Red Deer City Council
on Tuesday, October 10, 2006**

Re: Cultural Capitals of Canada Award Program 2009 – Grant Application

“Resolved that Council of the City of Red Deer having considered the report from the Recreation, Parks and Culture Manager and the Culture Superintendent, dated October 2, 2006, re: Cultural Capitals of Canada Award Program 2009 – Grant Application, hereby approves the City of Red Deer application to Canadian Heritage under the Cultural Capitals of Canada Award Program for 2009, with the commitment of matching funding if the identified capital projects and the application is accepted. The identified capital projects include:

1. Expansion of the Public Art Program
2. Development of a Literary Arts Festival
3. Development of Literary Workshops
4. A Youth Public Art Project for City Hall.”

Certified to be a true copy of a resolution passed by Red Deer City Council on Tuesday, October 10, 2006.



Kelly Kloss
City Clerk

Legislative & Administrative Services

DATE: October 11, 2006

TO: Greg Scott, Recreation, Parks & Culture Manager
Kristina Getz, Culture Superintendent

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Cultural Capitals of Canada Award Program 2009 – Grant Application

Reference Report:

Recreation, Parks & Culture Manager and Culture Superintendent, dated October 2, 2006

Resolutions:

“Resolved that Council of the City of Red Deer having considered the report from the Recreation, Parks and Culture Manager and the Culture Superintendent, dated October 2, 2006, re: Cultural Capitals of Canada Award Program 2009 – Grant Application, hereby approves the City of Red Deer application to Canadian Heritage under the Cultural Capitals of Canada Award Program for 2009, with the commitment of matching funding if the identified capital projects and the application is accepted. The identified capital projects include:

5. Expansion of the Public Art Program
6. Development of a Literary Arts Festival
7. Development of Literary Workshops
8. A Youth Public Art Project for City Hall.”

Report Back to Council: No

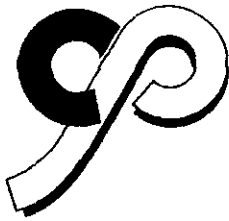
Comments/Further Action:

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss
Manager

/chk

c Director of Community Services



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: October 2, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Tara Lodewyk, Planner

RE: Proposed Land Use Bylaw Amendment 3357/I-2006
Option to Reduce Minimum Front Yard Setbacks on Collector Roadways

Amendment Request

The Municipal Planning Commission has requested that an option be provided in the Land Use Bylaw to allow developers to reduce the minimum 6 metre front yard setback to 4 metres on collector roadways where there are no front driveways, parking pads or garages.

Background

In 2004 collector roadway standards were changed in the *Neighbourhood Planning Guidelines and Standards* to incorporate a separate sidewalk and treed boulevard which is accommodated in a wider road right of way (20 metres increased to 24 metres). Since the change in roadway standards, a developer has applied and been approved twice to relax the minimum front yard setback. Future homes along Inglewood and Ironstone Drives in Inglewood East subdivision and Vanier and Viscount Drives in Vanier Woods subdivision are now setback 4 metres rather than 6 metres from the property line. The developer has placed a restrictive covenant on the property titles to prohibit front driveways, garages or parking pads being constructed in the future.

Please refer to the attached photographs depicting different minimum front yard setbacks on collector roads.

Analysis

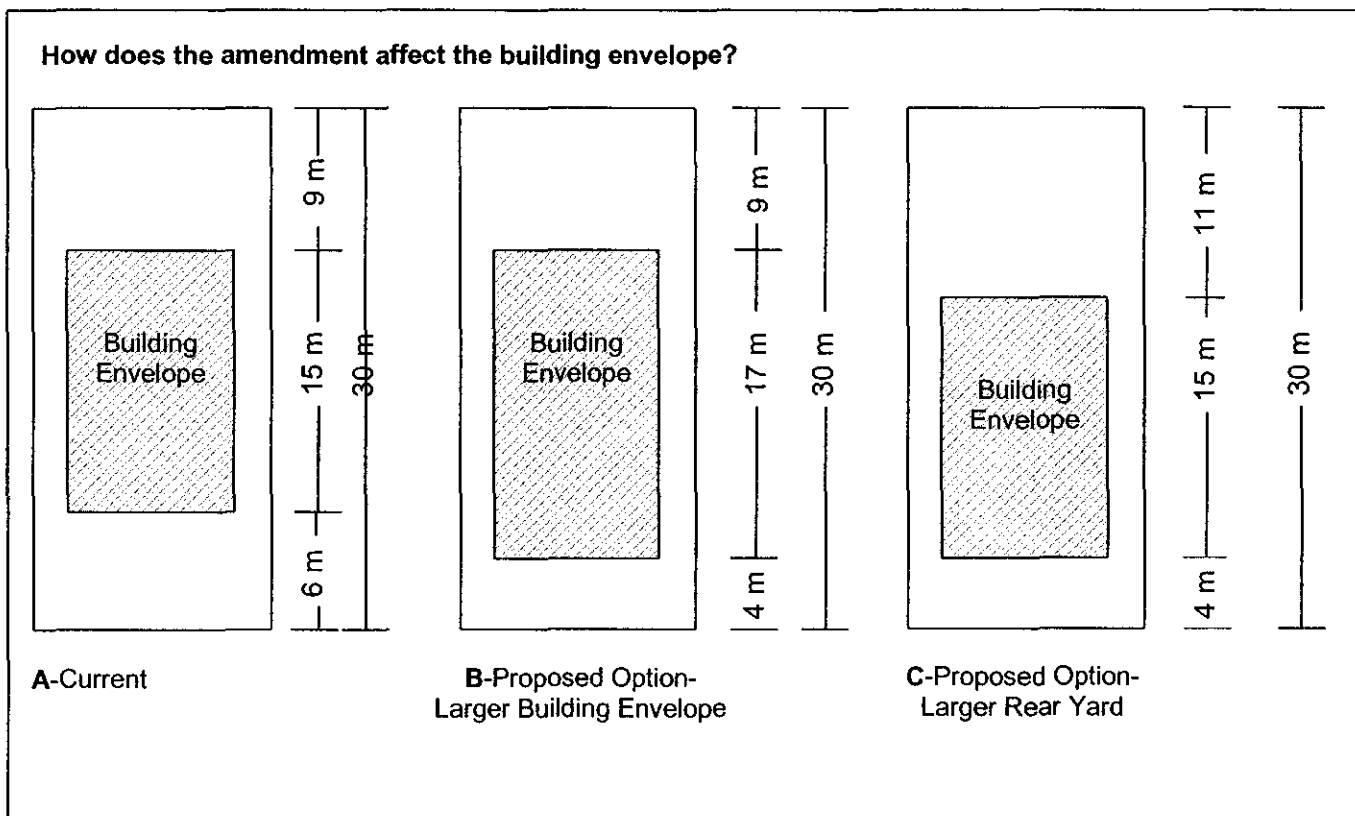
Rather than MPC approving applications on a case by case basis for a relaxation of minimum front yard setbacks to 4 metres on collector roadways, it is proposed this option be permitted in the Land Use Bylaw and exercised prior to any of the lots being sold.

Front driveways, garages or parking pads are not allowed as a 4 metre setback does not allow enough space (5.5 metre minimum) for parking a vehicle. Aesthetically, no front vehicle access allows for evenly spaced tree planting and a consistent look along the street. It also decreases the chances of a collision with a pedestrian or vehicle. R1N districts already prohibit front access.

Blocks that do not have a rear lane would require front access in order to meet the current LUB standard of providing two off-street parking stalls. This would exempt these lots from the reduction.

The wider the road seems, then the faster drivers will travel. If the homes are closer to the road then it will act as a traffic calming measure. Pedestrians using the sidewalk will also have their space more defined and feel more comfortable as the homes are closer to the sidewalk. It also encourages interaction between the pedestrian and home owner especially if there are front porches. A reduction is not allowed for multi-family as these large buildings overwhelm the pedestrian when they are too close to the sidewalk.

The setback reduction is a way of regaining 2 metres in the building envelope that was lost with the expansion of the road right of way equating to a larger housing footprint. Homes can also be built closer to the front of the lot therefore leaving more room in the rear yard. Refer to diagrams below.



Administration does not see a logistical problem with allowing R1N or R1A along a collector roadway with the reduced setback. R1N lots already do not permit front access and have a 5 metre front yard minimum setback. The height of multi-family developments would be overwhelming for the pedestrian if they were allowed to be closer to the roadway.

To maintain continuity and for maximum impact, the reduction would have to be applied to the entire length of the collector roadway within a subdivision unless, as with the previous two approvals, the setback reduction was terminated at the point of intersection with another collector roadway with the same setback reduction or at a point of intersection with a road of a higher classification (arterial, major arterial, etc.). Continuity would also be maintained if the reduction occurred only along one side of the collector roadway but it would minimize the impact.

In the new subdivisions, gas is the only service that is brought in through the front yard. The gas line follows along the front property line and will not affect the setback reduction.

As with the past two approvals, Administration had concerns with future homeowners not being aware that front access is prohibited. In the past a restrictive covenant has been registered against the title of each property prohibiting any front driveways, parking pads or garages in the future. The relaxation is then listed on The City's GIS system as a Development Authority Decision in the layer-Land Use Bylaw Constraints. The area the constraint applies is shaded a different colour. If you click or move your mouse over the shading, it shows that you are not permitted to have front driveways, parking pads or garages based on a decision made by MPC. It also lists the date the decision was effective.

Proposed Bylaw Amendment

The proposed amendment will provide developers with the option of reducing front yard setbacks on R1, R1N and R1A lots fronting collector roadways to 4 metres, prior to any lots being sold. If this option is implemented, future homes along collectors will be built the same distance to the road as they were prior to the increase in collector roadway standards (10 metres). If the developer does not exercise this proposed option, then a home in R1 and R1A districts will be 12 metres from the collector roadway and 11 metres in an R1N district. Refer to summary in the table below.

	Current		Proposed Option	
	Front Setback	Distance to Road	Front Setback	Distance to Road
R1	6 m	12 m	4 m	10 m
R1N	5 m	11 m	4 m	10 m
R1A	6 m	12 m	4 m	10 m

The proposed bylaw amendment proposes that in order for developers to exercise the option to reduce the minimum front yard setback to 4 metres the following would be required:

- The reduction would have to be made prior to any of the lots being sold.
- No front driveways, garages or parking pads along collector unless there is no lane access
- A restrictive covenant is registered against the title of each property prohibiting any front driveways, parking pads or garages in the future.
- Reduction applies to the entire length of the collector roadway within a subdivision but may terminate at the point of intersection with a collector roadway with the same setback reduction or at a point of intersection with a road of a higher classification (arterial, major arterial, etc.).

City Administration should continue to flag on the GIS system the restriction of front driveways, garages and parking pads on collector roadways with a 4 metre minimum front yard setback.

Comments

Inglewood East is currently being built out and the developer is happy with the results of the reduction on Inglewood Drive and has received a positive response from the home builders who have purchased the lots.

There were no objections to the amendment from Administration. There was a concern about sight lines on corner lots. The home is the same distance from the road as it was prior to the increase in collector right of ways, it is confirmed by Engineering Services that the sight lines are acceptable with the amendment.

Municipal Planning Commission

The Municipal Planning Commission endorsed the proposed LUB amendment on October 2, 2006.

Recommendation

That City Council proceeds with first reading of Land Use Bylaw Amendment 3357/I-2006.

Respectfully Submitted,

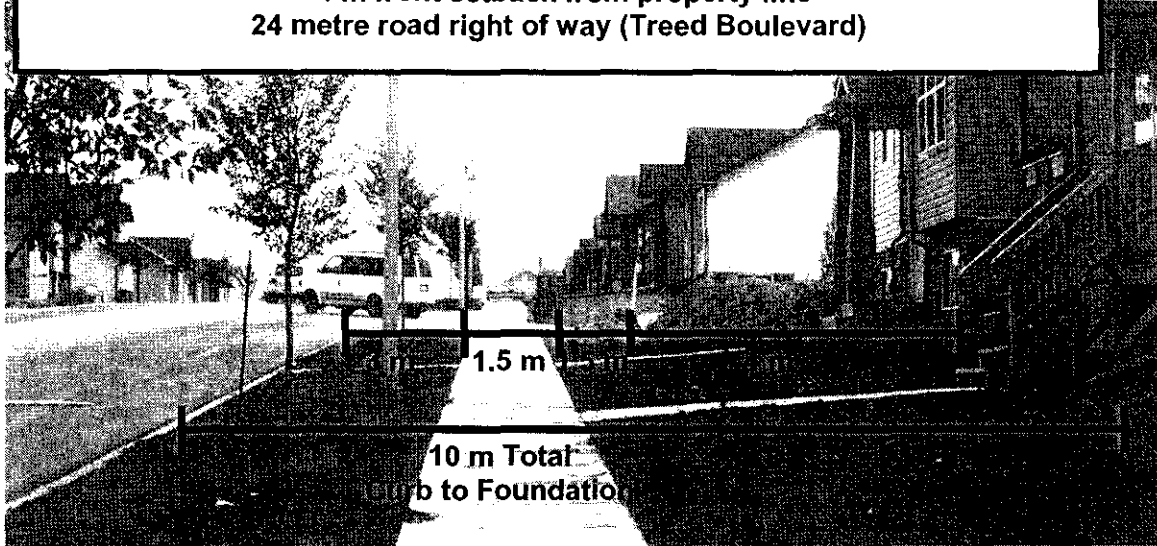


Tara Lodewyk
Planner

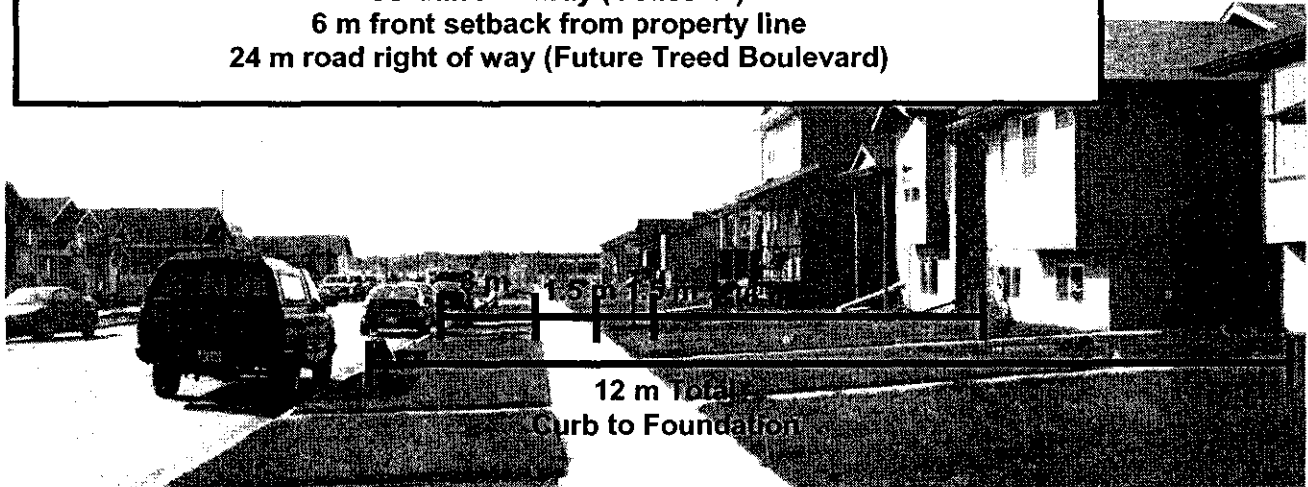


Tony Lindhout
City Planning Manager

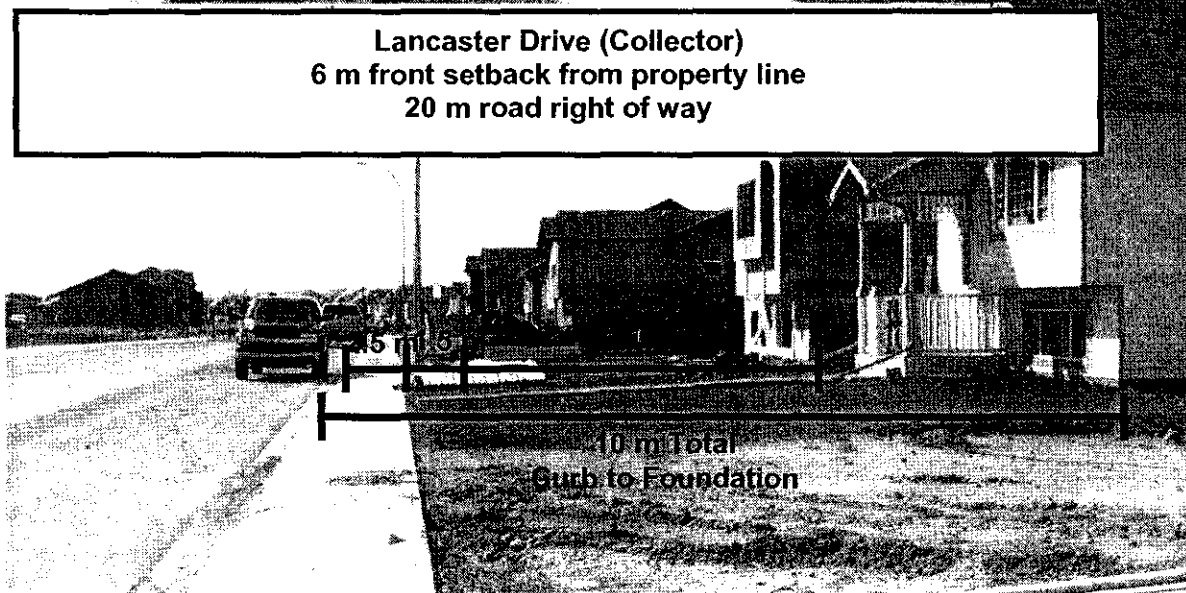
Inglewood Drive (Collector)
***4 m front setback from property line**
24 metre road right of way (Treed Boulevard)



Jordan Parkway (Collector)
6 m front setback from property line
24 m road right of way (Future Treed Boulevard)



Lancaster Drive (Collector)
6 m front setback from property line
20 m road right of way





OFFICE OF THE MAYOR

DATE: October 2, 2006
TO: Legislative & Administrative Services Manager
FROM: City of Red Deer Municipal Planning Commission
RE: **Proposed Land Use Bylaw Amendment 3357/I-2006**
Option to Reduce Minimum Front Yard Setbacks on Collector Roadways

At the October 2, 2006 Red Deer Municipal Planning Commission meeting the Commission considered a request that an option be provided in the Land Use Bylaw to allow developers to reduce the minimum 6 meter front yard setback to 4 meters on collector roadways where there are no front driveways, parking pads or garages.

Following discussion the following resolution was introduced and passed.

"Resolved that Municipal Planning Commission having considered the report from Parkland Community Planning Services dated September 26, 2006 re: Proposed Land Use Bylaw Amendment 3357/I-2006 endorse the recommendation to reduce the minimum front yard setbacks on collector roadways where there are no front driveways, parking pads or garages"

The above is submitted for consideration.

Mayor Morris Flewwelling
 Chairperson, City of Red Deer Municipal Planning Commission

c. Tara Lodewyk, Parkland Community Planning Services



LEGISLATIVE & ADMINISTRATIVE SERVICES

DATE: June 26, 2006
TO: Legislative & Administrative Services Manager
FROM: Municipal Planning Commission
RE: Land Use Bylaw Amendment – Front Yard Setbacks

At the June 26, 2006 Red Deer Municipal Planning Commission meeting the Commission considered the recommendation from Inspections & Licensing regarding an amendment to the Land Use Bylaw for setbacks on collector roads in developing subdivisions.

Following discussion the following resolution was introduced and passed.

“Resolved that the Municipal Planning Commission recommend to the Council of the City of Red Deer that the Land Use Bylaw be amended to reflect the standard of a minimum four metre front yard setbacks on collector roads where there are no front driveways.”

The above is submitted for consideration.

 Councillor Cindy Jefferies
Chairperson, City of Red Deer Municipal Planning Commission

c. Inspections & Licensing

Comments:

We agree that Council proceed with first reading of the Land Use Bylaw Amendment. A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"
Mayor

"Norbert Van Wyk"
City Manager



Council Decision – October 10, 2006

Legislative & Administrative Services

DATE: October 11, 2006
TO: Tara Lodewyk, Parkland Community Planning Services
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Land Use Bylaw Amendment 3357/I-2006
Option to Reduce Minimum Front Yard Setbacks on Collector Roadways

Reference Report:

Parkland Community Planning Services, dated October 2, 2006

Bylaw Readings:

Land Use Bylaw Amendment 3357/I-2006 was given first reading. A copy of the bylaw is attached.

Report Back to Council: Yes

A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Comments/Further Action:

Land Use Bylaw Amendment 3357/I-2006 provides for the option to allow developers to reduce the minimum 6 metre front yard setback to 4 metres on collector roadways where there are no front driveways, parking pads or garages. It will provide developers with the option of reducing front yard setbacks on R1, R1N and R1A lots fronting collector roadways to 4 metres, prior to any lots being sold. This office will now proceed with the advertising for a Public Hearing. The City will be responsible for the advertising costs in this instance.


Kelly Kloss
Manager

/chk
/attach.

- c Director of Development Services
- Inspections & Licensing Manager
- Land & Economic Development Manager
- C. Adams, Administrative Assistant
- T. Edwards, Clerk Steno.

BYLAW NO. 3357/I-2006

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

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

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

1 New section 4.7 (1) (g) is added as follows:

(g) Notwithstanding the residential district regulations the owner of the land may apply to the Development Authority and the Development Authority may approve a reduction in the minimum front yard setbacks in R1, R1N, and R1A districts when all of the following criteria are met:

- i. the lots front on a residential collector roadway with separate sidewalk,
- ii. the lots have rear lanes,
- iii. the lots do not have front driveways, parking pads or garages located in the front of the site,
- iv. a Restrictive Covenant is registered against the title of each lot prohibiting any front driveways, parking pads or garages satisfactory to the City Solicitor,
- v. none of the affected lots have been sold prior to the approval of the front yard setback,
- vi. the reduction applies to one or both sides of the entire length of the collector roadway within a subdivision and may terminate at the point of intersection with a collector roadway with the same setback reduction or at a point of intersection with a road of a higher classification,
- vii. minimum front yard setbacks are reduced to no less than 4 metres.

READ A FIRST TIME IN OPEN COUNCIL this 10th day of October 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK



**...RKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
e-mail: pcps@pcps.ab.ca
www.pcps.ca

DATE: September 29, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/J-2006
Johnstone Crossing Public Service Site
City of Red Deer

Proposal

The City of Red Deer is proposing to subdivide the existing social/daycare/retirement (SDR) site within the Johnstone Crossing neighbourhood. The applicant is seeking rezoning to R1 Low Density Residential and R1A Semi-Detached Residential in order to create 3 residential lots.

The site is presently zoned within the PS Public Service District and contains 0.12 ha (0.3 ac.). In accordance with the Johnstone Crossing Neighbourhood Area Structure Plan, this site may be developed as the approved alternate use in the event that the site is not developed as the intended use. The Social Planning Department has indicated that the appropriate advertising time frame has elapsed and that no interest was expressed for public service development.

The proposed rezoning conforms with the Johnstone Crossing Neighbourhood Area Structure Plan.

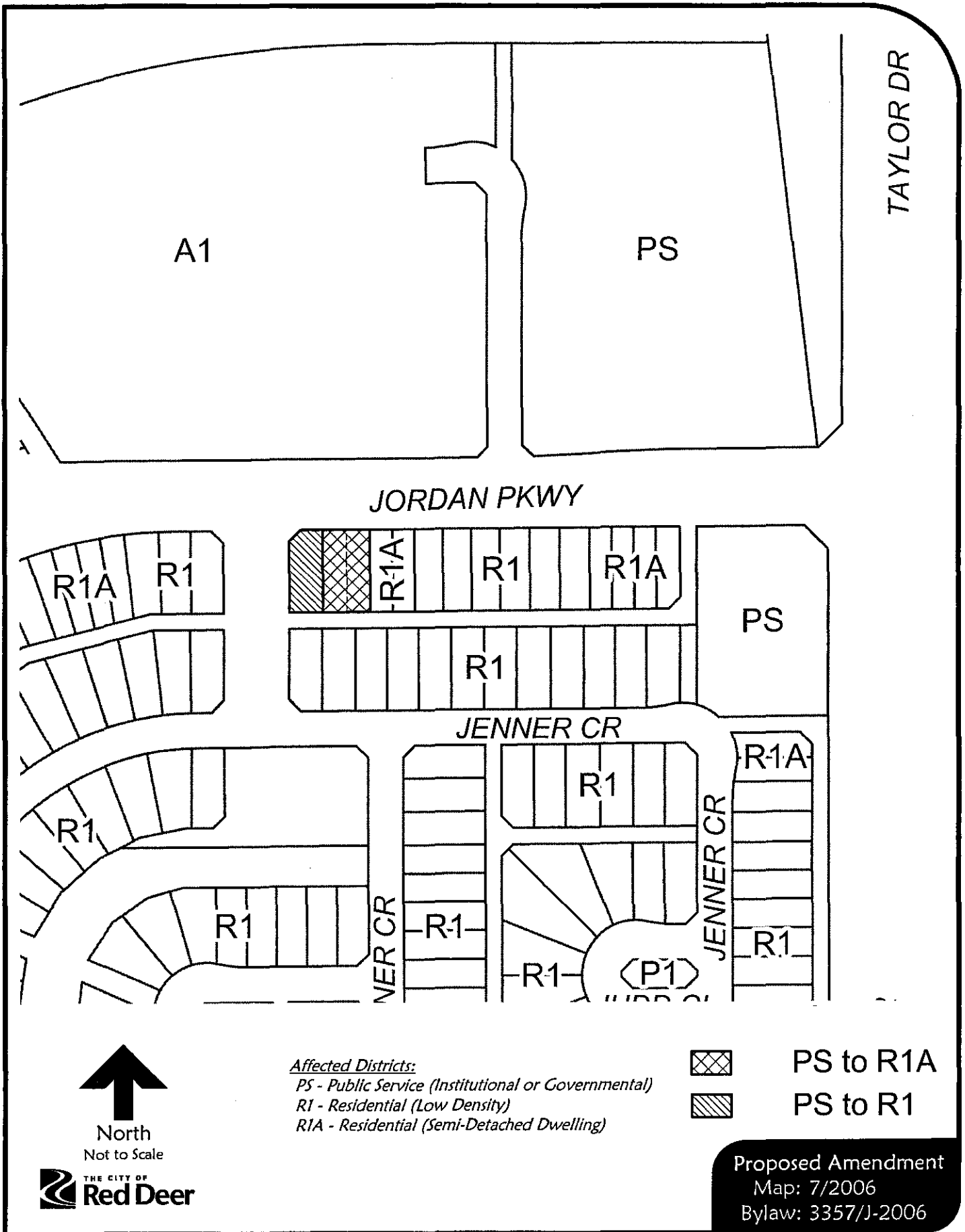
Staff Recommendation

It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3357/J-2006.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout
CITY PLANNING MANAGER

Attach.



Comments:

We agree that Council proceed with first reading of the Land Use Bylaw Amendment. A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"
Mayor

"Norbert Van Wyk"
City Manager



Council Decision – October 10, 2006

Legislative & Administrative Services

DATE: October 11, 2006
TO: Martin Kvapil, Parkland Community Planning Services
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Land Use Bylaw Amendment 3357/J-2006
Johnstone Crossing Public Service Site
City of Red Deer

Reference Report:

Parkland Community Planning Services, dated September 29, 2006

Bylaw Readings:

Land Use Bylaw Amendment 3357/J-2006 was given first reading. A copy of the bylaw is attached.

Report Back to Council: Yes

A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Comments/Further Action:

Land Use Bylaw Amendment 3357/J-2006 provides for the rezoning of an existing social/daycare/retirement (SDR) site within the Johnstone Crossing Neighbourhood. The site will be rezoned to R1 Low Density Residential and R1A Semi-Detached Residential in order to create 3 residential lots. There was no interest expressed for a public service development on the site. This office will now proceed with the advertising for a Public Hearing. The City will be responsible for the advertising costs in this instance.


Kelly Kloss
Manager

/chk

/attach.

c Director of Development Services
Inspections & Licensing Manager
Land & Economic Development Manager
C. Adams, Administrative Assistant
T. Edwards, Clerk Steno

BYLAW NO. 3357/J-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map J21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 7 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 10th day of October 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

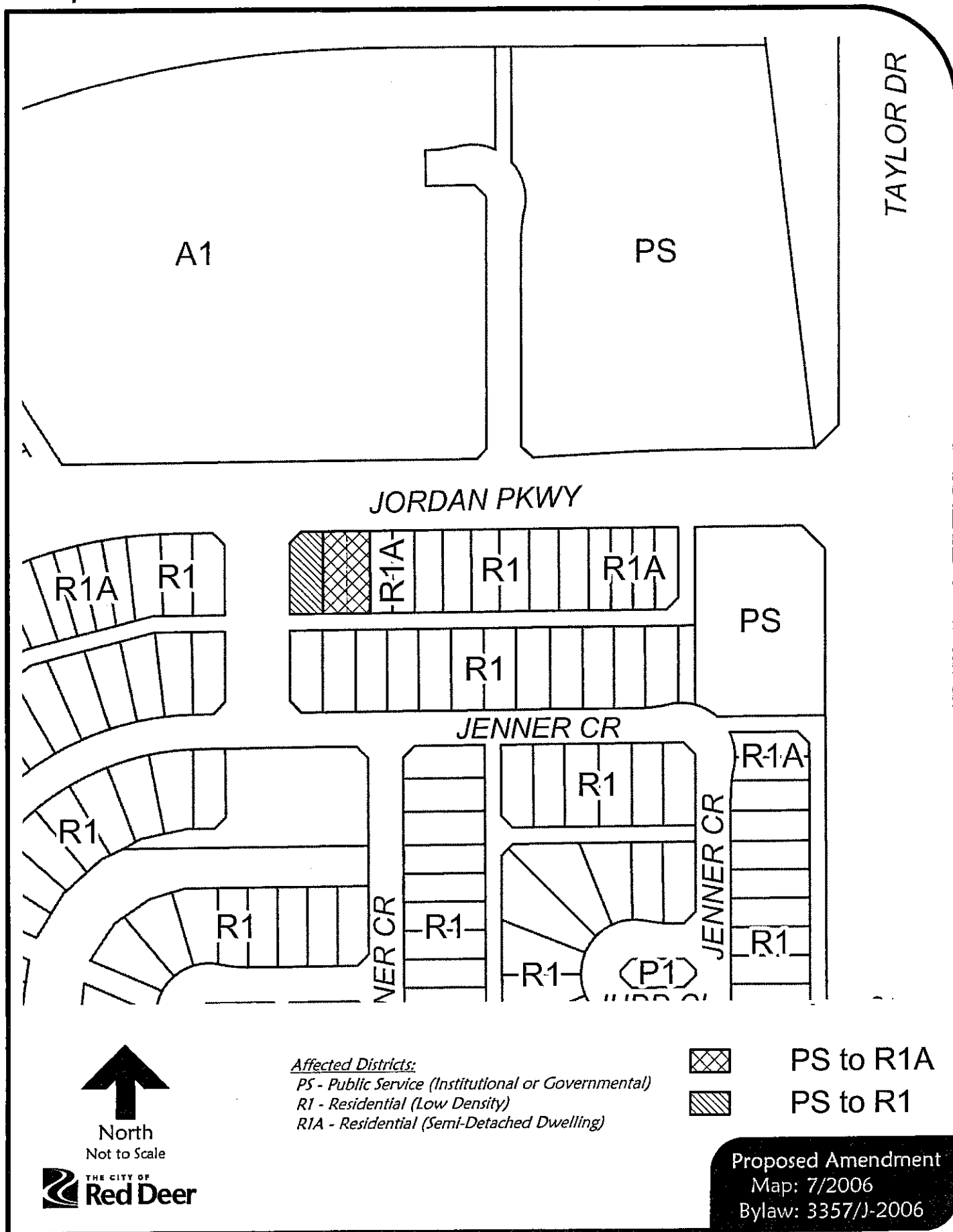
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

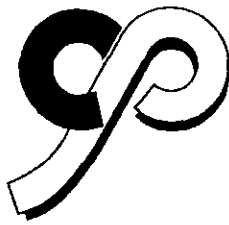
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006





**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: September 28, 2006
TO: Legislative & Administrative Services Manager
FROM: Emily Damberger, Planner
RE: Land Use Bylaw Amendment No.3357/K-2006, Land Use Bylaw Map No.8/2006
Direct Control District No. 23 (Gravel Pit and Golf Course Operation)

Background

The applicant, Chiles Development Corporation Ltd., has applied for a land use bylaw amendment to rezone lands from A1 Future Urban Development district to a Direct Control District to allow for the operation of a gravel pit and following reclamation of the gravel pit a golf course operation.

The applicant has also applied for a similar Direct Control District for a gravel pit and golf course operation with Red Deer County as the majority of the proposed gravel pit and golf course, being located on the west side of the Red Deer River and North West of the Riverbend Golf Course, will be in operation within Red Deer County jurisdiction. The Red Deer County intermunicipal referral regarding the proposed Red Deer County Direct Control District regarding the gravel pit and golf course was reviewed by The City's Municipal Planning Commission at their October 2nd meeting and no concerns were raised. City and County planning administration have been working in conjunction during the creation of the proposed direct control districts.

Subject Area

The location of the proposed direct control district is North West of the Riverbend Golf Course (see attached map). The proposed gravel pit and subsequent golf course operation will be operated on two parcels of land, one on the east side of the Red Deer River within the City of Red Deer and one on the west side of the Red Deer River within Red Deer County. The applicant plans to construct a private bridge over the Red Deer River to access the parcel on the east side of the river within the City of Red Deer. The applicant has received approvals from the provincial and federal governing bodies to construct the bridge.

The Land Use Bylaw identifies the area to be within the floodway and flood fringe of the Red Deer River.

Proposed Direct Control District No. 23

The purpose of the proposed district is to provide for an aggregate removal operation gravel extraction and reclamation and a golf course development.

The uses are listed related to gravel extraction and golf course operation. The intent is for the development permit application to come before the municipal planning commission for approval of conditions to be placed upon the permit.

The permits conditions will be based on those described within the district to ensure the safe, orderly, noise controlled and clean operation of the proposed uses.

A gravel pit permit application form has been attached to the district in order for the Inspections and Licensing department to collect the necessary additional information required for evaluation of the gravel pit operation prior to considering issuance of a development permit.

The gravel pit development permit would be reviewed in terms of its conditions relating to noise and nuisance on an annual basis to allow for potential adjacent land owner complaints to be addressed.

Due to the district's location adjacent to the Red Deer River, any development permit will be subject to the land use bylaw regulations regarding floodway and flood fringe.

City of Red Deer Departments Review

The proposed Direct Control District was circulated to applicable city departments and concerns were addressed as part of the creation of the district. Concerns raised were regarding:

City Department Concerns	Resolution
Recreation, Parks and Culture (RP & C) – potential park or Municipal Reserve use of the area by The City of Red Deer	City RP & C staff determined the area would not be available as park for City use at this time.
Emergency Services – Access to the site	The bridge will serve as access to the site. Access will be reviewed at the development permit stage.
Public Works & Engineering – Bridge Maintenance and Jurisdiction	City solicitors have advised that the bridge is outside of The City's jurisdiction. The provincial and federal governments are the approval bodies. The City will not be responsible for maintenance.
Inspections and Licensing – Gravel Pit regulations and development agreements	Schedule "A" has been developed to assist Inspections and Licensing in evaluating the gravel pit application. Sample development agreements have been reviewed and may be required at the time of issuance of a development permit.
Public Works – Gravel haul route location	The gravel haul route will be through Red Deer County and will be identified at the time of a development permit application. The City may work in conjunction with the County to address any road maintenance or noise issues related to the gravel pit haul routes.

The adjacent landowners are The City of Red Deer (Riverbend Golf Course) and those that are within Red Deer County. The county has sent a referral to adjacent landowners within the County. No adjacent landowner concerns were reported by the County.

East Hill Major Area Structure Plan & Municipal Development Plan

The East Hill Major Area Structure Plan identifies the area as private natural area and potential park usages. Subdivision is not proposed with this application and therefore the lands are not subject to municipal reserve requirements. The City of Red Deer Recreation, Parks and Culture department was not able to obtain the lands for City of Red Deer Park purposes at this time.

The Municipal Development Plan identifies this area as within the immediate growth area of The City. These lands were annexed into the City of Red Deer in 2004, but are not suitable for residential use due to the floodplain.

Planning Analysis

This unique direct control district proposes uses that may cause damage to an existing natural area while mining valuable resources; however reclamation to a golf course use is compatible with The City of Red Deer's long range planning of the area for park type usage.

City department concerns have been resolved and the proposed district provides direction to City administration for the development permit processing stage to ensure the proposed operations are safe, nuisances controlled and orderly run.

Recommendation

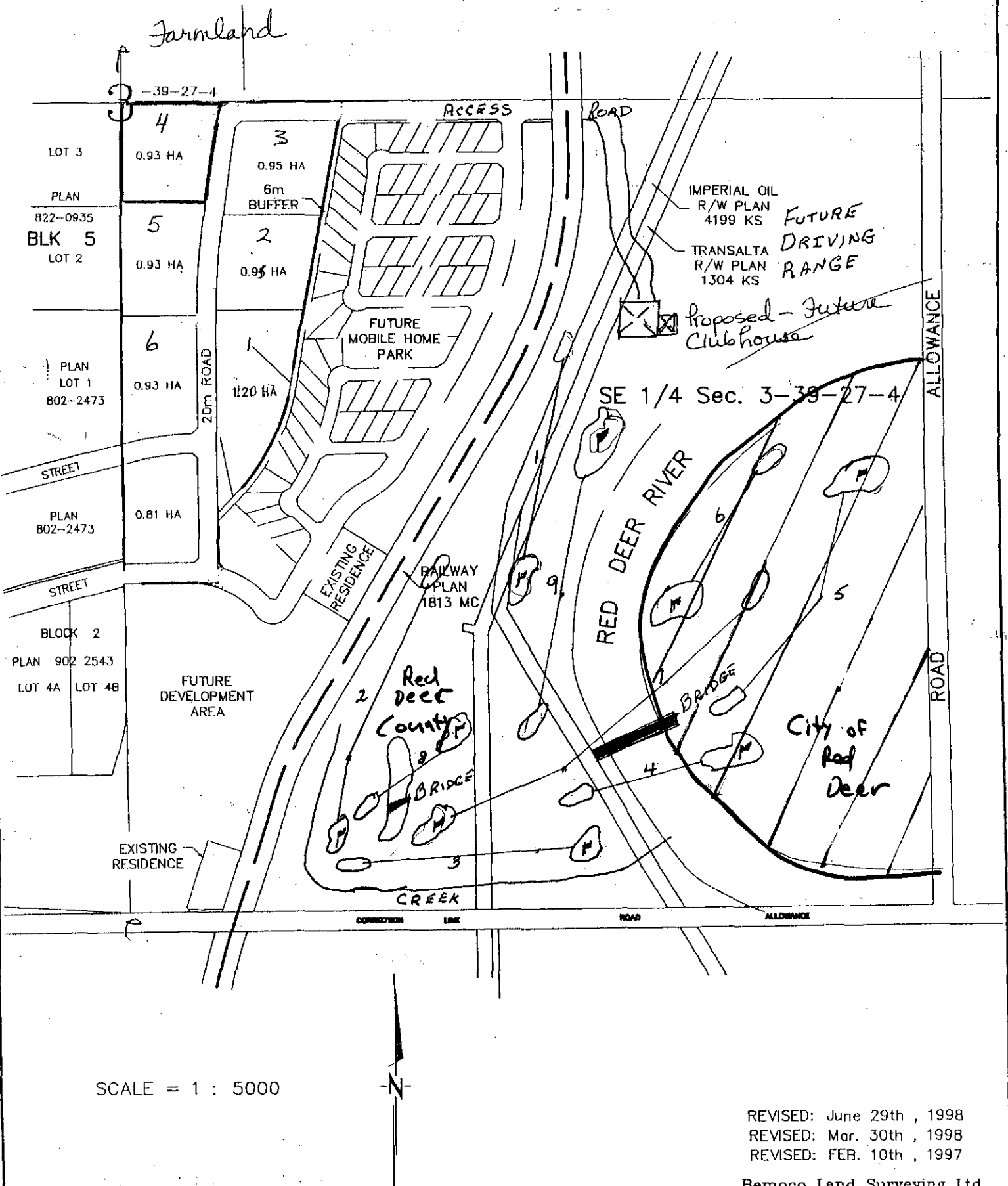
City of Red Deer Council grants first reading to land use bylaw amendment No.3357/K-2006 and corresponding Map No.8/2006.



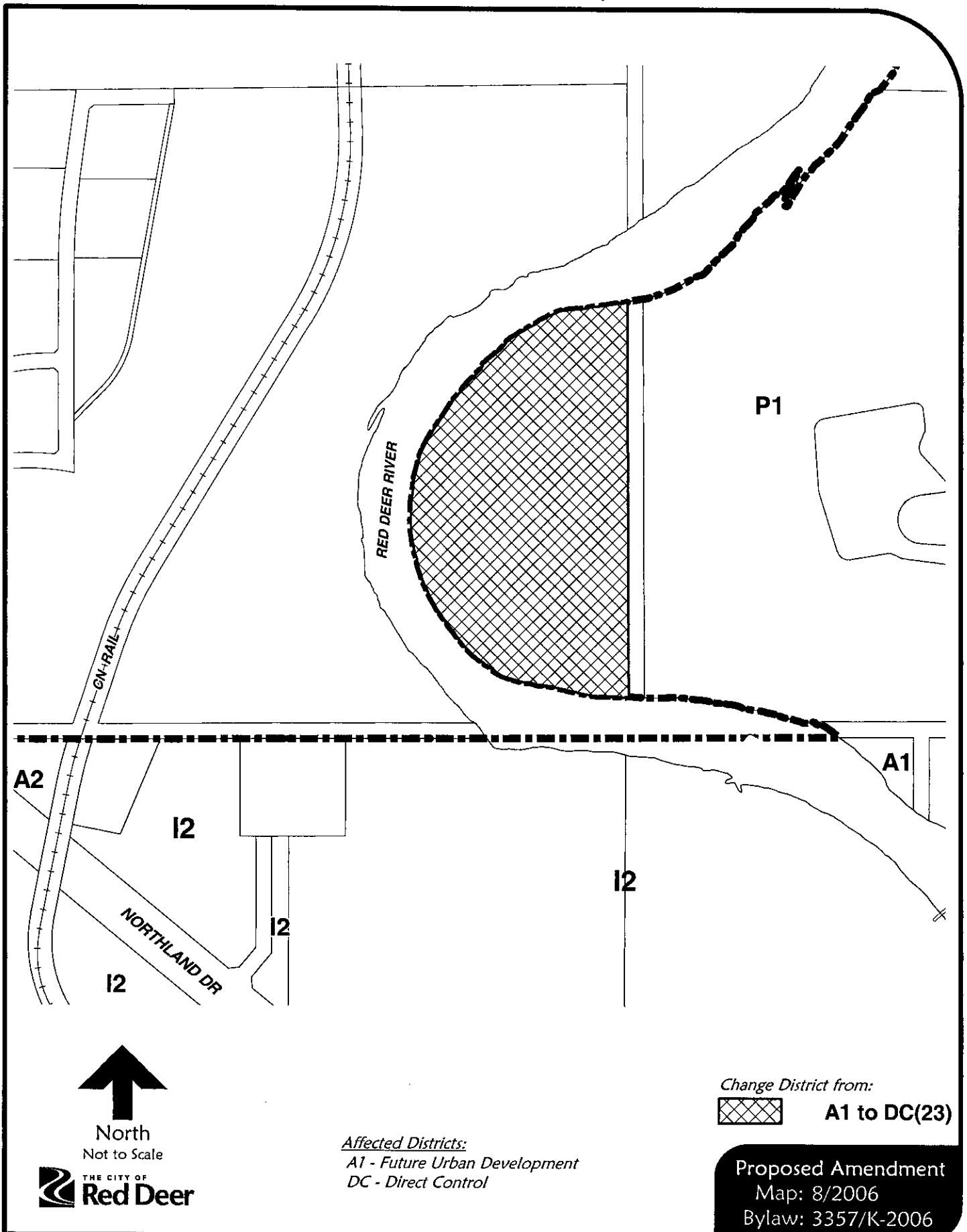
Emily Damberger, Planner, PCPS



Tony Lindhout, Planning Manager, PCPS



Proposed Amendment to Land Use Bylaw 3357/2006



Comments:

We agree that Council proceed with first reading of the Land Use Bylaw Amendment. A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"
Mayor

"Norbert Van Wyk"
City Manager



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 11, 2006

Fax: 340-3800

Chiles Development Corporation Ltd.
403 Chiles Industrial Park
39015 Highway 2A
Red Deer County, AB T4S 2A3

Dear Mr. Chiles:

Re: *Land Use Bylaw Amendment 3357/K-2006*
Direct Control District No. 23 (Gravel Pit and Golf Course Operation)
Chiles Development Corporation Ltd.

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/K-2006* at the City of Red Deer's Council Meeting held Tuesday, October 10, 2006. For your information, a copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/K-2006 provides for rezoning of land from A1 Future Urban Development District to a Direct Control District (23) to allow for the operation of a gravel pit and, following reclamation of the gravel pit, a golf course operation. The location of the proposed direct control district is North West of the River Bend Golf Course. One parcel will be on the east side of the Red Deer River within the City of Red Deer and one on the west side of the Red Deer River within Red Deer County.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$700.00. If you are not in agreement with paying this cost, please notify me by 10:00 A.M. on Wednesday, October 18, 2006.

...2/

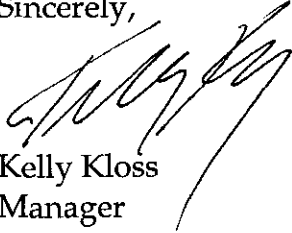
Chiles Development Corporation Ltd.

October 11, 2006

Page 2

Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services
 C. Adams, Administrative Assistant

* * * Communication Result Report (Oct. 11. 2006 11:48AM) * * *

1) LEGISLATIVE SERVICES
2)

Date/Time: Oct. 11. 2006 11:44AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2813 Memory TX	3403800	P. 13	OK	

Reason for error
mm. 1) Hang up or line fail
mm. 2) No answer
mm. 3) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection



LEGISLATIVE & ADMINISTRATIVE SERVICES

October 11, 2006

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403 Chiles Industrial Park
39015 Highway 2A
Red Deer County, AB T4S 2A3

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Direct Control District No. 23 (Gravel Pit and Golf Course Operation)
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Land Use Bylaw Amendment 3357/K-2006 provides for rezoning of land from A1 Future Urban Development District to a Direct Control District (23) to allow for the operation of a gravel pit and, following reclamation of the gravel pit, a golf course operation. The location of the proposed direct control district is North West of the River Bend Golf Course. One parcel will be on the east side of the Red Deer River within the City of Red Deer and one on the west side of the Red Deer River within Red Deer County.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$700.00. If you are not in agreement with paying this cost, please notify me by 10:00 A.M. on Wednesday, October 18, 2006.

...2/

Legislative & Administrative Services

DATE: October 11, 2006

TO: Emily Damberger, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/K-2006
Direct Control District No. 23 (Gravel Pit and Golf Course Operation)

Reference Report:

Parkland Community Planning Services, dated September 28, 2006

Bylaw Readings:

Land Use Bylaw Amendment 3357/K-2006 was given first reading. A copy of the bylaw is attached.

Report Back to Council: Yes

A Public Hearing will be held on Monday, November 6, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Comments/Further Action:

Land Use Bylaw Amendment 3357/K-2006 provides for rezoning of land from A1 Future Urban Development District to a Direct Control District (23) to allow for the operation of a gravel pit and, following reclamation of the gravel pit, a golf course operation. The location of the proposed direct control district is North West of the River Bend Golf Course. One parcel will be on the east side of the Red Deer River within the City of Red Deer and one on the west side of the Red Deer River within Red Deer County. This office will now proceed with the advertising for a Public Hearing. Chiles Development Corporation Ltd. will be responsible for the advertising costs in this instance.



Kelly Kloss
Manager

/chk

/attach.

c Director of Development Services
Inspections & Licensing Manager
Land & Economic Development Manager
C. Adams, Administrative Assistant
T. Edwards, Clerk Steno

BYLAW NO. 3357/K-2006

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

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

- 1 The "Land Use District Map N22" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No.8/2006 attached hereto and forming part of the bylaw.
- 2 The addition of the following text within Part Eight Direct Control Districts, Regulations, and Exceptions Respecting Land Use following section 8.20.2:

8.20.3 Direct Control District No. 23 DC (23) (See Map N22)

DC(23)

General Purpose

To provide for an aggregate removal operation gravel extraction and reclamation and a golf course development.

(1) DC (23) Uses Table

(a) Uses	
(i)	Accessory Building and uses.
(ii)	Aggregate Removal.
(iii)	Golf Course
(iv)	Signs subject to section 3.3 and 3.4:
(1)	awning and canopy signs,
(2)	under canopy signs,
(3)	fascia signs,
(4)	free standing signs,
(5)	painted wall signs, and
(6)	projecting signs.

- (b)** In this district, the Development Authority shall approve an application for an Aggregate Removal operation or Golf Course, subject to such conditions as are necessary to ensure compliance with the Building Regulations of this district and with any other provisions of this Bylaw. In particular, without limiting the generality of the foregoing, the Development Authority shall be entitled to impose conditions limiting the hours of operation or the days of the year on which operations may be conducted.

(2) Direct Control District No. 23 Regulations:

- (a)** Buildings location and conditions to be approved by the Development Authority.
- (b)** Access routes to an Aggregate Removal operation shall be located away from residential area.
- (c)** In addition to the requirements for a development permit application set out in this bylaw, an application for a development permit for an Aggregate Removal operation shall also include the following information:
 - (i)** completion of the "Application for Conservation and Reclamation Approval" attached as Schedule "A" to this district;
 - (ii)** identification of the anticipated levels of outdoor noise associated with the Aggregate Removal Operations, including crushing, and the hours of the day, days of the week and times of the year when such operations are to be conducted;
 - (iii)** a description of the amount of dust smoke, and other nuisances which it is anticipated will be discharged into the air;
 - (iv)** identification of the methods proposed by the operator to minimizing the noise from machinery and equipment;
 - (v)** the operator shall include in proposals a description of the methods which the operator proposes to keep the area in a clean and tidy condition free from rubbish and non-aggregate debris;
 - (vi)** the applicant shall indicate the location of appropriate traffic and safety signage on and about the subject site and road accesses;
 - (vii)** proposed access routes into extraction areas.
- (d)** Before considering an application for development in this district, the Development Authority may require comments from the Land Reclamation Division of Alberta Environment.

(3) Site Development

- (a)** The relationship between buildings, structures and open space, the architectural treatment of buildings, the provision and architecture of

landscaped open space, and the parking layout, shall be subject to approval by the Development Authority.

- (b) Accessory buildings and uses may be allowed by the Development Authority if it can be shown the building and use are required as part of the Golf Course use and will be, if deemed necessary, screened from public view.
- (c) Development permits for the purpose of sand and gravel extraction will have an expiry date of up to five years which may be renewed at the end of the term.
- (d) The Development Authority may impose as a condition of a development permit for an Aggregate Removal operation a requirement that the landowner, applicant and operator, or any of them enter into a surface restoration agreement with The City, including the posting of security satisfactory to The City.
- (e) Additional conditions may be added to the permit to address issues identified through the review of the "Application for Conservation and Reclamation Approval".
- (f) A development permit for an aggregate removal operation shall include a provision that the conditions of the permit relating to the minimizing of noise, dust and other nuisances arising associated with the operation shall be reviewed by the Development Authority on an annual basis.

**Direct Control District No. 23 – Schedule A:
APPLICATION FOR CONSERVATION AND RECLAMATION APPROVAL**

Applicant Name: _____

The following pages are required information for the City of Red Deer.

- x The question requires an x in any applicable box or written response.
- # The question requires a numerical answer.

SITE ASSESSMENT

1. Resource Demand

- x There is a need for the clay ☐, manufacturing clay ☐, sand ☐, silt ☐, gravel ☐, marl ☐, in this location
- x for road construction/maintenance ☐, concrete production ☐, asphalt production ☐, road sub base ☐, other _____

2. Existing land use

- x cultivation ☐, grazing ☐, native range or grassland ☐, timber ☐, wildlife habitat ☐, fish habitat ☐,

industrial ☐, recreation ☐, other _____

x Site evidence found: motorized vehicle trails ☐, camp fire site ☐, evidence of livestock use ☐, recreational

trails ☐, excavation or extraction development ☐, other _____

3. Existing Disturbances

Evidence of previous man-made alterations. Yes ☐, No ☐, Unknown ☐.

The site has been disturbed by vegetation removal _____ ha, topsoil removal _____ ha. Overburden removal

_____ ha, surface material removal _____ ha (approx. _____ cu m have been removed).

The site contains fencing ☐, gate/s ☐, storage tanks ☐, storage shed ☐, stock piles ☐, other _____

x Remote sensing has been used to assess the site area. Yes ☐, No ☐

The remote sensing dated _____ documents the present ground condition. Yes ☐, No ☐,

Unknown ☐.

4. **Topography** indicate the slope class of the site land based on Canada Land Inventory (CLI) slope classes.

x	<u>CLI Class</u>	<u>Landscape</u>	<u>Slope Inclinations</u>	<u>CLI Class</u>	<u>Landscape</u>	<u>Slope</u>
	<u>Inclinations</u>					
	1 <input type="checkbox"/>	level	0 – 0.5% (200:1)	5 <input type="checkbox"/>	moderate slopes	10 –
	15% (6:1)					
	2 <input type="checkbox"/>	nearly level	0.5 – 2.5% (50:1)	6 <input type="checkbox"/>	strong slopes	16 –
	30% (3:1)					
	3 <input type="checkbox"/>	very gentle slopes	3.5 – 5% (20:1)	7 <input type="checkbox"/>	very strong slopes	31 – 45%
	(2:1)					
	4 <input type="checkbox"/>	gentle slopes	6 – 9% (10:1)			

x The site includes _____ ha upland ☐, _____ ha flood plain (1 to 100 year flood events) ☐, _____ ha water body/watercourse areas ☐. (area figures optional)

5. Vegetation types over development areas

_____ ha no/sparsely vegetated, _____ ha aquatic, _____ ha peatland, _____ ha grasslands, _____ ha bush, _____ ha forest cover with tree diameters up to _____ cm.

The presence of noxious/restricted/nuisance weeds has been detected on the site. Yes ☐, No ☐

If Yes, state the name/s of the noxious/restricted/nuisance weeds _____

6. Soil

Dominant Soil Profile: Horizons present – Organic (O) _____ cm, duff layer (L,F,H) _____ cm, A horizon _____ cm, B horizon _____ cm.

Topsoil

The dominant texture of topsoil materials of the site is/are:

x Heavy clay ☐, clay ☐, silty clay ☐, silty clay loam ☐, clay loam ☐, sandy clay ☐, sandy clay loam ☐,

loam ☐, silt loam ☐, silt ☐, sandy loam ☐, loamy sand ☐, sand ☐, no topsoil ☐

Coarse fragment (particle size over 10 cm) composition within the topsoil _____% (estimate by volume)

The average thickness of topsoil _____ cm

Subsoil

The dominant texture of subsoil materials is/are:

x Heavy clay ☐, clay ☐, silty clay ☐, silty clay loam ☐, clay loam ☐, sandy clay ☐, sandy clay loam ☐,

loam ☐, silt loam ☐, silt ☐, sandy loam ☐, loamy sand ☐, sand ☐, gravel ☐, no subsoil ☐.

Coarse fragment (particle size over 10 cm) composition within the subsoil _____% (by volume)

The average thickness of the subsoil _____ cm

7. Geology

If known, indicate the geological origin of the marketable surface materials (deposit): sand dune ☐, lake deposit ☐, active stream channel ☐, ancient stream channel ☐, river terrace ☐, outwash ☐, kame ☐, esker ☐, drumlin ☐, crevasse filling ☐, preglacial ☐, eolian ☐, colluvial ☐, residuum ☐,

x The surface materials are underlain by unconsolidated bedrock ☐, consolidated bedrock ☐, clay ☐, sand ☐, other _____.

x The geological assessment has been made by subsurface probing: backhoe ☐, auger drill ☐, hammer drill ☐,

geophysical survey ☐, geological interpretation (river bank, adjoining pit, surfacial feature) ☐, other _____.

x A representative sample of the surface material has been laboratory analyzed. Yes ☐, No ☐

If Yes, attach all assessment data, or provide an estimation of material size composition.

The deposit's dominant composition is clay _____%, silt _____%, sand _____%, gravel _____%

x The deposit contains coal ☐, ironstone ☐, other _____.

Estimated percentage of the deposit as reject material _____%.

Total Volume of deposit within the lease: _____ cu m. Total amount that will be used: _____ cu m.

x Reason for any difference: buffers ☐, sloping ☐ reject material ☐, other _____.

The average thicknesses:

Overburden _____ m. Surface material deposit _____ m.

8. Hydrogeology**Surface water**

x Surface water runoff is generally confined to the site. Yes ☐, No ☐

If No, provide a contour map of the area with site boundaries plotted or show the drainage pattern on a site map.

- x The extraction operation will be located within the 1:100 year flood plain. Yes ☐, No ☐,

Unknown ☐

- x The site contains or is adjacent to a:

- ephemeral draw [vegetative draw, no channel development]. Yes ☐, No ☐
- intermittent waterbody [bed & shore development – width varies]. Yes ☐ No ☐
- small permanent waterbody [bed & shore development – up to 5 m in width]. Yes ☐ No ☐
- large permanent waterbody [bed & shore development – width greater than 5 m]. Yes ☐ No ☐

If Yes, has a qualified professional assessed the site for operational design requirements. Yes ☐, No

☐

If Yes, to a permanent waterbody has federal authorization for the “harmful alteration, disruption or destruction of fish habitat” been applied for?

- x Yes ☐, No ☐

If No, has an assessment been done to evaluate the waterbody for fish habitat. Yes ☐, No ☐.

Not applicable ☐

Special operating practices to control surface drainage consist of _____

Groundwater

- # Water was encountered in _____ of _____ holes.

- x# The water table depth has been established. Yes ☐, No ☐ @ _____ m (average depth)

- x The extraction operation will extend below the water table. Yes ☐, No ☐

- x Pit de-watering will likely occur. Yes ☐, No ☐

If Yes, show on the site plan the points of diversion and discharge.

If surface/groundwater is being used, diverted an approval under the *Water Act* may be required.

- x This Conservation & Reclamation Plan is to support the application under the *Water Act*. Yes ☐,

No ☐

If Yes, contact Alberta Sustainable Resource Development.

9. Wildlife

The following wildlife and signs were observed:

- x Game species or their signs

- x Other wildlife species or their signs

- x Significant habitat features

10. Historical Resources

- x Was a Historical Resources Impact Assessment conducted on the site? Yes ☐, No ☐

If Yes, attach a copy of the assessment as part of the C&R plan.

- x Is there any evidence of historical resources? Yes ☐, No ☐

11. Other Interest Holders

Identify all interests that are within or adjacent (e.g. private land, other surface material operations, pipelines, easements, roads, wellsites, etc.) Unless an agreement is obtained from an adjoining interest

holder the regulation (pipeline, surface materials) buffer requirements are to be incorporated into the plan.

The boundary locations of these interests are to be shown and labeled on the Site Plan.

SITE PREPARATION

12. Protection Measures for Other Interest Holders

- x Road use agreements are being/have been negotiated. Yes ☐, No ☐
- x An agreement has been made with the Forest Management Area Agreement holder

- x Agreement/s have been made with the adjacent surface material operator/s to extract up to the common boundary. Yes ☐, No ☐
- x If No, a minimum 3 metre buffer is required between the pit boundary and the lease boundary of any adjacent Surface Material Lease or private land.
An "Encroachment Agreement" has been made with _____ for

Buffers of _____ m between the operations and _____ will be maintained.
Operations will not occur from _____ to _____ (timing restrain condition).

13. Lease Boundary & Development Identification

The approved lease boundaries have been located by:

- x legal survey ☐, existing survey markers ☐, other

- x The boundaries are marked by flagging ☐, tree marking ☐, other

- x The buffers have been marked by flagging ☐, tree marking ☐, other

- x Control points have been established for pit development monitoring. Yes ☐, No ☐
If Yes, show control point locations on Site Plan
If No, explain how development is measured

14. Security Deposit Assessment

- # The total area that has been disturbed (still requires reclamation certification) or will be disturbed by the next phase (to be outlined as Phase 1 on the Site Plan) of operation is _____ ha.

15. Timber and Woody Debris Disposal

- # _____ ha of salvageable timber will be cleared for the first phase of operation
- x An agreement to have the timber removed has been made. Yes ☐, No ☐
- # _____ ha of area will be cleared of vegetation are to be cut for the first phase of operation.
The unsalvageable vegetation will be burnt ☐, piled for later use ☐, other

16. Soil and Overburden Stripping

- # _____ ha of topsoil are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)
- # _____ ha of subsoil are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)
- # The average depth of soil to be salvaged is _____ cm.
- # _____ ha of overburden are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)

17. Improvements

- x Fencing ☐, a gate ☐, storage tanks ☐, storage shed ☐, salt storage ☐, other _____

_____ will be constructed in accordance to the departmental standards and is/are shown on the site plan.

RESOURCE EXTRACTION ACTIVITIES**18. Associated Activities**

asphalt production ☐, crushing ☐, screening ☐, sand and gravel washing ☐, other _____

19. Maximum Depth for Excavations

- # Including the removal of topsoil, subsoil, overburden and surface materials _____ metres.

20. Extraction Sequencing

- # Extraction is proposed in _____ phase/s. The phase/s is/are indicated on the Conservation and Reclamation Plan.
- # (a) Maximum area of disturbance at any one time _____ ha
- # (b) Total area to be disturbed over the life of the operation _____ ha
- # (c) Anticipated annual volume removal rate _____ cu m
- # Expected Life of Operation of the surface material source is _____ years, based on anticipated demand.

21. Erosion Prevention Techniques

- x roll back ☐, berming ☐, progressive reseeding ☐, ditching ☐, progressive re-contouring ☐, other _____

22. Weed Control

- x Monitoring and control of weeds will be implemented. Yes ☐, No ☐

RECLAMATION**23. Progressive Reclamation**

The sequencing for reclaimed areas along with the anticipated dates is shown on an attached site plan.

24. Proposed Land Use after final reclamation is

- x cultivation ☐, grazing ☐, native range or grassland ☐, forest ☐, wildlife habitat ☐, fisheries habitat ☐, proposed subdivision ☐, recreation ☐, other _____

- # A waterbody of _____ ha will be created upon reclamation (as shown on the reclamation plan)

25. Reclaimed Topography slope classes

x	<u>CLI Class</u>	<u>Landscape</u>	<u>Reclaimed Slopes</u>	<u>CLI Class</u>	<u>Landscape</u>	<u>Reclaimed</u>
	<u>Slopes</u>					
1 <input type="checkbox"/>	level	0 – 0.5%	(200:1)	5 <input type="checkbox"/>	moderate slopes	10 – 15% (6:1)
2 <input type="checkbox"/>	nearly level	0.5 – 2.5%	(50:1)	6 <input type="checkbox"/>	strong slopes	16 – 30% (3:1)
3 <input type="checkbox"/>	very gentle slopes	3.5 – 5%	(20:1)	7 <input type="checkbox"/>	very strong slopes	31 – 45% (2:1)
4 <input type="checkbox"/>	gentle slopes	6 – 9%	(10:1)			

Indicate surface drainage directions on the reclamation plan

26. Average Depth of Topsoil

x replaced topsoil averages _____ cm

27. Average Depth of Subsoil

x replaced subsoil averages _____ cm

28. Maximum Overburden Depth

x maximum replaced overburden depth _____ m

29. Revegetation

The following seed mixtures and/or other forms of revegetation have been determined in consultation with the Development Officer.

Establishment of vegetation will be aided by:

Fertilizing ☐, cultivating ☐, watering ☐, weed control ☐, other _____

30. If the pit has periods of non-use, provide a description of any interim reclamation techniques.

CONSERVATION AND RECLAMATION PLANS

31. Provide site plan drawings depicting existing conditions, test pit locations, test hold data, pit operations, conservation and reclamation procedures, water management plans, and cross-sections.

NOTE: The C&R plan must show the total development area and reclamation sequencing.

The following qualified professional/s has/have been employed to design the water/physical/fish and wildlife protection measures based on the site-specific parameters

(name/s of P. Eng., P. Geol., P. Geop., P. Ag., P. Biol.)

I certify that the information provided in this application is an accurate description of the site and of the operation and reclamation of the pit. I will conserve and reclaim the site as described in this application, follow the terms and conditions of the approval, and secure a Reclamation Certificate upon completion.

NAME _____
(please print)

SIGNATURE _____

TITLE _____

APPLICATION DATE _____

READ A FIRST TIME IN OPEN COUNCIL this 10th day of October 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

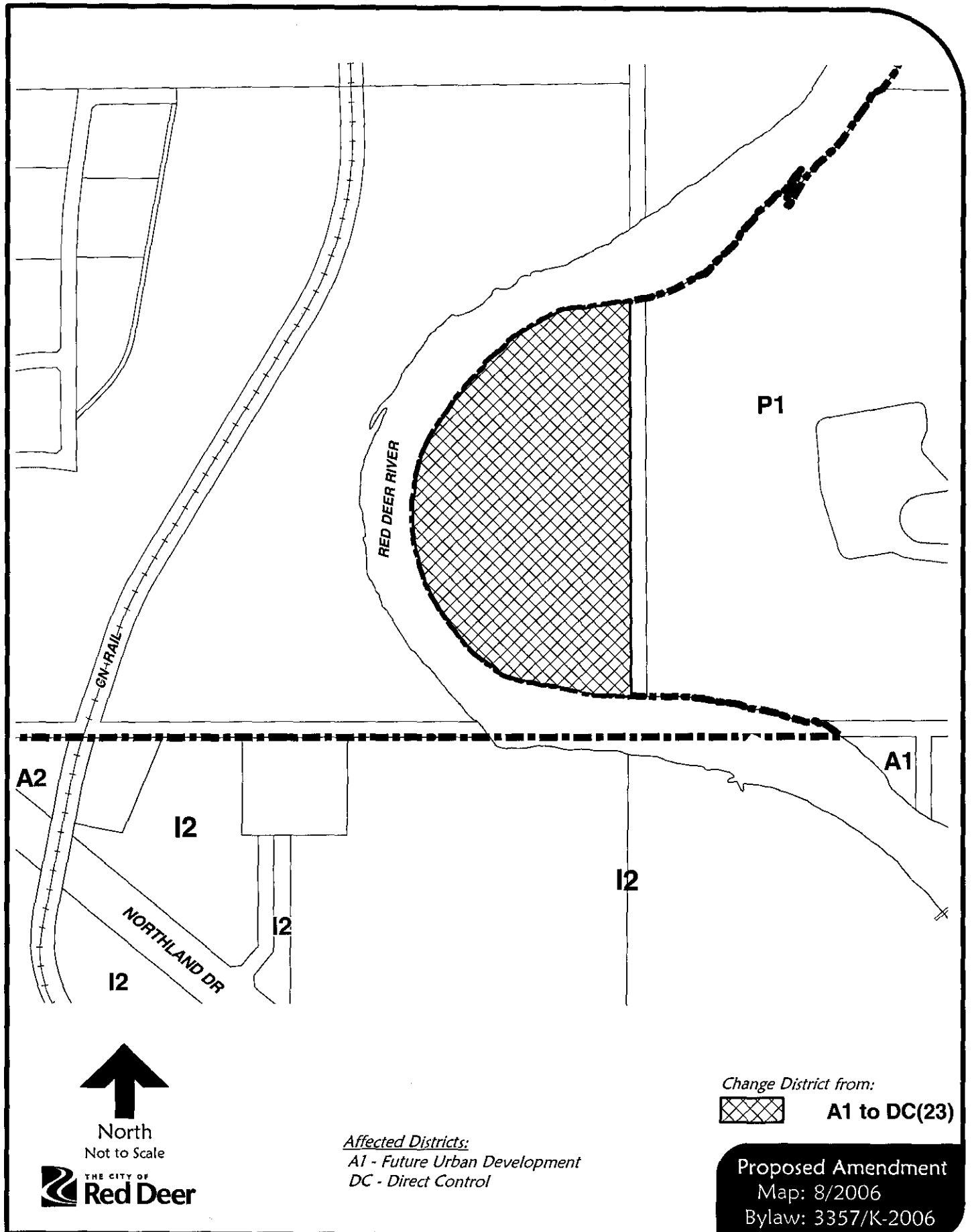
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006



BYLAW NO. 3357/C-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map R12" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 2/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

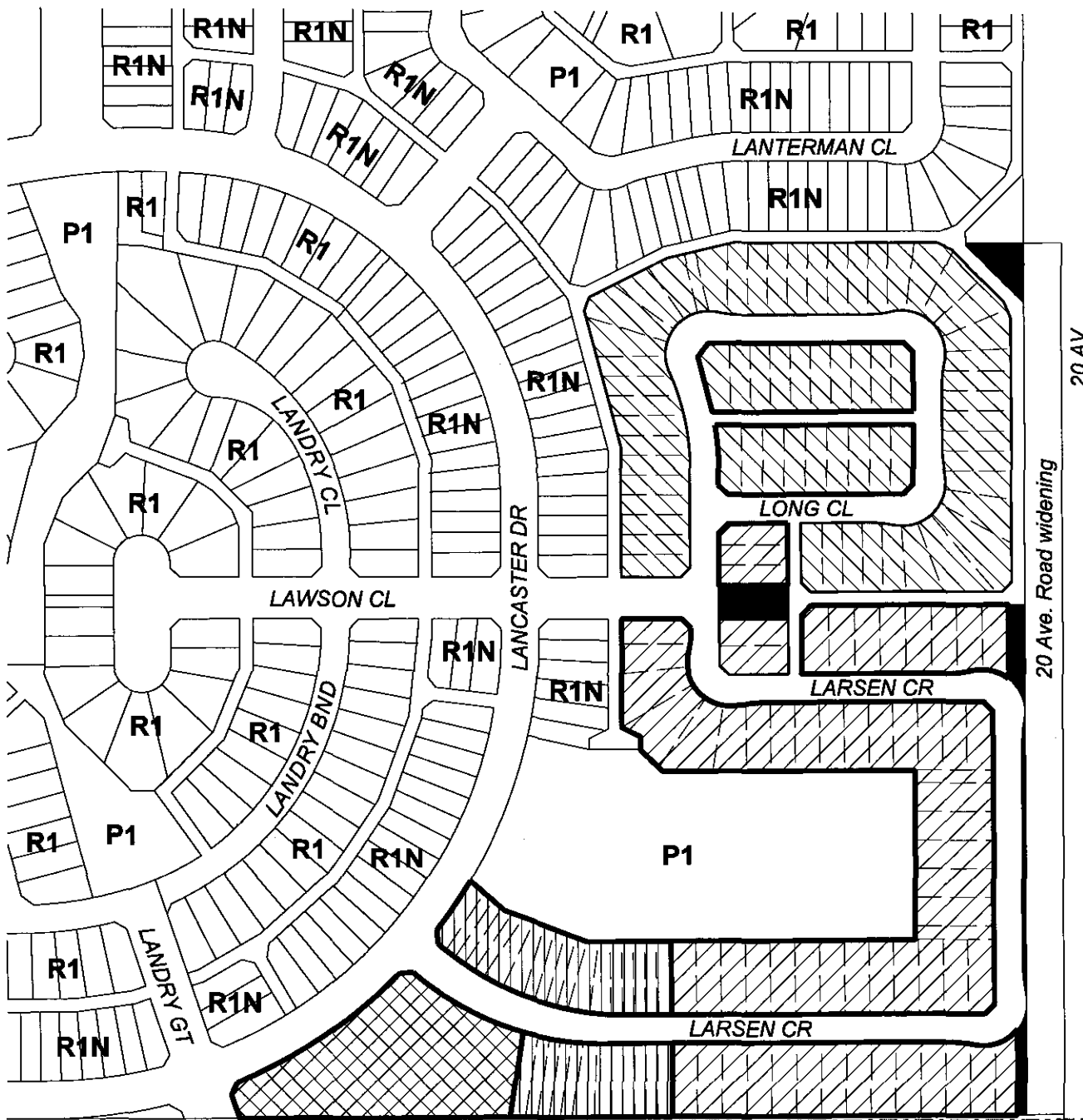
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R2 - Residential (Medium Density)
- R3 - Residential (Multiple Family)
- P1 - Parks and Recreation



Change from :

- A1 to R1
- A1 to R1N
- A1 to R2
- A1 to R3
- A1 to P1

MAP No. 2 / 2006
BYLAW No. 3357 / C - 2006

Item No. 2

BYLAW NO. 3357/D-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map L21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

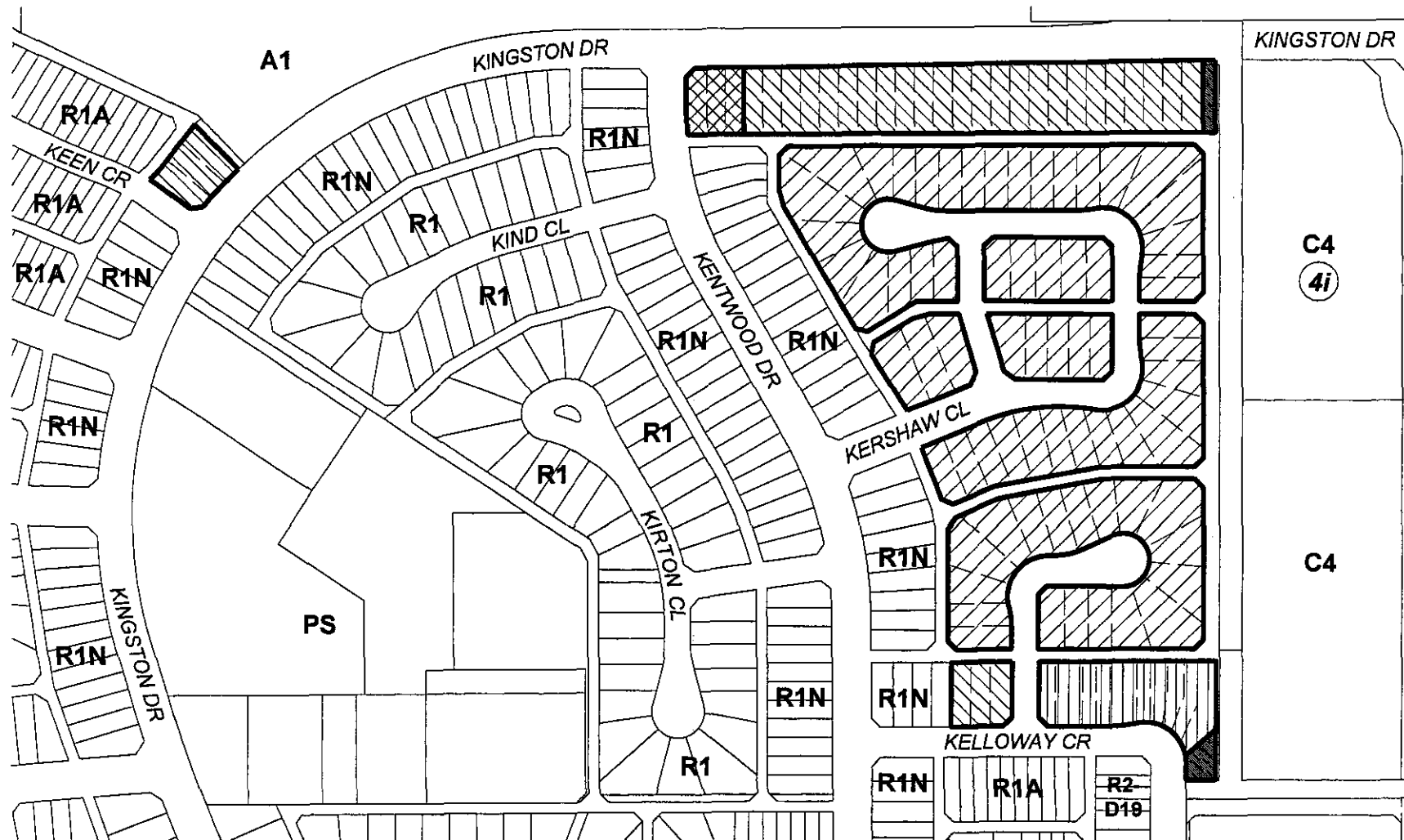
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

The City of Red Deer

PROPOSED LAND USE BYLAW AMENDMENT



AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreation
- PS - Public Service (Institutional or Governmental)

Change from :

- A1 to R1
- A1 to R1N
- PS to R1N
- A1 to R1A
- A1 to P1



MAP No. 3 / 2006
BYLAW No. 3357 / D - 2006

BYLAW NO. 3357/E-2006

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

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

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

- 1 In Section 1.3 the definition of "Outdoor Display" is deleted in its entirety and replaced with the following new definition:

"Outdoor Display or Sale of Goods" means the display of goods intended for sale or the sale of goods on any portion of a site, but does not include the sale or display of goods by licensed hawkers.
- 2 The following new definitions are added to Section 1.3:

"Public Property" means all lands owned or under the control of The City of Red Deer and includes highways, medians, boulevards, sidewalks and parks."

"Outdoor Storage" means the storage of goods outside the principal building or buildings on a site but does not include the outdoor display or sale of goods."
- 3 Section 2.4 (1) (a)(ix) is deleted in its entirety and replaced with the following new section:

"2.4 (1) (a) (ix) location of any building (dimensioned to property lines) or structure including utility poles, retaining walls, outdoor storage areas, trees, landscaping, outdoor display or sale of goods areas and other physical features both existing and proposed on site,"
- 4 New Section 3.6 (13) is added as follows:

"3.6 (13) The parking of vehicles, the outdoor display or sale of goods and outdoor storage are all prohibited on any portion of a site which has been approved for landscaping (including the natural display of grass, plants or other landscaping features) unless approved by the Development Authority."
- 5 Section 3.8 is deleted in its entirety.

6 New Section 3.22 is added as follows:

- “3.22 (1) No person shall park or leave a vehicle, or any part of a vehicle, on or over any public property.
- (2) The prohibition in subsection (1) does not apply to a vehicle which is parked:
- (a) in a designated parking stall or designated parking areas;
 - (b) on any carriageway intended for the passage of vehicles and where not otherwise prohibited;
 - (c) on public property in accordance with a license from or the express approval of The City.
- (3) Where more than one vehicle is parked or left on public property contrary to subsection (1), it shall be a separate offence for each vehicle so parked or displayed and for each day that such vehicle is so parked or displayed.
- (4) No person shall store, display or sell goods on any public property, except in accordance with the terms of a valid City business license or other lawful authority granted by The City.
- (5) Subsection (4) does not prohibit occasional sidewalk sales provided that such sales do not impede pedestrian traffic on the sidewalk.

7 “Outdoor Storage” is added as a discretionary use in C1A, C2A, C2B, and C4 Commercial Districts, by adding the phrase “Outdoor Storage” as new subsections 5.2(1)(b)(xix), 5.3(1)(b)(xiv), 5.4(1)(b)(xiv) and 5.6(1)(b)(xiii) respectively.

8 “Outdoor Display or Sale of Goods” is added as a discretionary use in C1, C1A, C2A, and C2B Commercial districts, by adding the phrase “Outdoor Display or Sale of Goods” as new subsections 5.1(1)(b)(xiv), 5.2(1)(b)(xx), 5.3(1)(b)(xv) and 5.4(1)(b)(xv) respectively.

9 “Outdoor Display or Sale of Goods” is added as a discretionary use in C4 Commercial District, by deleting existing Section 5.6(1)(b)(ix) and replacing it with the following new subsection:

“5.6(1)(b)(ix) Outdoor Display or Sale of Goods”

10 New section 5.7(9) is added as follows:

“5.7(9) Outdoor Storage in Commercial Districts

- (a) The Development Authority may approve an application for outdoor storage in any Commercial district in which outdoor storage is a discretionary use, or in any Direct Control district in which commercial activity is conducted, subject to the imposition of such conditions as it deems necessary in order to comply with the intent of this Bylaw.
- (b) All outdoor storage must meet the following requirements:
 - (i) Outdoor storage is permitted for a period of one year.
 - (ii) Outdoor storage shall be concealed from sight from adjacent roads.
 - (iii) Outdoor storage areas shall be screened so that no stored goods are visible above the screening. Screening shall not exceed 2.5 metres in height.
 - (iv) Outdoor storage areas shall not exceed 2.5% of the gross floor area of the principal building on the site, or where there is more than one building on the site, shall not exceed 2.5% of the gross floor area of the building to which the Outdoor Storage area relates
 - (v) An outdoor storage area may not reduce the parking spaces available for use on the site below the number of spaces required under the Land Use Bylaw or approved by the Development Authority.
 - (vi) A portable storage container may be used for outdoor storage provided that it is painted to match the principal building on the site and does not exceed dimensions of 12 metres in length by 2.4 metres in width by 2.6 metres in height. A portable storage container does not need to be screened.

11 New Section 5.7 (10) is added as follows:

“5.7 (10) Outdoor Display or Sale of Goods in Commercial Districts

- (a) The Development Authority may approve an application for the outdoor display or sale of goods in any Commercial district in which the use is listed, or in any Direct Control district in which commercial activity is conducted, subject to the imposition of such conditions as it deems necessary in order to ensure compliance with the intent of this Bylaw.
- (b) Such approval may be granted on a permanent basis, for a specific period of time or for limited times during the year.
- (c) All areas used for the outdoor display or sale of goods shall comply with the following requirements:
 - (i) Display areas shall be fenced or screened as approved by the Development Authority.
 - (ii) Goods in a display area may be visible from outside the display area provided they are not visible from any street and further provided that the visible goods are displayed in an orderly manner.
 - (iii) Fencing or screening shall not exceed 2.5 metres in height.
 - (iv) No goods may be stored so as to be visible above the screening.
 - (v) Outdoor display or sales areas shall not exceed 25% of the gross floor area of the establishment to which that outdoor display or sales area relates but does not include lumber yards which would be at the discretion of the Development Authority.
 - (vi) An outdoor display or sales area may not reduce the parking spaces available for use on the site below the number of spaces required under the Land Use Bylaw or approved by the Development Authority.
 - (vi) Where sheds form part of the outdoor display or sale of goods, a maximum of six sheds will be allowed immediately adjacent to the retail establishment or at such other specific location as may be approved by the Development Authority.

The exterior of any sheds on display must be finished and are not required to be screened.

- (d) Unless otherwise directed by the Development Authority, a person who has received approval for an annual temporary outdoor display or sale of goods may erect the outdoor display or sales area every year provided that it is constructed in the manner and for the duration approved by the Development Authority. Notwithstanding this, such person must obtain an Occupancy Permit each year prior to implementing the use or erecting the enclosure for the outdoor display or sales area.
 - (e) Notwithstanding the provisions of 5.7 (10), no development approval is required for the outdoor display or sale of goods which does not extend further than 4.5 metres from the front of a building on private property in a C1, C1A, C2A, C2B or C4 Commercial district, or on an approved DC site, provided the goods are not displayed on any area intended for the passage of vehicles, and are displayed in an orderly fashion and in a manner that does not impede pedestrian or vehicular traffic."
- 12 "Outdoor storage" is added as a permitted use in I1 Industrial district, by deleting existing Section 6.1(1)(a)(viii) and replacing it with the following new subsections:
- "6.1 (1)(a)(viii) Warehousing
- (viv) Outdoor storage."
- 13 Section 6.4(2)(7) is deleted in its entirety and replaced with the following new subsection:
- 6.4(2)(7) outdoor storage of goods or material is permitted if kept in a neat and orderly manner subject to regulations listed in section 6.4 (6).
- 14 New Section 6.4(6) is added as follows:
- "6.4(6) Outdoor Storage in Industrial Districts**
- (a) Where the outdoor storage of raw materials, finished or partially finished products, fuel, salvage material, junk or waste is permitted or approved on a site, such storage shall be concealed from sight from adjacent sites, streets or lanes by a fence or wall of appropriate design, and sufficient dimension and position so that

such materials are not visible from any point 2.0 m or less above grade on any adjacent site, street or lane.

- (b) Outdoor storage areas shall be fenced or screened as determined by the Development Authority.
- (c) Outdoor storage shall not be located within the front yard setback of any site.

15 Schedule "C" is amended by adding the following specified penalties:

<u>Description of Offence</u>	<u>First Offence</u>	<u>Second Offence*</u>	<u>Third or Subsequent Offence*</u>
Section 3.6 (13) Parking of vehicles, outdoor display, storage or sales on landscaped areas	\$500.00	\$1,000.00	\$5,000.00
Section 5.7 (9) (c) Parking of vehicles, outdoor display, sales or storage on Public Property	\$500.00	\$1,000.00	\$5,000.00

READ A FIRST TIME IN OPEN COUNCIL this 11th day of September 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

BYLAW NO. 3357/I-2006

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

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

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

1 New section 4.7 (1) (g) is added as follows:

(g) Notwithstanding the residential district regulations the owner of the land may apply to the Development Authority and the Development Authority may approve a reduction in the minimum front yard setbacks in R1, R1N, and R1A districts when all of the following criteria are met:

- i. the lots front on a residential collector roadway with separate sidewalk,
- ii. the lots have rear lanes,
- iii. the lots do not have front driveways, parking pads or garages located in the front of the site,
- iv. a Restrictive Covenant is registered against the title of each lot prohibiting any front driveways, parking pads or garages satisfactory to the City Solicitor,
- v. none of the affected lots have been sold prior to the approval of the front yard setback,
- vi. the reduction applies to one or both sides of the entire length of the collector roadway within a subdivision and may terminate at the point of intersection with a collector roadway with the same setback reduction or at a point of intersection with a road of a higher classification,
- vii. minimum front yard setbacks are reduced to no less than 4 metres.

READ A FIRST TIME IN OPEN COUNCIL this day of 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

BYLAW NO. 3357/J-2006

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map J21" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 7 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2006.

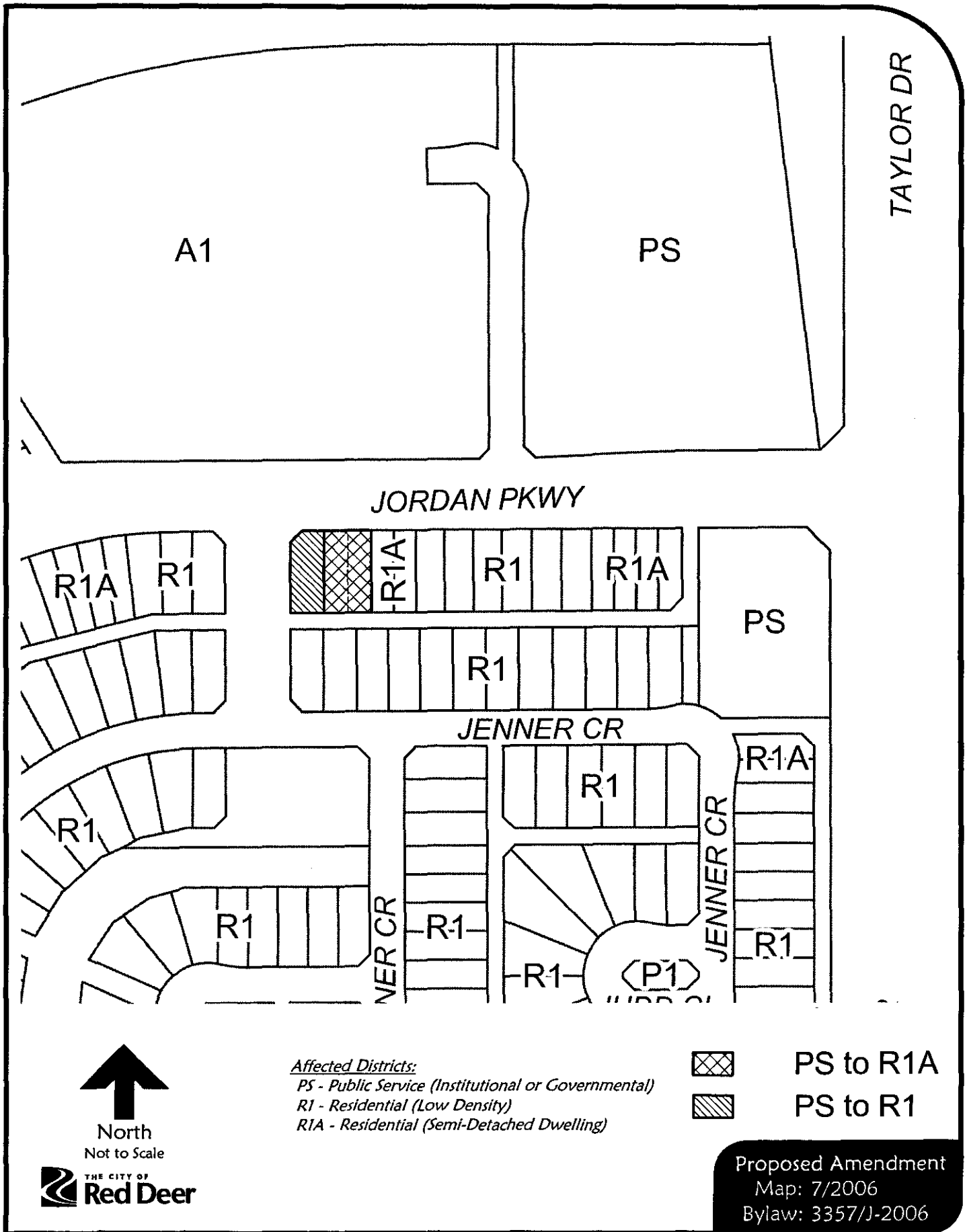
READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK



BYLAW NO. 3357/K-2006

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

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

- 1 The "Land Use District Map N22" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No.8/2006 attached hereto and forming part of the bylaw.
- 2 The addition of the following text within Part Eight Direct Control Districts, Regulations, and Exceptions Respecting Land Use following section 8.20.2:

8.20.3 Direct Control District No. 23 DC (23) (See Map N22)

DC(23)

General Purpose

To provide for an aggregate removal operation gravel extraction and reclamation and a golf course development.

(1) DC (23) Uses Table

(a) Uses	
(i)	Accessory Building and uses.
(ii)	Aggregate Removal.
(iii)	Golf Course
(iv)	Signs subject to section 3.3 and 3.4:
(1)	awning and canopy signs,
(2)	under canopy signs,
(3)	fascia signs,
(4)	free standing signs,
(5)	painted wall signs, and
(6)	projecting signs.

- (b)** In this district, the Development Authority shall approve an application for an Aggregate Removal operation or Golf Course, subject to such conditions as are necessary to ensure compliance with the Building Regulations of this district and with any other provisions of this Bylaw. In particular, without limiting the generality of the foregoing, the Development Authority shall be entitled to impose conditions limiting the

hours of operation or the days of the year on which operations may be conducted.

(2) Direct Control District No. 23 Regulations:

- (a)** Buildings location and conditions to be approved by the Development Authority.
- (b)** Access routes to an Aggregate Removal operation shall be located away from residential area.
- (c)** In addition to the requirements for a development permit application set out in this bylaw, an application for a development permit for an Aggregate Removal operation shall also include the following information:
 - (i)** completion of the “Application for Conservation and Reclamation Approval” attached as Schedule “A” to this district;
 - (ii)** identification of the anticipated levels of outdoor noise associated with the Aggregate Removal Operations, including crushing, and the hours of the day, days of the week and times of the year when such operations are to be conducted;
 - (iii)** a description of the amount of dust smoke, and other nuisances which it is anticipated will be discharged into the air;
 - (iv)** identification of the methods proposed by the operator to minimizing the noise from machinery and equipment;
 - (v)** the operator shall include in proposals a description of the methods which the operator proposes to keep the area in a clean and tidy condition free from rubbish and non-aggregate debris;
 - (vi)** the applicant shall indicate the location of appropriate traffic and safety signage on and about the subject site and road accesses;
 - (vii)** proposed access routes into extraction areas.
- (d)** Before considering an application for development in this district, the Development Authority may require comments from the Land Reclamation Division of Alberta Environment.

(3) Site Development

- (a) The relationship between buildings, structures and open space, the architectural treatment of buildings, the provision and architecture of landscaped open space, and the parking layout, shall be subject to approval by the Development Authority.
- (b) Accessory buildings and uses may be allowed by the Development Authority if it can be shown the building and use are required as part of the Golf Course use and will be, if deemed necessary, screened from public view.
- (c) Development permits for the purpose of sand and gravel extraction will have an expiry date of up to five years which may be renewed at the end of the term.
- (d) The Development Authority may impose as a condition of a development permit for an Aggregate Removal operation a requirement that the landowner, applicant and operator, or any of them enter into a surface restoration agreement with The City, including the posting of security satisfactory to The City.
- (e) Additional conditions may be added to the permit to address issues identified through the review of the "Application for Conservation and Reclamation Approval".
- (f) A development permit for an aggregate removal operation shall include a provision that the conditions of the permit relating to the minimizing of noise, dust and other nuisances arising associated with the operation shall be reviewed by the Development Authority on an annual basis.

**Direct Control District No. 23 – Schedule A:
APPLICATION FOR CONSERVATION AND RECLAMATION APPROVAL**

Applicant Name: _____

The following pages are required information for the City of Red Deer.

- x** The question requires an x in any applicable box or written response.
- #** The question requires a numerical answer.

SITE ASSESSMENT

1. Resource Demand

- x** There is a need for the clay ☐, manufacturing clay ☐, sand ☐, silt ☐, gravel ☐, marl ☐, in this location
- x** for road construction/maintenance ☐, concrete production ☐, asphalt production ☐, road sub base ☐,

other _____

2. Existing land use

☒ cultivation ☐, grazing ☐, native range or grassland ☐, timber ☐, wildlife habitat ☐, fish habitat ☐,
industrial ☐, recreation ☐, other _____

☒ Site evidence found: motorized vehicle trails ☐, camp fire site ☐, evidence of livestock use ☐,
recreational trails ☐, excavation or extraction development ☐, other _____

3. Existing Disturbances

Evidence of previous man-made alterations. Yes ☐, No ☐, Unknown ☐.

The site has been disturbed by vegetation removal _____ ha, topsoil removal _____ ha. Overburden
removal _____ ha, surface material removal _____ ha (approx. _____ cu m have been removed).

The site contains fencing ☐, gate/s ☐, storage tanks ☐, storage shed ☐, stock piles ☐,
other _____

☒ Remote sensing has been used to assess the site area. Yes ☐, No ☐

The remote sensing dated _____ documents the present ground condition. Yes ☐, No
☐,
Unknown ☐.

4. Topography indicate the slope class of the site land based on Canada Land Inventory (CLI) slope classes.

<input checked="" type="checkbox"/> CLI Class	<u>Landscape</u>	<u>Slope Inclinations</u>	<u>CLI Class</u>	<u>Landscape</u>	<u>Slope</u>
<u>Inclinations</u>					
1 <input type="checkbox"/>	level	0 – 0.5% (200:1)	5 <input type="checkbox"/>	moderate slopes	10 –
15% (6:1)					
2 <input type="checkbox"/>	nearly level	0.5 – 2.5% (50:1)	6 <input type="checkbox"/>	strong slopes	16 –
30% (3:1)					
3 <input type="checkbox"/>	very gentle slopes	3.5 – 5% (20:1)	7 <input type="checkbox"/>	very strong slopes	31 – 45%
(2:1)					
4 <input type="checkbox"/>	gentle slopes	6 – 9% (10:1)			

☒ The site includes _____ ha upland ☐, _____ ha flood plain (1 to 100 year flood events) ☐,
_____ ha water body/watercourse areas ☐. (area figures optional)

5. Vegetation types over development areas

_____ ha no/sparingly vegetated, _____ ha aquatic, _____ ha peatland, _____ ha grasslands, _____ ha bush,
_____ ha forest cover with tree diameters up to _____ cm.

The presence of noxious/restricted/nuisance weeds has been detected on the site. Yes ☐, No ☐

If Yes, state the name/s of the noxious/restricted/nuisance weeds _____

6. Soil

- # Dominant Soil Profile: Horizons present – Organic (O) ____ cm, duff layer (L,F,H) ____ cm,
A horizon ____ cm, B horizon ____ cm.

Topsoil

The dominant texture of topsoil materials of the site is/are:

- x Heavy clay ☐, clay ☐, silty clay ☐, silty clay loam ☐, clay loam ☐, sandy clay ☐, sandy clay loam ☐,

loam ☐, silt loam ☐, silt ☐, sandy loam ☐, loamy sand ☐, sand ☐, no topsoil ☐

- # Coarse fragment (particle size over 10 cm) composition within the topsoil ____% (estimate by volume)

- # The average thickness of topsoil ____ cm

Subsoil

The dominant texture of subsoil materials is/are:

- x Heavy clay ☐, clay ☐, silty clay ☐, silty clay loam ☐, clay loam ☐, sandy clay ☐, sandy clay loam ☐,

loam ☐, silt loam ☐, silt ☐, sandy loam ☐, loamy sand ☐, sand ☐, gravel ☐, no subsoil ☐.

- # Coarse fragment (particle size over 10 cm) composition within the subsoil ____% (by volume)

- # The average thickness of the subsoil ____ cm

7. Geology

If known, indicate the geological origin of the marketable surface materials (deposit): sand dune ☐, lake deposit ☐, active stream channel ☐, ancient stream channel ☐, river terrace ☐, outwash ☐, kame ☐, esker ☐, drumlin ☐, crevasse filling ☐, preglacial ☐, eolian ☐, colluvial ☐, residuum ☐,

- x The surface materials are underlain by unconsolidated bedrock ☐, consolidated bedrock ☐, clay ☐, sand ☐, other _____.

- x The geological assessment has been made by subsurface probing: backhoe ☐, auger drill ☐, hammer drill ☐,

geophysical survey ☐, geological interpretation (river bank, adjoining pit, surficial feature) ☐, other _____.

- x A representative sample of the surface material has been laboratory analyzed. Yes ☐, No ☐

If Yes, attach all assessment data, or provide an estimation of material size composition.

The deposit's dominant composition is clay ____%, silt ____%, sand ____%, gravel ____%

- x The deposit contains coal ☐, ironstone ☐, other _____.

- # Estimated percentage of the deposit as reject material ____%.

- # Total Volume of deposit within the lease: _____ cu m. Total amount that will be used: _____ cu m.

- x Reason for any difference: buffers ☐, sloping ☐, reject material ☐, other _____.

The average thicknesses:

- # Overburden ____ m. Surface material deposit ____ m.

8. Hydrogeology

Surface water

- x Surface water runoff is generally confined to the site. Yes ☐, No ☐
If No, provide a contour map of the area with site boundaries plotted or show the drainage pattern on a site map.
- x The extraction operation will be located within the 1:100 year flood plain. Yes ☐, No ☐,
Unknown ☐
- x The site contains or is adjacent to a:
- ephemeral draw [vegetative draw, no channel development]. Yes ☐, No ☐
- intermittent waterbody [bed & shore development – width varies]. Yes ☐ No ☐
- small permanent waterbody [bed & shore development – up to 5 m in width]. Yes ☐ No ☐
- large permanent waterbody [bed & shore development – width greater than 5 m]. Yes ☐ No ☐
If Yes, has a qualified professional assessed the site for operational design requirements. Yes ☐, No ☐
☐
If Yes, to a permanent waterbody has federal authorization for the “harmful alteration, disruption or destruction of fish habitat” been applied for?
- x Yes ☐, No ☐
If No, has an assessment been done to evaluate the waterbody for fish habitat. Yes ☐, No ☐
Not applicable ☐
Special operating practices to control surface drainage consist of _____.

Groundwater

- # Water was encountered in _____ of _____ holes.
- x# The water table depth has been established. Yes ☐, No ☐ @ _____ m (average depth)
- x The extraction operation will extend below the water table. Yes ☐, No ☐
- x Pit de-watering will likely occur. Yes ☐, No ☐
If Yes, show on the site plan the points of diversion and discharge.
- If surface/groundwater is being used, diverted an approval under the *Water Act* may be required.**
- x This Conservation & Reclamation Plan is to support the application under the *Water Act*. Yes ☐,
No ☐
If Yes, contact Alberta Sustainable Resource Development.

9. Wildlife

The following wildlife and signs were observed:

- x Game species or their signs
_____.
- x Other wildlife species or their signs
_____.
- x Significant habitat features
_____.

10. Historical Resources

- x Was a Historical Resources Impact Assessment conducted on the site? Yes ☐, No ☐
If Yes, attach a copy of the assessment as part of the C&R plan.

- x Is there any evidence of historical resources? Yes ☐, No ☐

11. Other Interest Holders

Identify all interests that are within or adjacent (e.g. private land, other surface material operations, pipelines, easements, roads, wellsites, etc.) Unless an agreement is obtained from an adjoining interest holder the regulation (pipeline, surface materials) buffer requirements are to be incorporated into the plan.

The boundary locations of these interests are to be shown and labeled on the Site Plan.

SITE PREPARATION

12. Protection Measures for Other Interest Holders

- x Road use agreements are being/have been negotiated. Yes ☐, No ☐
- x An agreement has been made with the Forest Management Area Agreement holder _____.
- x Agreement/s have been made with the adjacent surface material operator/s to extract up to the common boundary. Yes ☐, No ☐
- x If No, a minimum 3 metre buffer is required between the pit boundary and the lease boundary of any adjacent Surface Material Lease or private land.
An "Encroachment Agreement" has been made with _____ for _____.
- Buffers of _____ m between the operations and _____ will be maintained.
- Operations will not occur from _____ to _____ (timing restrain condition).

13. Lease Boundary & Development Identification

The approved lease boundaries have been located by:

- x legal survey ☐, existing survey markers ☐, other _____.
- x The boundaries are marked by flagging ☐, tree marking ☐, other _____.
- x The buffers have been marked by flagging ☐, tree marking ☐, other _____.
- x Control points have been established for pit development monitoring. Yes ☐, No ☐
If Yes, show control point locations on Site Plan
If No, explain how development is measured _____.

14. Security Deposit Assessment

- # The total area that has been disturbed (still requires reclamation certification) or will be disturbed by the next phase (to be outlined as Phase 1 on the Site Plan) of operation is _____ ha.

15. Timber and Woody Debris Disposal

- # _____ ha of salvageable timber will be cleared for the first phase of operation
- x An agreement to have the timber removed has been made. Yes ☐, No ☐
- # _____ ha of area will be cleared of vegetation are to be cut for the first phase of operation.
- The unsalvageable vegetation will be burnt ☐, piled for later use ☐, other _____.

16. Soil and Overburden Stripping

- # _____ ha of topsoil are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)

- # _____ ha of subsoil are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)
- # The average depth of soil to be salvaged is _____ cm.
- # _____ ha of overburden are to be stripped for the first phase; _____ cu m are to be stockpiled (location as shown on Site plan)

17. Improvements

- x Fencing ☐, a gate ☐, storage tanks ☐, storage shed ☐, salt storage ☐, other _____

_____ will be constructed in accordance to the departmental standards and is/are shown on the site plan.

RESOURCE EXTRACTION ACTIVITIES

18. Associated Activities

asphalt production ☐, crushing ☐, screening ☐, sand and gravel washing ☐, other _____.

19. Maximum Depth for Excavations

- # Including the removal of topsoil, subsoil, overburden and surface materials _____ metres.

20. Extraction Sequencing

- # Extraction is proposed in _____ phase/s. The phase/s is/are indicated on the Conservation and Reclamation Plan.
- # (a) Maximum area of disturbance at any one time _____ ha
- # (b) Total area to be disturbed over the life of the operation _____ ha
- # (c) Anticipated annual volume removal rate _____ cu m
- # Expected Life of Operation of the surface material source is _____ years, based on anticipated demand.

21. Erosion Prevention Techniques

- x roll back ☐, berming ☐, progressive reseeding ☐, ditching ☐, progressive re-contouring ☐, other _____.

22. Weed Control

- x Monitoring and control of weeds will be implemented. Yes ☐, No ☐

RECLAMATION

23. Progressive Reclamation

The sequencing for reclaimed areas along with the anticipated dates is shown on an attached site plan.

24. Proposed Land Use after final reclamation is

- x cultivation ☐, grazing ☐, native range or grassland ☐, forest ☐, wildlife habitat ☐, fisheries habitat ☐, proposed subdivision ☐, recreation ☐, other _____.

- # A waterbody of _____ ha will be created upon reclamation (as shown on the reclamation plan)

25. Reclaimed Topography slope classes

x	<u>CLI Class</u>	<u>Landscape</u>	<u>Reclaimed Slopes</u>	<u>CLI Class</u>	<u>Landscape</u>	<u>Reclaimed Slopes</u>
1 <input type="checkbox"/>	level	0 – 0.5%	(200:1)	5 <input type="checkbox"/>	moderate slopes	10 – 15% (6:1)
2 <input type="checkbox"/>	nearly level	0.5 – 2.5%	(50:1)	6 <input type="checkbox"/>	strong slopes	16 – 30% (3:1)

- 3 ☐ very gentle slopes 3.5 – 5% (20:1) 7 ☐ very strong slopes 31 – 45% (2:1)
 4 ☐ gentle slopes 6 – 9% (10:1)

Indicate surface drainage directions on the reclamation plan

26. Average Depth of Topsoil

x replaced topsoil averages _____ cm

27. Average Depth of Subsoil

x replaced subsoil averages _____ cm

28. Maximum Overburden Depth

x maximum replaced overburden depth _____ m

29. Revegetation

The following seed mixtures and/or other forms of revegetation have been determined in consultation with the Development Officer.

Establishment of vegetation will be aided by:

Fertilizing ☐, cultivating ☐, watering ☐, weed control ☐, other

30. If the pit has periods of non-use, provide a description of any interim reclamation techniques.

CONSERVATION AND RECLAMATION PLANS

31. Provide site plan drawings depicting existing conditions, test pit locations, test hold data, pit operations, conservation and reclamation procedures, water management plans, and cross-sections.

NOTE: The C&R plan must show the total development area and reclamation sequencing.

The following qualified professional/s has/have been employed to design the water/physical/fish and wildlife protection measures based on the site-specific parameters

(name/s of P. Eng., P. Geol., P. Geop., P. Ag., P. Biol.)

I certify that the information provided in this application is an accurate description of the site and of the operation and reclamation of the pit. I will conserve and reclaim the site as described in this application, follow the terms and conditions of the approval, and secure a Reclamation Certificate upon completion.

NAME _____
 (please print)

SIGNATURE _____

TITLE _____

APPLICATION DATE _____

READ A FIRST TIME IN OPEN COUNCIL this day of 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

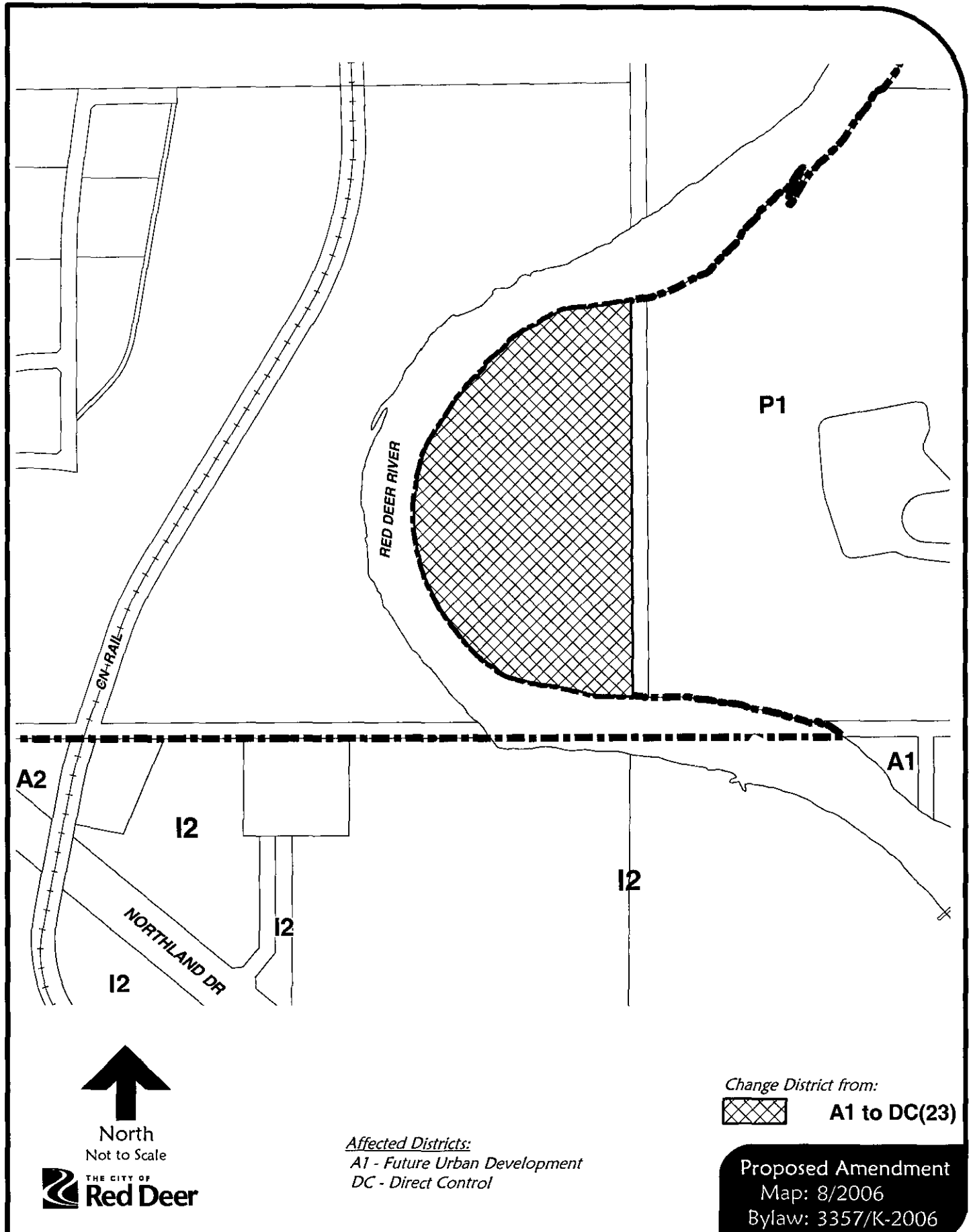
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006



Item No. 7

BYLAW NO. 3265/A-2006

Being a bylaw to amend Bylaw No. 3265/2000, the Committees Bylaw of The City of Red Deer;

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

Bylaw No. 3265/2000 is hereby amended as follows:

1 By amending Section 3 (1) Establishment of Committees by:

- a) Deleting Sections 3 (1) (a), (d), (i), (k), (o), (p), and (r);
- b) Re-alphabetizing the listing of Section 3 (1).

2 By inserting in Section 13 the words 'Part 5' as follows:

The provisions of Part 5, Division 6, Pecuniary Interest, within the Municipal government Act applies to all committee members and the proceedings of committee meetings.

3 By deleting in their entirety, Sections:

- 15 The Archives Committee;
- 16.2 The Culture Board;
- 18 The Greater Downtown/Riverside Meadows Policy Committee;
- 20 The Environmental Advisory Board;
- 26 The Policing Committee;
- 26 The Recreation & Parks Board; and
- 28 The Transportation Advisory Board.

4. By amending Section 17.1 (1) The "Drinking Establishment Licensing Bylaw Appeal Committee" by:

- (a) Deleting sub-section (1) (b);
- (b) Amending sub-section (1) (d) by deleting "one" citizen at large and adding "two citizens" at large;
- (b) Re-alphabetizing the listing of Section 17.1 (1).

- 5 By amending Section 29 'Transitional' by adding the following sub-sections:
- (2.1) Bylaw No. 57, Regulation of Committees and Other Matters, is repealed;
 - (2.2) Bylaw No. 1442, the Red Deer Fair Grounds Commission, is repealed;
 - (2.3) Bylaw No. 1279, Regional Planning Commission Members, is repealed;
 - (2.4) Bylaw No. 2507, the Fort Normandeau Joint Management Board, is repealed.
- 6 By renumbering, as required, the entirety of the Bylaw.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2006.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2006.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2006.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2006.

MAYOR

CITY CLERK



**ADDITIONAL
AGENDA**



FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

TUESDAY, OCTOBER 10, 2006

COMMENCING AT 3:00 P.M.

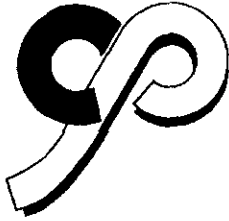


Page #

(1) REPORTS

1. Parkland Community Planning Services – Re:
Intermunicipal Dispute Initiation – Red Deer County Referrals:
 - (a) *Proposed Red Deer County Gasoline Alley West Direct Control Districts*
 - (b) *Proposed Red Deer County South Hills Area Structure Plan Amendment*

..1



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 404, 4808 Ross Street
Red Deer, Alberta, T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570
E-mail: pcps@pcps.ab.ca

DATE: October 4, 2006

TO: Kelly Kloss, Legislative & Administrative Services Manager

FROM: Emily Damberger, Planner, PCPS

RE: **Intermunicipal Dispute Initiation - Red Deer County Referrals:**
Proposed Red Deer County Gasoline Alley West Direct Control Districts
Proposed Red Deer County South Hills Area Structure Plan Amendment

INTRODUCTION

The City of Red Deer had received intermunicipal referrals from Red Deer County regarding proposed Gasoline Alley West Direct Control Districts and an amendment to the South Hills Area Structure Plan. Both subject areas are partially within the Intermunicipal Development Plan boundaries. Comments regarding City concerns were sent from both planning staff and The City's Municipal Planning Commission in response to the proposed Direct Control District and ASP amendment.

In addition, a letter from the City Manager indicating that The City considers the proposed Direct Control District to be an attempt by the County to circumvent the existing dispute resolution process with respect to the proposed Red Deer County Land Use Bylaw and the proposed Springbrook-Gasoline Alley Major Area Structure Plan. The letter states that if first reading is given to the Direct Control District a dispute will be initiated by The City.

Red Deer County granted first reading of both the proposed Direct Control Districts and the South Hills ASP amendment on September 19, 2006. City concerns stated at the time of referral have not been clearly addressed or resolved, therefore City Council must consider the initiation of an intermunicipal dispute prior to Red Deer County holding a public hearing or granting 2nd reading to the proposed DC Districts and the ASP amendment.

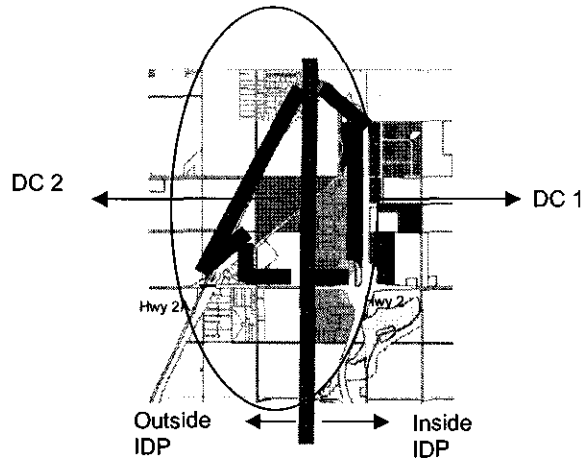
BACKGROUND

Gasoline Alley West Direct Control District

The original referral sent by Red Deer County proposed one direct control district for all of the South Hills/Gasoline Alley West area, with the exception of a country residential subdivision in the far south west corner of the plan. The Direct Control Districts that were given first reading on September 19th are a revised version of the original DC district. The proposed districts were separated into two areas, one being the area within the South Hills ASP that lies within the IDP boundaries and the other being the area within the South Hills ASP that lies outside of the IDP boundaries. The intent of the proposed amendment was to create districts that are in line with IDP boundaries.

By splitting the original proposed DC district into two districts, one inside the IDP and one outside the IDP, does not diminish the original concerns stated by The City.

Gasoline Alley West Direct Control Districts



The following comments were forwarded on August 21, 2006 to Red Deer County from PCPS staff regarding the proposed original single area Gasoline Alley Direct Control District:

1. The City of Red Deer does not support the proposed Gasoline Alley West Direct Control District. The Proposed Direct Control District is contrary to the South Hills Area Structure Plan and contrary to the City of Red Deer and Red Deer County Intermunicipal Development Plan policy 13.7.1. (Policy states that the County may develop the South Hills area for residential, industrial and commercial purposes according to the policies of the Area Structure Plan).
2. The applicable disputed issues between The City and The County regarding the draft Springbrook-Gasoline Alley Major Area Structure Plan and the County's 2006 Land Use Bylaw must be resolved prior to consideration of the proposed Gasoline Alley West Direct Control District.
3. The City of Red Deer has concerns regarding the application of the proposed Direct Control District having a limited appeal capability, should a controversial development be approved.

South Hills Area Structure Plan Amendment

Red Deer County is proposing to amend the South Hills Area Structure plan. The result of the proposed amendment would be that the South Hills ASP land use concepts and policies that address the lands outside of the Intermunicipal Development Plan area would become "shadow concepts and policies" that have no statutory effect. Those within the IDP

boundaries would remain within the ASP as originally identified in the South Hills ASP. The County's intent is for the South Hills ASP boundary to be consistent with the IDP boundaries.

The only planning rational provided, by Red Deer County at the September 19 first reading of the proposed South Hills ASP amendment, explains that the County wishes to reduce the number of potential disputes between the City and the County by adjusting the boundaries of the South Hills ASP. However, even with the change of boundaries, the concerns regarding unresolved issues first identified by the disputed issues of the Springbrook-Gasoline Alley Major Area Structure Plan remain valid concerns. Though The City may not launch an IDP dispute for lands outside of the IDP boundary, The City has the provision of the Municipal Government Act, Section 690. This section allows municipalities to file a dispute through the Municipal Government Board if they feel that a plan in an adjacent municipality may have a detrimental effect.

No other County planning rational was provided, and the intent of the amendment remains unclear.

The following comments were sent by The City of Red Deer's MPC to Red Deer County on September 11, 2006:

1. No planning rationale has been provided by Red Deer County to support the proposed South Hills Area Structure Plan amendment.
2. The applicable disputed issues between The City and The County regarding the Springbrook-Gasoline Alley Major Area Structure Plan must be resolved prior to consideration of the proposed South Hills Area Structure Plan amendment.

DISPUTE RESOLUTION PROCESS OPTIONS

1. *Municipal Government Act*

Section 690 of the Act allows municipalities to dispute a statutory plan proposed by an adjacent municipality if it is deemed to have detrimental effect. The municipality has to have provided written notice of the concerns prior to 2nd reading of the disputed plan. Filing of the appeal would occur within 30 days following the adoption of the direct control districts and the South Hills ASP amendment.

2. *Intermunicipal Development Plan*

IDP Policy 18.1.1 states that a dispute is defined as any statutory plan or land use bylaw or amendment which is given 1st reading by a Council which the other Council deems to be inconsistent with the goals, objectives and policies of this plan.

IDP Goals, Objectives and Policies

Council may deem the proposed Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan are inconsistent with:

- The IDP goal which states, to improve communication, cooperation and orderly development between the City and County within the Plan area.
- The IDP objective that states to provide a basis for joint action on planning, infrastructure, economic development and other activities.
- the IDP policy 13.7.1, which states that the County may develop the South Hills area for residential, industrial and commercial purposes according to the policies of the Area Structure Plan.

Dispute Resolution Steps

The notice of dispute must be provided prior to the public hearing, which is scheduled for October 24, 2006. IDP Policy 18.6.1 states that the dispute resolution process is intended to apply to statutory plan bylaw and land use bylaw adoption processes. The following steps are required:

- City of Red Deer Council pass a resolution to notify Red Deer County of dispute initiation.
- Red Deer County, will not give approval to the matter in any way (public hearing, 2nd or 3rd reading) until the dispute is past the mediation stage.

PLANNING ANALYSIS

The City of Red Deer clearly stated its concerns regarding the proposed County amendments and its intent to dispute if first reading was given to the amendments.

City Council must consider the option to initiate an Intermunicipal Development Plan dispute.

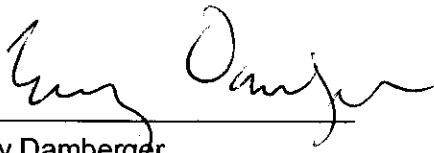
COUNCIL RECOMMENDATION

Parkland Community Planning Services recommends that the City of Red Deer take the following action:

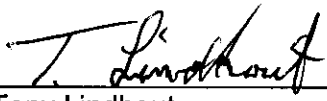
1. That a dispute process be commenced pursuant to the IDP on the basis that portions of the proposed Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan are contrary to the IDP and may be detrimental to the City of Red Deer. The following resolution is suggested:

“Resolved that Council of the City of Red Deer having considered the Red Deer County referrals regarding Red Deer County Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan, hereby objects and disputes the content of the proposed direct control districts and area structure plan amendment, as they:

- a) are inconsistent with the goals, objectives and policies of the Intermunicipal Development Plan, and
- b) may be detrimental to The City of Red Deer. "



Emily Damberger
PLANNER



Tony Lindhout
CITY PLANNING MANAGER

attachments



DATE: October 10, 2006

TO: Legislative & Administrative Services Manager

FROM: City of Red Deer Municipal Planning Commission

SUBJECT: **Intermunicipal Dispute Initiation – Red Deer County Referrals:**
Proposed Red Deer County Gasoline Alley West Direct Control District
Proposed Red Deer County South Hills Area Structure Plan Amendment

At the October 10, 2006 Red Deer Municipal Planning Commission meeting the Commission considered a report from Parkland Community Planning Services regarding the initiation of an intermunicipal dispute for the Proposed Red Deer County Gasoline Alley West Direct Control District and the Proposed Red Deer County South Hills Area Structure Plan Amendment.

Following discussion, the Commission passed the following motion.

"Resolved that Municipal Planning Commission having considered the report from Parkland Community Planning dated October 4, 2006 **re: Intermunicipal Dispute Initiation – Red Deer County Referrals** hereby recommend to the Council of the City of Red Deer that a dispute process be commenced pursuant to the Intermunicipal Development Plan on the basis that portions of the proposed Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan are inconsistent with the goals, objectives and policies of the Intermunicipal Development Plan and may be detrimental to The City of Red Deer."

The above is submitted for consideration.

Mayor Morris Flewwelling
Chairperson, City of Red Deer Municipal Planning Commission

- c. Emily Damberger, Parkland Community Planning Services
City Solicitor

City Council considers initiating further dispute resolution processes with Red Deer County

1. Why is City Council considering further dispute resolution processes?

The City is concerned amendments to statutory plans given first reading by Red Deer County are inconsistent with the goals, objectives and policies of the Intermunicipal Development Plan (IDP) and may be detrimental to the future growth of Red Deer. Specific concerns relate to the Red Deer County Gasoline Alley West Direct Control Districts and an amendment to the South Hills Area Structure Plan, both granted first reading by Red Deer County Council on September 19, 2006.

The dispute resolution process laid out in the Intermunicipal Development Plan (IDP) allows a municipality to initiate a dispute if the statutory plan being considered by the neighbouring municipality was prepared in isolation or could negatively impact it. The IDP is a joint development plan between Red Deer County and The City of Red Deer.

Both the Direct Control Districts and the South Hills ASP deal with land directly on The City's boundary and have the potential to negatively impact the growth and development of Red Deer.

2. What is the process for formally objecting to these plans?

The dispute resolution process identified in the Intermunicipal Development Plan outlines a course of action designed to resolve outstanding issues at the municipal level prior to an appeal to the Municipal Government Board for lands identified within the IDP. Once a Council has initiated a dispute, the dispute must go through a series of steps including: administrative review, Intermunicipal Affairs Committee, municipal Councils, mediation process, appeal process to the Municipal Government Board, and possibly Court. The dispute can be resolved by mutual agreement at any stage in the process.

The dispute resolution process must be completed before a statutory plan can proceed to public hearing or second and third reading by a Council. The Gasoline Alley West Direct Control Districts (part of the County Land Use Bylaw) and the South Hills Area Structure Plan are statutory plans.

Under the terms of the IDP, The City cannot launch a dispute for lands outside the IDP boundary. However, if a municipality is of the opinion that a statutory plan, land use bylaw or amendments to these plans proposed by a neighbouring municipality has or may have a detrimental effect on the municipality, it has the option of filing a dispute under Section 690 of the Municipal Government Act. The disputing municipality must give written notice of its concerns to the neighbouring municipality prior to second reading of the bylaw.

3. Why does The City feel development on the southern border of the city will have a detrimental effect?

The City is concerned with The County's proposal for much higher densities of development than originally proposed when mutual City/County servicing agreements were developed. There may be a need to renegotiate mutual agreements based on The County's new planning vision.

4. What is a Direct Control District?

It is a land use district within the Land Use Bylaw used to control development within a unique area where existing land use bylaw districts would not be applicable.

5. What is an Area Structure Plan?

An Area Structure Plan provides a framework for subsequent subdivision and development of an area. It provides land use concepts, major transportation routes, density and public utility information.

6. What is the Intermunicipal Development Plan?

The Intermunicipal Development Plan is a jointly prepared and adopted plan between The City of Red Deer and Red Deer County to further land use planning cooperation. The plan shows a cooperative approach to planning for County lands in and around the city of Red Deer. It deals with a number of key planning issues between the two municipalities and provides policy direction to deal with subdivision and development in the fringe area.

Gasoline Alley West Direct Control Districts and South Hills Area Structure Plan

7. What is Red Deer County's proposal for the Gasoline Alley West Direct Control Districts and the South Hills Area Structure Plan?

The original Intermunicipal referral sent from Red Deer County to The City for review in July 2006 proposed one direct district for the whole South Hills area, with the exception of a country residential subdivision in the far south west corner of the plan. The City provided comments on the proposal on August 21, 2006.

On September 19, 2006, Red Deer County Council gave first reading to a revised version proposing a separation of the Gasoline Alley West into two Direct Control Districts:

- one comprising of the area within the South Hills ASP lying within the IDP boundaries
- the other comprised of the area within the South Hills ASP lying outside of the IDP boundaries

The intent of the proposed amendment was to create districts in line with the IDP boundaries. Splitting the original proposed Gasoline Alley West Direct Control District into two districts does not diminish the original concerns of The City.

On September 19, 2006 Red Deer County Council also gave first reading to amend the South Hills ASP so land use concepts and policies that address lands outside of the IDP area become shadow concept and policies having no statutory effect. The lands within the IDP boundaries would remain within the ASP as originally identified. The intent is for the South Hills ASP boundary to be consistent with the IDP boundaries.

8. What concerns has The City expressed about the Gasoline Alley West Direct Control District and the South Hills Area Structure Plan?

On August 21, 2006 The City communicated three concerns regarding the proposed original single area Gasoline Alley Direct Control District to Red Deer County:

- The proposed Direct Control District is contrary to the South Hills ASP and contrary to The City of Red Deer and Red Deer County IDP.
- Issues remain unresolved between The City and The County in relation to the draft Springbrook-Gasoline Alley Major Area Structure Plan and The County's 2006 Land Use Bylaw. Some of these issues are applicable to the Gasoline Alley West Direct Control District and must be resolved prior to consideration of this plan.
- The City expressed concerns regarding the application of the proposed Direct Control District having a limited appeal capability should a controversial development be approved.

These concerns remain unresolved even with The County's proposal to split the Gasoline Alley West area into two Direct Control Districts.

The City of Red Deer's Municipal Planning Commission expressed concerns about the proposed South Hills Area Structure Plan on September 11, 2006. As with the Gasoline Alley Direct Control Districts, issues remain unresolved between The City and The County in relation to the draft Springbrook-Gasoline Alley Major Area Structure Plan and The County's 2006 Land Use Bylaw. Some of these issues are applicable to the South Hills Area Structure Plan and must be resolved prior to consideration of this plan.

One of the concerns is with servicing the area and providing the infrastructure required for the proposed development. The City recently received the servicing and infrastructure study from The County for review and is still in the process of this review.

9. How will these disputes impact the potential development of the Gasoline Alley West Direct Control Districts and the approval of the South Hills ASP?

Since the dispute resolution process must be completed before the statutory plan amendments can proceed to public hearing or second and third reading, the Gasoline Alley West Direct Control Districts and South Hills Area Structure Plan, if City Council decides to dispute, cannot be further considered or approved by Red Deer County until the dispute is resolved.

Dispute resolution

10. Why is the dispute resolution process required to resolve The City's concerns?

The City must initiate the dispute resolution process to make certain its concerns are addressed before the plans and bylaw are approved as statutory documents. This is The City's last opportunity to ensure planning documents having a major impact on development at its boundaries do not jeopardize future growth of the city.

The City of Red Deer's first responsibility is to our community. We are compelled to protect the vitality and health of our city, and that responsibility extends to ensuring development on our boundaries will not negatively impact the economic, social and environmental well being of our citizens and businesses.

Our second responsibility is to support the logical, planned growth of the Central Alberta region as a whole. The City does not want to stop development from occurring, only to ensure development is logical, methodical and jointly planned. This input is essential to the long-term viability of development and economic growth within the region.

Other planning initiatives

11. Is the proposed dispute related to The City's growth concept in *Future Directions: Red Deer at 300,000*?

This dispute is not related to *Future Directions: Red Deer at 300,000*. *Future Directions* is a concept about planning for a population of 300,000 in the city of Red Deer and the land use required to accommodate this population.

However, by disputing The County's plans we are working hard to ensure development on our boundaries does not endanger growth of the city of Red Deer as we expand to accommodate 300,000 people.

City staff developed the *Future Directions* concept and City Council is looking for comments before moving forward with more detailed planning. After considering stakeholder input, Council will consider adoption of a concept to form the basis for more detailed planning. This could include updating the Municipal Development Plan, a revised IDP with Red Deer County, and a new annexation strategy.

More information on *Future Directions: Red Deer at 300,000* can be found on The City of Red Deer website at www.reddeer.ca.

12. Is the proposed dispute related to The City of Red Deer's current industrial annexation proposal?

This objection is not related to the ongoing industrial annexation negotiations between Red Deer County and The City of Red Deer.

However, the objection is related to the broader issue of The City's future growth and development, more specifically The City's need to be able to plan for and achieve balanced residential, commercial and industrial growth.

Without balanced growth, including a strong mix of residential, commercial and industrial development, taxation can be negatively impacted and the long-term viability and sustainability of the city of Red Deer will be compromised.

More information about the current industrial annexation proposal can be found under Keeping You Informed on The City of Red Deer website at www.reddeer.ca.

13. Hasn't Red Deer County said that The City of Red Deer is acting contrary to the IDP with its current industrial annexation proposal?

Red Deer County has stated that the land identified for industrial annexation is not contemplated in the Intermunicipal Development Plan. However, it is important to note the Intermunicipal Development Plan does not identify any land for industrial expansion of The City of Red Deer, yet states The City of Red Deer should maintain a 20- to 30- year supply of industrial land within its boundaries. It is clear when the document was approved in 1999 more work was needed in identifying future City industrial growth areas. The City of Red Deer currently has no inventory of industrial land available within its boundaries.

It's also important to note that two quarter sections of the land currently identified for future industrial annexation are identified as a special study area within the Intermunicipal Development Plan, sending a strong signal that their future use and jurisdiction would be discussed further by the two municipalities once the plan was adopted.

14. Why wasn't the Intermunicipal Development Plan updated to reflect The City's direction with respect to industrial annexation?

In early 2004, both Red Deer County and The City were in the process of, or considering initiating, significant planning work within the urban fringe area that would jointly impact both municipalities. The planning work included the 2004 City of Red Deer Growth Study, Red Deer County's Growth Management Strategy and Economic Development Strategy, Industrial Annexation, City of Red Deer Municipal Development Plan; Red Deer County Municipal Development Plan as well as several Major Area Structure Plans.

City and County planning staff developed a timeline to facilitate the orderly development of all of these planning initiatives. This timeline slated the update of the Intermunicipal Development Plan as a final step following the updates of each municipality's respective Growth Study/Strategies and Municipal Development Plans. The timeline also shows the update of the Intermunicipal Development Plan occurring after the industrial annexation process had been initiated. This timeline was presented to the Intermunicipal Affairs Committee at its June 29, 2004 meeting.

FILE



Hand Delivered October 17, 2006

LEGISLATIVE & ADMINISTRATIVE SERVICES

October 17, 2006

Red Deer County Council
38106 RGE RD 275,
Red Deer County, AB T4S 2L9

Attention: Rob Coon
County Manager

Dear Mr. Coon,

Re: Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 –
Bylaw to Amend the South Hills Area Structure Plan Boundaries
Bylaw to Redesignate Land within the IDP Area to DCD
Bylaw to Redesignate Land within the IDP Area to DCD

At the City of Red Deer Council meeting on October 10, 2006, City Council reviewed the following documents:

- **Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 –**
- **Bylaw to Amend the South Hills Area Structure Plan Boundaries**
- **Bylaw to Redesignate Land within the IDP Area to DCD**
- **Bylaw to Redesignate Land within the IDP Area to DCD**

These matters were given first reading by Red Deer County Council on September 19, 2006. The County has scheduled public hearings for October 24, 2006.

Upon reviewing the Proposed Red Deer County Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 – Bylaw to Amend the South Hills Area Structure Plan Boundaries; Bylaw to Redesignate Land within the IDP Area to DCD; Bylaw to Redesignate Land within the IDP Area to DCD; Red Deer City Council passed the following resolution:

"Resolved that Council of the City of Red Deer having considered the Red Deer County referrals regarding Red Deer County Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan, hereby:

- 1) Objects and disputes the content of the proposed direct control districts and area structure plan amendment, as they:
 - a) are inconsistent with the goals, objectives and policies of the Intermunicipal Development Plan, and
 - b) may be detrimental to The City of Red Deer.
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- 3) Gives notice that, in addition to the dispute resolution process pursuant to the Intermunicipal Development Plan, the City resolves to proceed as well with a dispute in accordance with the provisions of s. 690 of the *Municipal Government Act*.

Accordingly, this letter is to notify you that Council for The City of Red Deer is initiating the dispute resolution process as described in the Intermunicipal Development Plan (IDP). It is City Council's understanding that in accordance with Section 18.1.4 and 18.6.1, the public hearing relative to these disputed amendments, namely, the Proposed Red Deer County Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 – Bylaw to Amend the South Hills Area Structure Plan Boundaries; Bylaw to Redesignate Land within the IDP Area to DCD; Bylaw to Redesignate Land within the IDP Area to DCD; must be withheld until such time as the dispute resolution process has passed the mediation stage.

The City of Red Deer notifies the County that it is the position of The City of Red Deer that the Intermunicipal Development Plan (IDP) Process applies to each of these amendments, irrespective that the County has attempted to sever lands which are, only after severance, not part of lands to which the IDP applies. It is the position of The City of Red Deer that such severance does not alter the fact that the IDP Dispute Resolution applies.

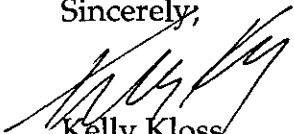
However, we give notice that, if the County fails to comply with the Dispute Process under the IDP, the City of Red Deer will, at its option, proceed to a dispute under Section 690 of the *Municipal Government Act* or take any steps that may flow from the Council Resolution and which would enforce the Council Resolution and this could include court process.

As the first part of the dispute process involves an administrative review, The City's administrative representative will be Tony Lindhout (343-3394) of Parkland Community Planning Services (PCPS). I ask that your representative contact Mr. Lindhout to discuss the information required by The City as referred to in Section 18.2 of the Intermunicipal Development Plan.

For greater certainty, please note that it is The City's position that if the Dispute Resolution Process under the Intermunicipal Development Plan does not result in a mutually satisfactory resolution of these disputes, The City will, if it deems appropriate, proceed with a dispute in accordance with the provisions of Section 690 of the *Municipal Government Act* or any other remedies flowing from the Dispute Processes. For that purpose it is The City's position that mediation, as contemplated under the Intermunicipal Development Plan, also meets mediation requirements of Section 690 and any notice requirements under Sections 690 are met by this initiation of Dispute Resolution Process.

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

Sincerely,



Kelly Kloss
City Clerk

- c. Reeve Earl Kinsella
Legislative Services Manager, Nancy Lougheed
Mayor Morris Flewwelling
City Manager

LEGISLATIVE & ADMINISTRATIVE SERVICES

October 17, 2006

Red Deer County Council
38106 RGE RD 275,
Red Deer County, AB T4S 2L9

Attention: Rob Coon
County Manager

Dear Mr. Coon,

Re: Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 –
Bylaw to Amend the South Hills Area Structure Plan Boundaries
Bylaw to Redesignate Land within the IDP Area to DCD
Bylaw to Redesignate Land within the IDP Area to DCD

At the City of Red Deer Council meeting on October 10, 2006, City Council reviewed the following documents:

- **Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 –**
- **Bylaw to Amend the South Hills Area Structure Plan Boundaries**
- **Bylaw to Redesignate Land within the IDP Area to DCD**
- **Bylaw to Redesignate Land within the IDP Area to DCD**

These matters were given first reading by Red Deer County Council on September 19, 2006. The County has scheduled public hearings for October 24, 2006.

Upon reviewing the Proposed Red Deer County Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 – Bylaw to Amend the South Hills Area Structure Plan Boundaries; Bylaw to Redesignate Land within the IDP Area to DCD; Bylaw to Redesignate Land within the IDP Area to DCD; Red Deer City Council passed the following resolution:

"Resolved that Council of the City of Red Deer having considered the Red Deer County referrals regarding Red Deer County Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan, hereby:

- 1) Objects and disputes the content of the proposed direct control districts and area structure plan amendment, as they:
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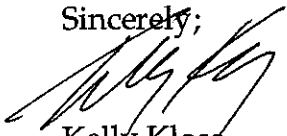
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Kelly Kloss
City Clerk

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Legislative Services Manager, Nancy Lougheed
Mayor Morris Flewwelling
City Manager
- bc. Councillors
City Solicitor
Director of Development Services
Director of Community Services
Director of Corporate Services
City Planning Manager



Hand Delivered October 23, 2006

LEGISLATIVE & ADMINISTRATIVE SERVICES

Revised

October 23, 2006

Red Deer County Council
38106 RGE RD 275,
Red Deer County, AB T4S 2L9

Attention: Rob Coon
County Manager

Dear Mr. Coon,

Re: Bylaw No. 2006/2.28, 2006/2.29 and 2006/2.30 –
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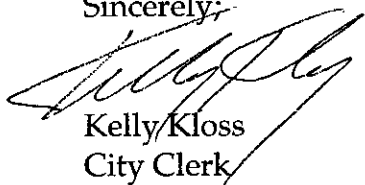
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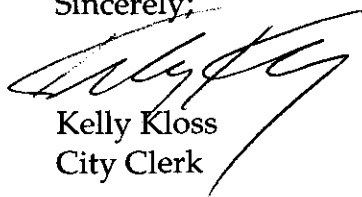
Kelly Kloss
City Clerk

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City Solicitor
Director of Development Services
Director of Community Services
Director of Corporate Services
City Planning Manager

Legislative & Administrative Services

DATE: October 11, 2006

TO: Emily Damberger, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Intermunicipal Dispute Initiation – Red Deer County Referrals:
Proposed Red Deer County Gasoline Alley West Direct Control Districts
Proposed Red Deer County South Hills Area Structure Plan Amendment

Reference Report:

Parkland Community Planning Services, dated October 4, 2006

Resolutions:

"Resolved that Council of the City of Red Deer having considered the Red Deer County referrals regarding Red Deer County Gasoline Alley West Direct Control Districts and the amendment to the South Hills Area Structure Plan, hereby:

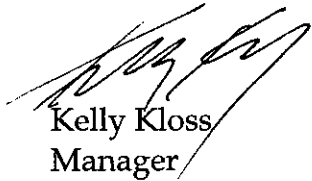
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Report Back to Council: No

Council Decision – October 10, 2006
Intermunicipal Dispute Initiation – Red Deer County Referrals
Page 2

Comments/Further Action:

This office will send a letter to The County regarding Council's decision.



Kelly Kloss
Manager

/chk

c City Manager
 Director of Community Services
 City Solicitor