

FILE

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, FEBRUARY 19, 1991,
COMMENCING AT **4:30 P.M.**

- (1) Confirmation of the Minutes of the Meeting of February 4, 1991.

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- 2) City Clerk - Re: Central Alberta Pioneers' and Oldtimers' Association/ Rental of Pioneer Lodge/Amendment to Lease Agreement . . . 14
- 3) City Clerk - Re: Amendment to The Commissioners' Bylaw 3029/A-91 . . . 20

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- 2) City Clerk - Re: Land Use Bylaw Amendment 2672/C-91/Cameron Scheelar/A2 to R1 designation and R2 to R1 and A2 . . . 23

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- 3) Public Works Manager - Re: Water Treatment Plant Intake Shroud . . 32
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(8) **NOTICES OF MOTION**

(9) **BYLAWS**

- 1) 2672/B-91/Land Use Bylaw Amendment/Health Care Offices/Permitted Use/Lot 10, Block 1, Plan 633 N.Y. - 2nd & 3rd readings . . 21
- 2) 2672/C-91/Land Use Bylaw Amendment/Cameron Scheelar/A2 to R1 designation and R2 to R1 and A2 - 2nd & 3rd readings . . 23
- 3) 2952/A-91 - Cemetery Bylaw Amendment - three readings . . 74
- 4) 3029/A-91 - Amendment to The Commissioners' Bylaw - 2nd & 3rd readings . . 20
- 5) 3032/91 - Court of Revision Bylaw - three readings . . 30

Committee of the Whole

- 1) Land Matter
- 2) Association Request
- 3) Committee Appointments
- 4) Personal Matter
- 5) Legal Opinion
- 6) Legal Opinion

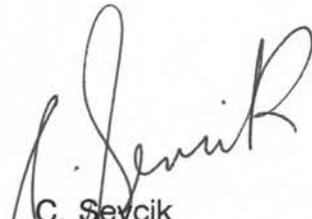
UNFINISHED BUSINESSNO. 1

DATE: February 12, 1991
TO: City Council
FROM: City Clerk
RE: CHILES DEVELOPMENT CORPORATION LTD. -
PROPOSED MOBILE HOME PARK - S.W. 1/4 OF SECTION 3-39-27-4

The above matter was considered by Council at its meeting held on January 7, 1991 and at which meeting Council passed the following motion:

"RESOLVED that Council of The City of Red Deer hereby agrees that the correspondence from Chiles Development Corporation Ltd. requesting approval to tie into the Waskasoo Regional Sewerage System be tabled pending comments from the County of Red Deer. Council further agrees that the comments of the administration be forwarded not only to the County Council but also to the Waskasoo Regional Services Board and as recommended to Council January 7, 1991."

Enclosed hereafter is the material which appeared on the Council agenda of January 7, 1991, including letters from the County and the Waskasoo Regional Services Board.

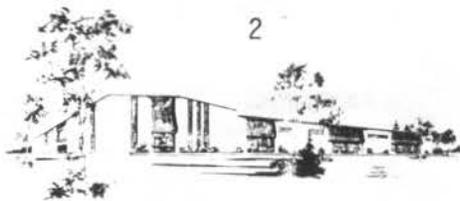


C. Sevcik
City Clerk

CS/jt

Att.

Chiles



HAND DELIVERED
NOV 21 1990

PHONES: 346-3800

347-3800

FAX: 340 3800

DEVELOPMENT CORPORATION LTD.

NO. 1 CHILES DRIVE
R. R. 1 - SITE 15 - BOX 10

RED DEER, ALBERTA T4N 6A5

December 21, 1990

Mayor and Council
City of Red Deer
City Hall
Red Deer, Alberta

Gentlemen:

Attached is a plan showing proposed development on the southeast quarter of 3 - 39 - 27 - W4.

Chiles Development has received zoning to put in a 70 stall mobile home park, which will require that we dispose of approximately 10,500 imperial gallons of sewer per day. We have two ways of disposing of this sewer:

1. In a private lagoon system which would be located across the road from your lagoon system within a proposed golf course.
2. With your approval, to tie into city sewer system within the northwest $\frac{1}{4}$ 3 - 38 - 27 - W4 by extending a line from our quarter section down an old railroad bed into a metering station and your main line.

Attached is a letter from the Waskasoo Regional Services board authorizing use of joint plant capacity.

Chiles Development would appreciate your consideration and your approval to dispose of this sewer through your services.

Yours truly,

Norman Chiles

Atts.
NC/mc


WASKASOO REGIONAL SERVICES BOARD

P.O. BOX 920
4755 32 STREET, RED DEER, ALBERTA T4N 3B6



December 20, 1990

Norman Chiles
Chiles Development Corp.
R.R. #1, Site 15, Box 10
Red Deer, Alberta
T4N 5E1

Dear Sir:

RE: Proposed Mobile Home Park
SW 3-39-27-4

In response to your letter of 10 December 1990 requesting the ability to use up to 21,000 Imperial Gallons per day of the capacity of the Regional Board.

The Board has discussed this proposal and is agreeable to it on the following conditions:

- 1) All construction, installation and inspection would not be by the Board nor the responsibility of the Board;
- 2) All metering, payment, collections ongoing, maintenance, etc. would be between the City and Chiles and not the responsibility of the Board;
- 3) A full report of the operation must be delivered to the Board by the City immediately following the end of each fiscal year of operation.

If this needs further clarification, or information, please contact the undersigned.

Yours truly,

REGIONAL SERVICES BOARD

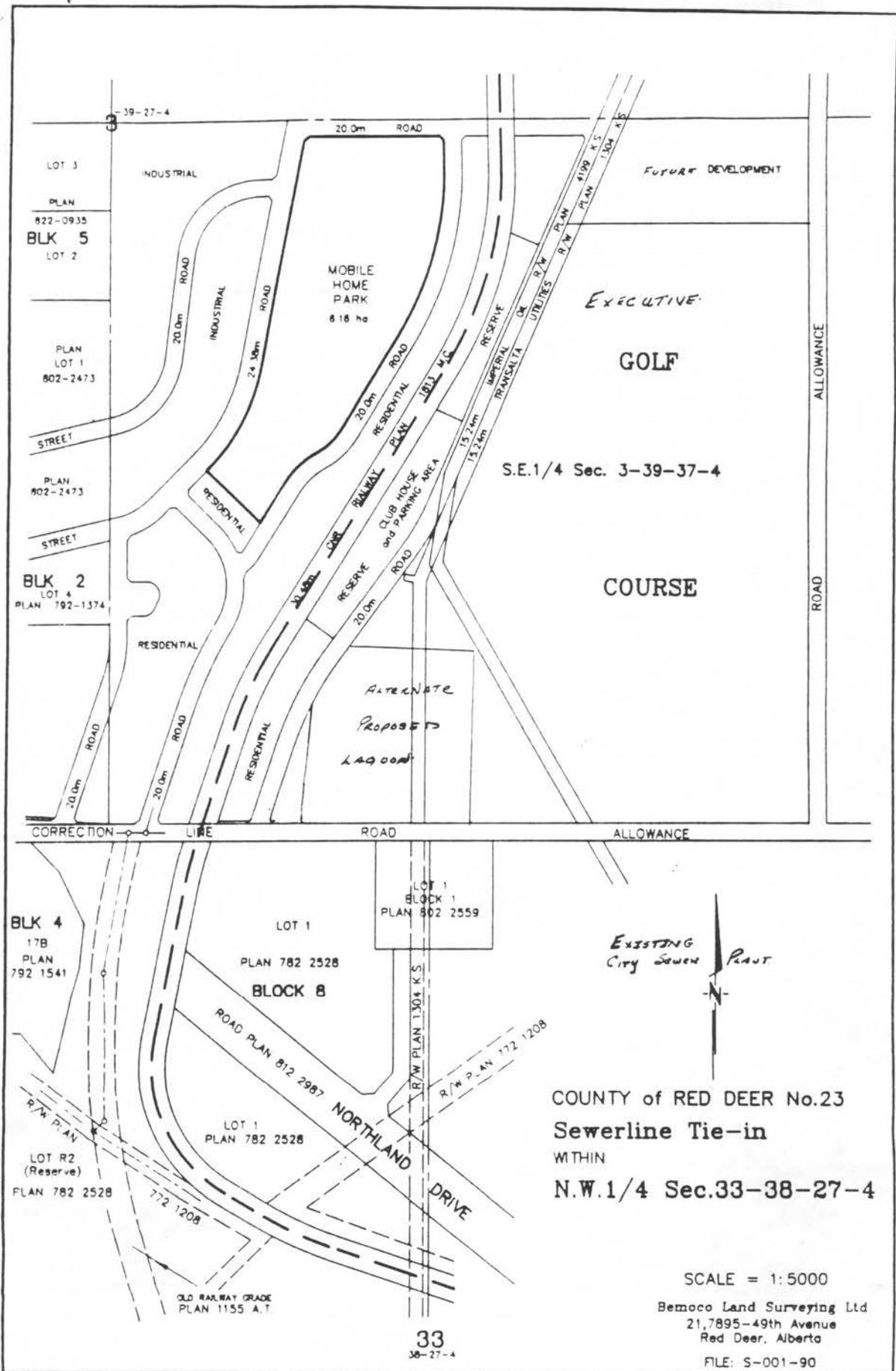
Lorne McLeod
Administrator

LM/cb

EXECUTIVE 18 HOLE GOLF COURSE

<u>FRONT 9</u>	<u>BACK 9</u>
1 - 225 yds.	10 - 165 yds.
2 - 220 "	11 - 99 "
3 - 120 "	12 - 275 "
4 - 138 "	13 - 230 "
5 - 165 "	14 - 124 "
6 - 178 "	15 - 360 "
7 - 220 "	16 - 235 "
8 - 178 "	17 - 206 "
9 - 180 "	18 - 330 "
<hr/>	<hr/>
1624 yds.	2009 yds.

TOTAL 3693 yards

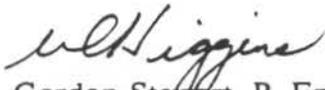


DATE: December 28, 1990
TO: City Clerk
FROM: Public Works Manager
RE: CHILES - PROPOSED MOBILE HOME PARK
"DISPOSAL OF WASTEWATER"

I have reviewed the request by Chiles Development Corp. Ltd. to dispose of approximately 10,500 imperial gallons of domestic wastewater per day into the Waskasoo Regional system and subsequently into the Wastewater Treatment Plant.

I have no objection to this volume of domestic wastewater being discharged into the existing system for treatment subject to agreeing on metering, testing, payments and ongoing maintenance.

I do not recommend a private lagoon system as it is unnecessary for domestic waste and may create an odour problem.

for 
Gordon Stewart, P. Eng.
Public Works Manager

WEH/fm

DATE: December 28, 1990
TO: City Clerk
FROM: Public Works Manager
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for 
Gordon Stewart, P. Eng.
Public Works Manager

WEH/fm



TO: Mr. C. Sevcik, City Clerk
FROM: D. Rouhi, Senior Planner
RE: Chiles - Disposal of Sewer

DATE: December 31, 1990

Background

Chiles Development Corporation Ltd. is planning to develop a 6.16 ha (15.22 acre) mobile home park in the County of Red Deer, north of the City in the Blindman Industrial area. The developer is requesting City Council approval to connect into the City sewer system in order to service the development which includes 70 mobile home sites and an associated golf course.

Comments

1. The City Municipal Planning Commission, at its meetings of September 10, 1990 considered the proposed development and the following resolution was passed:

"THAT the Municipal Planning Commission recommend refusal of the proposal to redesignate 6.16 ha (15.22 acres) from Industrial District "I" to Mobile Home Park District "MHP" in the County of Red Deer on behalf of Chiles Development Corporation since it creates a major residential area in the industrial area within 1 km of the City boundary."
2. The area was previously planned for large industrial parcels which did not require sewage services. The City has not had an opportunity to adequately address the long term implications of this development from a land use or servicing perspective.
3. There is no joint urban fringe plan or policy which will provide the City with certainty of land use in this area. The servicing of this development would further promote a fragmented approach to future development in the urban fringe.

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLEER No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 11 • COUNTY OF PAINTEARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIR • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLEER • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLENHOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF WHITE SANDS

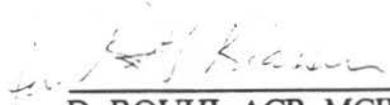
Mr. C. Sevcik, City Clerk

December 31, 1990

Recommendation

We recommend that the City does not extend servicing into this area until:

1. the long term implications of this development from a land use and servicing perspective have been addressed;
2. a joint urban fringe plan or policy is established between the City and County which provides certainty of future land uses in the area rather than a fragmented approach to future development.



D. ROUHI, ACP, MCIP
SENIOR PLANNER

DR/pim

c/c Director of Engineering Services
Public Works Manager

Mr. C. Sevcik, City Clerk

December 31, 1990

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We recommend that the City does not extend servicing into this area until:

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D. ROUHI, ACP, MCIP
SENIOR PLANNER

DR/pim

c/c Director of Engineering Services
Public Works Manager

DATE: December 28, 1990
TO: City Clerk
FROM: Director of Engineering
RE: CHILES DEVELOPMENT CORPORATION LTD.
DISPOSAL OF SEWER

Review and consideration of Mr. Chiles', and the County of Red Deer's correspondence raises several points that would have to be addressed prior to a decision being reached.

1. Who would be responsible for the construction and maintenance of the sewer line? With the present system the Waskasoo Regional Services Board is responsible for these items.
2. A condition of the Boards' approval is that all metering, payment, etc. be between Chiles and the City. This is contrary to the established procedure.
3. What nature of report does the Board require of the City? If they don't wish to be involved, why do they require a report?
4. More information on both options; the sewage lagoon, on the hook up to the City system, would be required. A determination of the City main capacity at the point of hook up would have to be investigated.
5. As this is one area presently beyond City limits Council must consider the merits of providing sanitary sewer service to the area. Issues such as precedent and cross-jurisdictional arrangements must be considered.
6. While we have heard from Mr. Chiles and from the Waskasoo Regional Services Board, the County of Red Deer has not provided comments.

RECOMMENDATION

Should Council wish to give this application serious consideration, then we would recommend the following:

1. Construction and maintenance of a sewage main to be the responsibility of the Board.
2. The line would be metered and the Board charged. They would in turn collect from Mr. Chiles.
3. Should Mr. Chiles proceed with the sewage lagoon option, further information be requested, including comments from Alberta Environment.
4. A review of the City-side mains be undertaken to determine if satisfactory alignments exist and if sufficient capacity exists.

Bryon C. Jeffers, P. Eng.
Director of Engineering Services

BCJ/cy

c.c. Urban Planning Sections Manager
c.c. Director of Community Services

Commissioner's Comments

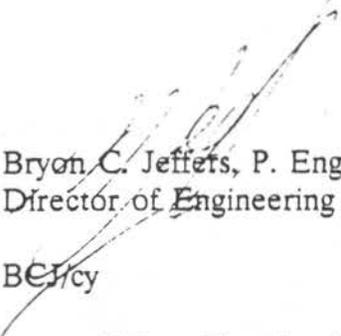
We would recommend that this matter be tabled as the County of Red Deer Council has not had an opportunity, as far as we know, to review this application. Their comments would be a requirement prior to Council considering this application. If Council agrees with this approach, we would also recommend that the comments of the administration be forwarded not only to the County Council, but also the Waskasoo Regional Services Board.

"R.J. MCGHEE"
Mayor

RECOMMENDATION

Should Council wish to give this application serious consideration, then we would recommend the following:

1. Construction and maintenance of a sewage main to be the responsibility of the Board.
2. The line would be metered and the Board charged. They would in turn collect from Mr. Chiles.
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Bryon C. Jeffers, P. Eng.
Director of Engineering Services

BC/cy

c.c. Urban Planning Sections Manager
c.c. Director of Community Services

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"R.J. MCGHEE"
Mayor



No. 23

DEVELOPMENT DEPARTMENT

4758 - 32 STREET

P.O. BOX 920

RED DEER, ALBERTA

T4N 5H3

PHONE 347-3364

FAX: 346-9840

January 23, 1991

City of Red Deer
 Box 5008
 Red Deer, Alberta
 T4N 3T4

ATTN: Mayor R. J. McGhee

Dear Sir:

RE: Chiles Development, SW 3-39-27-4

With regard to your letter of 9 June 1991 to Waskasoo Regional Services Board, and the above application to connect to the Board's sewage facility, the County Council, at its regular meeting, discussed the question and made the following comments.

The Council has amended the Area Structure Plan and amended the Land Use Bylaw to accommodate the Mobile Home Park as a permitted use and as proposed by Mr. Chiles. In approving these two amendments, Council feels that it should indicate support for the project.

Yours truly,

COUNTY OF RED DEER NO. 23

G. J. Stebner
 Assistant Secretary - Municipal

LM/cb

cc - Norman Chiles


WASKASOO REGIONAL SERVICES BOARD

P.O. BOX 920
4758 - 32 STREET, RED DEER, ALBERTA 347-3364



February 7, 1991

County of Red Deer No. 23
Box 920
Red Deer, Alberta
T4N 5H3

ATTN: R. J. STONEHOUSE

Dear Sir:

RE: Chiles Sewage

The Board, at their recent meeting of 6 February 1991, discussed the proposal of Norman Chiles regarding his request to tie his sewage system into the regional line and into the City's Treatment plant.

The board is of the opinion that this application is in the County of Red Deer and does not involve any of the other members of the Board, therefore the County should treat this application as any other County establishment wishing to connect to the County System.

We trust that this will be placed before Council for their decision.

Yours truly,

WASKASOO REGIONAL SERVICES BOARD

Lorne McLeod
Administrator

- xc - Norman Chiles, R.R. #1, Site 15, Box 10, Red Deer, Alberta T4N 5E1
- ✓ - Mike Day, City Commissioner, City of Red Deer, P.O. Box 5008,
Red Deer, Alberta T4N 3T4

COPY



Commissioners' Comments

Council will recall an application from N. Chiles to connect his proposed Trailer Park to the City's Sewage Treatment Plant. This application was accompanied by a letter from the Waskasoo Regional Services Board which indicated that they had no objection to the use of some of their capacity for this purpose but they wished no other involvement.

As there was no input from the County, Council directed that we seek their input before consideration of this matter. Attached are two letters, one from the County indicating support for the project, and one from the Regional Services Board again declining any involvement.

We do not believe it is appropriate that we service private citizens outside the municipal boundary, and this is especially true when the agency established to provide this service declines involvement. We would, therefore, recommend Council not approve this application.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

January 15, 1991

Reeve Elmer Stoyberg and
Members of County Council
The County of Red Deer No. 23
Box 920
Red Deer, Alberta
T4N 5H3

Dear Members of County Council,

**RE: CHILES DEVELOPMENT CORPORATION LTD. - PROPOSED MOBILE
HOME PARK - S.W. 1/4 - 3-39-27-4
APPLICATION TO CONNECT TO THE WASKASOO REGIONAL SERVICES
BOARD SANITARY SEWAGE TRANSMISSION FACILITY**

The above-referred matter was considered by Council of The City of Red Deer at its meeting held on January 7, 1991, at which meeting Council passed the following motion:

"RESOLVED that Council of The City of Red Deer hereby agrees that the correspondence from Chiles Development Corporation Ltd. requesting approval to tie into the Waskasoo Regional Sewerage System be tabled pending comments from the County of Red Deer. Council further agrees that the comments of the administration be forwarded not only to the County Council but also to the Waskasoo Regional Services Board and as recommended to Council January 7, 1991."

As the proposed development exists in the County, the comments of the County of Red Deer are required prior to Council of The City of Red Deer considering this application and rendering a decision. In this regard, I am enclosing herewith all of the material which appeared on the Council Agenda January 7, 1991 for your information and consideration (Pages 137 to 145).

.../2

The County of Red Deer
Page 2
January 15, 1991

When we received this application we were somewhat surprised and disappointed to learn that the County had approved a mobile home development in what we believed was an industrial area. Some years ago this area was discussed by both City and County Councils and from those discussions we understood that the area was to be entirely industrial, with lots of sufficient size that they would be self-supporting in providing their own services. Accordingly, the need for water and sanitary sewer services has not been contemplated for this area, and as you will appreciate, it is almost impossible to plan for these services if this type of mixed use development is approved on an ad-hoc basis.

If this application is one for assistance to help the County solve a particularly difficult problem, we feel sure that City Council would give it very serious consideration, but if this is just an application by a private citizen in the County jurisdiction the Commissioners could not support an ad-hoc approach to any type of servicing at this time.

Your attention to this matter is appreciated, and we look forward to receiving your comments in due course.

Sincerely,

R. J. McGHEE
Mayor

/bd

Encl.

c.c. City Clerk }

January 9, 1991

Waskasoo Regional Services Board
Box 920
Red Deer, Alberta
T4N 5H3

Attention: Mr. Lorne McLeod, Administrator

Dear Mr. McLeod:

**RE: CHILES DEVELOPMENT CORPORATION LTD. - PROPOSED MOBILE
HOME PARK - S.W. 1/4 - 3-39-27-4
APPLICATION TO CONNECT TO THE WASKASOO REGIONAL SERVICES
BOARD SANITARY SEWAGE TRANSMISSION FACILITY**

The above-noted application from Chiles Development Corporation Ltd. was considered at the Council meeting on January 7, 1991, at which meeting Council passed the following motion:

"RESOLVED that Council of The City of Red Deer hereby agrees that the correspondence from Chiles Development Corporation Ltd. requesting approval to tie into the Waskasoo Regional Sewerage System be tabled pending comments from the County of Red Deer. Council further agrees that the comments of the administration be forwarded not only to the County Council but also to the Waskasoo Regional Services Board and as recommended to Council January 7, 1991."

Waskasoo Regional Services Board

Page 2

January 9, 1991

Enclosed herewith is a copy of all of the material which appeared on the Council Agenda of January 7, 1991 (Pages 137 to 145) for your information and consideration. We look forward to a reply from the Waskasoo Regional Services Board in the light of the comments from the Administration attached herewith.

Trusting you will find this satisfactory, and we await your response.

Sincerely,

R. J. McGHEE

Mayor

/bd

Encl.

c.c. County of Red Deer
City Clerk

January 9, 1991

Chiles Development Corporation Ltd.
#1 Chiles Drive, R.R. 1, Site 15, Box 10
Red Deer, Alberta
T4N 6A5

Attention: Mr. Norman Chiles

Dear Sir:

RE: CHILES DEVELOPMENT CORPORATION LTD.
PROPOSED MOBILE HOME PARK - S.W. 1/4 - 3-39-27-4

Your letter of December 21, 1990 requesting approval to tie-in to the Waskasoo Regional Services Board Sanitary Sewage Transmission Facility was considered at the Council Meeting of January 7, 1991.

Following is the motion which was passed by Council in regard to your request:

"RESOLVED that Council of The City of Red Deer hereby agrees that the correspondence from Chiles Development Corporation Ltd. requesting approval to tie into the Waskasoo Regional Sewerage System be tabled pending comments from the County of Red Deer. Council further agrees that the comments of the administration be forwarded not only to the County Council but also to the Waskasoo Regional Services Board and as recommended to Council January 7, 1991."

Chiles Development Corporation Ltd.

Page 2

January 9, 1991

The decision of Council in this instance is submitted for your information, and I would further advise that we have written to the County of Red Deer and the Waskasoo Regional Services Board for their comments prior to Council of The City of Red Deer making a final decision. Upon receipt of the comments, the City Clerk's Office will advise you as to when the matter is once again to be considered by the Council of The City of Red Deer.

Trusting you will find this satisfactory.

Sincerely,

R. J. McGHEE

Mayor

/bd

c.c. City Clerk

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

DATE: 9/102/15FAX TO: Chiles Development Corporation Ltd.ATTENTION: Norman ChilesTHEIR FAX NO: 340-3800FROM: Charlie SewickDEPARTMENT: City Clerks

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE 5

Note: Pages 2-11 of the agenda are all of the pages which appeared on the Council agenda of Jan. 7/91, copies of which you have received previously.

Charlie.



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

Chiles Development Corporation Ltd.
 #1 Chiles Drive
 R.R. 1, Site 15, Box 10
 RED DEER, Alberta
 T4N 6A5

Attention: Mr. Norman Chiles

Dear Sir:

RE: PROPOSED MOBILE HOME PARK - S.W. 1/4 OF 3-39-27-4

You request for approval to tie the sewage system from the proposed Mobile Home Park referred to above, into the Waskasoo Regional Services Board Regional Line to be delivered to the City's sewage treatment plant, received further consideration at the Council meeting of February 19, 1991.

At the above noted meeting, Council passed the following motion denying your request.

"RESOLVED that Council of The City of Red Deer hereby agrees that the application from N. Chiles to connect his proposed mobile home park (S.W. 1/4 of Section 3-39-27-4) to the City's Sewage Treatment Plant be not approved and as recommended to Council February 19, 1991."

The decision of Council in this instance is submitted for your information and I am also enclosing herewith all relevant material which appeared on the Council agenda of February 19, 1991, including the responses from the County of Red Deer and the Waskasoo Regional Services Board (pages 1 to 13).

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

Sincerely,

C. Sevcik
 City Clerk
 CS/jj
 Att.

c.c. City Commissioners
 Public Works Manager

Director of Engineering Services
 Senior Planner

County of Red Deer No. 23
 Attn: Reeve Elmer Stoyberg

Waskasoo Regional Services Board
 Attn: Mr. Lorne McLeod, Administrator



*a delight
 to discover!*

NO. 2

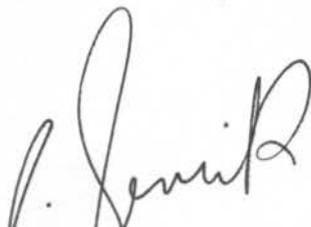
DATE: February 13, 1991
TO: City Council
FROM: City Clerk
RE: CENTRAL ALBERTA PIONEERS' AND OLDTIMERS' ASSOCIATION -
RENTAL OF PIONEER LODGE - AMENDMENT TO LEASE AGREEMENT

At the Council meeting of January 21, 1991, the Central Alberta Pioneers' and Oldtimers' Association applied to Council for an amendment to the lease agreement between The City of Red Deer and the aforesaid Association to allow the rental of the Pioneer Lodge to third parties.

At the above noted meeting, Council passed the following motion:

"RESOLVED that Council of The City of Red Deer, having considered request from the Central Alberta Pioneers' and Oldtimers' Association to amend the lease agreement enabling the said association to rent the Pioneer Lodge, hereby agrees that the Normandeau Cultural and Natural History Society be consulted to obtain their views prior to considering any adjustment to the original purpose set out in the agreement, and as recommended to Council January 21, 1991 by the Commissioners."

Enclosed hereafter are reports from the Association and the Normandeau Cultural and Natural History Society.



C. Sevcik
City Clerk

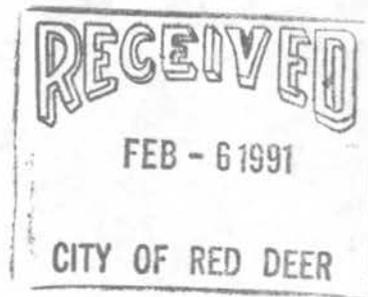
CS/jt

Att.

DATE: February 5, 1991

TO: CHARLIE SEVCIK
City Clerk

FROM: MARGARET ALTON
Vice President
Central Alberta Pioneers and Oldtimers Association



RE: RENTAL OF PIONEER LODGE/AMENDMENT TO AGREEMENT

I have been in contact with Museums Director, Mr. M. Flewelling, concerning the motion passed by council on January 21, 1991. He has assured me he will be submitting a report to you.

I would like to further state the position of the Central Alberta Pioneers and Old Timers Association. The association is self supporting and do not wish to come under city financing either directly or through the Normandeau Cultural and Natural History Society. The original hall, the kitchen addition, the furnishings, fencing, parking lot paving and cement stoppers have all been paid for by the "old timers". We also cover our operating costs and maintainance, most of which is done by volunteers. The association erected a cairn at Fort Normandeau and gave funds to start the Red Deer Museum. These monies have come from donations, contributions and hall rentals. These rentals have been almost exclusive to association members, however, the city has rented it for elections, and the Parkvale Association for their meetings. I would like you to keep in mind the approximate average age of these members, now, is 80 years. These accomplishments give these members something in which they can be truly proud.

I was unaware there were fire safety irregularities in the hall but we have and are taking the necessary steps to correct these conditions. If the hall is not safe for others it is definitely not safe for our old people.

We carry insurance and will make sure it covers all rental possibilities. We have and will continue to keep the safety and protection of our artifacts foremost in our minds. We are very proud of them and feel, as others become aware they are there, they too will become proud and protective of them.

We would like council to consider not altering our tax status in that we feel our income will only cover our operating and maintainance expenses. We would not be setting precedent in retaining this status as the museum assist their funding through rentals without paying property taxes. It is not our intention to rent this facility

indiscriminately, thus filling our coffers with large sums of money. If we accrue more funds than meet our needs we would be more than happy to donate funds, thus assisting the city, to the museum. Preferably this could be for special historical projects or as outlined in (j) of the objects of this association. (See attached)

I do hope this further clarifies our position and I trust you will bring our request before council at your earliest possible convenience.

Respectfully yours,

Margaret R. Alton

Margaret Alton
4619 45 Street
Red Deer, Alberta
T4N 1K3 Phone: 347-1350

cc: Museums Director, M. Flewelling

OBJECTS

of the Central Alberta Pioneers and Old Timers Association.

The objects of the Association are:

- (a) The acquisition, exhibition, and preservation of objects and documents which will interpret and illustrate the history of the Province of Alberta with emphasis on the Red Deer region;
- (b) To educate the public in the above and related subjects;
- (c) To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes;
- (d) To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
- (e) To present lectures on social, educational, political, economic and other subjects, and to give and arrange musical and dramatic entertainment.
- (f) To establish and maintain a library and reading room.
- (g) To provide all necessary equipment and furnishings for carrying on its various objects.
- (h) To provide a centre and suitable meeting place for various activities of the community.
- (i) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the association.
- (j) To further the objects of the Red Deer & District Museum & Archives.
- (k) Such other objects as may be approved from time to time by the Board of Directors.

The operations of the association are to be chiefly carried on in the City of Red Deer and the district surrounding the said city commonly known as the Red Deer District, in the Province of Alberta.

M E M O

TO: MAYOR R. McGHEE and MEMBERS OF COUNCIL
FROM: EILEEN DUBOIS, PRESIDENT
NORMANDEAU CULTURAL and NATURAL HISTORY SOCIETY
DATE: FEBRUARY 13, 1991
RE: RENTAL OF PIONEER LODGE

The Central Alberta Pioneers and Oldtimers Association, in a letter dated January 3, 1991, requested Council to consider amending the lease agreement enabling the Association to rent the Pioneer Lodge for remuneration to parties willing to comply with their high standards. The request was considered by Council at their meeting, January 21, and was referred to the Normandeau Board to obtain their views prior to considering any adjustment to the original purpose set out in the agreement.

While the Normandeau Board does not meet until February 27, the matter has been given some consideration as follows.

The request of the Association was discussed by the Director of Community Services, the Recreation and Culture Manager and the Director of Museums and their comments were conveyed to Council in a memo dated January 14. The memo noted that there was no objection to the requested amendment of the lease to permit the Association to rent the facility and that to do so would promote better use of an under-utilized facility not generally available for public use.

The memo, along with comments from the City Assessor, the Principal Planner, and the Fire Marshall were considered by Council at their January 21 meeting.

The Director of Museums met January 31 with Mrs. Margaret Alton, Vice-President of the Association.

The request was discussed by the Historical Preservation Committee at their regular meeting, February 6, 1991.

From the above consideration of the request, we would offer the following comments on behalf of the Normandeau Society.

We have no objection to the Association's request to have the lease agreement amended to allow the Association to rent the Pioneers' Lodge to other agencies. To do so would provide additional community meeting space and would increase the access and use of this public facility. There is a need in the community for additional meeting space for community groups.

RE: RENTAL OF PIONEER LODGE (continued)

Page 2

We believe that the rental of the Pioneer Lodge, however, should be restricted to non-profit and community and service groups. Commercial users should be referred to commercial spaces suppliers.

Because the Pioneer Lodge is a special facility in that it is designed to have a homey atmosphere where artifacts and Association memorabilia are on display, there should be careful thought given to the impact on the artifacts and exhibits with additional usage through rentals. Indeed, the Pioneer Lodge served as a repository for community artifacts before the development of the Museum. The Association provided the first funding for the Museum project in 1972 and the promotion of the Museum is contained in the objects of the Association.

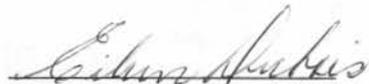
Specifically, our concerns for the artifacts would be their safety from theft and vandalism. Many items are small and may be easily stolen. Also, many are exhibited without protection from incidental handling or from willful damage.

Greater usage and traffic will increase the threat to the collections in the building. Care should be given to minimize the problems. This could be done through removal or securing of exhibits and/or to maintaining careful control as to rental agreements. Rentals might include such safe guards as damage deposits and control on use of liquor.

There is one aspect of the Pioneer Lodge rental which is somewhat different from other public facilities. Rentals to date generally have been restricted to use by members of the Association or their immediate families. This aspect would require special consideration in developing broader rental policies.

RECOMMENDATION:

The Normandeau Board supports the Association's request to amend their lease agreement to permit occasional rentals of the Pioneers' Lodge to other non-profit community service agencies and that in doing so care should be given by the Association to the welfare and safety of the important collection of artifacts housed and exhibited in the Lodge.



Eileen Dubois

:er

Commissioners' Comments

We would concur with the recommendations of the Normandeau Cultural & Natural History Society subject to our previous comments with respect to Building and Fire Code regulations.

"R.J. MCGHEE", Mayor
"M.C. DAY", City Commissioner



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-8195

City Clerk's Department 342-8132

February 20, 1991

Mrs. Margaret R. Alton
 Vice-President
 Central Alberta Pioneers'
 and Oldtimers' Association
 4619 - 45 Street
 RED DEER, Alberta
 T4N 1K3

Dear Mrs. Alton:

**RE: CENTRAL ALBERTA PIONEERS' AND OLDTIMERS' ASSOCIATION
RENTAL OF PIONEER LODGE - AMENDMENT TO LEASE AGREEMENT**

Further consideration was given to the above matter at the Council meeting of February 19, 1991. At the above noted meeting, the following motion was introduced.

Moved by Alderman Pimm, seconded by Alderman Surkan

"RESOLVED that Council of The City of Red Deer hereby agrees to amend the lease agreement between the Central Alberta Pioneers' and Oldtimers' Association and The City of Red Deer to permit the occasional rental of the Pioneer Lodge to other non-profit community service agencies subject to the building being upgraded to conform to the building and fire code regulations and as recommended to Council February 19, 1991."

Prior to voting on the above resolution, however, a tabling motion was passed directing that the matter be referred back to the Central Alberta Pioneers' and Oldtimers' Association for clarification.

It was indicated at the Council meeting that members of the Oldtimers' Association voted at a meeting in January agreeing to rental of the Pioneer Lodge on a long-term arrangement as is contemplated with the Oddfellows and Rebekahs. However, it was further pointed out that due to various circumstances, there were only 28 persons out

....2



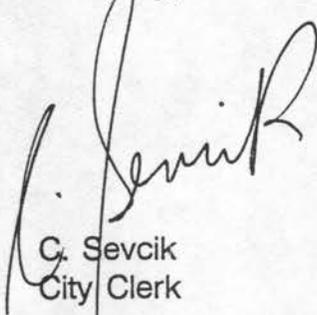
*a delight
to discover!*

Mrs. Margaret Alton
Central Alberta Pioneers' and
Oldtimers' Association
February 20, 1991
Page 2

of a total of approximately 150 members present at the January meeting and that only 18 voted in support of the long-term rental arrangement. Accordingly, Council agreed to refer the matter back to the Central Alberta Pioneers' and Oldtimers' Association to accede to the request of some of its members that a second vote be conducted with adequate notice in view of the lack of notice and inclement weather which resulted in the poor turnout in January when the first vote was undertaken.

Trusting you will find this satisfactory, however, should you have any questions or require further assistance, please do not hesitate to contact the undersigned. We look forward to receipt of a further report from the Oldtimers' Association at the earliest possible opportunity.

Sincerely,



C. Sevcik
City Clerk

CS/jt

c.c. City Commissioners
Director of Community Services
Normandeau Cultural and Natural History Society
Museums Director, M. Flewwelling
City Assessor
Fire Chief

DATE: February 20, 1991

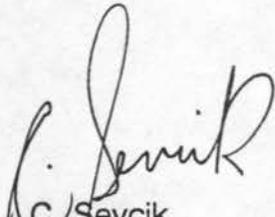
TO: City Commissioners
Directors
Department Heads

FROM: City Clerk

RE: AMENDMENT TO COMMISSIONERS' BYLAW 3029/A-91

The above noted amending bylaw received second and third reading at the Council meeting of February 19, 1991. Enclosed herewith for your information is a copy of the amending bylaw as passed by Council.

The revised page for your office consolidation copy will be sent to you under separate cover. Trusting you will find this satisfactory.



C. Sevcik
City Clerk

CS/jt

Att.

BYLAW # 3029/A-91

Being a Bylaw to amend Bylaw 3029/90, The Commissioners Bylaw

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Bylaw 3029/90 is hereby amended by deleting the following:

" 6 (f) have the authority, after considering the recommendations of the Personnel Manager:

- (i) to hire, appoint, promote, demote, transfer, suspend or dismiss any Director or Department Head except the City Clerk and the Director of Finance, and
- (ii) after considering the recommendations of the Director or Department Head concerned, to hire, promote, demote, transfer, suspend or dismiss any other employee of the City,"

and by substituting the following therefor:

" 6 (f) have the authority:

- (i) to suspend any official or employee who was appointed to his position by City Council and to report such suspension to the next regular meeting of City Council; and
- (ii) to hire, promote, demote, transfer, suspend or dismiss any other official or employee.

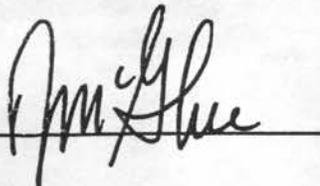
2. This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this 4th day of February, A.D. 1991.

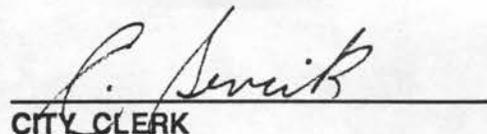
READ A SECOND TIME IN OPEN COUNCIL this 19th day of February, A.D. 1991.

READ A THIRD TIME IN OPEN COUNCIL this 19th day of February, A.D. 1991.

MAYOR

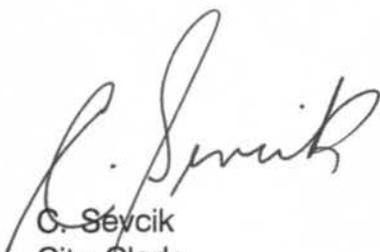


CITY CLERK



DATE: February 13, 1991
TO: City Council
FROM: City Clerk
RE: AMENDMENT TO COMMISSIONERS' BYLAW 3029/A-91

The above noted amending bylaw was given first reading by Council at its meeting held on February 4, 1991. Second and third reading of the bylaw was deferred pending reference of the bylaw back to the City Solicitor for further review.



C. Sévcik
City Clerk

CS/jt

BYLAW NO. 3029/A-91

Being a Bylaw to amend Bylaw 3029/90, The Commissioners Bylaw

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Bylaw 3029/90 is hereby amended by deleting the following:

"6 (f) have the authority, after considering the recommendations of the Personnel Manager:

- (i) to hire, appoint, promote, demote, transfer, suspend or dismiss any Director of Department Head except the City Clerk and the Director of Finance, and
- (ii) after considering the recommendations of the Director or Department Head concerned, to hire, promote, demote, transfer, suspend or dismiss any other employee of the City,"

and by substituting the following therefor:

"6 (f) have the authority:

- (i) to suspend any director or department head or other official who was appointed to his position by City Council, and to report such suspension to the next regular meeting of Council; and
- (ii) to hire, promote, demote, transfer, suspend or dismiss any other employee of the City;"

*Amended
by resolution
No. 4*

2. This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this 4th day of February A.D. 1991.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1991.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1991.

MAYOR

CITY CLERK

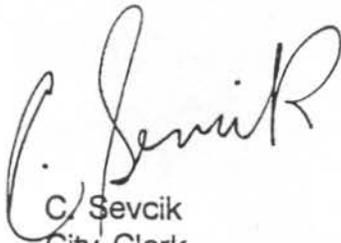
DATE: February 5, 1991
TO: City Solicitor
FROM: City Clerk
RE: AMENDMENT TO COMMISSIONERS' BYLAW 3029/A-91

At the Council meeting of February 4, 1991, the above noted amending bylaw was given first reading, a copy of which is enclosed herewith. Second reading of the bylaw was deferred as a result of a number of concerns expressed.

Following are some of the concerns raised:

- 6 (f) (i) - Should there not be reference to the Personnel Manager or Personnel Committee prior to suspension and reference to Council?
- Should such suspension appear on the next regular meeting of Council agenda prior to reference to a Committee of the Whole of Council?
- What if there is disagreement between the two Commissioners and how would that be handled?
- 6 (f) (ii) - There is no reference to consultation with Department Manager, Personnel Department or Personnel Committee, nor any reference to delegation of this authority to Managers. Should there be such a reference in this bylaw?
- The Municipal Government Act under Section 90 contains five provisions with respect to suspension of an official or employee. The bylaw amendment does not appear to recognize the existence of this section.

I have attempted to summarize some of the concerns expressed by Council, however, I am certain that the Commissioner will verbally provide you with clarification and further information pertaining to this matter.



C. Sevcik
City Clerk

CS/jt

c.c. City Commissioners

Att.

OFFICE CONSOLIDATION

BYLAW 3029/90

THE COMMISSIONERS BYLAW

BYLAW NO. 3029/90

Being a Bylaw of The City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Council of The City of Red Deer may by Bylaw provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 This Bylaw may be cited as "The Commissioners Bylaw".

- 2 In this Bylaw unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act, R.S.A., 1980, and any amendments thereto, or any Act passed in replacement of the said Act;

 - (b) "City" means The Corporation of The City of Red Deer and where the context requires, means all lands within its boundaries;

 - (c) "City Clerk" shall mean the City Clerk appointed by Council;

 - (d) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner;

 - (e) "Director" or "Department Head" shall mean any person designated to direct, manage or administer any department of City operations;

 - (f) "Council" means the Council of the City elected pursuant to the provisions of the Local Authorities Elections Act;

- (g) "Mayor" means the Mayor of the City.
- (h) "Director of Finance" means the City Treasurer.
- (i) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.
- (j) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- (k) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

- 3 (1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by bylaw or resolution of Council.
- (2) The Commissioners shall be formally known as "The Commissioners of The City of Red Deer".

MEETINGS OF COUNCIL AND COMMITTEES

- 4 The Commissioners shall:
 - (a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
 - (b) cause to be carried out and enforced within a reasonable time all orders, resolutions and bylaws of the Council;

- (c) investigate and report to Council in writing from time to time upon all matters referred to the Commissioners for such report;
- (d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;
- (e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such committees, boards or commissions, but unless the bylaw or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- (f) be responsible for the preparation of all agendas for meetings of Council;
- (g) be responsible for the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part, where in their discretion they determine that it is appropriate for an item to be discussed in confidence.

FINANCE AND BUDGET

5 The Commissioners shall:

- (a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all monies due and payable to the City;
- (b) cause the annual Current Operating and Capital Budgets and long range forecasts to be prepared, received and presented to Council;
- (c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's

revenues and expenditures in relation to the current Operating Budget, and a progress report on the projects included in the Budget with relevant explanation, and

- (ii) after the passage of the Capital Budget, quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- (d) act jointly with the Director of Finance for the purchase and sale of securities authorized by Council.

PERSONNEL

6 Subject to the provisions of the Act, the Commissioners shall have the following specific powers and responsibilities regarding personnel matters:

- (a) subject to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
- (b) authority to delegate to directors or department heads complete authority and responsibility for all personnel reporting to them;
- (c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;
- (d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- (e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which

has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;

(f) have the authority, after considering the recommendations of the Personnel Manager:

(i) to hire, appoint, promote, demote, transfer, suspend or dismiss any Director or Department Head except the City Clerk and the Director of Finance, and

(ii) after considering the recommendations of the Director or Department Head concerned, to hire, promote, demote, transfer, suspend or dismiss any other employee of the City,

without limiting the employees rights to appeal as set out in the Act, Council policies or any collective agreement.

PROPERTY AND SERVICES

7 The Commissioners shall:

(a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;

(b) provide for the care, management, control and maintenance of all public utilities and of all services of the City;

(c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

- 8 The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy adopted by Council from time to time.

BYLAWS AND AGREEMENTS

- 9 The Commissioners shall:
- (a) provide for the carrying out of all bylaws, resolutions, orders and directions of the Council;
 - (b) cause bylaws to be prepared where required to carry out the resolutions and decisions of Council;
 - (c) examine and report to Council respecting accounts, estimates and expenditures referred to them and contracts entered into by Council, and to ensure that such contracts are performed;
 - (d) subject to Council resolutions or policies, to consider and approve or reject, any application for reinstatement of options and land sale agreements which have become subject to termination due to the purchaser's default of payment required by, or failure to comply with the terms of such agreements.

GENERAL

- 10 The Commissioners shall:
- (a) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall

administration of the City;

(b) be responsible for the supervision of all Departments of the City.

1 1 The Commissioners may delegate to Department Heads or Directors any administration duties and functions which they deem reasonable or necessary.

1 2 This Bylaw shall not be construed as divesting Council or its committees, commissions or boards, of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other bylaws of the City.

1 3 The Commissioners shall exercise the power and perform the duties provided in the Act and herein mentioned, subject at all times to the legislative control of the Council and the Act.

1 4 The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

1 5 When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

1 6 Bylaw No. 2088 is hereby repealed.

17 This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this 10 day of December, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this 10 day of December, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this 10 day of December, A.D. 1990.



MAYOR



CITY CLERK

DATE: January 29, 1991
TO: City Council
FROM: City Commissioner
RE: COMMISSIONERS' BYLAW #3029/90

Since passage of the new Commissioners' Bylaw on December 10, 1990, it has come to light that further clarification of Section 6(f) is needed. The following amendment is proposed.

RECOMMENDATION:

That Subsection (f)(i) and (ii) of Section 6 of Bylaw #3029/90 be rescinded in its entirety and that the following new section 6(f)(i) and (ii) be substituted:

"(f) Have the authority:

- (i) to suspend any director or department head or other official who was appointed to his position by City Council, and to report such suspension to the next regular meeting of Council; and
- (ii) to hire, promote, demote, transfer, suspend or dismiss any other employee of the City;"

Council's approval is respectfully requested.

H. MICHAEL C. DAY
City Commissioner

/bd

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS
Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN
GARY W. WANLESS*
GERI M. CHRISTMAN
ROBERT M. BLAIN**

208 Professional Building
4808 Ross Street
Red Deer, Alberta T4N 1X5
TELEPHONE (403) 346-6603
TELECOPIER (403) 340-1280

* Denotes Professional Corporation
** Denotes Student-At-Law

Your file:
Our file: 13,271 THC

January 10, 1991

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Patricia M. Shaw
Executive Assistant to the Mayor & Commissioner

Dear Ms. Shaw:

Re: Commissioners' Bylaw

With respect to clause 6(f), an alternate wording of this section, which I believe would comply with the provisions of the Act, would be as follows:

"(f) Have the authority:

- (i) to suspend any director or department head or other official who was appointed to his position by City Council, and to report such suspension to the next regular meeting of the Council; and
- (ii) to hire, promote, demote, transfer, suspend or dismiss any other employee of the City;

without limiting the employees' right to appeal as set out in the Act, Council policies or any collective agreement."

You will note that section 6 is prefaced with the words "subject to the provisions of the Act" and, accordingly, the bylaw does not attempt to override the provisions of section 85, 88 or 89 of the *Municipal Government Act*.

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS
Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN
GARY W. WANLESS*
GERI M. CHRISTMAN
ROBERT M. BLAIN**

COPY

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4808 Ross Street
Red Deer, Alberta T4N 1X5
TELEPHONE (403) 346-6603
TELECOPIER (403) 340-1280

* Denotes Professional Corporation
** Denotes Student-At-Law

Your file:
Our file: 13,271 THC

December 3, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Mr. H. Michael C. Day
City Commissioner

Dear Sir:

Re: Commissioners By-law

I enclose amended bylaw for your review and consideration by Council.

Yours truly,

THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosure
c.c. Pat Shaw - City Hall

Being a Bylaw of The City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Council of The City of Red Deer may by Bylaw provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1 This Bylaw may be cited as "The Commissioners Bylaw".

2 In this Bylaw unless the context otherwise requires:

- (a) "Act" means the Municipal Government Act, R.S.A., 1980, and any amendments thereto, or any Act passed in replacement of the said Act;
- (b) "City" means The Corporation of The City of Red Deer and where the context requires, means all lands within its boundaries;
- (c) "City Clerk" shall mean the City Clerk appointed by Council;
- (d) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner;
- (e) "Director" or "Department Head" shall mean any person designated to direct, manage or administer any department of City operations;
- (f) "Council" means the Council of the City elected pursuant to the provisions of the Local Authorities Elections Act;

- (g) "Mayor" means the Mayor of the City.
- (h) "Director of Finance" means the City Treasurer.
- (i) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.
- (j) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- (k) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3 (1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by bylaw or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of The City of Red Deer".

MEETINGS OF COUNCIL AND COMMITTEES

4 The Commissioners shall:

- (a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
- (b) cause to be carried out and enforced within a reasonable time all orders, resolutions and bylaws of the Council;

- (c) investigate and report to Council in writing from time to time upon all matters referred to the Commissioners for such report;
- (d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;
- (e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such committees, boards or commissions, but unless the bylaw or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- (f) be responsible for the preparation of all agendas for meetings of Council;
- (g) be responsible for the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part, where in their discretion they determine that it is appropriate for an item to be discussed in confidence.

FINANCE AND BUDGET

5 The Commissioners shall:

- (a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all monies due and payable to the City;
- (b) cause the annual Current Operating and Capital Budgets and long range forecasts to be prepared, received and presented to Council;
- (c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's

revenues and expenditures in relation to the current Operating Budget, and a progress report on the projects included in the Budget with relevant explanation, and

- (i i) after the passage of the Capital Budget, quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- (d) act jointly with the Director of Finance for the purchase and sale of securities authorized by Council.

PERSONNEL

6 Subject to the provisions of the Act, the Commissioners shall have the following specific powers and responsibilities regarding personnel matters:

- (a) subject to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
- (b) authority to delegate to directors or department heads complete authority and responsibility for all personnel reporting to them;
- (c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;
- (d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- (e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which

has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;

(f) have the authority ^o after considering the recommendations of the Personnel Manager:

(i) to hire, appoint, promote, demote, transfer, suspend or dismiss any Director or Department Head except the City Clerk and the Director of Finance, and City Assessor

(ii) after considering the recommendations of the Director or Department Head concerned ^{and the Personnel Mgr} to hire, promote, demote, transfer, suspend or dismiss any other employee of the City,

without limiting the employees rights to appeal as set out in the Act, Council policies or any collective agreement.

*Sec 88
1) ability to suspend all Dir & Dept Heads
2) dismissal Council
3) Personnel Recommendation only for staff below level of Dept Head*

*City Eng?
Personnel?*

PROPERTY AND SERVICES

7 The Commissioners shall:

(a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;

(b) provide for the care, management, control and maintenance of all public utilities and of all services of the City;

(c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

- 8 The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy adopted by Council from time to time.

BYLAWS AND AGREEMENTS

- 9 The Commissioners shall:
- (a) provide for the carrying out of all bylaws, resolutions, orders and directions of the Council;
 - (b) cause bylaws to be prepared where required to carry out the resolutions and decisions of Council;
 - (c) examine and report to Council respecting accounts, estimates and expenditures referred to them and contracts entered into by Council, and to ensure that such contracts are performed;
 - (d) subject to Council resolutions or policies, to consider and approve or reject, any application for reinstatement of options and land sale agreements which have become subject to termination due to the purchaser's default of payment required by, or failure to comply with the terms of such agreements.

GENERAL

- 10 The Commissioners shall:
- (a) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall

administration of the City;

(b) be responsible for the supervision of all Departments of the City.

1 1 The Commissioners may delegate to Department Heads or Directors any administration duties and functions which they deem reasonable or necessary.

1 2 This Bylaw shall not be construed as divesting Council or its committees, commissions or boards, of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other bylaws of the City.

1 3 The Commissioners shall exercise the power and perform the duties provided in the Act and herein mentioned, subject at all times to the legislative control of the Council and the Act.

1 4 The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

1 5 When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

1 6 Bylaw No. 2088 is hereby repealed.

17 This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

(2) In addition to the duties assigned to him by this Act, or by the general law of Alberta, a municipal official shall perform any other duties required of him by the by-laws or resolutions of the council.

RSA 1980 cM-26 s85

Fidelity bond

86 A council shall require that a fidelity bond in an amount the council considers adequate shall be placed in the name of the municipality and shall bond on a blanket basis all officials and employees who are responsible for the management of the money of the municipality.

RSA 1980 cM-26 s86;1983 c38 s15

Holding other municipal office

87 No member of the council is eligible for appointment to any municipal office other than that of

(a) mayor, deputy mayor or acting mayor, or

(b) volunteer chief or other volunteer officer of a volunteer fire department, volunteer ambulance service, volunteer emergency measures organization or other volunteer organization or service.

RSA 1980 cM-26 s87;1986 c24 s9

Term of office of employees

88 All employees appointed by the council hold office during the pleasure of the council or as expressed in their appointment.

RSA 1980 cM-26 s88

Oath of office

89(1) Every official of the municipality shall, before entering on the duties of his office, make and subscribe the official oath prescribed by the *Oaths of Office Act*.

(2) The official oath subscribed shall within 8 days be deposited in the office of the municipal secretary who shall preserve it among the municipal records.

RSA 1980 cM-26 s89

Suspension of official or employee

90(1) The mayor may suspend any official or employee, other than a municipal commissioner or municipal manager, and he shall forthwith report the suspension and the reasons therefor to the council not later than the next meeting thereof.

(2) A council may reinstate the official or employee suspended or may dismiss the official or employee.

(3) If the suspended official or employee is dismissed by council, the employee or official shall not receive any salary or remuneration from the date of his suspension by the mayor unless the council, by resolution, otherwise determines.

(4) A council may by resolution suspend a municipal manager or commissioner, but shall give him a written statement of the reasons therefor and afford him with a reasonable opportunity to be heard before the council in person, or through his solicitor or agent.

(5) No municipal manager, commissioner, secretary, treasurer, secretary-treasurer or department head shall be discharged without first being furnished with a written statement of the reasons therefor and the council shall afford him a reasonable opportunity to be heard before the council in person, or through his solicitor or agent.

RSA 1980 cM-26 s90

Delegation of powers by council

Municipal commissioner or manager

Mayor, by virtue of his office, commissioner

Disqualification for interest in contract

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS
Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN
GARY W. WANLESS*
GERI M. CHRISTMAN
ROBERT M. BLAIN**

208 Professional Building
4808 Ross Street
Red Deer, Alberta T4N 1X5
TELEPHONE (403) 346-6603
TELECOPIER (403) 340-1280

* Denotes Professional Corporation
** Denotes Student-At-Law

Your file:
Our file: 13,271 THC

December 3, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Mr. H. Michael C. Day
City Commissioner

Dear Sir:

Re: Commissioners By-law

I enclose amended bylaw for your review and consideration by Council.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosure
c.c. Pat Shaw - City Hall

Conrad
Red Deer file
Dec 10/90

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS
Barristers & Solicitors

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Your file:
Our file: 13,271 THC

November 7, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Mr. H. Michael C. Day
City Commissioner

Dear Sir:

Re: Commissioners By-law

I enclose for your reference, draft of Commissioners By-law. After reviewing the same perhaps we can meet to discuss any amendments or additions thereto.

I also enclose copies of by-laws from other municipalities which you had provided to us for your reference.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosures

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS

Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
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November 7, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

**ATTENTION: Mr. H. Michael C. Day
City Commissioner**

Dear Sir:

Re: Commissioners By-law

I enclose for your reference, draft of Commissioners By-law. After reviewing the same perhaps we can meet to discuss any amendments or additions thereto.

I also enclose copies of by-laws from other municipalities which you had provided to us for your reference.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosures

P. Shaw

**COPY
DRAFT**

BY-LAW # _____

Being a by-law of ¹the City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal ~~Government~~[?] Council of ¹the City of Red Deer may by By-Law provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-law may be cited as "The Commissioners By-law".
2. In this by-law unless the context otherwise requires,
 - (a) "Act" means the Municipal Government Act or any Act passed in amendment of or substitution for the said Act.
 - b) "City" means ¹the City of Red Deer.
 - c) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner.
 - d) "Council" means the Council of the City.
 - e) "Mayor" means the Mayor of the City.
 - f) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.

Do you need to define City Clerk, Director, Dept Head?

- g) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- h) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3.(1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by by-law or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of ^The City of Red Deer".

4. The Commissioners shall have the powers and duties herein set forth:

MEETINGS OF COUNCIL AND COMMITTEES

5. The Commissioners shall:

- (a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
- b) cause to be carried out and enforced within a reasonable time all orders, Resolutions and By-laws of the Council;
- c) investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;
- d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;

What about a reference to the duties set out in the MCA Act?
→ *(This appears to be covered in Section 12)*

- e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such ^{Committees} boards or commissions, but unless the by-law or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part;
- g) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;

h) be responsible for the supervision of all Departments of the City.

FINANCE AND BUDGET

6. The Commissioners shall:

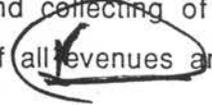
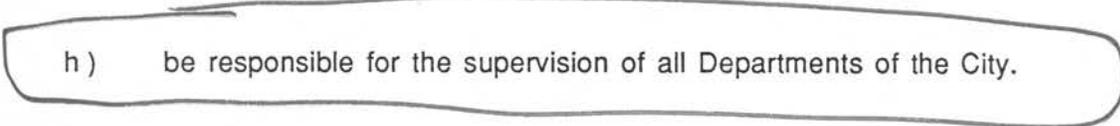
- a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all revenues and monies including license fees, due and payable to the City;
- b) cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared, received and presented to Council;

NOT IN
REVISED
BY-LAW

ees

Committees

ee



- c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the ~~Current~~^{Operating} Budget, and a progress report on the projects included in the Budget with relevant explanation, and
 - (ii) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- d) act jointly with the City Treasurer for the purchase and sale of securities authorized by Council.

PERSONNEL

- 7. The Commissioners shall have the following specific powers and responsibilities regarding personnel matters:
 - a) subject only to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel, ~~including the Department heads~~, for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
 - b) authority to delegate to ^{directors or} department heads complete authority and responsibility for all personnel reporting to them;
 - c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;

~~Original
10.1.1
D.G. Ad~~

- d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;
- f) after considering the recommendations, if any, of the Personnel Manager and the *Director* or Department ~~Head~~ concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City, without limiting ^{the} employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

PROPERTY AND SERVICES

8. The Commissioners shall:
- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
 - b) provide for the care, management, control and maintenance of all public utilities and of all services of the City ~~including the Fire Department; and~~ *omit*
 - c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

9. The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy Report adopted by Council from time to time.

BY-LAWS AND AGREEMENTS

10. The Commissioners shall:
- a) provide for the carrying out of all by-laws, resolutions, orders and directions of the Council ~~and of such resolutions, orders and directions of the committees as have been approved by Council;~~ *Committee only. Recommendations not to be implemented*
 - b) cause by-laws to be prepared where required to carry out the resolutions and decisions of Council;
 - c) examine and report on contracts, accounts, estimates and expenditures referred to them, and to ensure that such contracts are performed;
 - d) consider, and approve or reject any application received by the City for reinstatement of options and land sale agreements which have become or may become delinquent by reason of failure on the part of the purchaser to make any or all payments required by, or otherwise comply with the terms of such agreement, *Need to be provided* provided such consideration, approval or rejections by the Commissioners complies with any Council resolutions respecting the same, amendments thereto, or replacements thereof which Council may pass.

11. ~~The foregoing section of~~ this by-law shall not be construed as divesting Council or its Committees ^{Commissions or boards} of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other by-laws of the City.

12. The Commissioner or Commissioners appointed under this by-law shall be subject to the provisions hereof and shall exercise the power and perform the duties herein mentioned, subject at all times to the legislative control of the Council.

?
They are not necessarily appointed by the Council - they should be set out

13. (1) The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

(2) When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

14. ^{No. 2088} Bylaw #143 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

COPY
DRAFT

BY-LAW # _____

Being a by-law of the City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal ~~Government~~ Council of the City of Red Deer may by By-Law provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

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2. In this by-law unless the context otherwise requires,
 - a) "Act" means the Municipal Government Act or any Act passed in amendment of or substitution for the said Act.
 - b) "City" means the City of Red Deer.
 - c) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner.
 - d) "Council" means the Council of the City.
 - e) "Mayor" means the Mayor of the City.
 - f) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.

- g) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- h) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3.(1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by by-law or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of the City of Red Deer".

4. The Commissioners shall have the powers and duties herein set forth:

MEETINGS OF COUNCIL AND COMMITTEES

5. The Commissioners shall:

- a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
- b) cause to be carried out and enforced within a reasonable time all orders, Resolutions and By-laws of the Council;
- c) investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;
- d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;

- e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such boards or commissions, but unless the by-law or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part;
- g) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;
- h) be responsible for the supervision of all Departments of the City.

FINANCE AND BUDGET

6. The Commissioners shall:

- a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all ~~expenses~~ and monies including license fees, due and payable to the City; *revenues*
- b) cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared, received and presented to Council;

- c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation, and
 - (ii) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- d) act jointly with the City Treasurer for the purchase and sale of securities authorized by Council.

PERSONNEL

- 7. The Commissioners shall have the following specific powers and responsibilities regarding personnel matters:
 - a) subject only to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel, including the Department heads, for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
 - b) authority to delegate to department heads complete authority and responsibility for all personnel reporting to them;
 - c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;

- d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;
- f) after considering the recommendations, if any, of the Personnel Manager and the Department head concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City, without limiting employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

*Public
works
authorities?*

} ?

PROPERTY AND SERVICES

8. The Commissioners shall:
- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
 - b) provide for the care, management, control and maintenance of all public utilities and of all services of the City including the Fire Department; and
 - c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

9. The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy Report adopted by Council from time to time.

BY-LAWS AND AGREEMENTS

10. The Commissioners shall:
- a) provide for the carrying out of all by-laws, resolutions, orders and directions of the Council and of such resolutions, orders and directions of the committees as have been approved by Council;
 - b) cause by-laws to be prepared where required to carry out the resolutions and decisions of Council;
 - c) examine and report on contracts, accounts, estimates and expenditures referred to them, and to ensure that such contracts are performed;
 - d) consider, and approve or reject any application received by the City for reinstatement of options and land sale agreements which have become or may become delinquent by reason of failure on the part of the purchaser to make any or all payments required by, or otherwise comply with the terms of such agreement, provided such consideration, approval or rejections by the Commissioners complies with any Council resolutions respecting the same, amendments thereto, or replacements thereof which Council may pass.

11. The foregoing section of this by-law shall not be construed as divesting Council or its Committees of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other by-laws of the City.
12. The Commissioner or Commissioners appointed under this by-law shall be subject to the provisions hereof and shall exercise the power and perform the duties herein mentioned, subject at all times to the legislative control of the Council.
13. (1) The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.
- (2) When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.
14. ²⁰⁸⁸ By-law #~~143~~ is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

ByLaw No. BYLAW

Being a by-law of the City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Government Council of the City of Red Deer may by ByLaw provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

Changes Numbering 1 2 29. 2 (a) (i) 2 (1) (a) (i)

This ByLaw may be cited as "The Commissioners' By-law".

In this byLaw unless the context otherwise requires,

- (a) "Act" means the Municipal Government Act, or any Act passed in amendment of or substitution for the said Act.
b) "City" means the City of Red Deer, in the Province of Alberta
c) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner.
d) "Council" means the Council of the City.
e) "Mayor" means the Mayor of the City.
f) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.

"City Clerk" means the City Clerk of the City

Handwritten marks and signatures on the right margin.

g) "Public Utility" means any City revenue earning work or utility as defined in the Act.

h) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3.(1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by ~~by~~law or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of the City of Red Deer".

4. The Commissioners shall have the powers and duties herein set forth:

MEETINGS OF COUNCIL AND COMMITTEES

5. The Commissioners shall:

a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;

b) cause to be carried out and enforced within a reasonable time all orders, Resolutions and ~~By~~laws of the Council;

c) investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;

d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;

- e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such boards or commissions, but unless the bylaw or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part;
- g) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;
- h) be responsible for the supervision of all Departments of the City.

FINANCE AND BUDGET

6. The Commissioners shall:

- a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all ~~venues~~ and monies including license fees, due and payable to the City; *revenues*
- b) cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared, received and presented to Council;

Why single out this one

- c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation, and
 - (i i) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- d) act jointly with the City Treasurer for the purchase and sale of securities authorized by Council.

PERSONNEL

- 7. The Commissioners shall have the following specific powers and responsibilities regarding personnel matters:
 - a) subject only to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel, including the Department heads, for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
 - b) authority to delegate to department heads complete authority and responsibility for all personnel reporting to them;
 - c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;

- d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;
- f) after considering the recommendations, if any, of the Personnel Manager and the Department head concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City, without limiting employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

PROPERTY AND SERVICES

8. The Commissioners shall:

- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
- b) provide for the care, management, control and maintenance of all public utilities and of all services of the City including the Fire Department; and
- c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

9. The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy Report adopted by Council from time to time.



BY-LAWS AND AGREEMENTS

10. The Commissioners shall:
- a) provide for the carrying out of all bylaws, resolutions, orders and directions of the Council and of such resolutions, orders and directions of the committees as have been approved by Council;
 - b) cause bylaws to be prepared where required to carry out the resolutions and decisions of Council;
 - c) examine and report on contracts, accounts, estimates and expenditures referred to them, and to ensure that such contracts are performed;
 - d) consider, and approve or reject any application received by the City for reinstatement of options and land sale agreements which have become or may become delinquent by reason of failure on the part of the purchaser to make any or all payments required by, or otherwise comply with the terms of such agreement, provided such consideration, approval or rejections by the Commissioners complies with any Council resolutions respecting the same, amendments thereto, or replacements thereof which Council may pass.



11. The foregoing section of this bylaw shall not be construed as divesting Council or its Committees of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other bylaws of the City.

12. The Commissioner or Commissioners appointed under this bylaw shall be subject to the provisions hereof and shall exercise the power and perform the duties herein mentioned, subject at all times to the legislative control of the Council.

13. (1) The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

(2) When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

14. Bylaw ^{No.} #143 is hereby repealed.

15. *This Bylaw shall come into full force and effect upon the passage of third reading.*

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

[Handwritten marks and signatures on the right margin]

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS

Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN
GARY W. WANLESS*
GERI M. CHRISTMAN
ROBERT M. BLAIN**

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* Denotes Professional Corporation

** Denotes Student-At-Law

Your file:

Our file: 13,271 THC

November 21, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Mr. H. Michael C. Day
City Commissioner

Dear Sir:

Re: Commissioners By-law

I enclose amended bylaw for your further review and comments.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosure

c.c. Pat Shaw - City Hall

BYLAW # _____ /90

Being a Bylaw of The City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Council of The City of Red Deer may by Bylaw provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 This Bylaw may be cited as "The Commissioners Bylaw".

- 2 In this Bylaw unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act, R.S.A., 1980, and any amendments thereto, or any Act passed in replacement of the said Act;

 - (b) "City" means The Corporation of The City of Red Deer and where the context requires, means all lands within its boundaries;

 - (c) "City Clerk" shall mean the City Clerk appointed by Council;

 - (d) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner;

 - (e) "Director" or "Department Head" shall mean any person appointed by Council to direct, manage or administer any department of City operations;

 - (f) "Council" means the Council of the City elected pursuant to the provisions of the

Municipal Elections Act;

- (g) "Mayor" means the Mayor of the City.
- (h) "Director of Finance" means the City Treasurer.
- (i) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.
- (j) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- (k) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3 (1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by Bylaw or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of The City of Red Deer".

MEETINGS OF COUNCIL AND COMMITTEES

4 The Commissioners shall:

- (a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
- (b) cause to be carried out and enforced within a reasonable time all orders, Resolutions and Bylaws of the Council;

- (c) Investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;
- (d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;
- (e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such committees, boards or commissions, but unless the Bylaw or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- (f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part.

FINANCE AND BUDGET

5 The Commissioners shall:

- (a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all monies due and payable to the City;
- (b) cause the annual Current Operating and Capital Budgets and long range forecasts to be prepared, received and presented to Council;
- (c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such

other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the current Operating Budget, and a progress report on the projects included in the Budget with relevant explanation, and

(ii) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and

(d) act jointly with the Director of Finance for the purchase and sale of securities authorized by Council.

PERSONNEL

6 Subject to the provisions of the Act, the Commissioners shall have the following specific powers and responsibilities regarding personnel matters:

(a) subject to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;

(b) authority to delegate to directors or department heads complete authority and responsibility for all personnel reporting to them;

(c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;

(d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;

(e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the

terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;

- (f) after considering the recommendations, if any, of the Personnel Manager and the Director or Department Head concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City except the City Clerk and the Director of Finance, without limiting the employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

PROPERTY AND SERVICES

7 The Commissioners shall:

- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
- (b) provide for the care, management, control and maintenance of all public utilities and of all services of the City;
- (c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

8 The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy adopted by Council from time to time.

BYLAWS AND AGREEMENTS

9 The Commissioners shall:

- (a) provide for the carrying out of all Bylaws, resolutions, orders and directions of the Council;
- (b) cause Bylaws to be prepared where required to carry out the resolutions and decisions of Council;
- (c) examine and report to Council respecting accounts, estimates and expenditures referred to them and contracts entered into by Council, and to ensure that such contracts are performed;
- (d) subject to Council resolutions or policies, to consider and approve or reject, any application for reinstatement of options and land sale agreements which have become subject to termination due to the purchaser's default of payment required by, or failure to comply with the terms of such agreements.

GENERAL

10 The Commissioners shall:

- (a) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;
- (b) be responsible for the supervision of all Departments of the City.

11 The Commissioners may delegate to Department Heads or Directors any administration duties and functions which they deem reasonable or necessary.

12 This Bylaw shall not be construed as divesting Council or its Committees,

commissions or boards, of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other Bylaws of the City.

13 The Commissioners shall exercise the power and perform the duties provided in the Act and herein mentioned, subject at all times to the legislative control of the Council and the Act.

14 The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

15 When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

16 Bylaw No. 2088 is hereby repealed.

17 This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS
Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
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4808 Ross Street
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TELECOPIER (403) 340-1280

* Denotes Professional Corporation
** Denotes Student-At-Law

Your file:
Our file: 13,271 THC

November 16, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

ATTENTION: Mr. H. Michael C. Day
City Commissioner

Dear Sir:

Re: Commissioners By-law

Further to our meeting I enclose amended by-law as discussed and look forward to your final review of, and comment upon, the by-law.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosure

BY-LAW # _____

Being a by-law of the City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Government Council of the City of Red Deer may by By-Law provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-law may be cited as "The Commissioners By-law".
2. In this by-law unless the context otherwise requires,
 - a) "Act" means the Municipal Government Act or any Act passed in amendment of or substitution for the said Act.
 - b) "City" means the City of Red Deer.
 - c) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner.
 - d) "Council" means the Council of the City.
 - e) "Mayor" means the Mayor of the City.
 - f) "Director of Finance" means the City Treasurer.
 - g) "Public Place" means a place or building to which the public has or is permitted

to have access and includes a conveyance in a public place.

- h) "Public Utility" means any City revenue earning work or utility as defined in the Act.
- i) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3.(1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by by-law or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of the City of Red Deer".

4. The Commissioners shall have the powers and duties herein set forth:

MEETINGS OF COUNCIL AND COMMITTEES

5. The Commissioners shall:

- a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;
- b) *cause to be carried out and enforced within a reasonable time all orders, Resolutions and By-laws of the Council;*
- c) investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;
- d) attend all general and special meetings of Council, and give such advice as is

requested by Council pertaining to all matters within their jurisdiction;

- e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such boards or commissions, but unless the by-law or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part;
- g) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;
- h) be responsible for the supervision of all Departments of the City.

FINANCE AND BUDGET

6. The Commissioners shall:

- a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all revenues and monies *including license fees, due and payable to the City*;
- b) cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared, received and presented to Council;
- c) submit to the Council:

- (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation, and
 - (ii) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- d) act jointly with the Director of Finance for the purchase and sale of securities authorized by Council.

PERSONNEL

7. Subject to the provisions of the Act, the Commissioners shall have the following specific powers and responsibilities regarding personnel matters:
- a) subject to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel, including the Department heads, for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
 - b) authority to delegate to department heads complete authority and responsibility for all personnel reporting to them;
 - c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;
 - d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;

- e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;
- f) after considering the recommendations, if any, of the Personnel Manager and the Department head concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City except the City Clerk and the Director of Finance, without limiting employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

PROPERTY AND SERVICES

8. The Commissioners shall:
- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
 - b) provide for the care, management, control and maintenance of all public utilities and of all services of the City including the Fire Department; and
 - c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

9. The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement

the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy Report adopted by Council from time to time.

BY-LAWS AND AGREEMENTS

10. The Commissioners shall:
 - a) provide for the carrying out of all by-laws, resolutions, orders and directions of the Council and of such resolutions, orders and directions of the committees as have been approved by Council;
 - b) cause by-laws to be prepared where required to carry out the resolutions and decisions of Council;
 - c) examine and report on contracts, accounts, estimates and expenditures referred to them, and to ensure that such contracts are performed;
 - d) consider, and approve or reject any application received by the City for reinstatement of options and land sale agreements which have become or may become delinquent by reason of failure on the part of the purchaser to make any or all payments required by, or otherwise comply with the terms of such agreement, provided such consideration, approval or rejections by the Commissioners complies with any Council resolutions respecting the same, amendments thereto, or replacements thereof which Council may pass.
11. The foregoing section of this by-law shall not be construed as divesting Council or its Committees of the powers and duties, including the power of initiating *policies* or plans of government, vested in them by the Act or other by-laws of the City.
12. The Commissioners shall be subject to the provisions of this by-law and shall exercise the power and perform the duties herein mentioned, subject at all times to the legislative control of the Council.

13. (1) The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.

(2) When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.

14. By-law #143 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

MIKE

CHAPMAN RIEBEEK SIMPSON CHAPMAN WANLESS

Barristers & Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
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4808 Ross Street
Red Deer, Alberta T4N 1X5
TELEPHONE(403)346-6603
TELECOPIER (403) 340-1280

* Denotes Professional Corporation

** Denotes Student-At-Law

Your file:

Our file: 13,271 THC

November 7, 1990

City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4

**ATTENTION: Mr. H. Michael C. Day
City Commissioner**

Dear Sir:

Re: Commissioners By-law

I enclose for your reference, draft of Commissioners By-law. After reviewing the same perhaps we can meet to discuss any amendments or additions thereto.

I also enclose copies of by-laws from other municipalities which you had provided to us for your reference.

Yours truly,



THOMAS H. CHAPMAN, Q.C.
THC/vjh
Enclosures

**COPY
DRAFT**

BY-LAW # _____

Being a by-law of the City of Red Deer respecting the powers and duties of the Commissioners of the City.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980, Chapter M-26, the Municipal Government Council of the City of Red Deer may by By-Law provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners:

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-law may be cited as "The Commissioners By-law".
2. In this by-law unless the context otherwise requires,
 - a) "Act" means the Municipal Government Act or any Act passed in amendment of or substitution for the said Act.
 - b) "City" means the City of Red Deer.
 - c) "Commissioners" means the Commissioner appointed by Council for the City including the Mayor who is ex-officio a Commissioner.
 - d) "Council" means the Council of the City.
 - e) "Mayor" means the Mayor of the City.
 - f) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.

g) "Public Utility" means any City revenue earning work or utility as defined in the Act.

h) "Securities" means any stocks, bonds or debentures which the City is by law entitled to purchase or sell.

3.(1) There shall be two or more Commissioners for the City who, unless otherwise provided by Council shall carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by by-law or resolution of Council.

(2) The Commissioners shall be formally known as "The Commissioners of the City of Red Deer".

4. The Commissioners shall have the powers and duties herein set forth:

MEETINGS OF COUNCIL AND COMMITTEES

5. The Commissioners shall:

a) consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government in the City;

b) cause to be carried out and enforced within a reasonable time all orders, Resolutions and By-laws of the Council;

c) investigate and report to Council in writing from time to time upon all matters referred to the Commisisoners for such report;

d) attend all general and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within their jurisdiction;

- e) attend, when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council and participate in the discussions before such boards or commissions, but unless the by-law or resolution appointing such committee, board or commission otherwise provides, a Commissioner other than the Mayor shall not have the right to vote on any such committee, board or commission;
- f) be responsible for the preparation of all agendas for meetings of Council, including where in their discretion they determine that it is in the public interest that any item of business be discussed in private in Committee of the Whole or Part of Council, the preparation of an agenda of items for consideration of Council meeting as Committee of the Whole or Part;
- g) be responsible for the overall coordination, direction and administration of all executive and administrative policies of the Council and generally for the overall administration of the City;
- h) be responsible for the supervision of all Departments of the City.

FINANCE AND BUDGET

6. The Commissioners shall:

- a) provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all revenues and monies including license fees, due and payable to the City;
- b) cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared, received and presented to Council;

- c) submit to the Council:
 - (i) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation, and
 - (ii) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget; and
- d) act jointly with the City Treasurer for the purchase and sale of securities authorized by Council.

PERSONNEL

- 7. The Commissioners shall have the following specific powers and responsibilities regarding personnel matters:
 - a) subject only to such budget limitations and compensation policies as are established by Council, the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel, including the Department heads, for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta;
 - b) authority to delegate to department heads complete authority and responsibility for all personnel reporting to them;
 - c) responsibility for directing the negotiation of Union Collective Agreements through the Personnel Department;

- d) to seek the advice and guidance of members of the Personnel Committee of Council in respect to general guidelines on critical issues being negotiated;
- e) to circulate to members of the Personnel Committee and Council respectively at a meeting of Council a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of any proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached;
- f) after considering the recommendations, if any, of the Personnel Manager and the Department head concerned, have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City, without limiting employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

PROPERTY AND SERVICES

8. The Commissioners shall:

- (a) provide for the care, control, management and maintenance of all of the property, public places, works and improvements of the City, owned or controlled by the City or over which the City has jurisdiction, except where such property, public places, works and improvements have been leased to a third party;
- b) provide for the care, management, control and maintenance of all public utilities and of all services of the City including the Fire Department; and
- c) provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.

TENDERS

9. The Commissioners shall provide for the calling for tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may lawfully be obtained or which may be purchased for the City and in connection therewith to implement the policies contained in, and to exercise the powers and observe the duties set out, in any Purchasing Policy Report adopted by Council from time to time.

BY-LAWS AND AGREEMENTS

10. The Commissioners shall:
- a) provide for the carrying out of all by-laws, resolutions, orders and directions of the Council and of such resolutions, orders and directions of the committees as have been approved by Council;
 - b) cause by-laws to be prepared where required to carry out the resolutions and decisions of Council;
 - c) examine and report on contracts, accounts, estimates and expenditures referred to them, and to ensure that such contracts are performed;
 - d) consider, and approve or reject any application received by the City for reinstatement of options and land sale agreements which have become or may become delinquent by reason of failure on the part of the purchaser to make any or all payments required by, or otherwise comply with the terms of such agreement, provided such consideration, approval or rejections by the Commissioners complies with any Council resolutions respecting the same, amendments thereto, or replacements thereof which Council may pass.

11. The foregoing section of this by-law shall not be construed as divesting Council or its Committees of the powers and duties, including the power of initiating policies or plans of government, vested in them by the Act or other by-laws of the City.
12. The Commissioner or Commissioners appointed under this by-law shall be subject to the provisions hereof and shall exercise the power and perform the duties herein mentioned, subject at all times to the legislative control of the Council.
13. (1) The Commissioners shall hold such meetings as they deem necessary to carry out their duties and the City Clerk shall act as Secretary of such meetings when required to do so by the Commissioners.
- (2) When the Commissioners do not agree on any subject or matter, they may present separate reports and recommendations to the Council.
14. By-law #143 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, A.D. 1990.

MAYOR

CITY CLERK

BY-LAW NO: 2246

CONSOLIDATION OF A BY-LAW OF THE CITY OF MEDICINE HAT TO DEFINE THE DUTIES, POWERS AND RESPONSIBILITIES OF THE COMMISSIONERS OF THE CITY OF MEDICINE HAT.

WHEREAS pursuant to the authority contained in the Municipal Government Act, Revised Statutes of Alberta, 1980 Chapter M-26, the Municipal Council of the City of Medicine Hat may by By-Law provide for the delegation of any or all of its executive and administrative duties and powers to one or more Municipal Commissioners;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF MEDICINE HAT IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-Law may be cited as "The Commission By-Law".

2. In this By-Law, including this section, unless the context otherwise requires:
 - 2.1 "Act" means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980 as amended from time to time.

 - 2.2. "City" means the corporation of the City of Medicine Hat, and where the context so requires, means the land included in the boundaries of the City.

 - 2.3 "Commission Board" means the Commission Board of the City of Medicine Hat including the Mayor of the City, acting as such Board.

 - 2.4 "Council" means the Mayor and Aldermen of the City acting as a City Council at duly assembled meetings thereof.

- 2.5 "Member" means a member of the Commission Board including the Mayor.

BOARD OF COMMISSIONERS

3. 3.1. There shall be in and for the City a Commission Board which shall carry out the executive and administrative duties of Council as set out in the Act and such other executive and administrative duties as may from time to time be vested, conferred or delegated in, upon and to the Commission Board By-Law or Resolution of the Council.
- 3.2 The Commission Board shall be composed of:
- 3.2.1. the Mayor, who shall be Chairman of the Commission Board. When necessary, the Mayor's designated elected representative shall be in attendance.
 - 3.2.2. the Commissioner of Finance and Administration.
 - 3.2.3. the Commissioner of Public Works.
 - 3.2.4. the Commissioner of Community Services.
 - 3.2.5. the Commissioner of Utilities.
- 3.3. All Commissioners shall be appointed by Council as hereinafter provided for.
- 3.4 One of the Commissioners shall serve as Vice-Chairman of the Commission Board and shall be appointed by Council as hereinafter provided for.
- 3.5 The members of the Commission Board shall be jointly responsible for the general administration of the City, but

for the purposes of supervision and internal administration within departments, each Commissioner shall have the responsibility for the organization and operation of the departments hereinafter specifically assigned to him, in addition to the general joint powers hereinafter set out.

QUORUM

4. A quorum shall be three (3) members.

DUTIES AND POWERS OF COMMISSIONERS

5. 5.1 In addition to the powers and duties prescribed by the Act and the powers and duties as may be from time to time delegated to it by By-Law or Resolution of Council, the Commission Board shall:
 - 5.1.1. consider and make recommendations to Council on all matters concerning the carrying out of the executive and administrative government in the City.
 - 5.1.2. cause to be carried out and enforced within a reasonable time all orders, Resolutions and By-Laws of the Council.
 - 5.1.3. investigate and report to Council in writing from time to time upon all matters referred by Council to the Commission Board for such report.
 - 5.1.4. cause the annual Current Operating, Capital Budgets and long range forecasts to be prepared.
 - 5.1.5. review and present to Council the annual Current Operating, Capital Budgets and long range forecasts.

- 5.1.6. attend all general and special meetings of Council, including public hearings in connection with land classification matters, with the right and obligation to advise Council during the debate on matters relevant to the action, but the Commissioners shall not have a right to vote in a matter decided by Council.
- 5.1.7. attend, when required, all meetings of boards, committees or commissions appointed by Council, with full right to participate in the discussions before such boards, committees or commissioners, but unless the By-Law or Resolution appointing a particular board, committee or commission otherwise provides, a Commissioner shall not have the right to vote on such board, committee or commission.
- 5.1.8. generally, and subject to the specific powers and duties hereinafter assigned to the individual members of the Commission Board, be responsible for:
- (a) the supervision of all departments of the City.
 - (b) the care, control and maintenance of all property, improvements and works owned or controlled by the City.
 - (c) the care, control and maintenance of all public thoroughfares, public places and utilities owned or controlled by the City.
 - (d) the initiation, commencement, prosecution, maintenance, settlement or defence of every action at law or inequity which may be undertaken by or brought against the City.

(e) the adjustment of all claims against the City.

(f) the implementation of all rates, charges, levies and taxes and the collection thereof and of all revenues and monies due and payable to the City.

5.1.9. subject to the provisions of Sections 6 and 7, call for and award tenders for services to be rendered, construction to be done, projects to be carried out, and goods and materials to be supplied to the City, and on behalf of the City to enter into contracts or to direct contracts to be entered into for these purposes.

5.1.10. submit to the Council:

(a) after the passage of the current Operating Budget, quarterly or at such other intervals as the Council may direct, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation, and

(b) after the passage of the Capital Budget quarterly or at such other intervals as the Council may direct, a progress report on the projects included in the Capital Budget.

5.1.11. (a) have the authority to appoint, promote, demote, transfer, suspend or dismiss employees of the City excepting for the Commissioners, City Clerk and City Solicitor, without limiting employees' rights to appeal as set out in the Act, Union Collective Agreements or Council Policies.

(b) subject only to such budget limitations and compensation policies as are established by Council, have the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta and to enter into agreements, embodying the terms and conditions which have been so determined, with the employees affected by such determinations.

- 5.1.12. (a) be responsible for directing the negotiation of Union Collective Agreements, through the Personnel Services Department or using contracted negotiators to negotiate with the negotiating committee of each Union representing or acting on behalf of City employees.
- (b) seek the advice and guidance of members of City Council at a meeting of Council sitting as a Committee of the Whole, in respect of general guidelines on critical issues being negotiated, as and when the Commission Board, or City Council believes such a meeting is required.
- (c) circulate to members of City Council at a meeting of Council sitting as a Committee of the Whole a synopsis of any Memorandum of Agreement, embodying the terms and costs of implementation of the proposed Collective Agreement, which has been signed by the representatives of the City's and the Union's negotiators, in order to seek ratification of the agreement reached.

5.2. Where the acquisition or disposal of land or of an interest in land is necessary or desirable in connection with the implementation of any project approved specifically by Council or necessarily implied from any other approval given by Council or contained in or arising out of any matter contained in a Capital, Current Operating, or Supplementary Budget approved by Council, the Commission Board without receiving further authorization may enter into the following agreements on behalf of the City.

5.2.1. sale of land, pursuant to a tender call approved by Council, where the sale is to the tenderer submitting the highest tender and where the tender equals or exceeds the reserve bid.

5.2.2. sale of land or parcels of land in a designated area or subdivision at prices approved by Council.

5.2.3. acquisition of land for easements or for corner cuts or other street improvements where:

(a) the consideration payable therefor does not exceed twenty-five thousand dollars, and

(b) the appropriation has been approved by Council.

5.2.4. agreements permitting any owner of a building or structure that encroaches upon a road, street, lane or other public place to permit the building restriction to remain, subject to compliance with the Act.

5.3. The Commissioners shall carry out their duties and powers set out in subsection 5.2 and in clauses 5.1.1., 5.1.5., 5.1.11(b) and 5.1.12. as a Board and no member shall act independently

of the others except in areas which have been assigned to him specifically by this By-Law.

5.4. Where Council has authorized any municipal undertaking or public work whereby acquisition of land by the City may be required, the Commission Board, shall have the authority to direct and manage negotiations with the owners and occupiers of such land or other persons interested therein for the acquisition of the land by agreement, but any agreement made shall be subject to the ratification of Council.

Amended by:
By-Law 2464
March 3rd, 1986

5.5 The Commission Board may, in any year, between January 1st and the date of the adoption by City Council of the Operating Budget for that year, approve expenditures up to Ninety (90%) per centum of the amount of the appropriations for various programs which were approved by City Council, in the previous year.

CALLING AND AWARDING OF TENDERS AND MAKING OF CONTRACTS

6. 6.1. Where:

6.1.1. a project to be undertaken, work to be done, service to be rendered, chattel or chattels, goods, materials or real or personal property to be obtained is approved by Council in either a Current Operating or Capital Budget, or approved either directly by Council, or by endorsement or acceptance of any report made to it, or

6.1.2. the City is required by a legislation or regulation binding upon it, by any contract or agreement previously made, or any order of any court or competent jurisdiction to do, furnish, obtain or secure anything.

the Commission Board may:

- 6.1.3. call for or direct any officer, employee, servant or agent of the City to call for and award tenders for the matter, thing, real or personal property, work or service, and
 - 6.1.4. enter into a contract or agreement or direct the entering into a contract or agreement to effect the award of the tender and authorize the proper signing officers or designated servants of the City to execute such contract or agreement and to fix the corporate seal of the City thereto.
- 6.2. Where the Commission Board has made or authorized a contract or agreement pursuant to subsection one (1), the Board may authorize an extension, to the amount of consideration payable under the contract, or to the time for the work to be done thereunder, or both as may seem necessary or expedient to the members, if the extension can be accommodated in a Current Operating or Capital Budget approved by Council, which will provide the necessary funds for the purposes.
- 6.3. Where Council authorizes an agreement with another party, whereby the City provides or receives a continuing service, the Commissioners or the Commissioner responsible for the City Department which supplies or receives the service, may authorize the extension of the agreement with such variations as the circumstances require including any change or increase of amounts received or paid by the City with respect thereto, provided that, in the case of a payment by the City, the amount can be accommodated in a Current Operating or Capital Budget approved by Council.
- 6.4. Where any project, agreement or undertaking:

- 6.4.1. which is or has been directed or authorized or approved or ratified by Council, or
- 6.4.2. for which provision is made in a Current or Capital Budget, or
- 6.4.3. which the City is required to undertake by statute or by any valid order or direction made by or on behalf of the Government of Canada or of Alberta

requires that the services of a consulting architect or engineer or other professional consultant be obtained, the Commission Board may on behalf of the City engage such architect, engineer or consultant and enter into or authorize the execution of such an agreement in the name of the City.

6.5. The Commission Board, acting within the scope and authority of this section, may:

- 6.5.1. accept the lowest tender best meeting specifications called in the tender.
- 6.5.2. reject all other tenders including, but not limited to, a tender for a lower amount, which does not, in the opinion of the members, meet or substantially meet the specifications in the call for tenders.
- 6.5.3. recommend to Council, the waiving of any requirement of a call for tenders, which does not in the opinion of the members, prejudice the City, and where, in the opinion of the members, it is to be advantage of the City so to do.

6.6. The Commission Board may delegate purchasing authority to designated employees of the City for amounts of up to but not exceeding ten thousand (\$10,000.00) dollars each.

Amended by: 7.
By-Law 2283
March 7th, 1983

- 7.1. Subject to the general conditions set out in Section 6.1. to 6.5. inclusive, the Commissioners individually in respect to their Divisions have authority to call tenders, award and sign contracts, and make purchases providing that each such commitment does not exceed Twenty-Five Thousand Dollars (\$25,000.00) and provided that the appropriations to be charged fall within the individual Commissioner's approved budget and authority granted by this By-Law or by Council.
- 7.2. In the absence, or inability to act, of a Commissioner, the Board of Commissioners may designate another Commissioner to execute or sign any contract in the place or stead of the absent or incapacitated Commissioner.

MEETINGS OF BOARD OF COMMISSIONERS

8. 8.1. The Commission Board shall meet for the transaction of business when directed by the Chairman, Vice Chairman, or by a majority of the members.
- 8.2. The City Clerk is appointed as Secretary of the Commission Board and shall keep accurate minutes of all formal meetings and proceedings of the Board.
- 8.3. A direction, act or decision of the Commission Board, which is recorded in the minutes of a meeting at which a quorum was present shall be deemed to be an act, direction or decision of the whole Board.
- 8.4. The Commission Board shall report to Council at the regular Council Meeting next following the meeting of the Board. If any disagreement exists a minority report may be forwarded by the member(s) in disagreement.

DUTIES AND POWERS OF THE MAYOR

9. 9.1. The Mayor shall act as Chairman of the Commission Board and shall be responsible for the overall co-ordination, direction and administration of all executive policies of City Council and the appointed Commissioners shall be responsible to his direction in all matters of administration as they fall within City policy.

9.2. The Mayor is responsible to Council for the co-ordination of all municipal activity and the performance of the individual Commissioners, and will ensure that approved policies and programs of Council are carried out by them and the Department Heads accountable to them.

9.3. Subject to the review and approval of the action by Council at its next meeting, the Mayor may:

9.3.1. transfer a department or division thereof from one Commissioner to whom it is assigned by this By-Law to another Commissioner.

9.3.2. have the authority to suspend a Commissioner.

9.3.3. determine all circumstances of employment for the Commissioners, the City Clerk and the City Solicitor, except for salaries and benefits which shall be determined by City Council.

10. 10.1. In addition to the duties contained in Section 9 of this By-Law the Mayor and City Council shall be responsible for and have control over the supervision and internal administration of the following departments of the City organization.

10.1.1. City Clerk's Department.

10.1.2. City Solicitor's Department.

11. The Mayor, in writing, may delegate any or all of his duties and powers given under this By-Law to the Commissioner designated as Vice-Chairman of the Commission Board by City Council.

DUTIES AND POWERS OF THE COMMISSIONER OF FINANCE AND ADMINISTRATION

Amended by: 12. 12.1 Raymond O. Barnard is hereby appointed City Treasurer and
By-law 2649 Commissioner of Finance and Administration, and shall be
October 2, 1989 responsible for and have control over the supervision and
internal administration of the following departments of the
City organization.

12.1.1. Accounting and Budget.

12.1.2. Purchasing and Stores.

12.1.3. Taxation and Assessment.

12.1.4. Computer Services.

12.1.5. Land and Properties.

Amended by: 12.1.6. Personnel Services.

By-law 2649

October 2, 1989 12.2. The Commissioner of Finance and Administration shall
have, in all departments of the City, including the City Police
Department, control and authority in respect of all matters of
accounting and finance.

12.3. The Commissioner of Finance and Administration shall be

responsible for the co-ordination of all work in the departments under his control, so as to assure as much as possible the achievement of economy and efficiency of operations with a well developed atmosphere of public relations in the provision of works and services to the City.

12.4. The Commissioner of Finance and Administration, or his approved representative, shall prepare agendas in conjunction with the Chairman and shall attend all meetings of the standing policy committees on Finance and Budget and when required, any sub-committees thereof.

DUTIES AND POWERS OF THE COMMISSIONER OF COMMUNITY SERVICES

13. 13.1. Allan T. Hagan is hereby appointed Commissioner of Community Services and shall be responsible for and have regulation and control over the supervision and internal administration of the following departments of the City organization:

13.1.1. Parks and Cemeteries.

13.1.2. Culture and Recreation.

13.1.3. Social Planning.

13.1.4. Divisional Financial Services.

13.2. The Commissioner of Community Services shall be responsible for the co-ordination of all work in the departments under his control, so as to assure as much as possible the achievement of economy and efficiency of operations with a well developed atmosphere of public relations in the provision of works and services to the City.

13.3. The Commissioner of Community Services, or his approved

representative, shall prepare agendas in conjunction with the Chairman and shall attend all meetings of the standing policy committee on Community Services and when required, any sub-committee thereof.

DUTIES AND POWERS OF THE COMMISSIONER OF PUBLIC WORKS

14. 14.1. Lorne R. Thompson is hereby appointed Commissioner of Public Works and shall be responsible for and have regulation and control over the supervision and internal administration of the following departments of the City organization:

14.1.1. Public Works.

14.1.2. Building and Mechanical Inspection.

14.1.3. Sewage Treatment.

14.1.4. Engineering.

14.1.5. Water and Sewer Distribution.

14.1.6. Survey and Design.

14.2. The Commissioner of Public Works shall be responsible for the co-ordination of all work in the departments under his control, so as to assure as much as possible the achievement of economy and efficiency of operations with a well developed atmosphere of public relations in the provision of works and services to the City.

14.3. The Commissioner of Public Works, or his approved representative, shall prepare agendas in conjunction with the Chairman and shall attend all meetings of the standing policy

committee on Public Works and when required, any sub-committee thereof.

DUTIES AND POWERS OF THE COMMISSIONER OF UTILITIES

15. 15.1.J. Winston Kerr is hereby appointed Commissioner of Utilities and shall be responsible for and have regulation and control over the supervision and internal administration of the following departments of the City organization:

15.1.1. Electric Distribution.

15.1.2. Natural Gas Production and Distribution.

15.1.3. Power and Water Treatment Plant.

15.1.4. Fire Protection.

15.1.5. Transit Services.

15.1.6. Divisional Financial Services.

15.2. The Commissioner of Utilities shall be responsible for the co-ordination of all work in the departments under his control, so as to assure as much as possible the achievement of economy and efficiency of operations with a well developed atmosphere of public relations in the provision of utility services to the City.

15.3. The Commissioner of Utilities, or his approved representative, shall prepare agendas in conjunction with the Chairman and shall attend all meetings of the standing policy committee on utilities and when required, any sub-committee thereof.

DUTIES AND POWERS OF THE VICE-CHAIRMAN OF THE COMMISSION BOARD

Amended by: 16. 16.1.Lorne R. Thompson is hereby appointed Vice-Chairman of the
By-law 2636 Commission Board.
May 15, 1989

16.2.The Vice-Chairman of the Commission Board shall:

16.2.1. Act as Chairman of the Commission Board in the
absence of the Mayor.

16.2.2. Effectively co-ordinate those matters which cross
divisional lines of authority.

16.2.3. Ensure that issues dealt with by the Commission
Board or Council are acted upon within reasonable
time parameters.

16.2.4. Ensure that issues dealt with by the Commission
Board are presented to Council in a uniform and
consistent manner.

17. In the event of a conflict between the provisions of this By-Law
and the provisions of any other By-Law or Agreement of the City of
Medicine Hat, the provisions of this By-Law shall prevail.

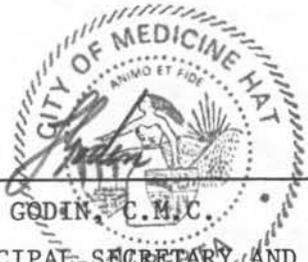
18. This By-Law shall come into force and effect on the 1st day
of November, A.D. 1982.

READ A FIRST AND SECOND TIME, in Open Council this 18th day of October
A.D. 1982.

READ A THIRD TIME AND FINALLY PASSED, in Open Council this 1st day of November, A.D. 1982.

I HEREBY CERTIFY that this is a true and correct copy of By-Law No. 2246 consolidated pursuant to Section 419 of the Municipal Government Act R.S.A. 1980 c. M-26 as am. to incorporate all subsequent amendments thereto, printed under the authority vested in me by the said Section 419 and by City of Medicine Hat By-Law No. 1957.

CERTIFIED THIS 5 DAY OF OCTOBER, 1989.



L.P. GODIN, C.M.C.
MUNICIPAL SECRETARY AND CITY CLERK
CITY OF MEDICINE HAT

CITY OF GRANDE PRAIRIE

BY-LAW NO. C-609

**A By-Law of the City of Grande Prairie
to establish the Council-Manager System
for Administration of the City of Grande
Prairie.**

WHEREAS the Municipal Government Act being Chapter 246 of the Revised Statutes of Alberta, 1970, as amended, a Council may, by by-law, delegate any or all of its executive and administrative duties and powers to a Municipal Manager.

NOW THEREFORE, THE COUNCIL OF THE CITY OF GRANDE PRAIRIE, DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

1. This by-law shall be cited as "The Council-Manager system By-Law".
2. In this by-law, including this section, unless the context otherwise requires:

DEFINITIONS

- (a) "Act" means The Municipal Government Act being Chapter 246 of the Revised Statutes of Alberta, 1970, as amended and any act substituted therefore;
- (b) "City" means the corporation of the City of Grande Prairie, and where the context so requires, means the land included in the boundaries of the City;
- (c) "Council" means the Mayor and Aldermen of the City acting as a City Council at a duly assembled meeting thereof;
- (d) "City Manager" means a Municipal Manager as described in the Act, and further a person selected by Council on the basis of education, training and experience in the field of public administration;
- (e) "Directors" means the principal subordinates directly responsible to the City Manager, as appointed by Council.
- (f) "Administrators" means the principal subordinates reporting directly to the Directors.

**APPOINTMENT &
REMUNERATION**

3. (a) There shall be in and for the City a City Manager who shall be appointed by the City Council and who shall carry out any and all of the executive and administrative duties and powers of Council as Council has power to delegate, as set out in the Act and such other executive and administrative duties as may hereafter from time to time be vested, conferred or delegated in, upon, and to the City Manager by-law of Council.

The resolution appointing a person to the position of City Manager shall fix the initial salary and any extraordinary fringe benefits, in addition to those currently provided to the executive supervisory positions of the City. The Council shall review the annual salary and benefit provisions of the City Manager not less than once in each twelve month period, with any changes being incorporated into the salary schedule by resolution.

- SUSPENSION** 3. (b) Council may suspend the City Manager, upon written notice and a statement of the reasons for suspension to the City Manager, and granting him, in camera, an opportunity of being heard in person or through his Solicitor or agent, and after such hearing, Council may by a two-thirds majority of all the members of Council, pass a resolution either to reinstate the Manager or make his removal final.
- TERMINATION** (c) In the case of termination of appointment of the City Manager, the conditions shall be as per the Municipal Government Act unless addressed in the employment agreement with the City Manager. Except for cause or pursuant to subsection (2) of Section 90 of the Act, or retirement, he shall receive three months notice, or in lieu thereof, one-quarter of his annual salary, except that when the City Manager has served a period exceeding a total of seven years in that position, he shall be granted not less than six months notice or salary in lieu of notice, as Council may decide, except that when that official has served for a period exceeding fifteen years, he may be granted not more than twelve months notice or salary in lieu of notice, as the Council may decide.
- ACTING CITY MANAGER** (d) The Council may appoint an Acting City Manager who shall act during the illness, absence, or other incapacity of the City Manager to perform the duties of his office, and prescribe his duties. The City Manager is hereby authorized to designate an Acting Manager to act during periods of his temporary absence, not to exceed three consecutive weeks in any one calendar year.
- SEPARABILITY** 4. Except for the purpose of official inquiry, the City Council and its members shall deal with the control the administrative service solely through the City Manager, and neither the Council nor any members thereof shall give orders to any of the subordinates of the City Manager either publicly or privately.
- DUTIES OF THE CITY MANAGER** 5. (a) In addition to the powers and duties prescribed by the Act and the powers and duties as may from time to time be delegated to him by by-law or resolution of Council, the City Manager shall:
- i. provide for the enforcement of all by-laws and resolutions of the City;
 - ii. attend all regular and special meetings of Council and, be entitled when required, to attend or to be represented by his designee at all meetings of Boards, Committees or Commissions appointed by Council or the Mayor;
 - iii. keep the Council advised on all operations of the City and consider and make recommendations to Council on all matters affecting the security, welfare, and financial condition of the City and such other measures as he may deem necessary and pertinent; keep the Council advised of the financial condition and needs of the City; cause the annual current and capital budgets to be prepared including estimates of revenue and expenditure for the following year and in such detail as Council may prescribe;
 - iv. provide for the supervision of all departments of the City;
 - v. provide for the supervision, care, control and maintenance of all public thoroughfares, sidewalks, public buildings and/or properties, owned or controlled by the City, with the exception where any contract or agreement of Council provides for, separate maintenance, control or construction of City owned facility;

5. (a) vi. provide for the prosecution of all claims for damage to property owned or controlled by the City and the judgement of all claims against the City.
- (b) Such Directors as may be in place at the time of the adoption of this By-Law, and subsequent hereto, shall act in an advisory capacity to the City Manager.

PERSONNEL
ADMINISTRATION

6. (a) The City Manager shall form a committee consisting of himself, the Personnel Administrator, and a Director, which committee shall make recommendations to Council relative to the hiring of Directors.
- (b) Council shall consider the recommendation of the committee established by sub-section (a) hereof in appointing the Administrative Services Director, the Community Services Director, the Engineering Services Director, the Financial Services Director, the City Clerk, the Fire Chief, the City Assessor, and such other Directors as Council may from time to time deem to be required.
- (c) The City Manager shall be responsible for hiring, supervision, suspension and discharging of all employees of the City except Directors. The City Manager may enter into specific employment agreements on behalf of the City upon Council's approval of the form of the agreement.
- (d) The City Manager shall be the Chief Administrative officer of the City and all employees of the City including Directors are subject to the supervision and direction of the City Manager.
- (e) The City Manager shall administer all salaries of those employees subject to his supervision, within the limits of any salary plan or employment agreement.

ADMINISTRATIVE

7. (a) The City Manager may, without Council approval, organize or reorganize departments of the City to achieve more efficient and effective administration of the City's affairs except that:
- i. the City Manager shall not increase the staff complement of the City, without prior Council approval; and
 - ii. the City Manager shall not create a new City department, without prior Council approval.
- (b) The City Manager shall submit periodic reports to Council concerning the organization of the City's administration.

PURCHASING
AUTHORITY

8. (a) The City Manager shall have the overall responsibility for purchasing on behalf of the City with authority to purchase all materials, supplies and services, including services of consultants and contractors, in so far as such purchases or contracts are budgeted for by Council and do not exceed the sum specified in the Council's purchasing policy from time to time.
- (b) When the amount of any purchase of materials, goods or services, including services of consultants or contractors, exceeds the sum as specified in the purchasing policy from time to time, competitive tenders shall first be obtained except in the case of emergency purchases or where a product is a patented device or process supplied by only one vendor.

8. (c) Authority is hereby allowed to the City Manager to accept all tenders, regardless of amount, subject to the following limitations:
- i. Council has provided appropriations therefore and specifications exist;
 - ii. that the bid can be awarded to the lowest qualified bidder;
 - iii. the City Manager shall provide the City Council with the monthly report of all such tender offers and acceptances.
- (d) Notwithstanding the above provisions, all tender offers estimated to exceed the sum of \$50,000.00 shall be received by the City Manager and reported directly to Council for making of the award.
- (e) The City Manager shall provide in tender offers for proper instruments of security which, when received, shall forthwith be transmitted to the City Treasurer for safekeeping until final disposition or award.
- (f) The City Manager or his authorized delegate may enter into joint purchasing contracts with others where price and quality advantage may be gained.
9. (a) It is expressly implied that Council authorizes the City Manager to delegate such responsibility as is herein assigned to his office, for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be to Directors or Administrators of the City provided that it is in keeping with provisions of this By-Law, and is not inconsistent with the Act, or any other Act of the Province of Alberta.
- (b) To the extent that it is necessary to bring to bear on a given subject several disciplines, the City Manager is hereby authorized to establish such limited administrative committees as he deems necessary to the proper and efficient administration of the City's business. Such committee or committees may be used for co-ordination of daily operations as well as for the furnishing of full information to Council upon request.
- (c) It is the responsibility of the City Manager to be kept fully informed of the transactions of all Committees, Boards, and Commissions authorized by Council and to further provide co-ordination with committees outside of the scope of Council legislative power but pertinent to the daily operations of the City's business.
10. The City Manager's contract as amended from time to time shall govern the terms of employment of the City Manager except where the provisions of such contract are inconsistent with the provisions of this By-Law.
11. Wherever the masculine gender is referred to in this by-law, it shall be considered to mean and include the feminine gender.
12. By-Laws C-509 and C-509A are hereby repealed.

GENERAL
PROVISIONS

13. This by-law shall come into effect on the date of final passing thereof.

READ a first time this 19th day of September, 1977.

MAYOR

CITY CLERK

READ a second time this 3rd day of October, 1977.

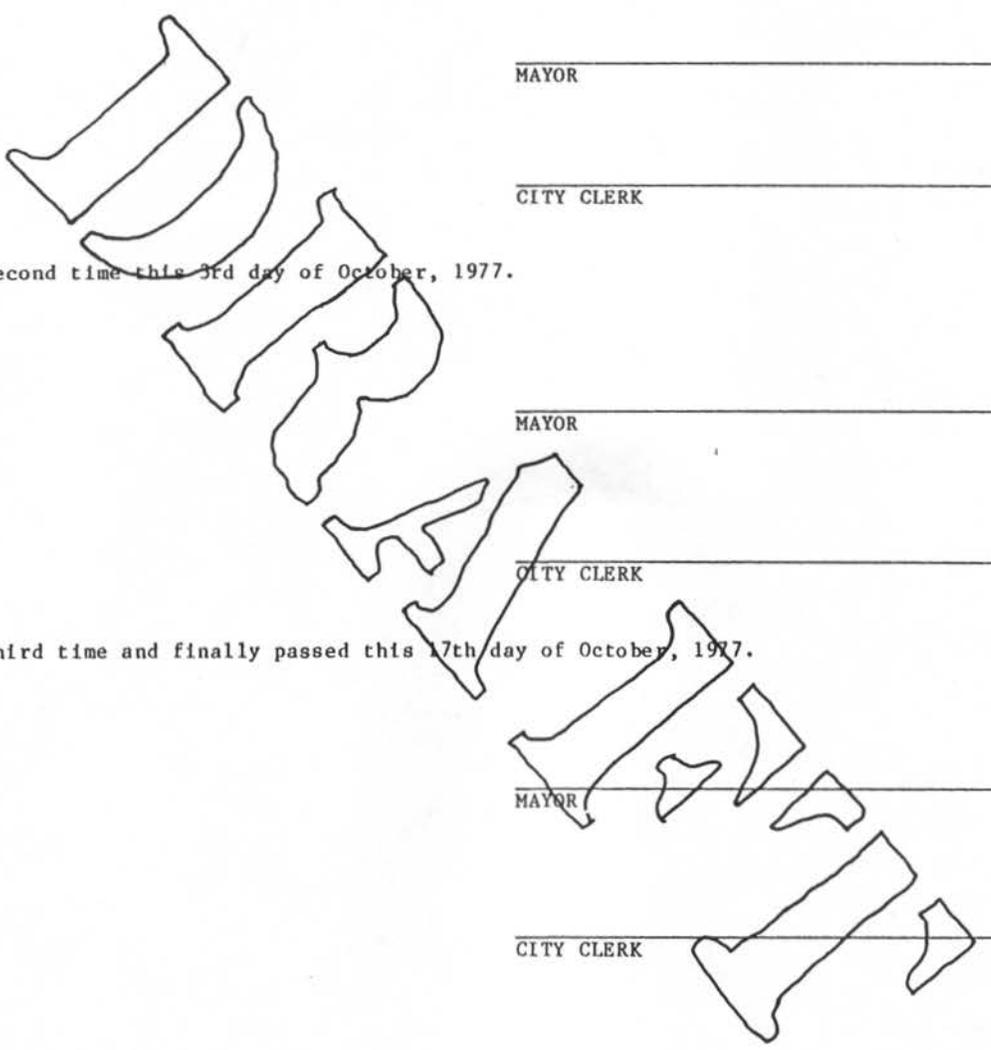
MAYOR

CITY CLERK

READ a third time and finally passed this 17th day of October, 1977.

MAYOR

CITY CLERK



BY-LAW NO. C-609

A By-Law of the City of Grande Prairie to establish the Council-Manager System for Administration of the City of Grande Prairie.

WHEREAS the Municipal Government Act being Chapter 246 of the Revised Statutes of Alberta, 1970, as amended, a Council may, by by-law, delegate any or all of its executive and administrative duties and powers to a Municipal Manager;

NOW THEREFORE, THE COUNCIL OF THE CITY OF GRANDE PRAIRIE, DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

1. This by-law shall be cited as "The Council-Manager System By-Law."
2. In this by-law, including this section, unless the context otherwise requires:

DEFINITIONS

- (a) "Act" means The Municipal Government Act being Chapter 246 of the Revised Statutes of Alberta, 1970, as amended and any act substituted therefore;
- (b) "City" means the corporation of the City of Grande Prairie, and where the context so requires, means the land included in the boundaries of the City;
- (c) "Council" means the Mayor and Aldermen of the City acting as a City Council at a duly assembled meeting thereof;
- (d) "City Manager" means a Municipal Manager as described in the Act, and further a person selected by Council on the basis of education, training and experience in the field of public administration;
- (e) "Administrators" means the principal subordinates directly responsible to the City Manager, as appointed by Council or the City Manager, whichever the case may be.

APPOINTMENT & REMUNERATION

3. (a) There shall be in and for the City a City Manager who shall be appointed by the City Council and who shall carry out any and all of the executive and administrative duties and powers of Council or others as Council has power to delegate, as set out in the Act and such other executive and administrative duties as may hereafter from time to time be vested, conferred or delegated in, upon and to the City Manager by by-law or resolution of Council.

The resolution appointing a person to the position of City Manager shall fix the initial salary and any extraordinary fringe benefits, in addition to those currently provided to the executive supervisory positions of the City. The Council shall review the annual salary and benefit provisions of the City Manager not less than once in each twelve month period, with any changes being incorporated into the salary schedule by resolution.

SUSPENSION

- (b) Council may suspend the City Manager, upon written notice and a statement of the reasons for suspension to the City Manager, and granting him, in camera, an opportunity of being heard in person or through his Solicitor or agent, and after such hearing, Council may by a two-thirds majority of all the members of Council, pass a resolution either to reinstate the Manager or make his removal final.

- TERMINATION 3. (c) In the case of termination of appointment of the City Manager, except for cause or pursuant to subsection (2) of Section 90 of the Act, or retirement, he shall receive three months notice, or in lieu thereof, one-quarter of his annual salary, except that when the City Manager has served a period exceeding a total of seven years in that position and the position of City Commissioner, he shall be granted not less than six months notice or salary in lieu of notice, as the Council may decide, except that when that official has served for a period exceeding fifteen years, he may be granted not more than twelve months notice or salary in lieu of notice, as the Council may decide.
- ACTING CITY MANAGER (d) The Council may appoint an Acting City Manager who shall act during the illness, absence, or other incapacity of the City Manager to perform the duties of his office, and prescribe his duties. The City Manager is hereby authorized to designate an Acting Manager to act during periods of his temporary absence, not to exceed two consecutive weeks in any one calendar year.
- SEPARABILITY 4. Except for the purpose of official inquiry, the City Council and its members shall deal with and control the administrative service solely through the City Manager, and neither the Council nor any members thereof shall give orders to any of the subordinates of the City Manager either publicly or privately.
- DUTIES OF THE CITY MANAGER 5. (a) In addition to the powers and duties prescribed by the Act and the powers and duties as may from time to time be delegated to him by by-law or resolution of Council, the City Manager shall:
- (i) provide for the enforcement of all by-laws and resolutions of the City;
 - (ii) attend all regular and special meetings of Council and, be entitled when required, to attend or to be represented by his designee at all meetings of Boards, Committees or Commissions appointed by Council or the Mayor;
 - (iii) keep the Council advised on all operations of the City and consider and make recommendations to Council on all matters affecting the security, welfare, and financial condition of the City and such other measures as he may deem necessary and pertinent; keep the Council advised of the financial condition and needs of the City; cause the annual current and capital budgets to be prepared including estimates of revenue and expenditure for the following year and in such detail as Council may prescribe;
 - (iv) provide for the supervision of all departments of the City;
 - (v) provide for the supervision, care, control and maintenance of all public thoroughfares, sidewalks, public buildings and/or properties, owned or controlled by the City, with the exception where any contract or agreement of Council provides for, separate maintenance, control or construction of a City owned facility;
 - (vi) provide for the prosecution of all claims for damage to property owned or controlled by the City and the judgment of all claims against the City.

5. (b) Such Administrators as may be in place at the time of the adoption of this By-Law, and subsequent hereto, shall act in an advisory capacity to the City Manager and shall be subject to the direction of the City Manager as prescribed in this By-Law or the Act.
- (c) The annual current and capital budget documents and all funds of the City as approved by Council, shall be strictly managed within the restrictions laid down by this By-Law or the Act.
- (d) No officer, employee or agent of the City shall place any order to purchase, or make any purchase except for a purpose and in the sum authorized in the budget by-law or any supplementary appropriation or fund unless there are sufficient funds to cover the proposed expenditure and conforming at all times to the prevailing purchasing policy as approved by Council.

PERSONNEL
ADMINISTRATION

6. (a) Subject to the provisions of the Act and as hereafter provided, the City Manager shall be responsible for the supervision, hiring, suspension and discharging of all employees of the City, except those officials who are appointed by City Council, whom the City Manager may suspend pending further investigation.
- (b) The City Manager shall be the Chief Administrative Officer of the City and all Administrators, Officers, Employees and Agents of the City are subject to his supervision to the extent allowed by this By-Law and the Act.
- (c) The City Manager shall administer all salaries of those employees subject to his supervision, within the limitation of any salary plan or salary contract agreement, after such plan or agreement has first been adopted by City Council.
- (d) The City Council may appoint upon recommendation of the City Manager, the City Treasurer, the City Engineer, the City Clerk, the Fire Chief, the City Assessor, the Community Services Director and such other officials as are designated in the Act or any other Alberta Statute, and
- (i) the City Manager may designate the City Clerk or alternate, to serve as the Secretary of such other Boards, Commissions, or special study Committees as he deems proper and consistent with the keeping of accurate public records;
- (ii) the City Treasurer shall keep the City Manager fully advised as to the financial condition of the City on a monthly basis and more often as deemed necessary. Such reports shall include current and capital budget statements, periodic analysis of revenue and expenditure accounts, including debt service, invested funds, impress funds, and all other funds of the City. The City Manager may assign such other administrative duties to the City Treasurer as is deemed necessary and proper.

- ADMINISTRATIVE ORGANIZATIONS 7. (a) The City Manager may, subject to approval of Council, create and re-organize such administrative departments of the City as are deemed necessary and proper to fulfill the functional obligations of the government.
- (b) It shall be the duty and responsibility of the City Manager to submit periodic recommendations to Council concerning the administrative organizations.
- PURCHASING AUTHORITY 8. (a) The City Manager shall have the overall responsibility for purchasing on behalf of the City with authority to purchase all materials, supplies and services and to enter into contracts when so required by City Council in accordance with Council's purchasing policy.
- (b) When the amount of any purchase of materials, goods, or services, exceeds the sum as specified in the purchasing policy from time to time, competitive tenders shall first be obtained except in the case of emergency purchases or such product being a patented device supplied by only one vendor.
- (c) Authority is hereby allowed to the City Manager to accept all tenders, regardless of amount, subject to the following limitations:
- (i) Council has provided appropriations therefore and specifications exist;
- (ii) that the bid can be awarded to the lowest qualified bidder;
- (iii) the City Manager shall provide the City Council with the monthly report of all such tender offers and acceptances.
- (d) Notwithstanding the above provisions, all tender offers estimated to exceed the sum of \$50,000.00 shall be received by the City Manager and reported directly to Council for making of the award.
- (e) The City Manager shall provide in tender offers for proper instruments of security which, when received, shall forthwith be transmitted to the City Treasurer for safe-keeping until final disposition or award.
- (f) The City Manager or his authorized delegate may enter into joint purchasing contracts with others where price and quality advantage may be gained.
- GENERAL PROVISIONS 9. (a) It is expressly implied that Council authorizes the City Manager to delegate such responsibility as is herein assigned to his office, for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be to Administrators of the City provided that it is in keeping with provisions of this By-Law, and is not inconsistent with the Act, or any other Act of the Province of Alberta.
- (b) To the extent that it is necessary to bring to bear on a given subject several disciplines, the City Manager is hereby authorized to establish such limited administrative committees as is deemed necessary to the proper and efficient administration of the City's business. Such

- 9. (b) Cont'd... committee or committees may be used for co-ordination of daily operations as well as for the furnishing of full information to Council upon request.
- (c) It is the responsibility of the City Manager to be kept fully informed of the transactions of all Committees, Boards, and Commissions authorized by Council and to further provide co-ordination with committees outside of the scope of Council legislative power but pertinent to the daily operations of the City's business.
- 10. Wherever the masculine gender is referred to in this by-law, it shall be considered to mean and include the feminine gender.
- 11. By-Laws C-509 and C-509A are hereby repealed.
- 12. This by-law shall come into effect on the date of final passing thereof.

READ a first time this 19th day of September, 1977.

James A. May
Mayor

L. M. Saunders
City Clerk

READ a second time this 3rd day of October, 1977.

James A. May
Mayor

L. M. Saunders
City Clerk

READ a third time and finally passed this 17th day of October, 1977.

James A. May
Mayor

L. M. Saunders
City Clerk

CITY OF ST. ALBERT

CONSOLIDATION OF CITY MANAGER BY-LAW
NO. 16/80

A by-law of the City of St. Albert to define the
Responsibility, Authority and Specific Duties of the City
Manager of the City of St. Albert.

*WHEREAS the Municipal Government Act, being Chapter M26 of the Revised Statutes of Alberta, 1980, as amended, provides that a Council may, by by-law, delegate any or all of its executive and administrative duties and powers to a municipal manager;

NOW THEREFORE the Council of the City of St. Albert, hereby ENACTS AS FOLLOWS:

1. This by-law shall be cited as "The City Manager By-law".

Definitions

2. In this by-law, including this section, unless the context otherwise requires:
 - * (a) "Act" means the Municipal Government Act, being Chapter M26 of the Revised Statutes of Alberta, 1980, as amended and any act substituting therefor;
 - (b) "City" means the corporation of the City of St. Albert and where the context so requires, means the land included in the boundaries of the City;
 - (c) "Council" means the Mayor and Aldermen of the City acting as a City Council at duly assembled meetings thereof;
 - (d) "City Manager" means a Municipal Manager as described in the Act;
 - (e) "City Clerk" means a Municipal Secretary as described in the Act;
 - (f) "Department Heads" shall be the principal officers appointed to manage the major operational units of the Civic Administration;
 - (g) "Statutory Officers" shall be those department heads and other officers appointed by by-law and shall include:
 - (i) The City Assessor,
 - (ii) The City Clerk,
 - (iii) The City Treasurer.

Appointment, Terms and Conditions of the City Manager

3. (a) There shall be in and for the City a City Manager who shall carry out the executive and administrative duties of Council as set out in the Act and such other executive and administrative duties as may from time to time be vested, conferred or delegated in, upon and to the City Manager by by-law or resolution of the Council;
- (b) The Council may appoint an Acting City Manager to act during the illness, absence or other incapacity of the City Manager. The City Manager may appoint an Acting City Manager where such absences are for a period less than one month;
- (c) The City Manager shall hold his position at the pleasure of Council. Suspension, dismissal or termination shall be carried out as provided for in the Act;
- * (d) The Council shall fix the salary and fringe benefits to be paid or provided to the City Manager and shall review the annual salary and benefit provisions of the City Manager not less than once in each twelve month period and within one month of the conclusion of the performance review and critique which shall be concluded by April 1 in each year;
- (e) Except for the purpose of an official inquiry, the Council shall deal with the Civic Administration and the control thereof solely through the City Manager and shall not give orders to any of the subordinates of the City Manager;

Role, Responsibility, Authority and Duties of the City Manager

4. (a) The City Manager shall be the Chief Administrative Officer of the City and Principal Advisor to Council. The responsibilities, authority and duties of the position of City Manager are as set out in Schedule "A" - Position Description - City Manager attached to and forming part of this by-law;
 - (b) Council authorizes the City Manager to delegate such authority as is herein assigned to his Office, for the purpose of establishing an efficient and effective administrative structure.
5. By-law No. 7/74 is hereby repealed.
 6. This by-law shall come into effect on the date of final passing thereof.
 - *7. That By-law No. 17/80 to appoint a City Manager, be repealed.

SCHEDULE "A"
TO BY-LAW NO. 16/80

POSITION DESCRIPTION

Position City Manager

Reporting to City Council

Role of City Manager

1. The City Manager shall be the Chief Administrative Officer of the municipality and the Principal Advisor to Council.

Responsibility of City Manager

2. The City Manager shall be responsible to City Council for:
 - (a) The development and maintenance of a Civic Administration capable of effectively and efficiently implementing the civic policies approved by Council;
 - (b) The provision of information, advice and staff recommendations required by Council for the consideration of policy alternatives;
 - (c) The carrying out of research and the presentation to Council of alternatives in any area requiring policy formulation or reconsideration;
 - (d) The preparation and presentation to Council of the annual Operating and Capital Budgets for the Municipality and for controlling approved budgetary expenditures on an ongoing basis;
 - (e) Keeping Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities imposed or conferred upon Council by legislation;
 - (f) Liaison between the City and the Commanding Officer of the R.C.M.P. Detachment.

Authority of City Manager

3. In order to carry out the responsibilities of the position, the City Manager has the authority to:
 - * (a) Hire, dismiss, promote, demote, reward or discipline any member of the Civic Staff up to and including Civic Department Heads subject to Section 90, the Municipal Government Act, being Chapter M26 of the Revised Statutes of Alberta, 1980;

- (b) Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the City;
- (c) Be present at any meeting of Council or Committee of Council and be recognized to speak on any subject brought before Council;
- (d) In the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
- (e) Negotiate all contracts, agreements, and transactions required for the effective operation of the City and to recommend the approval of such contracts, agreements and transactions by Council;
- * (f) Subject to the Municipal Government Act and City policies, sign any order, agreement or document made or executed on behalf of the City;
- (g) Take such other actions necessary to carry out the responsibilities assigned by Council.

Specific Duties of the City Manager

4. The City Manager shall:

- (a) Attend all meetings of Council and any committee meetings as required by Council, unless otherwise excused;
- (b) Be a voting member of such special purpose bodies as appointed by Council;
- (c) Prepare and submit a monthly report on operations to Council;
- (d) Prepare and submit an annual organizational report to the organizational meeting of Council;
- (e) Annually evaluate the performance of all employees and all departments and take appropriate action on the results of such evaluations;
- (f) In conjunction with the Head of Council, endorse the proposed agendas for Council, Administration and Budget meetings;
- (g) Undertake all other actions and duties required to carry out the responsibilities given and exercise the authority delegated by Council as set out in the City Manager's By-law - Position Description, and in any policy adopted by Council;
- (h) Act as the Director of Emergency Services under the Peacetime Emergency Plan.

CITY MANAGER

The City Manager is appointed by City Council by by-law and operates in accordance with the terms of By-law No. 16/80 attached.

EVALUATION:

An annual evaluation is conducted in accordance with Section 3(d) of By-law No. 16/80:

"The Council shall fix a salary and fringe benefits to be paid or provided to the City Manager and shall review the annual salary and benefit provisions of the City Manager not less than once in each twelve month period and within one month of the conclusion of the performance review and critique, which shall be conducted by April 1 of each year."

The City Manager evaluation form was developed in the early 80s and is attached.

In 1989, City Council agreed upon the following process to conduct the evaluation:

Phase 1:

1. The annual evaluation shall occur during the period January 1 to February 28.
2. The evaluation form utilizing a 1-5 rating system will be used.
3. Each member of Council will complete the form providing both a ranking and comments.
4. Each member of Council will provide objectives for the City Manager.
5. The City Manager will provide the Mayor with corporate and personal objectives.

Phase 2:

1. The Mayor will consolidate Council's ratings, comments and objectives into one form.
2. This consolidation will be discussed at a Special Meeting of Admin. Committee.

Phase 3:

1. The Mayor will meet with the City Manager to discuss the consolidated evaluation.
2. The City Manager will meet with Council in a Special Meeting of Admin. Committee.

NOTE: Phase 1 Item 1 added at Council Caucus meeting February 9,1990

16/2/90

1. This By-law may be cited as "The City Manager By-law."
2. In this By-law unless the context otherwise requires
 - (a) "Act" means the City Act, being Chapter 42 of the Revised Statutes of Alberta, 1955, and amendments thereto.
 - (b) "City" means the City of Camrose.
 - (c) "Manager" means the Manager of the City of Camrose.
 - (d) "Council" means the Council of the City of Camrose.
 - (e) "Mayor" means the Mayor of the City of Camrose.
 - (f) "Official" includes the City Clerk, City Treasurer, Assessor, City Solicitor, Auditor, Director of Public Works, Fire Chief, and any other official appointed by Council to any office pursuant to the provisions of Part III, Division B of the Act.
 - (g) "Public Place" means a place or building to which the public has or is permitted to have access and includes a conveyance in a public place.
 - (h) "Public Utility" means any City revenue earning work or utility.
 - (i) "Securities" means any stocks, bonds or debentures which the City is by By-law entitled to purchase or sell.
3. (1) The Manager shall, unless otherwise provided by Council, carry out the executive and administrative duties and powers of the Council and shall exercise the powers and duties set out in the Act, and such other executive and administrative powers and duties as may from time to time be vested, conferred or delegated by By-law or resolution of Council.
4. The Manager shall:
 - (a) Consider and make recommendations to Council on all matters of policy concerning the carrying out of the executive and administrative government of the City.
 - (b) Cause to be prepared, review, and present to Council in the light of Council's policies and plans, and in consultation with committees and departments, their recommendations and estimates of the annual current and capital budgets for the administration and operation of the City and all City Departments and generally have control and supervision of all matters respecting finances of the City, but he shall not appropriate or expend nor shall he direct the expenditure of any sum or sums not included in or provided for by such estimates approved by Council.
 - (c) Investigate and report to Council in writing from time to time upon all matters referred to the Manager for such report.
 - (d) Attend all regular and special meetings of Council, and give such advice as is requested by Council pertaining to all matters within his jurisdiction.
 - (e) Attend when required, all meetings of special or standing committees of Council, or of boards or commissions appointed by Council, but unless the By-law or resolution appointing such committee, board or commission otherwise provides, The Manager shall not have the right to vote.
 - (f) Recommend to Council for approval the appointment and salary of heads and assistant heads of various City Departments except the Police Department.
 - (g) Have power to suspend for cause any official or employee of the City and report the same to Council for

BY-LAW # 1010
 AMENDMENTS TO
 5 (f) and (g)

and ensure that the duties of such officials and departments are carried out and performed efficiently.

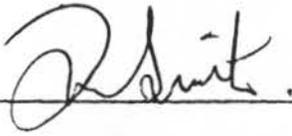
- (i) Provide for the care, control, management and maintenance of all public utilities of the City and of all services of the City including the Fire Department and Civil Defense.
 - (j) Provide for the care, control, management and maintenance of all of the property, works and improvements of the City, and of all public places owned or controlled by the City or over which the City has jurisdiction.
 - (k) Provide for the prosecution of all claims for damages to the property of the City and for the adjustment of all claims against the City.
 - (l) Provide for the assessment, imposition, levying and collecting of all rates, charges, taxes and levies, and for the collection of all revenues and moneys including license fees, due and payable to the City.
 - (m) As directed by resolution of Council, to provide for the calling of tenders for works to be done and services to be rendered for the City and for materials, supplies, implements, machinery and other goods and property which may be lawfully obtained or which may be purchased for the City, other than those routine purchases and supplies of stock obtained where the amount involved does not exceed \$2,000.00.
 - (n) Provide for the carrying out of all by-laws, resolutions, orders and directions of the Council and of such resolutions, orders and directions of the Committees as have been approved by Council.
 - (o) Cause by-laws to be prepared where required to carry out the resolutions and decisions of Council.
 - (p) Examine and report on contracts, accounts, estimates and expenditures referred to him and verify all accounts under his jurisdiction before presentation to Council.
 - (q) Subject to paragraph (f) hereof, hire such employees as are necessary to carry on the administration of the City, within the establishments as authorized by Council.
 - (r) Submit progress reports on the projects included in the capital budgets when requested by Council.
 - (s) Be responsible for the overall co-ordination, direction and administration of all executive and administrative policies of Council and generally for the overall administration of the City.
 - (t) Act jointly with the City Treasurer for the purchase and sale of securities authorized by Council.
5. The foregoing section and sub-paragraphs thereof shall not be construed as divesting Council or Committees of the powers and duties, including the power of initiating policies or plans of government vested in them by the Act or other by-laws of the City.
 6. The Manager appointed under this By-law shall be subject to the provisions hereof and shall exercise the powers and perform the duties herein mentioned, subject at all times to the legislative control of the Council.
 7. The Manager appointed by Council shall hold office during the pleasure of Council, and shall not be dismissed except upon a two-thirds majority vote of all the members thereof.
 8. The Council shall fix the annual salary to be paid to the Manager, and in case of termination of the appointment, otherwise than pursuant to subsection (2) of

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ION OF CLAUSE
S BYLAW

READ a FIRST time in COUNCIL this 15th day of November A.D. 1965.

READ a SECOND time in COUNCIL this 6th day of December A.D. 1965.

READ a THIRD time in COUNCIL and FINALLY PASSED this 20 day of December
A.D. 1965.

 MAYOR

 CITY CLERK

THE CITY OF CAMROSE

A BY-LAW OF THE CITY OF CAMROSE TO AMEND THE CITY MANAGER'S BY-LAW #920.

COUNCIL of the City of Camrose, duly assembled, enacts as follows: -

- I. THAT The City Manager By-Law, being By-Law #920 of the City of Camrose be amended as follows: -
- (a) Clause 4 subclause (f) be amended by striking out the following words: - "Recommend to Council for approval" and substituting therefore the following words "Have the power to approve".
 - (b) Clause 4 subclause (g) be amended by: -
 - (i) striking out the word "suspend" and substituting therefor the word "discharge".
 - (ii) deleting the words "and report the same to Council for action".
 - (c) The following new Clause 10 be added immediately following Clause 9: -
 - 10. Submit to Council each month a report on the activities of all of the City Departments.

READ a FIRST time in COUNCIL this 18th. day of AUGUST, A.D. 1970.

READ a SECOND time in COUNCIL this 18th. day of AUGUST, A.D. 1970.

READ a THIRD time and FINALLY PASSED in COUNCIL this 18th. day of AUGUST, A.D. 1970.



Mayor.



City Clerk.

BY-LAW NO. 88/2

BEING A BY-LAW OF THE CITY OF FORT McMURRAY TO DEFINE THE DUTIES, POWERS AND RESPONSIBILITIES OF THE MUNICIPAL MANGER.

WHEREAS pursuant to the provisions of the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 1980, and amendments thereto, a municipal Council of a City may appoint a Municipal Manager and prescribe the powers and duties to be exercised by such Municipal Manager;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF FORT McMURRAY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This By-Law may be cited as "The Fort McMurray Municipal Manager By-Law".
2.
 - (1) There is hereby established the office of Municipal Manager for the City of Fort McMurray who, subject to the provisions of this By-Law, shall be responsible for exercising and carrying out the administrative powers and duties of the City, and such executive duties and other duties as may from time to time be vested, conferred, or delegated in, upon or to the Municipal Manager by Council.
 - (2) The Municipal Manager shall hold office without term at the pleasure of the Council in accordance with the provisions of the Municipal Government Act.
 - (3) In the event of a vacancy in the office of Municipal Manager, the Council shall from time to time as required appoint, by resolution, a person to fill such vacancy.
 - (4) The Council may from time to time as required, appoint by resolution an Acting Municipal Manager who shall act during the absence, illness or other incapacity of the Municipal Manager and such Acting Municipal Manager shall possess all the powers, duties and responsibilities of the Municipal Manager while he is so acting.
 - (5) The Council may by resolution appoint an Assistant Municipal Manager who shall act during the absence, illness or other incapacity of the Municipal Manager and the Assistant Municipal Manager shall possess all the powers, duties and responsibilities of the Municipal Manager in the absence of the Municipal Manager.

DUTIES AND POWERS OF MUNICIPAL MANAGER

3. The Municipal Manager shall be the Chief Administrative Officer of the City responsible for the overall administration of City operations and shall exercise all of the powers, duties and responsibilities conferred upon him by this By-Law, by virtue of the laws of the Province of Alberta, and such other powers and duties as may be, from time to time, delegated to the Municipal Manager by the Council, and the Municipal Manager shall, in particular:
 - (1) consider and make recommendations to the Council and any of Council's Committees on all matters concerning the carrying out by the City of all the City's municipal responsibilities including legislative matters;
 - (2) cause to be carried out and enforced within a reasonable time all orders, policies, resolutions and by-laws of the Council;
 - (3) investigate and report to the Council and its Committees in writing from time to time upon all matters referred by the Council or its Committees to the Municipal Manager for such report.
 - (4) work in close liaison with the Mayor and keep the Mayor informed of any day to day operations of the city which, in the Municipal Manager's opinion, the Mayor should be familiar.
 - (5) ensure that the City Administration is responsive to the policies and priorities of the Council and that the City Administration has in place effective and efficient operations;
 - (6) be responsible to the Council for the proper preparation of all City by-laws and the processing of all borrowings made on behalf of the City;

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- (7) ensure and maintain satisfactory procedures for budget preparation and financial reporting as well as overseeing the preparation of the annual City budget with appropriate explanations and information including cost reductions where possible;
- (8) attend as required, unless excused by Council, all regular and special meetings of the Council (including statutorily required public hearings) with the right and obligation to advise Council on all matters before Council;
- (9) attend as required, unless excused by Council, all meetings of Boards, Committees or Commissions appointed by or responsible to the Council with the right and obligation to participate in the discussion before any such Board, Committee or Commission, he shall not have the right to vote on any matter before any such Board, Committee or Commission;
- (10) generally be responsible for:
 - (a) the organization, supervision and operation of all departments of the City;
 - (b) the supervision and direction of all officials, officers and employees of the City;
 - (c) the coordination, direction, supervision and implementation of the policies and programs of the council;
 - (d) the care, control and maintenance of all public thoroughfares and public places owned or controlled by the City;
 - (e) the care, control and maintenance of all municipal property, improvements and works owned or controlled by the City;
 - (f) assuring that the proper officials of the City proceed with the collection of all City rates, charges, levies and taxes owing to the City and the collection of all other revenues and monies due and payable to the City;
 - (g) advising Council of all grants which may be available to the City from any governmental agency or authority, and the processing of all applications for grants in accordance with the instructions of the Council;
- (11) be responsible for the prosecution or defence, as the case may be, of all claims, demands, actions, suits or legal proceedings which may be brought on behalf of or against the City; provided, that the Municipal Manager shall, in circumstances he considers appropriate, seek the advice and direction of the Council;
- (12) to administer and be responsible for all of the day to day financial and fiscal responsibilities and powers of the City which are not legislative in nature, including the following:
 - (a) upon receiving instructions from the Council, the calling of tenders in respect to all matters or projects where the expenditure has been authorized by the Council;
 - (b) advising Council in respect to the awarding of all tenders which have been authorized by the Council;
 - (c) authorizing the expenditure of City funds where the expenditure does not exceed the sum of FIFTY THOUSAND (\$50,000.00) DOLLARS or where the expenditure has been authorized by the Council;
 - (d) authorizing the expenditure of City funds where such expenditure is required by any legislation or regulation binding upon the City, or by any contract or agreement previously made by the city, or by any order or judgment of a court of competent jurisdiction;
 - (e) responsibility for the overall administration and implementation of the City budget as approved by the Council;

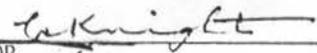
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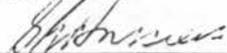
- (13) where the acquisition or disposal of land, or an interest in land, is necessary or desirable in connection with the implementation of any project approved specifically by the Council, or necessarily implied from any other approval given by the Council, or contained in or arising out of any matter contained in the municipal budget, the Municipal Manager, without receiving further authorization, may enter into any or all of the following agreements on behalf of the City;
 - (a) the sale of municipal land pursuant to a tender called by direction of or approval of the Council where the sale is to the tenderer submitting the highest tender and where the tender equals or exceeds any reserve bid;
 - (b) the sale of land or parcels of land in a designated area or subdivision at prices approved by the Council;
 - (c) the acquisition of land for easements or for corner cuts or other street improvements where the appropriation has been approved by Council and the consideration payable does not exceed guidelines adopted, from time to time, by the Council;
 - (d) where any building or structure encroaches upon a road, street, lane or other public place, agreements permitting such encroachments to continue; PROVIDED that such agreements comply with the Municipal Government Act, and further, provided that the owner and his successors and assigns comply with any terms and conditions that the Municipal Manager deems necessary or expedient in the interests of the City;
- (14) where the Council has authorized any municipal undertaking or public work whereby the acquisition or disposal of land, or any interest therein, may be required by the City, other than as specified in section 3(13), the Municipal Manager shall have the authority to direct and manage negotiations with the owners and occupiers of such lands or other persons interested therein for the acquisition or disposition of the land by agreement, but any agreement made shall be subject to the ratification of the Council;
- (15) where the City authorizes an agreement with another party whereby the City provides or receives a continuing service for municipal purposes, the Municipal Manager may authorize the extension of the agreement with such variations as the circumstances require including any change or increase of amounts received or paid by the City with respect thereto if in the case of a payment by the City the amount can be accommodated in the current municipal budget approved by the Council;
- (16) except in respect to such officials or officers of the City where the exclusive right is conferred upon the Council, the Municipal Manager shall have the right to hire, fire, discipline, terminate, promote, demote, transfer and direct all employees in the service of the City;
- (17) subject to the direction and approval of the Council, the Municipal Manager shall have the authority to determine salaries, working conditions, benefits, hours of employment and all other circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Labour Relations Board of the Province of Alberta, and, subject to such budget limitations are established by the Council, the Municipal Manager may enter into agreements or arrangements with one or more employees embodying the terms and conditions which have been so determined;
- (18) ensure the development of comprehensive personnel policies and programs and be responsible for the negotiation and administration of collective agreements with certified bargaining units, subject to the Council's right to ratify any collective agreement before it becomes effective;
- (19) submit, or cause to be submitted, to the Council after the passage of the current and capital budgets, quarterly, or more frequently as may be required by Council, a statement of the City's revenues and expenditures in relation to the budgets, and a progress report on the projects included in the budget with relevant explanations;
- (20) co-ordinate and direct presentations by Administrative Staff to the Council on municipal policy proposals and ongoing municipal operations and make recommendations thereon where appropriate;

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- (21) ensure that the Council receives such information and reports, of both an administrative and financial nature, as the Council may require to make effective policy decisions and monitor the effectiveness of administrative operations;
 - (22) in consultation with the Mayor, exercise all emergency powers conferred upon the City and report to the Council thereon as soon as practicable, and for such purposes the Municipal Manager shall also be entitled to exercise all power, functions and authorities conferred upon any City officer or official by the by-laws of the City or any provincial statute or regulation;
 - (23) in consultation with the Mayor, have the full authority and power to expend municipal funds, whether approved in the budget or not, to prevent, ameliorate or rectify an emergency or apprehended emergency where life or property is endangered, but the Municipal Manager shall at the next Council meeting report such action to the Council and shall seek further direction and guidance from the Council;
 - (24) generally, seek the advice and guidance of the Council in respect to municipal matters of importance to the City.
4. The Municipal Manager is authorized and empowered to delegate any of his powers, as the Municipal Manager deems appropriate for the efficient operation of the City, to one or more officers, officials or other persons in the service of the City.
 5. Nothing in this By-Law shall be construed so as to limit or abrogate the powers or authority:
 - (a) of any officer, official or servant of the City in respect to any power or authority which is statutorily and exclusively conferred upon any such officer, official or servant of the City;
 - (b) of the Council which is statutorily and exclusively conferred upon the Council, or any power or authority which is reserved to Council pursuant to the provisions of this By-Law;
 - (c) of the Mayor which is statutorily and exclusively conferred upon the Mayor and, in particular, the powers of the Mayor pursuant to Section 51 of the Municipal Government Act.
 6. It is hereby declared to be the intention of the City that if any provision of this By-Law is found by court of competent jurisdiction to be bad in law or beyond the jurisdiction of the Council, the same shall be severed from this By-Law and the remaining provisions of this By-Law shall continue to be in full force and effect.
 7. This By-Law shall take effect as and from the date of third and final reading.
 8. By-Law No. 85/27 and amendments thereto be and are hereby repealed.

READ A FIRST TIME THIS 18th DAY OF JANUARY, A.D. 1988.
READ A SECOND TIME THIS 18th DAY OF JANUARY, A.D. 1988.
READ A THIRD AND FINAL TIME THIS 18th DAY OF JANUARY, A.D. 1988.


MAYOR


CITY CLERK

Being a By-law of the City of Calgary
to Define the Duties and Powers of the
Commissioners of the City of Calgary.

(As Amended by B/L 9238, 66/78, 138/78,
31M79, 35M79, 9M81, 31M81, 10M82, 58M82,
41M83, 51M83, 46M84, 12M86, 26M86, 61M88, 36M89)

WHEREAS pursuant to the authority in the Charter of the City of Calgary, being Chapter 33 of the Ordinances of the Northwest Territories, 1893, the City of Calgary has a system of City Commissioners, which system has under the City Act of the Province of Alberta, and the Municipal Government Act, Revised Statutes of Alberta, 1970, Chapter 246, been continued in force;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

Citation

1. This By-law may be cited as the "City Commissioners By-law".

**Definitions
and
Interpretation**

2. In this By-law, including this Section, unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act, being Chapter 246 of the Revised Statutes of Alberta, 1970 as amended from time to time and as the circumstances may require any Act substituted therefor;
 - (b) "appointed Commissioner" means a member of the Board of Commissioners other than the Mayor;
 - (c) "Board of Commissioners" means the Board of Commissioners of the City of Calgary including the Mayor of the City, acting as such Board;
 - (d) "City" means the Corporation of the City of Calgary, and where the context so requires, means the land included in the boundaries of the City;
 - (e) "Council" means the Mayor and Aldermen of the City acting as a City Council at duly assembled meetings thereof.

BOARD OF COMMISSIONERS

**Board of
Commissioners**

3. (1) There shall be in and for the City a Board of Commissioners which shall carry out the executive and administrative duties of Council as set out in the Act and such other executive and administrative duties as may from time to time be vested, conferred or delegated in, upon and to the Board of Commissioners by by-law or resolution of the Council.
- (2) The Board of Commissioners shall be formally known as the "Commissioners of the City of Calgary".
- (3) The Board of City Commissioners shall be composed of:
 - (a) The Chief Commissioner;
 - (b) The Commissioner of Planning and Community Services;
 - (c) The Commissioner of Finance and Administration;
 - (d) The Commissioner of Operations; and

(4) The Mayor shall be ex-officio a member of the Board.

(B/L 61M88, 1988 December 19)

**Performance
Review**

- 3.1 (1) The Mayor and the Personnel Committee of Council with the Chief Commissioner present shall make an assessment of the performance of each Commissioner and Assistant Commissioner, except the Chief Commissioner, annually not later than April 30th in each year.
- (2) The Mayor and the Personnel Committee of Council shall make an assessment of the performance of the Chief Commissioner annually not later than April 30th in each year.
- (3) The Personnel Committee shall record its Performance Review of the Chief Commissioner, each Commissioner, and Assistant Commissioner, if any, and place the review in a private and confidential Personnel file not later than June 30th of each year.
- (4) The Personnel Committee shall after completing the Performance Review submit to Members of Council annual recommendations relative to each Commissioner's salary for that calendar year, no later than June 30th of each year.
- (5) Council shall meet in-camera as a Committee-of-the-Whole when considering the report submitted by the Personnel Committee pursuant to Subsection (4) hereof.
- (6) The City Clerk shall place on the Agenda for the Nominating, Agenda and Personnel Committee's first meeting in the month of March the matter of the annual evaluation of the Commissioner's performance.

(B/L 41M83, 1983 October 31)

(B/L 12M86, 1986 March 03)

3.2 (Deleted)

(B/L 46M84, 1984 December 31)

**Constitution
of Quorum**

4. (1) Any two Commissioners shall constitute a quorum at any meeting of the Board of Commissioners.
- (2) When the Chief Commissioner is present at a meeting of the Board of Commissioners, he shall act as Chairman of the Board, and in his absence the senior Commissioner present shall act as Chairman.

DUTIES AND POWERS OF COMMISSIONERS

**Duties and
Powers of
Commissioners**

5. (1) In addition to the powers and duties prescribed by the Act and the powers and duties as may be from time to time delegated to it by by-law or resolution of Council, the Board of Commissioners shall:
- (a) Consider and make recommendations to Council on all matters concerning the carrying out of the executive and administrative government in the City;
- (b) Cause to be carried out and enforced within a reasonable time all orders, resolutions and by-laws of the Council;
- (c) Investigate and report to Council in writing from time to time upon all matters referred by Council to the Board of Commissioners for such report;
- (d) Cause the annual Current and Capital Budgets to be prepared;
- (e) Review and present to Council the annual Current and Capital Budgets.

- (f) Attend all general and special meetings of Council, including public hearings in connection with zoning matters, with the right and obligation to advise Council during the debate on matters relevant to the action, but the Commissioners shall not have a right to vote in a matter decided by Council;
- (g) Attend all meetings of Council and, when required, all meetings of boards, committees or commissions appointed by Council, with full right to participate in the discussions before such boards, committees or commissions, but unless the by-law or resolution appointing a particular board, committee or commission otherwise provides, a Commissioner shall not have the right to vote on such board, committee or commission;
- (h) Generally, and subject to the specific powers and duties hereinafter assigned to the several members of the Board of Commissioners, be responsible for:
 - (i) the supervision of all departments of the City;
 - (ii) the care, control and maintenance of all property, improvements and works owned or controlled by the City;
 - (iii) the care, control and maintenance of all public thoroughfares and public places owned or controlled by the City;
 - (iv) the supervision, care, control and maintenance of the City Fire Department and other public services and utilities paid for by the City (other than the Calgary Police Force, the municipal hospitals, the public libraries and the public and separate schools);
 - (v) the initiation, commencement, prosecution, maintenance or defence of every action at law or in equity which may be undertaken by or brought against the City;
 - (vi) the adjustment of all Claims against the City;
 - (vii) the imposition and levying of all rates, charges, levies and taxes and the collection thereof and of all revenues and money due and payable to the City.
- (i) Subject to the provisions of Section 6 at the discretion of the said Board of Commissioners or any one of the appointed Commissioners either directly or through any City official or employee designated by Council or by the Board of Commissioners or by any two appointed Commissioners call for and award tenders for services to be rendered, construction to be done, projects to be carried out and goods and materials to be supplied to the City and on behalf of the City to enter into contracts or to direct contracts to be entered into for these purposes;
- (j) Submit to the Council:
 - (i) after the passage of the Current Budget quarterly or at such more frequent intervals as the Council may require, a statement of the City's revenues and expenditures in relation to the Current Budget, and a progress report on the projects included in the Budget with relevant explanation; and
 - (ii) after the passage of the Capital Budget quarterly or at

- (k) (i) recommend to Council for approval the appointment of heads and assistant heads of various departments; and
 - (ii) (Deleted);
 - (iii) have the authority to determine salaries, working conditions, benefits, hours of employment and all circumstances of employment with all City personnel for whom a collective bargaining agent has not been certified by the Board of Industrial Relations of the Province of Alberta and subject only to such budget limitations as are established by Council the Commissioners may enter into agreements with one or more employees affected by such determination embodying the terms and conditions which have been so determined.
- (l) Have the authority to suspend or dismiss any employee of the City excepting members of the Police Department;
- (m) Have the authority to suspend any Head of Department or official and to report such suspension to the next regular meeting of the Council;
- (n) (i) be responsible for negotiating collective agreements, by the Industrial Relations Division of the City's Personnel Services, with the negotiating committee of each Union representing or acting on behalf of City employees;
- (ii) seek the advice and guidance of members of City Council at a meeting of Council sitting as a Committee of the Whole, to be called by the Mayor, in respect of general guidelines on critical issues being negotiated, as and when the Board of Commissioners believe such a meeting is required;
- (iii) circulate to all members of Council for their consideration a synopsis of any memorandum of agreement embodying the terms and costs of implementation of a proposed collective agreement, which has been signed by the representatives of the City's and the Union's negotiator's and approved by the members of the Union; and, thereafter, if no objection is received from any Alderman within seven (7) days of the date the memorandum of agreement is sent to all Aldermen, the appropriate signing officers of the City are then authorized to execute the collective agreement.
- (2) Council may either dismiss or reinstate a head of Department or official suspended by the Commissioners pursuant to Clause (m) of Subsection (1).
- (3) Where the acquisition or disposal of land or of an interest in land is necessary or desirable in connection with the implementation of any project approved specifically by Council or necessarily implied from any other approval given by Council or contained in or arising out of any matter contained in a capital, current or supplementary budget approved by Council, the Board of Commissioners without receiving further authorization may enter into the following agreements on behalf of the City:
- (a) Leases of land and buildings thereof the term of which does not in any case exceed one year and the rental does not exceed the sum of \$12,000.00 annually and the area of any building leased does not exceed 10,000 square feet in area;

- (b) Licenses of occupation for a period in any case not exceeding five years and the license fee does not exceed \$1,000.00 per year and the area under lease does not exceed three acres in area;
- (c) Sale of land pursuant to a tender called by direction or with approval of Council where the sale is to the tenderer submitting the highest tender and where the tender equals or exceeds the reserve bid;
- (d) Sale of land or parcels or land in a designated area or subdivision at prices approved by Council;
- (e) Acquisition of land for easements or for corner cuts or other street improvements where:
 - (i) the consideration payable therefor does not exceed ten thousand dollars; and
 - (ii) the appropriation has been approved by Council;
- (f) Agreements permitting any owner of a building or structure that encroaches upon a road, street, lane or other public place to permit the building restriction to remain thereon where:
 - (i) the owner, his successors or assigns indemnify the City in full against any claim for damages sustained by reason of the existence of the privilege; and
 - (ii) the owner, his successors or assigns complies with any terms and conditions that the Commissioners deem necessary or expedient in the interest of the City.
- (4) Where the Board of Commissioners enter into agreements as provided in Subsection (3) it shall be done at meetings of the Board and recorded in the minutes kept by the Secretary of the Board.
- (5) The Commissioners shall carry out their duties and powers set in Clauses (a), (d) and (j) of Subsection (1) as a Board and no one City Commissioner shall act independently of the others except in areas which have been assigned to him specifically by this By-law.
- (6) Where Council has authorized any municipal undertaking or public work whereby acquisition of land by the City may be required the Commissioners, or any two of them, shall have the authority to direct and manage negotiations with the owners and occupiers of such land or other persons interested therein for the acquisition of the land by agreement, but any agreement made shall be subject to the ratification of Council.

(B/L 9238, 1974 November 25)
 (B/L 66/78, 1978 March 27)
 (B/L 138/78, 1978 September 25)
 (B/L 31M81, 1981 August 31)

CALLING AND AWARD OF TENDERS AND MAKING OF CONTRACTS

Calling and
Award of
Tenders and
Making of
Contracts

- 6. (1) Where:
 - (a) A Current or Capital Budget is approved by Council which will provide the necessary funds for the purpose; and

- (b) A project to be undertaken, work to be done, service to be rendered, chattel or chattels, goods, materials or real or personal property to be obtained is approved by Council either in a Current or Capital Budget, directly or by necessary implication or approved either directly by Council or by endorsement or acceptance of any report made to it; or
- (c) The City is required by a legislation or regulation binding upon it, by any contract or agreement previously made or any order of any Court of competent jurisdiction to do, furnish, obtain or secure anything

the Board of Commissioners or two of the appointed Commissioners designated by this or by another by-law or by a resolution of Council where a by-law is not required for the purpose subject to Subsection (7) may:

- (d) Call for or direct any servant or agent of the City to call for and award tenders for the matter, thing, real or personal property, work or service; and
 - (e) Enter into a contract or agreement or direct the entering into a contract or agreement to effect the award of the tender and authorize the proper signing officers or designated servants of the City to execute such contract or agreement and to fix the Corporate Seal of the City thereto.
- (2) Where the Commissioners have made or authorized a contract or agreement pursuant to Subsection (1) the Board of Commissioners or any two of the appointed Commissioners may authorized an extension to the amount of consideration payable under the contract or the work to be done thereunder or both as may seem necessary or expedient to the Commissioners if the extension can be accommodated in a Current or Capital Budget approved by Council which will provide the necessary funds for the purposes.
 - (3) Where Council authorizes an agreement with another party whereby the City provides or receives a continuing service the Commissioners or the Commissioner responsible for the City Department which supplies or receives the service may authorize the extension of the agreement with such variations as the circumstances require including any change or increase of amounts received or paid by the City with respect thereto if in the case of a payment by the City the amount can be accommodated in a Current or Capital Budget approved by Council.
- (3.1) Where pursuant to this By-law or to another By-law of the City or to a resolution of Council the City is presently a party to a contract or agreement or has undertaken a project for which in each case funds are approved:
 - (a) The Board of Commissioners; or
 - (b) Two of the appointed Commissioners; or
 - (c) The Commissioner responsible for the performance of the present agreement or the implementation of the project

may make or authorize the making of a further agreement or agreements necessary or desirable to enable the proper performance of the agreement or contract or the proper completion of the project as the case may be.

(3.2) Where it is necessary or expedient to extend a City road or utility line over, under or across a railway right-of-way or other railway property or both and the extension of the utility is or has been approved by Council explicitly or by necessary information:

- (a) The Board of Commissioners; or
- (b) Two of the appointed Commissioners; or
- (c) The Commissioner responsible for the utility

may on behalf of the City enter into or direct the entering into of a crossing agreement with the railway company owning or controlling the right-of-way or other railway property.

(4) Where any project, agreement or undertaking:

- (a) Which is or has been directed or authorized or approved or ratified by Council; or
- (b) For which provision is made in a Current or Capital Budget; or
- (c) Which the City is required to undertake by Statute or by any valid order or direction made by or on behalf of the Government of Canada or of Alberta

requires that the services of a consulting architect or engineer or other professional consultant be obtained the Board of Commissioners or any two of the appointed Commissioners may on behalf of the City engage such architect, engineer or consultant and enter into or authorize the execution of such an agreement in the name of the City.

(5) Subject to Subsection (6) and (7) hereof, the Director of Purchasing and Stores may exercise the powers of the Commissioners contained in Subsection (1) with respect to:

- (a) The call and award of any tender which complies with Clauses (a) and (b) or Clause (c) of Subsection (1);
- (b) Advise the party to whom such tenders are awarded;
- (c) Advise the Commissioners or Council or both of the award of tender;
- (d) Instruct the proper offices and departments of the City to prepare and execute the necessary contracts, agreement or other document necessary to give effect to the award.

(6) The Director of Purchasing and Stores may call for tenders on any matter notwithstanding the amount of money involved if it is authorized by the provisions of Subsections (1), (2), (3), (4), and (5) but unless and until he receives the approval of the Board of Commissioners or any two of the appointed Commissioners he shall not:

- (a) Award a tender which involves a contractual obligation or liability for or an ascertainable expenditure of a greater amount than two hundred thousand dollars; or

- (b) Award a tender which:
 - (i) any by-law requires to be referred to the Commissioners or one of them or to Council; or
 - (ii) which Council or the Commissioners have directed be referred to the Commissioners or to Council, as the case may be; or
 - (iii) in his opinion should be referred to Council or to the Commissioners because of the particular circumstances relating to the nature of the tender or of the matter for which the tender was called.

- (7) The Commissioners, two appointed Commissioners or the Director of Purchasing and Stores acting within the scope and authority of this Section may:
 - (a) Accept the lowest tender meeting specifications called in the tender;
 - (b) Reject all other tenders including but not limited to a tender for a lower amount which does not in the opinion of the Commissioners or the Director of Purchasing and Stores as the case may be meet or substantially meet the specifications in the call for tenders;
 - (c) Waive any requirement of a call for tenders which does not in the opinion of the Commissioners, or Director of Purchasing and Store prejudice the City by its waiver or which it is in such opinion to the advantage of the City so to do.

- (8) In the absence or inability of the Purchasing Manager or the Manager of the Central Stores Division to perform the duties or exercise the powers of the Director of Purchasing and Stores under this Section, a Purchasing Agent may perform the duties or exercise the powers of the Director of Purchasing and Stores pursuant to the provisions of this Section.

(B/L 31M79, 1979 July 23)
 (B/L 35M79, 1979 September 10)
 (B/L 26M86, 1986 May 20)
 (B/L 36M89, 1989 September 5)

CONSTRUCTION MANAGEMENT CONTRACTS

Construction Management Contracts

- 6.1 (1) In this Section "Construction Management Contracts" means a contract made with a natural person, a partnership or a body corporate for the purpose of managing the construction of a particular structure or a phase or portion of a project undertaken by or on behalf of the City.

- (2) Notwithstanding the provisions of Section 6 or anything elsewhere contained in this By-law restricting the powers of the Commissioners to enter into agreements on behalf of the City where a budget is approved for a project either by being contained in an approved Capital or Current Budget or by a specific by-law or resolution of Council, the Commissioners may receive proposals from or directly negotiate with a natural person, partnership or body corporate for the implementation of the project or a portion thereof as a Construction Management Contract.

- (3) Subject to any budgetary limitations and to any limits imposed by the Council the Commissioners may on behalf of and in the name of the City enter into all contracts and agreements of any type or types whatsoever which are within the authority of the City necessary, convenient or expedient to enable the project to be implemented as a Construction Management Contract.

(B/L 9M81, 1981 March 16)

**Joint
Responsibility
for City
Departments**

7. The members of the Board of Commissioners shall be jointly responsible for the general administration of the City but for the purposes of supervision and internal administration within departments each Commissioner shall have the responsibility for the organization and operation of the departments hereinafter specifically assigned to him in addition to the general joint powers hereinafter set out.

MEETINGS OF BOARD OF COMMISSIONERS

**Meetings of
Board of
Commissioners**

8. (1) The Board of Commissioners shall meet for the transaction of business when directed by the Chairman.
- (2) The Board of Commissioners shall appoint a Secretary who shall keep accurate minutes of all formal meetings and proceedings of the Board.
- (3) A direction, act or decision of the Board of Commissioners which is recorded in the minutes of a meeting at which a quorum was present or which is signed by two Commissioners shall be deemed to be an act, direction or decision of the whole Board.
- (4) The Board of Commissioners shall report all matters to Council as a recommendation of the Board if all the members are in agreement, but if any disagreement exists a minority report may be forwarded by the Commissioners in disagreement.

DUTIES AND POWERS OF THE CHIEF COMMISSIONER

**Duties and
Powers of
the Chief
Commissioner**

9. (1) The Chief Commissioner shall act as Chairman of the Board of Commissioners and shall be responsible for the overall coordination, direction and administration of all executive policies of City Council and the other appointed Commissioners shall be responsible to his direction in all matters of administration.
- (2) Subject to the prior approval of Council the Chief Commissioner may:
- (a) Transfer a department or division thereof from one Commissioner to whom it is assigned by this By-law to another Commissioner;
- (b) Direct any Assistant Commissioner as to which Commissioner he shall assist and in the administration of which departments or divisions thereof the Assistant Commissioner shall assist.
10. (1) In addition to the duties contained in Section 9 of this By-law the Chief Commissioner shall be responsible for and have control over the supervision and internal administration of the following Departments of the City's organization:
- (a) City Solicitor's Department (Law Department);
- (b) City Clerk's Department;
- (c) Personnel Services Department;
- (d) Business Development Department;

(f) Corporate Resources Department.

- (2) The Secretary of the Board of Commissioners shall be responsible to and under the control of the Chief Commissioner and such other Commissioner or Commissioners as the Chief Commissioner shall designate.

(B/L 31M81, 1981 August 31)
(B/L 58M82, 1982 December 13)
(B/L 61M88, 1988 December 19)

11. The Chief Commissioner may attend all meetings of Special or Standing Committees of Council except when specifically excluded.

**DUTIES AND POWERS OF THE
COMMISSIONER OF FINANCE AND ADMINISTRATION**

**Duties and
Powers of the
Commissioner
of Finance
and Adminis-
tration**

12. (1) The Commissioner of Finance and Administration shall be responsible for and have control over the supervision and internal administration of the following Departments of the City's organization:
- (a) Finance Department;
 - (b) Assessment, Tax and License Department;
 - (c) Data Processing Services Department;
 - (d) Management Audit Department; and
 - (e) Calgary Electric System.
- (2) The Commissioner of Finance and Administration shall be responsible for and have control over the supervision of the following officers of the City:
- (a) Budget Officer;
 - (b) Risk Manager (Insurance Division).
- (3) The Commissioner of Finance and Administration shall cause to be prepared for the Board of Commissioner's submission to Council after the passage of the Current and Capital Budgets, Quarterly or oftener, as may be required by Council, a statement of the City's revenues and expenditures in relation to such Current and Capital Budgets including a progress report with relevant explanation.
- (4) The Commissioner of Finance and Administration shall have in all departments of the City, including the Police Department, control and authority in respect of all matters of accounting and finance.
- (5) The Commissioner of Finance and Administration may sign debentures of the City and the interest coupons attached thereto in place of the Treasurer of the City.
- (6) The Commissioner of Finance and Administration shall be responsible for, and have regulation and control over, the management of the City's investment portfolios including its Current and Capital Reserves, pension funds, and other excess funds held or administered by the City in accordance with policy established by the Board of Commissioners.

(B/L 31M81, 1981 August 31)
(B/L 10M82, 1982 February 22)
(B/L 58M82, 1982 December 13)
(B/L 61M88, 1988 December 19)

13. The Commissioner of Finance and Administration, or his representative as approved by the Committee, shall attend all meetings of the Standing Committee on Finance and Budget and all sub-committees thereof.

(B/L 61M88, 1988 December 19)

**DUTIES AND POWERS OF THE
COMMISSIONER OF PLANNING AND COMMUNITY SERVICES**

**Duties and
Powers of the
Commissioner
of Planning
and Trans-
portation**

14. (1) The Commissioner of Planning and Community Services shall be responsible for and have regulation and control over the supervision and internal administration of the following departments of the City organization:
- (a) Planning and Building Department;
 - (b) Social Services Department;
 - (c) Calgary Parks and Recreation Department; and
 - (d) Emergency Medical Services.

(B/L 31M81, 1981 August 31)

(B/L 51M83, 1983 November 14)

(B/L 61M88, 1988 December 19)

15. The Commissioner of Planning and Community Services, or his representative as approved by the Committee, shall attend all meetings of the Standing Committees on Operations and Development and Community Services and all Sub-committees thereof.

(B/L 61M88, 1988 December 19)

**DUTIES AND POWERS OF
THE COMMISSIONER OF OPERATIONS**

**Duties and
Powers of
Commissioner
of Operations**

16. (1) The Commissioner of Operations shall be responsible for and have regulation and control over the supervision and internal administration of the following departments of the City organization:
- (a) City Engineer's Department (including the Sewer Division and the Waterworks Division);
 - (b) Mechanical Services Department;
 - (c) Purchasing and Stores Department;
 - (d) Transportation Department;
 - (e) Land Department; and
 - (f) Fire Department.
- (2) The Commissioner of Operations shall be responsible for the co-ordination of all outside work in the departments under his control whether public utilities or public works and between the City and owners of other utilities and services directly related to the City so as to assure as much as possible the achievement of economy and efficiency of public relations in a properly indicated program of works and utilities development.
- (3) The Commissioner of Operations shall have jurisdiction over all City works yards, depots and similar stores located in the City.

- (5) The Commissioner of Operations or his representative as approved by the Committee shall attend all meetings of the Standing Policy Committee on Operations and Development and the sub-committees thereof.

(B/L 31M81, 1981 August 31)
(B/L 61M88, 1988 December 19)

ASSISTANT COMMISSIONER OR ASSISTANT COMMISSIONERS

Assistant
Commissioner
or Assistant
Commissioners

17. (1) There shall be such Assistant Commissioner or Assistant Commissioners as Council may by by-law appoint and each such Assistant Commissioner shall attend the meetings of the Board of Commissioners and participate in the discussions thereof but shall not have a vote thereon except in circumstances where the Municipal Government Act provides that he may vote.
- (2) An Assistant Commissioner shall be directly responsible to the Commissioner which pursuant to Section 9 he is designated to assist for carrying out such duties as may be delegated to him pursuant to Section 9.

REPEAL OF EXISTING BY-LAWS

Repealing
of By-laws

18. By-law Number 7224 as amended is hereby repealed.

DONE AND PASSED IN COUNCIL THIS 27TH DAY OF MAY, A.D. 1974.

(Sgd.) R. Sykes
Mayor

(Sgd.) H. S. Sales
City Clerk

21
PUBLIC HEARINGS

NO. 1

DATE: February 8, 1991
TO: City Council
FROM: City Clerk
RE: PUBLIC HEARING -
LAND USE BYLAW AMENDMENT 2672/B-91

A public hearing has been advertised pertaining to the above noted Land Use Bylaw Amendment to be held in the Council Chambers of City Hall on Tuesday, February 19, 1991 commencing at 7 p.m. or as soon thereafter as Council may determine.

Bylaw 2672/B-92 provides for "health care offices" as a permitted use on Lot 10, Block 1, Plan 633 N.Y. (Pines Shopping Centre site).



C. Sevcik
City Clerk

CS/jt

Pines Value Drug Mart
#10 6791 Gaetz Ave.
Red Deer Ab.

Feb 6, 1991

City Council
City of Red Deer
4914 48 Av.
Red Deer Ab.

Re: Rezoning of Pines Plaza.

I would like to take this opportunity to encourage you to proceed with the 2nd. and 3rd. readings, to allow the development of a medical clinic in the Pines Plaza.

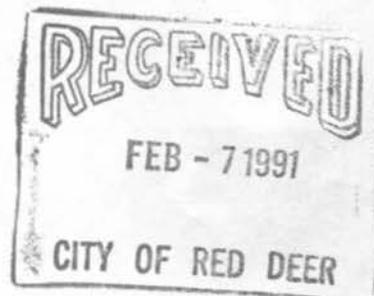
This medical clinic will bring the community of north Red Deer closer together. This will provide medical care for the population within the community. The young and the elderly will not have to travel downtown or across town. They will now be in walking distance for their health care.

Thank you for your consideration.

Sincerely,



Jim McGrath



LAND USE BYLAW AMENDMENT

"PLAN"

1. The Council of The City of Red Deer propose to pass Bylaw 2672/B-91, being an amendment to the Land Use Bylaw of The City of Red Deer.
2. The purpose of the proposed amending Bylaw No. 2672/B-91 is to amend the Land Use Bylaw as follows:
 - 1) Section 4.13.1 is amended by adding the following:
 - (37) On those sites, or portions thereof, hereinafter listed, "Health Care Offices" is a permitted use
 - (a) Lot 10, Block 1, Plan 633 N.Y."
3. A copy of the proposed amending Bylaw may be inspected by the public at the office of the City Clerk, City Hall, Red Deer, between the hours of 8:00 o'clock in the forenoon and 4:30 o'clock in the afternoon Mondays to Fridays inclusive.
4. The Council of The City of Red Deer will hold a Public Hearing in the Council Chambers of City Hall, Red Deer, on **Tuesday, the 19th day of February, 1991**, at 7:00 p.m., or as soon thereafter as Council may determine, for the purpose of hearing presentations for or against the proposed amending Bylaw.
5. Any person claiming to be affected by the proposed bylaw shall be heard. Any other interested party may be heard if Council agrees.
6. To ensure the Public Hearing is conducted in an orderly manner, each speaker shall be limited to a maximum of 10 minutes, exclusive of questions put to the speaker by Council. Speakers must direct their remarks to the advisability of the bylaw under consideration and should not repeat at length points made by other speakers.
7. No written representation or petition shall be heard by Council of The City of Red Deer unless:-
 - (a) such representation or petition is filed with the City Clerk no later than 4:30 p.m. on the Monday prior to the date of the Public Hearing;
 - (b) it contains the names and addresses of all persons making the representation, and
 - (c) it states the names and addresses of all persons authorized to represent a group of persons or the public at large.

DATE OF FIRST PUBLICATION of this Notice: February 1, 1991

DATE OF LAST PUBLICATION of this Notice: February 8, 1991.

C. SEVCIK, City Clerk



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6198

City Clerk's Department 342-8132

January 22, 1991

Weddell Mehling Pander
& Associates Realty Ltd.
#202, 4708 - 50 Avenue
RED DEER, Alberta
T4N 4A1

Attention: Mr. Wayne Pander
Commercial Specialist

Dear Sir:

RE: PINES SHOPPING CENTRE - HEALTH CARE SERVICES
LAND USE BYLAW AMENDMENT 2672/B-91

Further to our letter of January 8, 1991 pertaining to the above topic, I would advise that Council gave first reading to Land Use Bylaw Amendment 2672/B-91 at the Council meeting of January 21, 1991. Enclosed herewith is a copy of the above noted bylaw amendment which provides for "Health Care Offices" as a permitted use on Lot 10, Block 1, Plan 633 N.Y. (Pines Shopping Centre Site).

This office will now proceed with the preparation of advertising of a public hearing to be held on Tuesday, February 19, 1991 commencing at 7 p.m. or as soon thereafter as Council may determine. The advertising is scheduled to appear in the Advocate on Friday, February 1 and 8, 1991. In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk prior to public advertising an amount equal to the estimated cost of said advertising, which in this instance is \$350.00. We will require this deposit by no later than Tuesday, January 29, 1991, in order to proceed with the advertising as scheduled above. Once the actual costs are known, you will be either invoiced for or refunded the balance.

....2

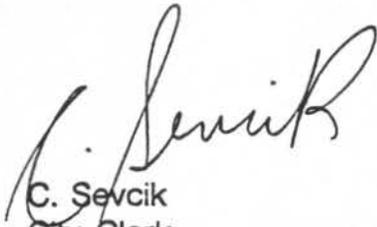


*a delight
to discover!*

Wayne Pander
Weddell Mehling Pander
January 22, 1991
Page 2

I trust you will find this satisfactory, however, if you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



C. Sevcik
City Clerk

CS/jt

Att.

c.c. Senior Planner
Bylaws & Inspections Manager
City Assessor
Fire Chief
Director of Engineering Services
E. L. & P. Manager
Council & Committee Secretary - Wilma

BYLAW 2672/B-91

BEING A BYLAW TO AMEND BYLAW No. 2672/80, THE LAND USE BYLAW OF THE CITY OF RED DEER.

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

1. Section 4.13.1 is amended by adding the following:
 - (37) On those sites, or portions thereof, hereinafter listed,
"Health Care Offices" is a permitted use
(a) Lot 10, Block 1, Plan 633 N.Y.
2. This Bylaw shall come into force upon the final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL this 21 day of January, 1991

READ A SECOND TIME IN OPEN COUNCIL this ____ day of _____, 1991

READ A THIRD TIME IN OPEN COUNCIL this ____ day of _____, 1991

MAYOR

CITY CLERK

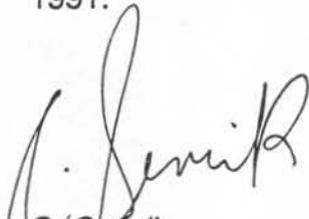
DATE: January 8, 1991
TO: Senior Planner, D. Rouhi
FROM: City Clerk
RE: PINES SHOPPING CENTRE
APPLICATION TO ESTABLISH A HEALTH CARE SERVICE

An application by Weddell Mehling Pander and Associates Realty Ltd. requesting a change in the Land Use Bylaw to permit a health care service in the Pines Shopping Centre received approval by resolution, at the Council meeting of January 7, 1991.

Following is the resolution which is passed by Council in this regard.

"RESOLVED that Council of The City of Red Deer hereby agrees that the request for spot zoning of the Pines Plaza, 6791 Gaetz Avenue, to permit the establishment of a 2,100 to 3,000 sq.ft. health care service in the said plaza, be approved."

In accordance with Council's decision, we would request that you prepare a bylaw amendment for consideration and first reading at the Council meeting of January 21, 1991.



C. Sevcik
City Clerk

CS/jt

- c. Director of Engineering Services
Fire Chief
Bylaws & Inspections Manager
City Assessor



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-8195

City Clerk's Department 342-8132

January 8, 1991

Weddell Mehling Pander
& Associates Realty Ltd.
#202, 4708 - 50 Avenue
RED DEER, Alberta
T4N 4A1

Attention: Mr. Wayne Pander
Commercial Specialist

Dear Sir:

RE: PINES SHOPPING CENTRE - HEALTH CARE SERVICE

I would advise that your request that Council consider spot zoning the Pines Shopping Centre to permit the establishment of a 2,100 to 3,000 sq.ft. health care service in the said Plaza received further consideration at the Council meeting of January 7, 1991 and at which meeting the following motion was passed.

*RESOLVED that Council of The City of Red Deer hereby agrees that the request for spot zoning of the Pines Plaza, 6791 Gaetz Avenue, to permit the establishment of a 2,100 to 3,000 sq.ft. health care service in the said plaza, be approved.

In the light of Council's decision, the administration will present for consideration and first reading a draft bylaw amendment at the next Council meeting, January 21, 1991. Following the first reading, you will be requested to deposit with the City Clerk prior to public advertising an amount equal to the estimated cost of said advertising, which in this instance will be \$350. Further information with respect to the dates of advertising and the public hearing will be provided in our correspondence after Council gives the bylaw first reading.

I trust you will find this satisfactory, however, if you have any questions please do not hesitate to contact the undersigned.

Sincerely,

C. Sevcik
City Clerk

CS/jt

c. Senior Planner
Bylaws & Inspections Manager



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

Weddell Mehling Pander Realty Ltd.
 #202, 4708 - 50 Avenue
 RED DEER, Alberta
 T4N 4A1

Attention: Mr. Wayne Pander
 Commercial Specialist

Dear Sir:

RE: PINES SHOPPING CENTRE - HEALTH CARE SERVICES
LAND USE BYLAW AMENDMENT 2672/B-91

Further to our letter of January 22, 1991 wherein we advised of a public hearing in regard to the aforementioned Land Use Bylaw Amendment, I wish to advise as follows:

At the Council meeting of February 19, 1991, Land Use Bylaw Amendment 2672/B-91 was given second and third reading by Council following the public hearing. In order to proceed further with the proposal, it is necessary to apply to the Bylaws and Inspections Manager for receipt of all permits and necessary approvals prior to any occupancy taking place.

The decision of Council in this instance is submitted for your information and I trusting you will find same satisfactory. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

C. Sevcik
 City Clerk
 CS/jt
 Att.

c.c Bylaws and Inspections Manager
 Fire Chief
 Director of Engineering Services

City Assessor
 Principal Planner



*a delight
 to discover!*

BYLAW 2672/B-91

BEING A BYLAW TO AMEND BYLAW No. 2672/80, THE LAND USE BYLAW OF THE CITY OF RED DEER.

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

1. Section 4.13.1 is amended by adding the following:
 - (37) On those sites, or portions thereof, hereinafter listed, "Health Care Offices" is a permitted use
 - (a) Lot 10, Block 1, Plan 633 N.Y.
2. This Bylaw shall come into force upon the final passing thereof.

READ A FIRST TIME IN OPEN COUNCIL this 21 day of January, 1991

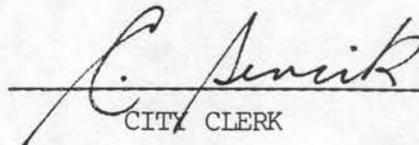
READ A SECOND TIME IN OPEN COUNCIL this 19 day of February, 1991

READ A THIRD TIME IN OPEN COUNCIL this 19 day of February, 1991

MAYOR



CITY CLERK

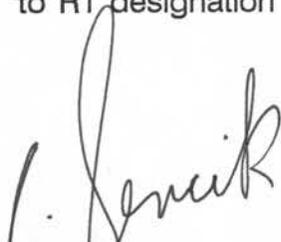


NO. 2

DATE: February 8, 1991
TO: City Council
FROM: City Clerk
RE: PUBLIC HEARING -
LAND USE BYLAW AMENDMENT 2672/C-91

A public hearing has been advertising pertaining to the above noted Land Use Bylaw Amendment to be held in the Council Chambers of City Hall on Tuesday, February 19, 1991 commencing at 7 p.m. or as soon thereafter as Council may determine.

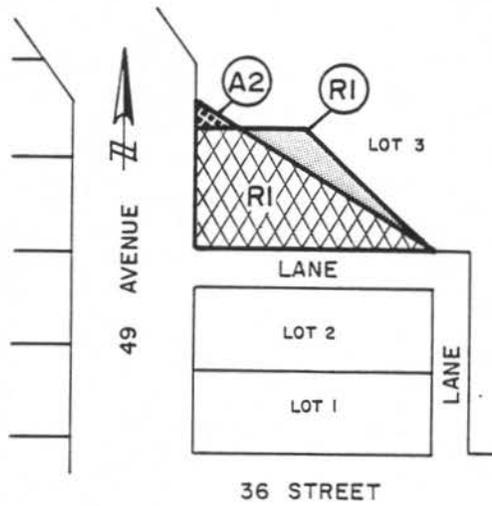
Bylaw 2672/C-91 pertains to the redesignation of lands involved in the exchange between The City of Red Deer and Mr. Cameron Scheelar, 3517 - 49 Avenue, from A2 to R1 designation and from R2 to R1 and A2. Please see attached map.



C. Sevcik
City Clerk

CS/jt

Att.



Change from A2 to R1  &
 from R2 to R1  & A2 .

- A2 - Environmental Preservation District
- R1 - Residential (Low Density) District
- R2 - Residential (General) District

LAND USE BYLAW AMENDMENT

"PLAN"

1. The Council of The City of Red Deer propose to pass Bylaw 2672/C-91, being an amendment to the Land Use Bylaw of The City of Red Deer.
2. The purpose of the proposed amending Bylaw No. 2672/C-91 is to amend the land use classification of the property referred to in the above plan.
3. A copy of the proposed amending Bylaw may be inspected by the public at the office of the City Clerk, City Hall, Red Deer, between the hours of 8:00 o'clock in the forenoon and 4:30 o'clock in the afternoon Mondays to Fridays inclusive.
4. The Council of The City of Red Deer will hold a Public Hearing in the Council Chambers of City Hall, Red Deer, on **Tuesday, the 19th day of February, 1991**, at 7:00 p.m., or as soon thereafter as Council may determine, for the purpose of hearing presentations for or against the proposed amending Bylaw.
5. Any person claiming to be affected by the proposed bylaw shall be heard. Any other interested party may be heard if Council agrees.
6. To ensure the Public Hearing is conducted in an orderly manner, each speaker shall be limited to a maximum of 10 minutes, exclusive of questions put to the speaker by Council. Speakers must direct their remarks to the advisability of the bylaw under consideration and should not repeat at length points made by other speakers.
7. No written representation or petition shall be heard by Council of The City of Red Deer unless:-
 - (a) such representation or petition is filed with the City Clerk no later than 4:30 p.m. on the Monday prior to the date of the Public Hearing;
 - (b) it contains the names and addresses of all persons making the representation, and
 - (c) it states the names and addresses of all persons authorized to represent a group of persons or the public at large.

DATE OF FIRST PUBLICATION of this Notice: February 1, 1991

DATE OF LAST PUBLICATION of this Notice: February 8, 1991.

C. SEVCIK
City Clerk



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6196

City Clerk's Department 342-8132

January 22, 1991

Mr. Cameron Scheelar
Box 857
RED DEER, Alberta
T4N 5H3

Dear Sir:

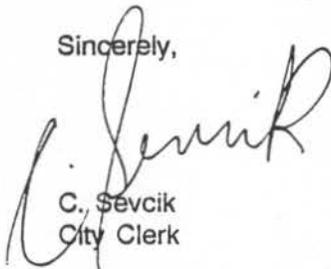
RE: LAND EXCHANGE - 3517 - 49 AVENUE
LAND USE BYLAW AMENDMENT 2672/C-91

This is to advise that Council of The City of Red Deer at its meeting held on January 21, 1991 gave first reading to Land Use Bylaw Amendment 2672/C-91, a copy of which is enclosed herewith for your information.

This office will now proceed with the preparation of advertising for a public hearing to be held on Tuesday, February 19, 1991 commencing at 7 p.m. or as soon thereafter as Council may determine. The advertising is scheduled to appear in the Advocate on Friday, February 1 and 8, 1991. In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk prior to public advertising an amount equal to the estimated cost of said advertising, which in this instance is \$400.00. We will require this deposit by no later than Tuesday, January 29, 1991, in order to proceed with the advertising as scheduled above. Once the actual costs are known, you will be either invoiced for or refunded the balance.

I trust you will find this satisfactory, however, if you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



C. Sevcik
City Clerk

CS/jt

Att.

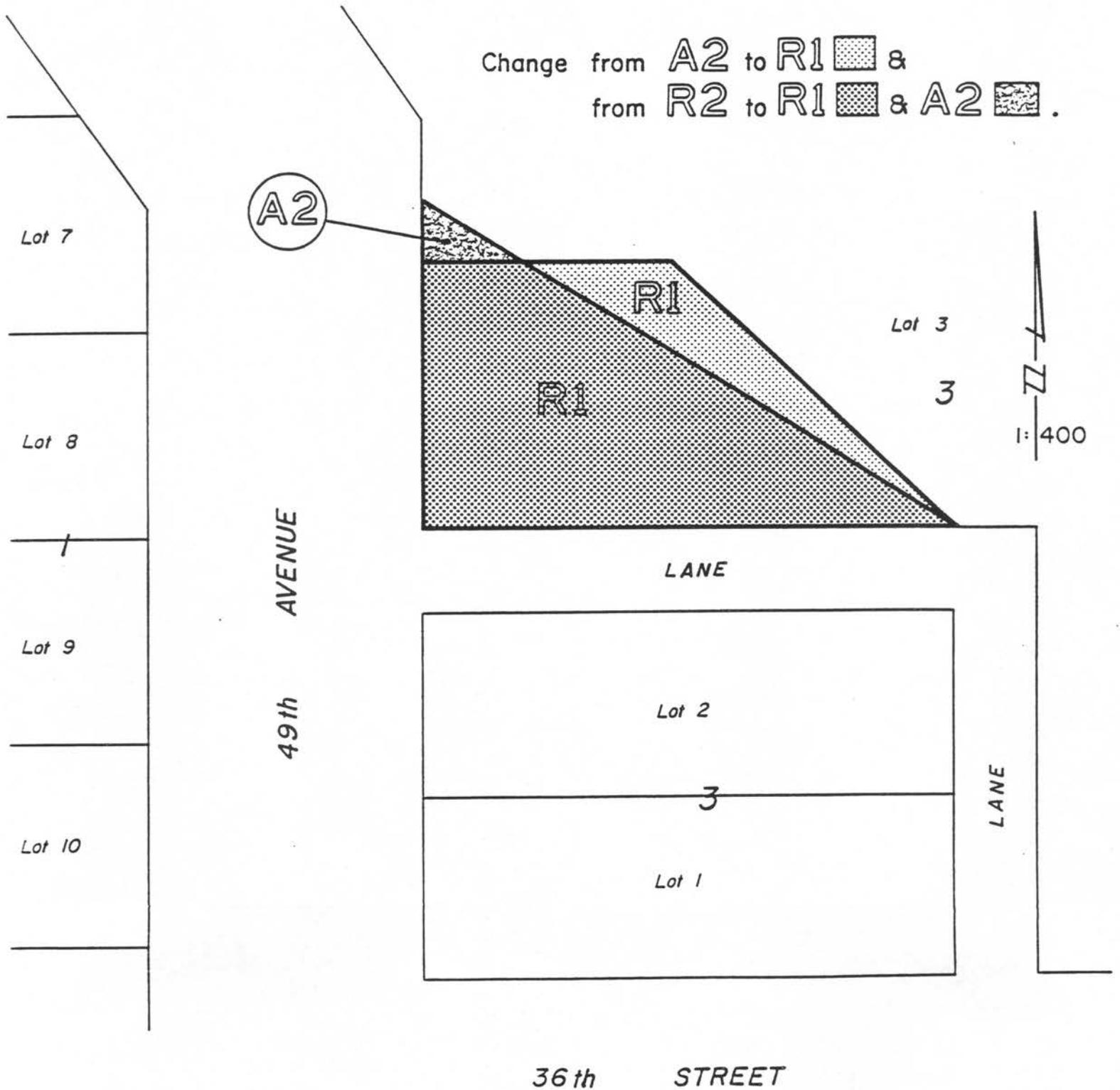
c.c. Director of Community Services
Director of Engineering Services
Bylaws & Inspections Manager
City Assessor
E. L. & P. Manager
Fire Chief
Parks Manager
Senior Planner
Council & Committee Secretary - Wilma



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to discover!*

MAP NO. 2/91
(BYLAW NO. 2672/C-91)

Change from A2 to R1 [stippled] &
from R2 to R1 [cross-hatched] & A2 [dotted].





THE CITY OF RED DEER

P. O. BOX 5006, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

November 14, 1990

Mr. Cameron Scheelar
Box 857
RED DEER, Alberta
T4N 5H3

*Cameron advised Beta Survey
Wayne Fawcett is doing
the survey work.*

Dear Sir:

RE: SALE AND EXCHANGE OF LANDS 3517-49 AVENUE

Your further letter of October 31, 1990 pertaining to the above matter was considered by Council November 13, 1990 and at which meeting Council passed the following motion.

"RESOLVED that Council of The City of Red Deer hereby approves the sale and exchange as requested by Cameron Scheelar and outlined in Figure 3 Council Agenda November 13, 1990 page 62, subject to the following conditions:

1. That the land be sold at market value with the funds credited to the Public Reserve Trust Fund, and that all costs of subdivision and consolidation be borne by the applicant.
2. That the newly-consolidated property be redesignated R1-Residential in the Land Use By-Law, and that all costs be borne by the applicant.
3. That the owner be required to install a fence along the new property line.
4. That the existing garage be relocated onto the applicant's consolidated property by no later than June 1991.
5. That the owner be required to clean up and re-landscape the balance of the property, including removal of the retaining wall adjacent to the escarpment, to the satisfaction of the Parks Manager.

as presented to Council November 13, 1990."

...2



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to discover!*

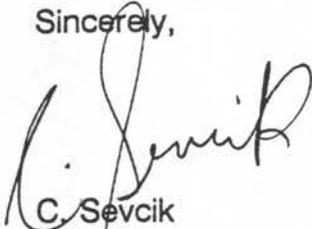
Mr. Cameron Scheelar
November 14, 1990
Page 2

For your information I am also enclosing herewith all of the Administrative comments which appeared on the Council agenda of November 13, (pages 53-63) which includes the figure 3 referred to in the above resolution.

The decision of Council in this instance is submitted for your information and if the conditions as outlined in the above resolution are acceptable, we would request that you return a signed copy of this letter indicating your acceptance. If the conditions are acceptable to you, it will be your responsibility to engage the services of a land surveyor. The Administration would prepare the bylaw to redesignate the newly consolidated property to R1-Residential and all costs associated with advertising the bylaw would be at your expense.

I trust that you will find this satisfactory and that you will return a copy of this letter indicating your acceptance at your earliest convenience. If you have any questions please do not hesitate to contact the undersigned.

Sincerely,

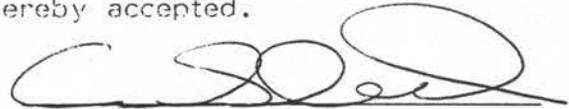


C. Sevcik
City Clerk
Encl.

Nov 16/90

Date of Acceptance

The above noted conditions are hereby accepted.



Cameron Scheelar

CS/blm

cc Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
City Assessor
E.L. & P. Manager
Fire Chief
Parks Manager
Principal Planner

*Copied to administration
Nov 16/90.*

THIS AGREEMENT made the 6 day of December, A.D., 1990.

FOR THE EXCHANGE AND SALE OF LAND

BETWEEN:

THE CITY OF RED DEER
(herein called the "City")

OF THE FIRST PART

- and -

CAMERON AND KAREN SCHEELAR
(herein called the "Purchaser")

OF THE SECOND PART

WHEREAS

A. The City owns the real property legally described as follows:

LOT THREE (3)
BLOCK THREE (3)
PLAN 8324 E.T.
(N.W. 9 - 38 - 27 - W4M) Red Deer

EXCEPTING THEREOUT ALL MINES AND MINERALS
(hereinafter referred to as "the City Lands");

AND WHEREAS the Purchaser desires to exchange that portion of the City Lands, as shown crosshatched in red on Schedule "A" attached hereto and forming part of this agreement, (herein called the "said Lands") which are located adjacent to lands presently owned by the Purchaser, namely:

ALL THAT PORTION OF
LOT THREE (3)
BLOCK THREE (3)
PLAN 8324 E.T.
(N.W. 9 - 38 - 27 - W4M) Red Deer
as described in Title #902 154 418, shown as Schedule "B".

EXCEPTING THEREOUT ALL MINES AND MINERALS
(hereinafter referred to as the "Purchaser's Lands");

AND WHEREAS the Purchaser is prepared to exchange that portion of the Purchaser's lands crosshatched in green, with the said lands, the difference in land area to be sold by the City to the Purchaser.

AND WHEREAS the Council of The City did, at its meeting of November 13, 1990, pass the following resolution, namely:

"RESOLVED that Council of The City of Red Deer hereby approves the sale and exchange as requested by Cameron Scheelar and outlined in Figure 3 Council Agenda November 13, 1990 page 62, subject to the following conditions:

1. That the land be sold at market value with the funds credited to the Public Reserve Trust Fund, and that all costs of subdivision and consolidation be borne by the applicant.
2. That the newly-consolidated property be redesignated R1-Residential in the Land Use By-Law, and that all costs be borne by the applicant.
3. That the owner be required to install a fence along the new property line.
4. That the existing garage be relocated onto the applicant's consolidated property by no later than June, 1991.
5. That the owner be required to clean up and re-landscape the balance of the property, including removal of the retaining wall adjacent to the escarpment, to the satisfaction of the Parks Manager.

as presented to Council November 13, 1990."

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of ONE THOUSAND (\$1,000.00) DOLLARS (the "Deposit") now paid by the Purchaser to The City in partial satisfaction of the Purchase Price (as

hereinafter determined), receipt whereof is hereby acknowledged, the parties hereto covenant and agree together as follows:

1. The City agrees to sell to the Purchaser and the Purchaser agrees to purchase from the City the said lands and to make payment for the said lands as follows:

- A. By transfer to the City of all that portion of the Purchaser's land crosshatched in green on Schedule "A", and
- B. By payment to the City of the sum of \$7.00 per square foot for each square foot by which the area of the said lands exceeds the area of the Purchaser's lands crosshatched in green on Schedule "A", which said area shall be determined by LEGAL PLAN OF SURVEY.
- C. Land not paid for in full on or before December 31, 1990, will be subject to the Goods and Services Tax (G.S.T.). The G.S.T. will be calculated as 7% of the total purchase price and will be due and payable at the same time the total land price is paid in full.

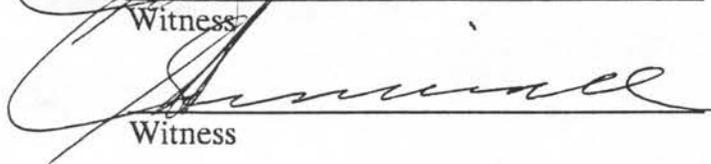
2. The balance of the purchase price, as determined in Clause 4, after crediting the deposit thereon, shall be paid by the Purchaser prior to the date upon which a subdivision plan consolidating the said Lands and the Purchaser's Land into one parcel is presented to the Municipal Planning Commission of The City, for approval.

3. The balance and the deposit shall be held in trust by the City's Solicitor, Chapman, Riebeek, Simpson, Chapman & Wanless, in an interest-bearing account:

- A. until title to the said land is registered and consolidated with the Purchaser's Lands in the name of the Purchaser by plan of survey, at which time the balance, the deposit and all interest accrued thereon shall be releasable to the City; or
- B. until the sale and purchase contemplated fails to complete, in which event the balance and the deposit together with all interest earned thereon, shall be returned to the Purchaser within ten (10) days of the occurrence of the cause of such failure.

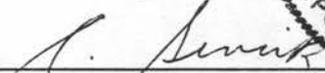
4. A. It is a condition precedent of the transfer of title of the said Lands to the Purchaser, that the said Lands shall be consolidated with the Purchaser's Lands.
B. The City undertakes to co-operate fully with the Purchaser as the need arises in order to consolidate the said Lands and the Purchaser's Lands.
5. The Purchaser shall be responsible for all costs associated with the advertising, survey and consolidation of the said Lands with the Purchaser's Lands.
6. Upon payment of the balance of the purchase price by the Purchaser to The City and approval of the subdivision plan by the Municipal Planning Commission, The City shall execute and deliver to the Purchaser a registerable transfer of the said Lands in favour of the Purchaser.
7. The date for adjustment of all taxes shall be the 1st day of March, 1991.
8. The Purchaser shall have the right immediately upon execution of this agreement and payment of deposit to enter upon the said Lands.
9. The parties hereto covenant and agree to execute all such further documents, plans and assurances that may be required to give effect to the within agreement.
10. This agreement shall enure to the benefit of the parties hereto, their successors and assigns.

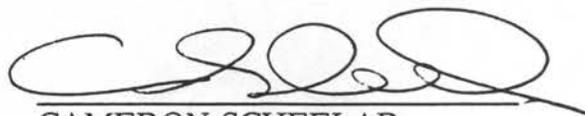
IN WITNESS WHEREOF the parties hereto have affixed their corporate seals and executed the within agreement by the hands of their proper officers the day and year first above written.


Witness

Witness

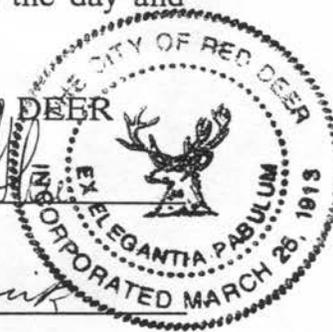
THE CITY OF RED DEER


MAYOR


CITY CLERK


CAMERON SCHEELAR


KAREN SCHEELAR



AFFIDAVIT OF EXECUTION

CANADA)
)
PROVINCE OF ALBERTA)
)
TO WIT)

I, Barry T. Cunningham, of the City of Red Deer, in the Province of Alberta, MAKE OATH AND SAY;

- 1. THAT I was personally present and did see CAMERON SCHEELAR AND KAREN SCHEELAR named in the within instrument, who are personally known to me to be the persons named therein, duly sign and execute the same for the purposes named therein.
- 2. THAT the same was executed at the City of Red Deer, in the Province of Alberta, and I am the subscribing witness thereto.
- 3. THAT I know the said CAMERON SCHEELAR AND KAREN SCHEELAR and they are in my belief of the full age of eighteen years.

SWORN BEFORE ME at the City of)
Red Deer, in the Province of)
Alberta, this 6 day of)
December A.D. 1990)

Hakmu F. Hill

A COMMISSIONER FOR OATHS in and
for the Province of Alberta

[Signature]
480490
01-15-92
PROVINCE OF ALBERTA

62
49 AVE.

SCHEDULE "A"

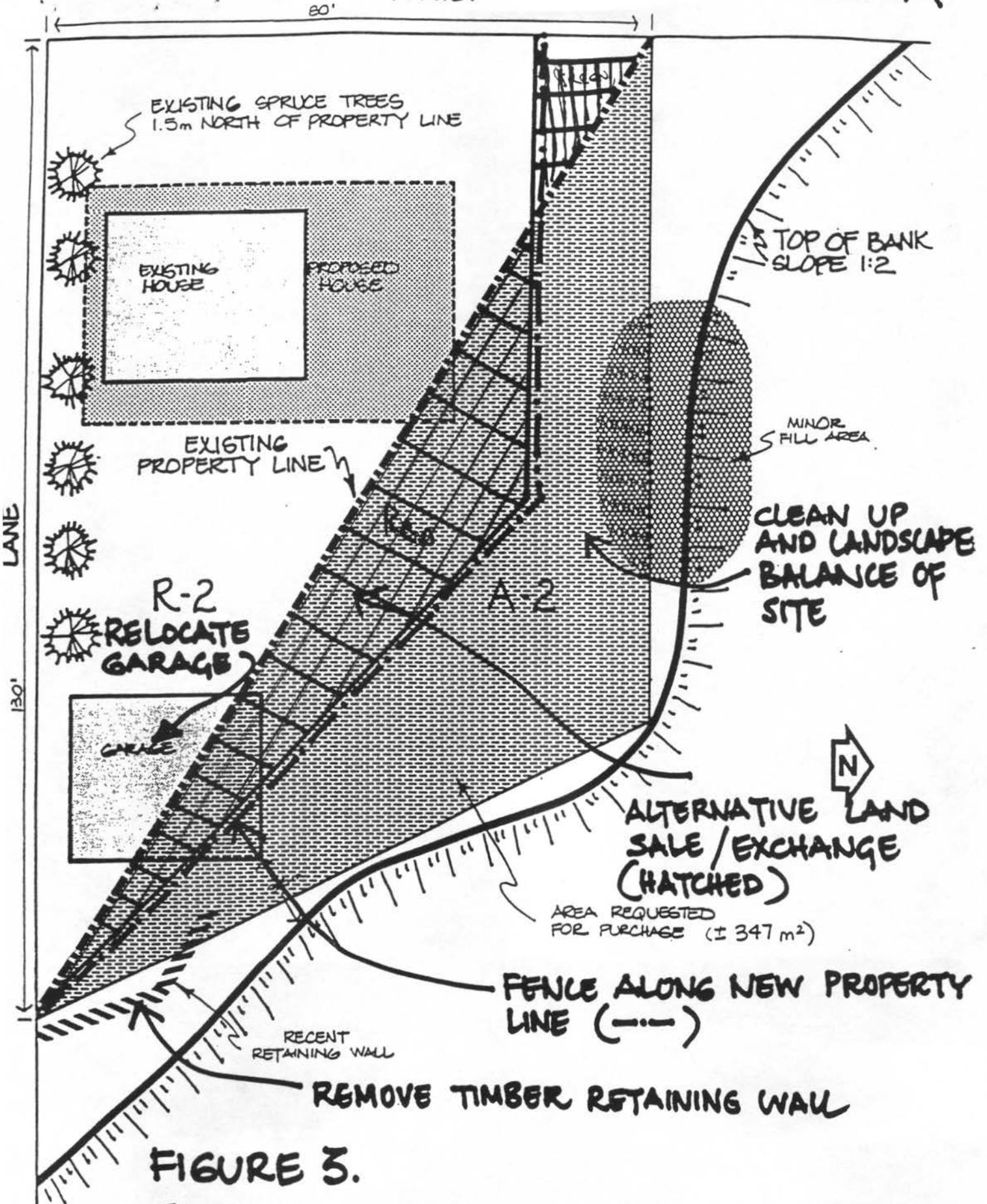


FIGURE 3.

SHEELAR PROPERTY : REVISED PROPOSAL



LAND TITLE SEARCH

SEARCH DATE: 15/10/90

LINC
0010 745 025

SHORT LEGAL
8324ET/313

TITLE NUMBER
902 154 418

LEGAL DESCRIPTION

PLAN 8324ET
BLOCK THREE (3)
ALL THAT PORTION OF LOT THREE (3)
DESCRIBED AS FOLLOWS: COMMENCING AT THE CORNER OF THE SAID
LOT THREE (3) LOCATED ON THE EAST BOUNDARY OF FORTY NINTH (49TH)
AVENUE, TWENTY (20) FEET NORTH OF THE NORTH WEST CORNER OF LOT
TWO (2) IN THE SAID BLOCK, THENCE NORTHERLY ALONG THE EAST
BOUNDARY OF FORTY NINTH (49TH) AVENUE A DISTANCE OF EIGHTY (80)
FEET, THENCE SOUTH EASTERLY TO A POINT ON THE NORTH BOUNDARY OF
THE LANE NORTH OF LOT TWO (2) AND DISTANT EASTERLY ONE HUNDRED
AND THIRTY (130) FEET FROM THE POINT OF COMMENCEMENT, THENCE
WESTERLY ALONG THE SAID BOUNDARY OF THE SAID LANE A DISTANCE
OF ONE HUNDRED AND THIRTY (130) FEET TO THE POINT OF COMMENCEMENT,
CONTAINING 0.049 HECTARES MORE OR LESS.
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;38;9;NW

MUNICIPALITY: CITY OF RED DEER

D.C.T. ISSUED: NO

REFERENCE NUMBER: 892 150 440

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S)		CONSIDERATION
		DOCUMENT TYPE	VALUE	
902 154 418	29/05/90	TRANSFER OF LAND	\$45,000	\$45,000

OWNERS
CAMERON SCHEELAR
AND
KAREN SCHEELAR
BOTH OF:
BOX 857
RED DEER
ALBERTA T4N 5H3
AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
902 154 419	29/05/90	MORTGAGE MORTGAGEE - 310117 ALBERTA LTD.. 4917-46 ST RED DEER ALBERTA T4N1N2 AMOUNT: \$12,750



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

Mr. Cameron Scheelar
Box 857
RED DEER, Alberta
T4N 5H3

Dear Sir:

RE: LAND USE BYLAW AMENDMENT 2672/C-91 - 3517 - 49 AVENUE

Further to our letter of January 22, 1991 wherein we advised of a public hearing in regard to the aforementioned Land Use Bylaw amendment, I wish to advise as follows:

At the Council meeting of Tuesday, February 19, 1991, Land Use Bylaw Amendment 2672/C-91 was given second and third reading by Council following the public hearing. Enclosed herewith is a copy of the aforementioned bylaw amendment as finally approved by Council.

The decision of Council in this instance is submitted for your information and I trust you will find same satisfactory. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

C. Sevcik
City Clerk
CS/jt
Enc.

c.c. Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
Parks Manager

City Assessor
E. L. & P. Manager
Fire Chief
Senior Planner



*a delight
to discover!*

BYLAW NO. 2672/C-91

Being a Bylaw to amend Bylaw No. 2672/80, the Land Use Bylaw
of The City of Red Deer.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE
PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

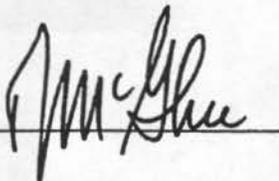
- 1 The "Use District Map" as referred to in Section 1.4 is hereby amended in
accordance with the Use District Map No. 2/91 attached hereto and forming part
of the Bylaw.
- 2 This Bylaw shall come into force upon the final passing hereof.

READ A FIRST TIME IN OPEN COUNCIL this 21 day of January A.D. 1991.

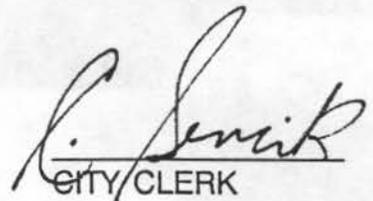
READ A SECOND TIME IN OPEN COUNCIL this 19 day of February A.D. 1991.

READ A THIRD TIME IN OPEN COUNCIL this 19 day of February A.D. 1991.

MAYOR

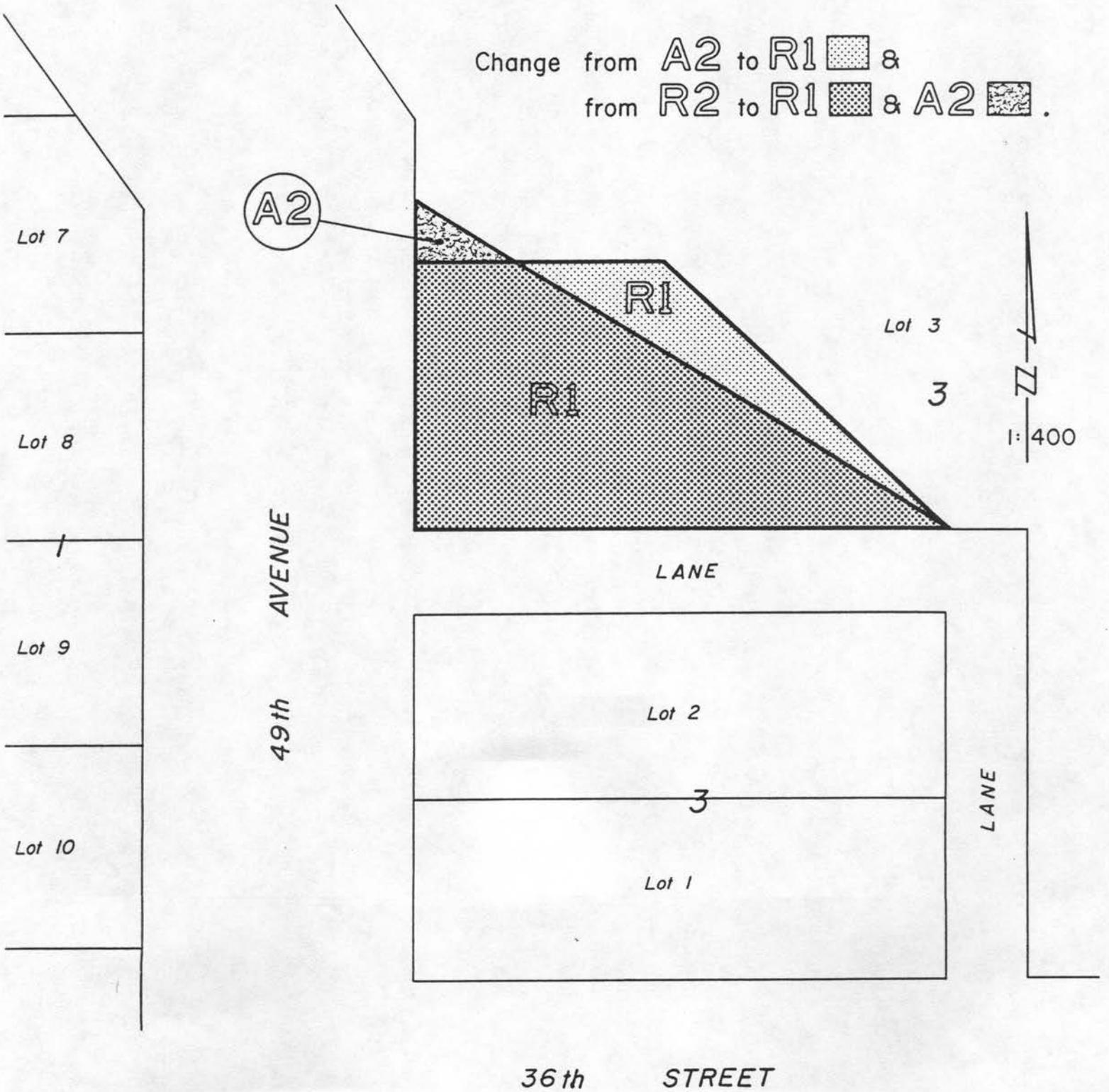


CITY CLERK



MAP NO. 2/91
(BYLAW NO. 2672/C-91)

Change from A2 to R1 [stippled] &
from R2 to R1 [cross-hatched] & A2 [checkered].



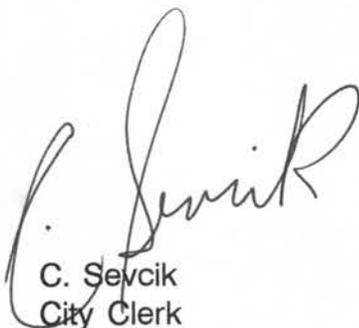
REPORTSNO. 1

DATE: February 11, 1991
TO: City Council
FROM: City Clerk
RE: CALL FOR RESOLUTIONS FOR CONSIDERATION AT
THE 1991 ANNUAL CONFERENCE

Correspondence from the FCM calling for resolutions for consideration at the 1991 Annual Conference to be held in St. Johns, Newfoundland June 7th to June 10th, has gone out to all members of Council and the administration.

Any resolutions considered by Council must be considered at the February 19, 1991 Council meeting in order to meet the FCM deadline of March 1st.

Following hereafter is/are the resolution(s) received up to Agenda preparation time.



C. Sevcik
City Clerk

CS/jt

Att.

FORFEITURE OF PROCEEDS OF CRIME

WHEREAS efforts to allow municipal governments to share in the proceeds of crime forfeiture to compensate policing costs have failed.

WHEREAS failure by the Federal Minister of Health & Welfare to amend Bill C-61 to include all levels of government in proportionately sharing the proceeds of crime forfeitures will tax those levels of government for policing with no return for the costs of such policing.

BE IT resolved that the President of FCM contact the Minister of Health & Welfare and other levels of governments especially municipalities to urge that they

- a). correspond with the Minister and reinforce that legislation should be passed to amend Bill C-61 to include all levels of government in sharing the benefits of proceeds of crime.
- b). correspond with other municipalities and encourage them to voice support in the sharing of proceeds of crime.

Submitted by: Officer i/c Red Deer City Detachment



CITY CLERK'S DEPARTMENT

our reference: **B11-00-RES**

your reference:

January 31, 1991

To City Clerks in all Municipalities in Canada having a population of over 50,000

Dear Sir/Madam:

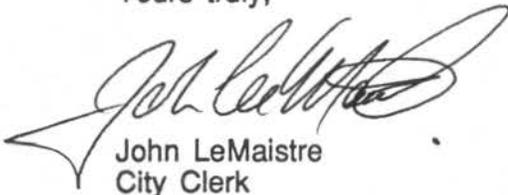
Re: Resolution - Recycling of Bell Canada Telephone Books

At their regular meeting held on Thursday, January 24, 1991, the Council of the Corporation of the City of Nepean unanimously adopted Motion No. 19-91 regarding recycling of Bell Canada telephone books.

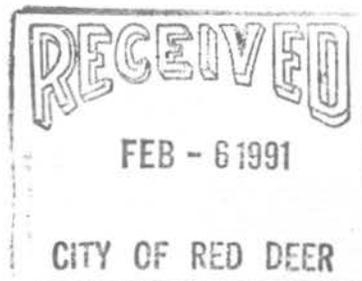
In this regard, I am enclosing a Certified True Copy of the Motion. It would be appreciated if you would have your Council consider and endorse our position.

I would also appreciate being advised of the action/position taken by your Council.

Yours truly,



John LeMaistre
City Clerk

/dg
Encl.



**THE CORPORATION OF THE CITY OF NEPEAN
CITY COUNCIL RESOLUTION - JANUARY 24, 1991**

MOTION NUMBER 19-91

Moved by Councillor Rick Chiarelli

Seconded by Councillor Frank Reid

WHEREAS municipalities across Canada are incurring increased costs for environmental programs including in particular the costs of recycling programs;

AND WHEREAS the "After markets" for many items which are recyclable through Blue Box programs have not materialized or are highly unstable, resulting in municipalities assuming the burden of these increased costs of operating Blue Box programs;

AND WHEREAS Bell Canada, through its association with OMMRI is encouraging municipalities to collect its telephone directories in Blue Boxes and otherwise for recycling;

AND WHEREAS corporations like Bell Canada who profit from the delivery of a service or product must take responsibility for the full costs associated with these services and products under the environmental concept of "cradle to grave";

BE IT RESOLVED THAT the City of Nepean hereby requests the support of the Federation of Canadian Municipalities to demand that Bell Canada and their sister telephone companies across Canada assume the full costs of collecting, handling and recycling of their used telephone directories and to seek the involvement of the CRTC in requiring such a commitment from Bell Canada for the 1992 telephone directory distribution.

Certified True Copy

**John LeMalstre
City Clerk**

DATE: February 11, 1991
TO: City Clerk
FROM: Public Works Manager
RE: NEPEAN - RECYCLING OF TELEPHONE BOOKS

We would strongly support the resolution proposed by The City of Nepean. The principal of "cradle to grave" responsibility is one we support.

We do have some reservations about the mechanics of administering such a requirement. It may be difficult to define the level of service required to allow for all telephone books to be recycled. A requirement for phone books to be printed on recycled paper would also be a positive initiative.

We would suggest that a cooperative effort between municipalities and telephone companies may be a better first approach rather than one demanding compliance.

Recommendation

That Council support the initiative of The City of Nepean to require telephone companies to be responsible for the recycling of telephone books.



Gordon Stewart, P. Eng.
Public Works Manager

c.c. Director of Engineering Services
Office Advisory Committee

DATE: December 27, 1990

TO: City Council
City Commissioners
Directors
Department Heads
Principal Planner

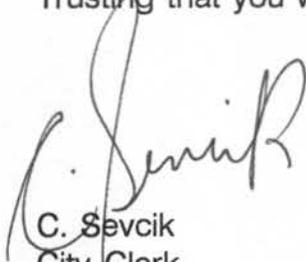
FROM: City Clerk

RE: CALL FOR RESOLUTIONS FOR CONSIDERATION
AT THE 1991 ANNUAL CONFERENCE

Attached herewith please find correspondence from the FCM calling for resolutions for consideration at the 1991 Annual Conference to be held in St. John's June 7 - June 10. The resolutions should be on "subjects of national municipal interest".

The deadline for submission of resolutions to be sent to the office of the City Clerk is no later than Monday February 11 for inclusion on the Council agenda of February 19, 1991.

Trusting that you will give this matter serious consideration.



C. Sevcik
City Clerk
Encl.

CS/blm

cc Public Library Director
Museums Director
City Solicitor

November 29, 1990

Memorandum To FCM Member Councils

REQUEST FOR RESOLUTIONS FOR CONSIDERATION
AT 1991 ANNUAL CONFERENCE

The Federation of Canadian Municipalities' Standing Committee on Policies & Resolutions and the National Board of Directors invite the submission of resolutions on subjects of national municipal interest for national debate at the FCM's 1991 Annual Conference in St. John's, June 7 to June 10.

Guidelines For Resolutions

Members are urged to observe the following guidelines when preparing their resolutions for submission:

1. The deadline for accepting resolutions in the FCM Secretariat is Friday, March 1, 1991.
2. Proof of the Council's endorsement must accompany the resolution(s).
3. Background information which explains and justifies the intent of the resolution and supports the Council's position must also be forwarded with each resolution. FCM staff has been authorized by the National Board of Directors to return resolutions submitted without such information with a request for documentation.
4. The attached format for resolutions must be followed. A sample resolution, properly constructed, also is enclosed.

.../2

Copies of the Procedures for Policy Development and Procedures for 1991 Conference Resolutions are enclosed for your information.

The Standing Committee on Policies and Resolutions and the National Board of Directors will appreciate the cooperation of all Councils and Associations in adhering to the procedures. We look forward to hearing from you.



Patricia Hunsley
Director, Policy & Research

Enclosures

**FORMAT FOR PRESENTATION
OF RESOLUTIONS TO THE
FEDERATION OF CANADIAN MUNICIPALITIES**

Whereas -----

Whereas -----

Therefore Be It Resolved that the Federation of Canadian Municipalities urge/endorse the ...

Be It Further Resolved that the Federation of Canadian Municipalities urge/endorse ...

Submitted by:

*** See attached resolution as a guideline**

FIN90.2.92 - AGRICULTURAL FARM CRISIS

WHEREAS efforts to liberalize trade in farm products under the Uruguay Round of GATT negotiations have stalled; and

WHEREAS failure to agree on multi-lateral reduction of farm subsidies will severely affect Canadian farmers and worsen the crisis they already face;

BE IT RESOLVED that the President of the FCM write to the Minister of International Trade, the Minister of Agriculture and other interested Federal Ministers (with copies to Opposition Leaders and Provincial Premiers) to urge that they:

- a) continue their efforts and come up with new strategies to resolve the existing impasse; and
- b) maintain existing farm subsidies in Canada until other countries farm subsidies are brought under effective control

Submitted by: The National Board of Directors

RECOMMENDATION: Category A; Standing Committee on Municipal Finance; CONCURRENCE

DECISION: Carried

PROCEDURES FOR 1991 CONFERENCE RESOLUTIONS

The following Procedures for Conference Resolutions will be in effect at the FCM's 1991 Annual Conference. The Standing Committee on Policies and Resolutions selected from the resolutions received, those resolutions of general concern and of local/regional concern which will be debated at the Conference. These resolutions are printed in Section I and II of the Policy Development Book. All other resolutions are printed in Section III of the Policy Development Book, and will become debatable only upon a motion approved by a simple majority vote of the voting delegates present at the Conference session. Resolutions received after the March 1, 1991 deadline will be held for action by the National Board of Directors following the Conference.

1. PROCEDURAL REGULATIONS FOR ACCEPTANCE OF RESOLUTIONS

Care should be taken by the sponsors of resolutions intended for consideration at FCM's Annual Conference to ensure that they meet the following requirements. The criteria defining how resolutions should be written have been approved the National Board of Directors.

- a) Resolutions should address topics of concern to municipalities at the national level.
- b) The preliminary clauses should clearly and briefly set out the reasons for the resolutions. (If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.)
- c) Resolutions submitted without adequate background documentation/information will be returned by FCM staff to the sponsor with a request for material which would *justify the intent* of the resolution. In any doubtful case, the staff will consult with the Chair of the Standing Committee on Policies and Resolutions.
- d) The operative clause of the resolution (i.e., the one beginning "BE IT RESOLVED") must clearly set out its intent, stating a specific proposal for action. The wording should be straightforward and brief. Generalizations

should be avoided.

- e) The 1991 submission deadline for receipt of resolutions was March 1, 1991.
- f) Resolutions dealing with matters of urgent national concern which arise following the deadline for receipt of Conference resolutions should be referred directly to the Standing Committee on Policies and Resolutions for consideration.
- g) Resolutions may be submitted by any municipality or provincial/territorial municipal association which is a member in good standing of the Federation of Canadian Municipalities. Each resolution must bear the official endorsement of the sponsor.
- h) Supporting documentation

2. DISPOSITION OF RESOLUTIONS

- a) Resolutions which conform to the procedural regulations stated above will be treated by the Standing Committee on Policies and Resolutions as follows:
 - i) Resolutions of general concern to municipalities at the national level (Category A: national municipal issues and indirect municipal issues, FCM's Procedures for Policy Development) as determined by a standing committee or task force will be printed in Section I of the Policy Development Book. Each Section I resolution will be accompanied by a recommendation from a standing committee or task force. All Category A resolutions will be debated.
 - ii) Resolutions NOT deemed by a standing committee or task force to be national in scope will be placed in Category B and printed in Section II of the Policy Development Book. Section III of the Policy Development Book will contain Category C and D resolutions and these will only be debated *after presentation* of

PROCEDURES FOR POLICY DEVELOPMENT

1. GENERAL - POLICY DEVELOPMENT

- 1.1 The FCM National Board of Directors is responsible for the setting of policy priorities which reflect the concerns of member municipalities and/or municipal associations. The National Board of Directors may appoint standing committees and task forces as required to develop policy positions on key national municipal issues.
- 1.2 The major lobbying and research activities of FCM will be directed to those national municipal issues which fall within the jurisdiction of the federal government, the provincial and territorial governments acting at the interprovincial level, or FCM itself, as identified by the Annual Conference or the National Board of Directors.
- 1.3 Indirect municipal issues and local/regional issues will not be supported by major research and lobbying activity, unless otherwise directed by the Annual Conference or by the FCM National Board of Directors.
- 1.4 FCM will take a stand only on those issues which are clearly municipal in character.

2. POLICY RESOLUTIONS

- 2.1 Member municipalities may submit policy resolutions for consideration by the Annual Conference held in June of each year once the Call for Conference Resolutions has been issued, (normally in December). The deadline for submission of conference resolutions is three (3) months before the opening of the Annual Conference. Late resolutions are dealt with in accordance with the Conference Resolutions Procedures which are issued with the Call for Conference Resolutions.
- 2.2 Member municipalities may submit policy resolutions for consideration at each meeting of the National Board of Directors.
- 2.3 The Standing Committee on Policies and Resolutions shall be responsible for

receiving and taking action on all resolutions in accordance with these procedures.

- 2.4 All resolutions endorsed by the Annual Conference of FCM and by the National Board of Directors which require action from the Government of Canada, shall be submitted to the Government of Canada or the appropriate agency for response as soon as possible.

2.5 CATEGORIZATION OF RESOLUTIONS

The Standing Committee on Policies and Resolutions shall categorize all of the resolutions which are submitted for consideration into the following categories:

Category A - National Municipal Issues

This category will contain resolutions on issues which are of a direct or indirect concern to Canadian municipalities, and which fall within the jurisdiction of the federal government, the provincial and territorial governments acting at the interprovincial level, or FCM itself. These resolutions are debated first. The Standing Committee on Policies and Resolutions or other appropriate standing committee/task force will make a recommendation on each resolution in order to ensure that resolutions are consistent with established FCM policy.

Category B - Local/Regional Municipal Issues

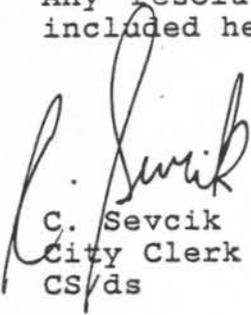
This category will contain resolutions on issues of concern to municipalities of a particular region or to a local municipality, and which fall within the jurisdiction of the federal government. The regions are: British Columbia and the Yukon, the Prairies and the Northwest Territories, Ontario, Quebec, and the Atlantic. In order to determine whether a resolution is regional in scope, the Standing Committee on Policies and Resolutions may refer resolutions to regional committees from time to time. These resolutions are debated immediately after Category A resolutions.

DATE: February 13, 1989
TO: City Council
FROM: City Clerk
RE: CALL FOR RESOLUTIONS FOR CONSIDERATION AT THE 1989 F.C.M.
ANNUAL CONFERENCE

Correspondence has gone out to Council and the Administration from the F.C.M. calling for resolutions for consideration at the 1989 Annual Conference to be held in Vancouver June 9-12, 1989. Resolutions should be on "subjects of a national municipal interest".

Any resolutions to be considered by Council must be considered at the February 20, 1989, Council meeting in order to meet the F.C.M. deadline of March 1.

Any resolution received up to agenda preparation time will be included hereafter.


C. Sevcik
City Clerk
CS/ds

January 18, 1989

1987
of the
Your
realize

TO: COUNCIL-
DIRECTORS
DEPARTMENT HEADS
URBAN PLANNER
LIBRARY BOARD CHAIRMAN
MUSEUMS DIRECTOR
CITY SOLICITOR

FROM: CITY CLERK

RE: CALL FOR RESOLUTIONS FOR CONSIDERATION AT THE 1989 FCM ANNUAL CONFERENCE

Attached hereto please find correspondence from the FCM calling for resolutions for consideration at the 1989 Annual Conference to be held in Vancouver June 9 - 12, 1989. The resolutions should be on "subjects of national municipal interest".

The deadline for submission of resolutions to be sent to the office of the City Clerk is no later than February 13, 1989 in order that same might be considered for the Council agenda of February 20, 1989.

Trusting that you will give this matter your serious consideration.



C. SEVCIK
City Clerk

CS/gr

Attach:

c.c. City Commissioners

DATE: December 28, 1990

FILE NO. 90-1000

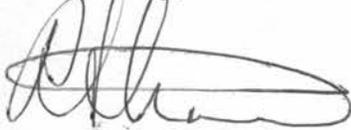
TO: City Clerk

FROM: Bylaws and Inspections Manager

RE: CALL FOR RESOLUTIONS FOR CONSIDERATION
AT THE 1991 ANNUAL CONFERENCE

In response to your memo of December 27, 1990, regarding the above referenced subject, we wish to advise that we have no comments, at this time.

Yours truly,

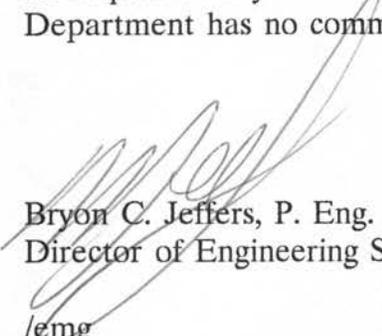
A handwritten signature in black ink, appearing to read 'R. Strader', written over a horizontal line.

R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

DATE: January 24, 1991
TO: City Clerk
FROM: Director of Engineering Services
RE: RESOLUTIONS FOR CONSIDERATION AT THE 1991
ANNUAL FCM CONFERENCE

As requested in your memo of December 27, 1990, please be advised that the Engineering Department has no comments regarding the above.



Bryon C. Jeffers, P. Eng.
Director of Engineering Services

/emg

DATE: January 9, 1991

TO: CHARLIE SEVCIK
City Clerk

FROM: CRAIG CURTIS
Director of Community Services

RE: CALL FOR RESOLUTIONS FOR CONSIDERATION
AT THE 1991 ANNUAL CONFERENCE
Your memo dated December 27, 1990 refers.

There are no comments from a Community Services perspective respecting the 1991 FCM Annual Conference call for resolutions.



CRAIG CURTIS

CC:dmg



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification / Designation
Classification / Désignation Sécuritaire

Your file Votre référence

January 3, 1991

City of Red Deer,
4914-48th Avenue,
Red Deer, Alberta

Our file Notre référence

ATTENTION: *City Clerk*

Dear Sir:

RE: Call for Resolutions for Constitution
at the 1991 Annual Conference

In response to your correspondence date December 27, 1990 from the Federation of Canadian Municipalities' kindly consider the attached resolution for submission.

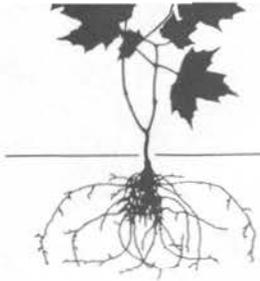
Yours truly,

(R.L. BEATON) Insp.
O i/c Red Deer City Detachment

Red Deer City Detachment
Bag 5033
Red Deer, Alberta
T4N 6A1

RLB/vl

Canada



Federation of
Canadian
Municipalities

Fédération
canadienne des
municipalités

COMMUNIQUÉ

February 6, 1991

TO: FCM MEMBER COUNCILS

REMINDER

DEADLINE FOR 1991 CONFERENCE RESOLUTIONS:

MARCH 1, 1991

A busy federal agenda and a plethora of old and new issues have set the stage for solid debate of members' resolutions at the 1991 Annual Conference in St. John's, Newfoundland. Continuing problems with implementation of the GST; affordable housing; infrastructure development; downloading; the Green Plan; solid waste management and reduction; national passenger transportation policy; air transportation - Open Skies policy; cost recovery programs; radio licence fees; urban safety, drugs, and crime prevention; heritage protection; economic growth; and Canada's future--these and other current issues should make for lively discussion.

FCM reminds members that only a short time remains to submit resolutions for debate. The deadline for receipt at the FCM Secretariat is **March 1, 1991**. Complying with this deadline will ensure that your municipality's or association's resolutions are printed in the 1991 **Policy Development Book**, which is distributed to all FCM members and delegates. Resolutions received after the deadline will be held for consideration by the 1991-1992 National Board of Directors at its September meeting, unless they are determined to be of an emergency nature.

A copy of the Procedures for Policy Development, the Procedures for 1991 Conference Resolutions, and a sample format were mailed to members in December with the original call for resolutions. Alderman **Ron Hayter** of Edmonton, Third Vice-President and Chair of the Standing Committee on Policy and Resolutions, urges all members to submit their resolutions by the deadline, and to adhere to the Procedures.

For more information, please contact **Pat Hunsley**, Director of Policy and Research, at the FCM Secretariat (613) 237-5221; Fax: 237-2965.



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-8195

City Clerk's Department 342-8132

February 20, 1991

Federation of Canadian Municipalities
24 Clarence Street
OTTAWA, Ontario
K1N 5P3

Attention: Ms. Pat Hunsley
Director of Policy and Research

Dear Ms. Hunsley:

RE: 1991 CONFERENCE RESOLUTIONS

At the Council meeting of February 19, 1991, consideration was given to your request for resolutions to be sent to the FCM Secretariat by March 1, 1991.

I am enclosing herewith certified copy of a resolution passed at the Council meeting of February 19, 1991 as requested.

Trusting you will find this satisfactory and that you will give the attached resolution favourable consideration.

Sincerely,

C. Sevcik
City Clerk
CS/jt
Enc.

c.c. City Commissioners
City Council



RED DEER

*a delight
to discover!*

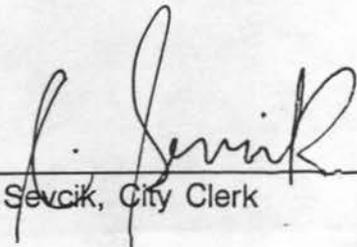
"WHEREAS efforts to allow municipal governments to share in the proceeds of crime forfeiture to compensate policing costs have failed.

WHEREAS failure by the Federal Minister of Health & Welfare to amend Bill C-61 to include all levels of government in proportionately sharing the proceeds of crime forfeitures will tax those levels of government for policing with no return for the costs of such policing.

BE IT RESOLVED that the President of FCM contact the Minister of Health & Welfare and other levels of governments especially municipalities to urge that they

- a) correspond with the Minister and reinforce that legislation should be passed to amend Bill C-61 to include all levels of government in sharing the benefits of proceeds of crime.
- b) correspond with other municipalities and encourage them to voice support in the sharing of proceeds of crime."

Certified to be a true and correct copy of the resolution passed by Council of The City of Red Deer at its meeting held on February 19, 1991.



C. Sevcik, City Clerk



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

The Corporation of the City of Nepean
 Nepean Civic Square
 101 Centre Point Drive
 NEPEAN, Ontario
 K2G 5K7

Attention: Mr. John LeMaistre
 City Clerk

Dear Sir:

RE: RESOLUTION - RECYCLING OF BELL CANADA TELEPHONE BOOKS

I would advise that the above matter received consideration at the Council meeting of February 19, 1991 and at which meeting Council passed the following motion.

"RESOLVED that Council of The City of Red Deer hereby endorses the resolution of the City of Nepean pertaining to recycling of telephone books and as presented to Council February 19, 1991."

The decision of Council in this instance is submitted for your information and I trust you will find same satisfactory.

Sincerely,

C. Sevcik
 City Clerk
 CS/jt

c.c. City Commissioners
 Council
 Public Works Manager



*a delight
 to discover!*

NO. 2

DATE: February 4, 1991
TO: City Clerk
FROM: City Assessor
RE: 1991 COURT OF REVISION
LAND, IMPROVEMENTS, BUSINESS TAX & MOBILE HOME LICENSE

Pursuant to Section 43(2) of the Municipal Taxation Act, which reads as follows:

The Council of a Municipality, by bylaw, may establish a Court of Revision consisting of not more than five members, and any councillors, commissioners, municipal employees or municipal residents may be appointed to it."

We respectfully request City Council to pass a bylaw establishing a Court of Revision with the bylaw stipulating "for the year 1991" as the period required under Section 43(4) of the Municipal Taxation Act.

Historically, the Court of Revision has consisted of two members of Council and three citizens at large. We respectfully recommend that this practice continue. As allowed in Section 43(10) of the Municipal Taxation Act, we respectfully request that the members of the Court be reimbursed \$50.00 per half day or \$100.00 per full day, and the chairman be reimbursed \$65.00 per half day or \$125.00 per full day. These rates were included in the budget submission as approved by City Council.

We further request, pursuant to Section 43(13) of the Municipal Taxation Act, which reads:

"The Council shall provide for the appointment of a clerk of the Court of Revision and may provide that the clerk shall be an official or employee of the municipality other than the assessor and shall prescribe his duties and remuneration which shall include the recording of all proceedings thereof, and unless such an appointment is made, the Municipal Secretary shall act."

that Council make the necessary appointment of the Clerk of the Court of Revision.

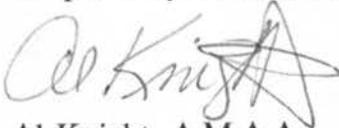
Pursuant to Section 44(1) of the Municipal Taxation, which reads:

"The Council by resolution, shall provide for the calling of sittings of the Court of Revision for the purpose of hearing complaints."

City Clerk
 Page 2
 February 4, 1991

We also request Council to provide for the sitting of the Court and would suggest the dates of April 10 and/or 11, 1991, as may be required to accommodate the number of complaints.

Respectfully submitted,



Al Knight, A.M.A.A.
 City Assessor

AK/ngl

c.c. Al Wilcock, Director of Finance
 Peter Holloway, Asst. Development Officer

Commissioners' Comments

A bylaw has been prepared for Council's consideration with the names of the members appointed by Council to be inserted prior to passage of the bylaw. As has been the practise, members of Council are encouraged to bring forward names of any persons they feel would be valuable members to serve on the Court. The nominees' approval must be sought, however, prior to submission of the name. The City Clerk's Office will be in contact with all citizens-at-large who served on last year's Court of Revision to determine if they are prepared to let their names stand for consideration on this year's Court. The 1990 Court of Revision consisted of the following members:

Alderman McGregor
 Alderman Lawrence
 Murray Parker
 Don Wilson
 Claybyn Hood

We would also recommend Council pass a resolution establishing dates for the sittings of the Court as suggested.

"R.J. MCGHEE", Mayor

"M.C. DAY", City Commissioner

3032/91

BYLAW ~~3006/90~~

Being a Bylaw to establish a Court of Revision for the year ~~1990~~.
1991

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

(1) There is hereby established a Court of Revision consisting of five (5) members, namely:-

- ~~Aiderman R. McGregor~~

- ~~Aiderman D. Lawrence~~

- ~~Murray Parker~~

- ~~Don Wilsen~~

- ~~Claybyn Hood~~

(2) The members hereby appointed to The Court of Revision shall hold office until the 31st day of December, ~~1990~~. 1991

(3) The said members shall be remunerated for their services on The Court of Revision as follows:

\$100.00 per member per day for each day attending the Court of Revision or \$50.00 per half day.

\$125.00 for the Chairman per day for each day attending The Court of Revision or \$65.00 per half day.

- (4) a) The City Clerk of The City of Red Deer, or his designate, is hereby appointed Clerk of The Court of Revision.
- b) The said Clerk shall, when required to do so, issue a summons to any person to attend as a witness at The Court of Revision.
- c) The said Clerk shall keep in summary form a record of the proceedings of The Court of Revision, and shall perform such other duties as The Court of Revision may direct.
- d) The said Clerk shall be remunerated for his services to The Court of Revision as follows: NIL.

(5) In the event of any vacancy arising in the membership of The Court of Revision, the Council shall as soon as is practicable make an appointment to fill such vacancy.

DATE: February 20, 1991
TO: City Assessor
FROM: City Clerk
RE: 1991 COURT OF REVISION
BYLAW NO. 3032/91

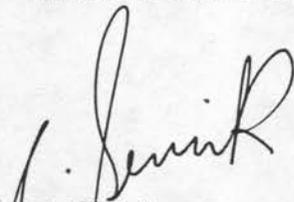
Your report dated February 4, 1991 concerning the above matter was considered at the Council meeting of February 19, 1991 and at which meeting Council passed the following motion setting the dates for the 1991 Court of Revision.

"RESOLVED that Council of The City of Red Deer hereby agrees that the sittings for the 1991 Court of Revision be Wednesday, April 10th and Thursday, April 11th, 1991 and as recommended to Council February 19, 1991."

In addition, Council gave three readings to the 1991 Court of Revision Bylaw No. 3032/91, a copy of which is enclosed herewith.

At this point in time, I have not been able to contact all of the members who were appointed by Council to sit on the Court of Revision. By way of a copy of this memo, we are officially notifying all members of the Court of their appointment, and in the event that an appointed member is unable to serve due to a conflict or other engagement, we will have the matter brought back to Council to appoint a replacement or replacements.

Trusting you will find this satisfactory and that you will provide the members with whatever further information is necessary and required.



C. Sevcik
City Clerk

CS/jt

Att.

c.c. All Members of the Court of Revision
Council and Committee Secretary

BYLAW NO. 3032/91

Being a Bylaw to establish a Court of Revision for the year 1991.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 There is hereby established a Court of Revision consisting of five (5) members, namely:-

Alderman McGregor

Alderman Lawrence

Claybyn Hood

Murray Parker

Donald J. Wilson

- 2 The members hereby appointed to the The Court of Revision shall hold office until the 31st day of December, 1991.

- 3 The said members shall be remunerated for their services on The Court of Revision as follows:

\$100.00 per member per day for each day attending the Court of Revision or \$50.00 per half day.

\$125.00 for the Chairman per day for each day attending The Court of Revision or \$65.00 per half day.

- 4 (a) The City Clerk of The City of Red Deer, or his designate, is hereby appointed Clerk of The Court of Revision.
- (b) The said Clerk shall, when required to do so, issue a summons to any person to attend as a witness at The Court of Revision.
- (c) The said Clerk shall keep in summary form a record of the proceedings of The Court of Revision, and shall perform such other duties as The Court of Revision may direct.
- (d) The said Clerk shall be remunerated for his services to The Court of Revision as follows: NIL.

- 5 In the event of any vacancy arising in the membership of The Court of Revision, the Council shall as soon as is practicable make an appointment to fill such vacancy.

- 6 No person who is interested, directly, or indirectly in any property or business, in connection with the assessment of which an appeal has been filed, shall act as a member of The Court of Revision on such appeal.
- 7 The majority of the members of The Court of Revision shall constitute a quorum.

READ A FIRST TIME IN OPEN COUNCIL this 19 day of February A.D. 1991.

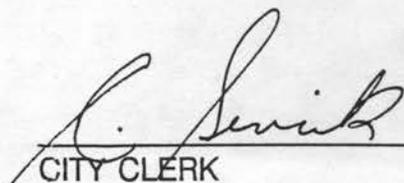
READ A SECOND TIME IN OPEN COUNCIL this 19 day of February A.D. 1991.

READ A THIRD TIME IN OPEN COUNCIL this 19 day of February A.D. 1991.

MAYOR



CITY CLERK



NO. 3

DATE: January 30, 1991
 TO: City Clerk
 FROM: Public Works Manager
 RE: WATER TREATMENT PLANT INTAKE SHROUD

On September 4, 1990, Council approved a request by the Public Works Department for an over expenditure to the 1990 operating budget to install a shroud around the raw water intake at the Water Treatment Plant.

It was anticipated that this shroud would reduce the amount of ice entering the intake and would therefore reduce the demand on the boilers for hot water to thaw this ice. The further concern was that the boilers were operating at capacity, and a boiler problem could result in a major problem with intake. Our assessment was that although it was hard to quantify exactly, the cost of the shroud should be fully recovered within 2 years, by natural gas savings.

The shroud was installed by October 20, 1990 by City forces and contract divers. At the same time as we were taking our original report to Council, we applied to Alberta Transportation & Utilities for cost sharing on this project. Subsequently, this grant request was approved. This project is now complete.

Below is a cost summary:--

	<u>Capital Costs</u>	<u>Grants</u>	<u>Reduced Natural Gas Costs</u>	<u>Pay Back Period</u>
Original Project Budget	\$55,000	unknown	\$25,000-\$30,000/yr	2 years
Actual Costs	\$37,000	\$18,500	\$22,400 Nov/Dec. 90 over 1989	2 months

As is obvious from the table, we were able to reduce our capital costs, access government grants, and our energy recovery costs were greater than anticipated. Boilers are now operating at about 60% capacity. Although we did experience a problem with one of our three boilers and had to shut it down for a short period of time, the remaining two were able to carry the entire load.

Water Treatment Plant Intake Shroud
Page Two
January 30, 1991

Recommendation:

Presented for the information of Council.



Gordon Stewart, P. Eng.
Public Works Manager

GAS/sh

c.c. Director of Engineering Services
Director of Finance'

Commissioners' Comments

Submitted for the information of Council only.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

DATE: February 20, 1991
TO: Public Works Manager
FROM: City Clerk
RE: WATER TREATMENT PLANT INTAKE SHROUD

Your report dated January 30, 1991 pertaining to the above matter was presented on the Council agenda of February 19, 1991. Your report in this instance was accepted for information and it was agreed that same be filed.

We thank you for your report in this instance, and on behalf of Council, wish to compliment you on what appears to be a very successful project.



G. Sevcik
City Clerk

CS/jt

c.c. City Commissioners
Director of Engineering Services
Director of Finance

NO. 4

DATE: February 12, 1991
TO: City Clerk
FROM: City Assessor
RE: HERB JAMES
LOT 6, BLOCK 7, PLAN 902-1466
175 DOUGLAS AVENUE (SEE ATTACHED MAP)

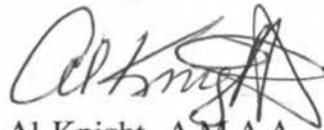
We respectfully submit the attached request from Mr. H. James to have the purchase of Lot 6 recognized as being purchased under the contractor and not the homeowner category so the caveat presently registered against the title for the 12-month residency clause may be discharged, and then Mr. & Mrs. James would have the option to sell the home at any time prior to the 12-month residency condition being completed.

We note that this request was previously reviewed by the City Commissioner in accordance with City Council resolution dated February 2, 1981 (copy attached). The decision of the Commissioners denied the request. Please see attached.

Please note that the issuance of a contractors license, with office to be located in a residence, is subject to the Municipal Planning Commission approval and a two week appeal period from the date it is advertised in the local newspaper.

This information as to the contractors license for a home occupation was presented to the applicant at the time of purchase, and it was our understanding that they did not want to follow this procedure due to the time involved as the lot they wanted may have been taken by another party, and also it was late in the year for commencing construction.

A review of City records as of this date indicates that Mr. James has not received approval for a City of Red Deer contractors license.



Al Knight, A.M.A.A.
City Assessor

WFL/ngl

Enc.

c.c. Director of Finance

February 4, 1981.

TO: City Assessor

FROM: City Clerk

RE: Delinquent Land Sale Agreements

At the meeting of Council, February 2, 1981, the following resolution was passed in respect of your report of January 26, concerning the above topic.

"RESOLVED that Council of the City of Red Deer having considered report dated January 26th, 1981 from the City Assessor re: Land Sale Agreements, hereby authorize the City Commissioners to approve or disapprove requests pertaining to the following items subject to the penalty resolution passed by Council September 26th, 1977, and further provided that the Commissioners decision may be appealed to City Council:

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

We trust the action taken by Council in this instance will be acceptable to you.


R. Stollings
City Clerk

RS/ds

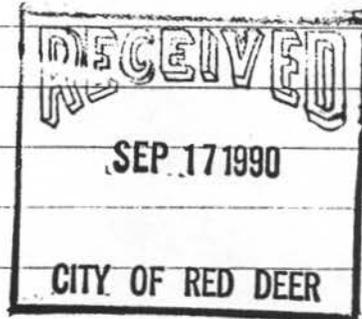
c.c. City Commissioner
City Treasurer
Econ. Dev. Dir.

Herb + Colleen James
 90 Douglas Ave.
 Red Deer.
 Ph: 343-2610

Put in Deposit
 1003
 600
 JB

Sept. 15/90

City of Red Deer.
 Lot Sales Dept.



Dear Sir / madam:

Enclosed is our cheque for \$600.00 as a deposit
 a lot on Douglas Ave. I have listed the
 lots in order of preference, starting with our
 first choice being Lot # 6. Please reserve
 one of them for us. We should be back in
 Red Deer on Tues or Wed of next week.

Thank you.

H. R. James.

1st. # 6	6th # 9
2nd # 5	7th # 3
3rd # 8	8th # 2
4th # 10	9th # 13
5th # 4	10th # 14

THE CITY OF RED DEER
LAND SALE REGISTRATION
HOMEOWNER APPLICANTS

NO. _____

LOT 6 BLOCK 7 PLAN 802-1466
WE HERBERT R. & COLLEEN JAMES

90 DOUGLAS AVE RED DEER AB T4R
Mailing Address City Province Postal Code
Business Phone 342 1010 Residence Phone 340-3548

THE APPLICANT hereby acknowledges having read and understood the rules, regulations and conditions established by the City governing eligibility of persons to purchase residential lots, and hereby declares his eligibility to purchase a lot from the City. Should the applicant subsequently be found not eligible to purchase a lot, or select a lot but fail to execute and deliver to the City the Option Agreement respecting such lot in accordance with the City's requirements and conditions, the deposit of \$600.00 delivered to the City with this application shall belong absolutely to the City as liquidated damages and not as penalty or forfeiture.

THE APPLICANT hereby acknowledges his obligation to execute and deliver to the City an Option to Purchase Agreement in form satisfactory to the City, together with one third of the purchase price less the deposit of \$600.00 within thirty days of the City forwarding such document to the Applicant.

Dated this _____ day of _____ A.D., 19 _____

Colleen James
Applicant or Authorized Agent

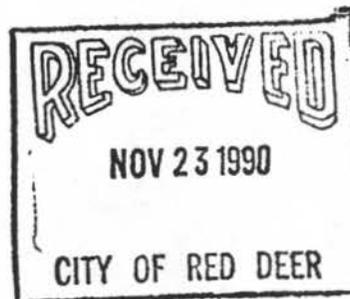
Mark an X in the box if first time homebuyer.

Letter attached.

Herb James
90 Douglas Ave
Red Deer, Ab.

Nov. 20, 1990

Mr. William F. Lees
Land Supervisor
City of Red Deer
Land, Tax & Assessing Dept.
P.O. Box 5008
Red Deer, Ab. T4N 3T4



Dear Mr. Lees:

I am writing with regard to our recent conversation at City Hall re: Purchase of residential lot at 175 Douglas Ave. Legal Description: Lot 6 Blk 7 Pln 902-1466

I am asking that the Caveat No. 902317229, dated October 25, 1990 and registered against our property be discharged for the following reasons:

1.. When we applied for a lot it was by mail, with a deposit cheque, on a weekend, as we were leaving for a short holiday. When we returned on Tuesday we went to City Hall to sign the forms, and apply for a contractors permit. The clerk told us that we could not apply for a permit as we had already reserved a lot as a non-contractor. We discussed all the options with her and she stated that the only way was to forfeit our deposit, apply for a contractors license, then apply for a building permit. We decided to proceed with it rather than forfeit the money & time. I don't believe this information was accurate or fair to us.

2.. When we purchased the lot, we were aware from the map that a church was proposed for the corner of Douglas Ave, But we were not informed that it was to be a Mosque with its potential traffic & vandalism problems.

3.. We were not aware that a 100 suite apartment was being planned for the south end of Douglas Ave, which will dramatically increase traffic flow past our house.

4.. Just 2 days ago we found a notice in the paper that the house next to us is being planned with a 0.3 meter relaxation on our side, so that instead of a minimum distance of 10 feet separation (which is hardly adequate) now we will have only 9 ft!

I therefore request that we be allowed to pay the contractor's fee as we were prepared to do originally, so that the caveat can be removed from our title, and we can have the option to sell our home without a \$5000.00 penalty.

Thank you for your attention to this matter,

Yours truly,

H. R. James
Herb James

Colleen James
Colleen James

DATE: November 29, 1990
 TO: City Commissioners
 FROM: Land Supervisor
 RE: H.R. & N.C. JAMES
 LOT 6, BLOCK 7, PLAN 902-1466
 175 DOUGLAS AVENUE

With reference to the attached letter from Herbert R. and N. Colleen James requesting a relaxation of the residency clause and the \$5,000.00 penalty, we respectfully submit the following summary:

Prior to their written application to purchase a lot (attached) Mrs. James checked map and brochure several times at the Land Counter:

Normally written applications are not accepted but to accommodate the James' in their holiday schedule and timing to build we accepted their request by mail.

Sept 17, 1990 A written request to purchase a lot on Douglas Avenue with #6 being first choice. Deposit of \$600.00 also received.

Upon the James return from holidays they came to City Hall and ask if they could buy this Lot as a contractor. It was explained to them that if they wanted to buy as a contractor that they would forfeit their deposit and that they would have to wait until a Contractor's License could be approved. They decided to go ahead with a homeowner Lot.

We also had Mrs. James sign the application upon their return from holidays

Oct. 4, 1990 Agreement was signed at our Counter and payment received in full.

Nov. 2, 1990 Customers in and stated they were aware that Lot One (1) was a proposed church. However, they did not know it was a mosque. MPC Advertised this in the Advocated on Aug. 31, 1990.

We advise that we have had discussions with the Church as to the final design of the church building to assure that the architecture of this building will be in line with the present residential development. If the architectural appearance of the church is not acceptable, the recommendation would be to not proceed with the sale of the church lot.

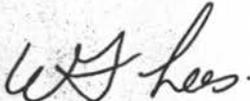
Nov. 23, 1990 The attached letter arrived requesting the residency Clause be relaxed so that the James' may sell this property without taking up residency on the property

The City of Red Deer
Page 2
November 29, 1990

It seems from their original letter of application that a Church was no problem as they would take any lot on Douglas Avenue and the ones the furthest from the Church site were their last choices.

The Apartment site has been shown on all the maps and is much closer to the James present address now than it will be in the new lot.

In view of the above we recommend that their request be denied.


William F. Lees

WFL/dm
Att.

Not approved Dec 4/90




THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

Land, Tax, and Assessment Department 342-8119

December 6, 1990

Mr. and Mrs. Herb James
90 Douglas Avenue
Red Deer, Alberta

Dear Mr. and Mrs. James:

RE: LOT 6, BLOCK 7, PLAN 902-1466
175 DOUGLAS AVENUE

Further to your correspondence of November 20, 1990 regarding the purchase of Lot 6 and the request to relax the residency condition pertaining to the development of Lot 6.

The City Commissioners reviewed your request and we advise that the relaxation is not to be granted.

Please advise if you wish this matter to be presented to City Council.

With reference to the Church, we advise that recent discussions with the Church have confirmed that it is their intent to design a building that will be compatible with the architecture of the residential dwellings in this area.

If you wish to discuss these matters please contact me at 342-8121.

Yours truly,

William F. Lees
Land Supervisor

WFL/dm



*a delight
to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6185

Land, Tax, and Assessment Department 342-8119

January 28, 1991

*Crowe Duhamel Manning
2nd Floor, 5233 - 49 Avenue
Red Deer, Alberta
T4N 6G5*

Attention: Dennis W. Crowe

Dear Sir:

*RE: LOT 6, BLOCK 7, PLAN 902-1466
175 DOUGLAS AVENUE, RED DEER, ALBERTA
JAMES, HERBERT AND COLLEEN*

Thank you for your letter of January 22, 1991.

Please be advised that The City of Red Deer is not in a position to Discharge the Caveat until the Twelve (12) month residency condition has been satisfied.

Please advise if further information is required.

Yours truly,

*William F. Lees
Land Supervisor*

WFL/dm



*a delight
to discover!*

Herb James
175 Douglas Ave
Red Deer, Ab.
TR4 2G5

February 1, 1991

Mr. William F. Lees
Land Supervisor
City of Red Deer
Land, Tax & Assessing Dept.
P.O. Box 5008
Red Deer, Ab. T4N 3T4

Dear Mr. Lees:

With reference to your letter of December 6, 1990 regarding the denial of our request to have a Caveat withdrawn from our property at the above address, I am requesting you to present it to City Council as you offered, and failing satisfaction from that I will be seeking Legal advice for a Suit of Discrimination, against the City.

What I mean by satisfaction is:

That we be allowed to pay the contractor's fee as we were prepared to do originally, so that the caveat can be removed from our title, and we can have the option to sell our home without a \$5000.00 penalty.

Please inform me of the Council's decision.

Sincerely,



Herb James



Commissioners' Comments

The authority to grant relaxations to the requirements of the land sales agreement has been delegated to the Commissioners within certain guidelines. In reviewing the attached application we could find no reason to grant a relaxation and accordingly the applicant is now appealing our decision to Council. Based on past Council decisions, there would not appear to be any grounds for a relaxation of these circumstances and we would recommend this application be denied.

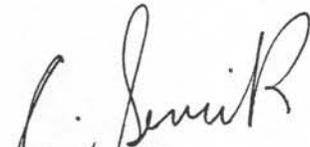
"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

DATE: February 20, 1991
TO: City Council
FROM: City Clerk
RE: HERB JAMES - PURCHASE OF LOT 6, BLOCK 7, PLAN 902-1466
175 DOUGLAS AVENUE -
UNDER HOMEOWNER OR CONTRACTOR CATEGORY

The attached material pertaining to the above topic appeared on the Council agenda of February 19, 1991. The item, however, was tabled for two weeks at the request of Mr. Herb James.

We are once again reproducing all of the material on this agenda for Council's consideration.


C. Sevcik
City Clerk

CS/jt

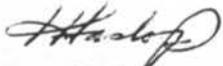
Att.

NO. 5

DATE: February 5, 1991
TO: City Clerk
FROM: Engineering Department Manager
RE: 1990 PROGRESS REPORT - JUNE 30 TO DECEMBER 31, 1990
ENGINEERING DEPARTMENT

Attached is a copy of the 1990 Year End Progress Report, for the Engineering Department.

This Report is submitted to Council for information purposes.



Ken G. Haslop, P. Eng.
Engineering Department Manager

/emg
Att.

DATE: January 31, 1991
TO: Engineering Department Manager
FROM: Streets and Utilities Engineer
RE: **PROGRESS REPORT - JULY 1 TO DECEMBER 31, 1990**

As you requested, I have prepared a Progress Report for projects undertaken by the Streets and Utilities Section of the Engineering Department during the period from July 1 to December 31, 1990. Attached is a list of the projects, a brief description of the work, work force employed, total budget, and amount spent to December 31, 1990. The following is a brief description of the work completed during this time period.

A. 1989 CARRYOVER PROJECTS

1. City Deer Park - Phase 2

Lane construction has been completed in Phase 2B. This completes all construction in Phase 2, with the exception of lane rehabilitation in Phase 2B next year. All lots have been sold in Phase 2.

2. 64 Avenue and Highway No. 11A

Improvements to this intersection included widening of 64 Avenue, between Highway 11A and Edgar Drive, to four lane divided arterial standards, as well as widening of Highway 11A to create a fully channelized intersection at 64 Avenue. All construction is now complete.

3. Riverside Drive - North of 67 Street

A chip seal was placed on the pavement surface at the contractor's expense to rectify problems with asphalt ravelling.

B. 1990 CAPITAL PROJECTS

1. City Deer Park - Phases 3, 4, 5, and 39 Street

Topsoil stripping and prelevelling have been completed within Phases 3, 4, and 5 of the City Deer Park Subdivision.

Engineering Department Manager
Page 2
January 31, 1991

Utility servicing and roadwork have been completed in Phase 3B, with the exception of lane construction and the final lift of asphalt; which will be completed in 1991. Servicing of Phase 3C has been deferred to 1991.

Construction of 39 Street to an undivided collector standard, from Douglas Avenue to Davison Drive, has been completed with the exception of the final lift of asphalt; to be completed in 1991.

Of the 70 single family and 8 duplex lots developed in Phases 3A and 3B, 25 lots have been sold and 6 lots set aside for a temporary fire hall site; leaving an inventory of 39 lots.

2. City Kentwood - Phases 2 and Kennedy Drive

Servicing and road construction within Kentwood Phase 2 and along Kennedy Drive north of 77 Street to Kovac Street, is complete, with the exception of lane construction; to be completed in 1991.

Of the 47 single family and 2 duplex lots developed in Phase 2, 13 lots have been sold since going on sale in September 1990. This leaves a remaining inventory of 36 lots.

3. 62 Street

Construction of this industrial roadway, adjacent to the Warehouse World site, in the Riverside Industrial Subdivision, has been completed with the exception of the final lift of asphalt; to be placed in 1991.

4. Chrysler Avenue

A portion of Chrysler Avenue was constructed to provide access to Drummond Brewery. The storm sewer and the remainder of the roadway will be constructed when the Major Continuous Corridor is built past this site in 1992.

5. 49 Avenue

Storm sewer and road construction on 49 Avenue, adjacent to the Westerner grounds, have now been completed.

Engineering Department Manager
Page 3
January 31, 1991

6. 1990 Bridge Upgrading

Construction of a new pedestrian bridge crossing Waskasoo Creek at 55 Street, and extension of a new sidewalk between 46 and 47 Avenue, along 55 Street, have been completed.

A computer analysis conducted by the engineering consultant has indicated that the 60 Street bridge will withstand normal loadings without any rehabilitation.

Rehabilitation of the 53 Street Bridge has been completed providing a wider traffic bridge and sidewalk meeting current standards for loading.

Strengthening of girders and deck resealing on the Ross Street Bridge has been completed.

C. STUDIES AND REPORTS

1. South Area Servicing Study

This Study, which establishes the method of extending trunk storm, sanitary, and water services within the South Basin covering approximately 900 ha, has now been completed and adopted by Council.

2. Gaetz Avenue Lighting and Sidewalks

The conceptual report for redevelopment of the Gaetz Avenue Parking Mall, has been completed and adopted by Council. We are now proceeding with detailed design of the sidewalk reconstruction, vintage lighting, landscaping, and parking.

3. 48 Avenue and Waskasoo Creek Bridge

A consultant was commissioned to study the impact of replacing the 48 Avenue Bridge and improving the geometrics of the Spruce Drive Hill Road. The report will be finalized early in 1991.

4. 1990 Bridge Maintenance Report

A draft report was recently submitted by the consultant pertaining to the inspection of the following four City bridges:

Engineering Department Manager

Page 4

January 31, 1991

- a. 45 Street and CP Rail Overpass
- b. 48 Avenue and Waskasoo Creek Bridge
- c. Gaetz Avenue and Waskasoo Creek Bridge
- d. 52 Avenue and Waskasoo Creek Bridge

These bridges were identified in previous reports as requiring annual inspection because of the somewhat deteriorated condition. The 45 Street and 52 Avenue Bridges will be abandoned as part of the Major Continuous Corridor Project. The 48 Avenue Bridge is scheduled for removal in 1993. The report will be finalized early in 1991.

5. Design Guidelines

We have recently undertaken a major revision/update to the City's Design Guidelines, used by developers, consultants, and ourselves to set standards for development in the City. The Guidelines are currently being circulated for comments before they are implemented.

D. DEVELOPMENT AGREEMENTS

1. Melcor Deer Park - Phase 5A

The Developer has deferred development until 1991.

2. Eastview Estates - Phase 10, Melcor Developments Ltd.

Servicing has been completed.

3. Clearview Estates - Phase 10A, Laebon Developments Ltd.

Servicing has been completed.

4. Rosedale East - Phase 1, Rosedale Developers Ltd.

Development did not proceed in 1990.

5. Halman Crescent Condominiums

Development did not proceed in 1990.

I trust you will find this in order.



Tom C. Warder, P. Eng.
Streets and Utilities Engineer

TCW/emg

Att.

STREETS AND UTILITIES PROJECTS - PROGRESS TO DECEMBER 31, 1990

ITEM	PROJECT	LOCATION	TYPE OF WORK	WORK FORCE	BUDGET	SPENT
A. 1989 CARRY-OVER PROJECTS						
1.	Deer Park (City) Phase 2A	South of Dunlop St. North of 32 St. East of 30 Ave. West of Dixon Ave.	Utility and Road Construction for Subdivision Development (74 lots & comm. site)	Eng. - City Const. - Contractor	\$1,033,100	\$977,600
2.	Deer Park (City) Phase 2B	South of Dunlop St. North of 32 St. East of Dixon Ave. West of Douglas Ave.	Utility and Road Construction for Subdivision Development (43 lots & multi. site)	Eng. - City Const. - Contractor	\$584,600	\$556,800
3.	32 Street	East of 30 Ave. to Douglas Ave.	Construction of first two lanes of a four lane divided arterial roadway	Eng. - City Const. - Contractor	\$700,000	\$486,700
4.	67 Street Bridge East Stairway	67 St. at 45 Ave.	Construction of stairway	Eng. - Consultant Const. - Contractor	\$32,800	\$32,200
5.	64 Avenue	South of Highway 11A to Edgar Ind. Dr.	Construction of a four lane divided arterial roadway	Eng. - Consultant Const. - Contractor	\$560,000	\$510,600
6.	64 Ave./Hwy. 11A Intersection	From 500 m East of 64 Ave. to 500 m West of 64 Ave.	Widening of the highway to include right and left turn bays at the intersection of 64 Ave.	Eng. - Consultant Const. - Contractor	\$440,000	\$367,900
7.	Kerrywood Drive Water Main	Fern Dr. to 64 Ave.	Extention of water main	Eng. - City Const. - City	\$57,000	\$56,000
8.	Riverside Drive	67 St. to 77 St.	Construction of a two lane arterial roadway	Eng. - Consultant Const. - Contractor	\$1,075,000	\$912,200
TOTALS:					\$4,482,500	\$3,900,000

B. 1990 CAPITAL PROJECTS

1.	Deer Park (City) Phase 3A	South of 39 St. North of Dowler St. East of Douglas Ave. West of Phase 3B	Utility and Road Construction for Subdivision Development (14 lots)	Eng. - City Const. - City	\$390,000	\$376,700
2.	Deer Park (City) Phase 3B	South of 39 St. North of Dowler St. East of Phase 3B West of Davison Dr.	Utility and Road Construction for Subdivision Development (56 S.F. & 8 dup. lots)	Eng. - City Const. - Contractor	\$1,300,000	\$913,350

STREETS AND UTILITIES PROJECTS - PROGRESS TO DECEMBER 31, 1990

ITEM	PROJECT	LOCATION	TYPE OF WORK	WORK FORCE	BUDGET	SPENT
3.	Deer Park (City) Phase 3C	South of 39 St. North of Dowler St. West of 1/4 line East of Davison Dr.	Utility and Road Construction for Subdivision Development (39 lots)	Eng. - City Const. - Contractor	\$800,000	\$17,700 (Deferred to 1991)
4.	Deer Park (City) Phases 3, 4 & 5 Preleveling	South of 39 St. North of 32 St. West of 1/4 line East of Douglas Ave.	Topsoil stripping and preleveling of the site	Eng. - City Const. - Contractor	\$350,000	\$262,300
5.	39 Street Extension	East of Douglas Ave. to Davison Dr.	Construction of a two lane collector roadway	Eng. - City Const. - Contractor	\$300,000	\$180,300
6.	Lancaster School/ Recreation Site	South of 32 St. East of 30 Ave.	Offsite levies, storm & sanitary servicing costs	Eng. - City Const. - Contractor	\$602,000	Deferred to 1992
7.	Edgar Place	South of Edgar Dr. West of 64 Ave.	Utility and Road Construction for Industrial Subdivision	Eng. - City Const. - City	\$65,000	\$50,437
8.	Kentwood (City) Phase 2	North of 77 St. South of 1/4 line East of Kennedy Dr. West of Phase 1	Utility and Road Construction for Subdivision Development (47 S.F. & 2 dup. lots)	Eng. - Consultant Const. - Contractor	\$1,018,000	\$886,500
9.	Kennedy Drive	North of 77 St. South of 1/4 line	Construction of a two lane collector roadway	Eng. - Consultant Const. - Contractor	\$245,000	\$195,207
10.	62 Street	46A Ave. to 47 Ave.	Construction of a two lane industrial roadway	Eng. - City Const. - City	\$250,000	\$114,200
11.	Chrysler Avenue Storm Sewer	West of Gaetz Ave. East of MCC	Storm sewer extention	Eng. - City Const. - City	\$540,000	Deferred to 1991
12.	Chrysler Avenue Road Construction	West of Gaetz Ave. East of MCC	Construction of a two lane collector roadway	Eng. - City Const. - City	\$483,000	\$156,400
13.	49 Avenue	Adjacent to Westerner Grounds	Construction of a two lane collector roadway	Eng. - City Const. - City	\$400,000	\$249,500
14.	55 Street Bridge	Crossing Waskasoo Creek	Construction of a new pedestrian bridge	Eng. - Consultant Const. - Contractor	\$259,000	\$230,900
15.	60 Street Overpass	Crossing Gaetz Avenue	Structural analysis of traffic bridge	Eng. - Consultant Const. - Contractor	\$20,000	\$20,000
16.	53 Street Bridge	Crossing Waskasoo Creek	Rehabilitation of traffic bridge	Eng. - Consultant Const. - Contractor	\$370,000	\$331,700

STREETS AND UTILITIES PROJECTS - PROGRESS TO DECEMBER 31, 1990

ITEM	PROJECT	LOCATION	TYPE OF WORK	WORK FORCE	BUDGET	SPENT
17.	Ross Street Bridge	Crossing Waskasoo Creek	Girder strengthening and deck resealing	Eng. - Consultant Const. - Contractor	\$75,000	\$60,500
18.	Hamilton Drive Sidewalk	East of 64 Ave. on Dawe Centre site	Construction of new sidewalk	Eng. - City Const. - City	\$30,000	\$9,800
19.	48 Avenue Lane	West of 48 Ave. south of 47 St.	Lane paving	Eng. - City Const. - City	\$8,540	\$8,960
20.	Horizon Village Sidewalk	Barrett Drive, south of 28 St.	Construction of new sidewalk	Eng. - City Const. - City	\$9,550	\$9,820
21.	58 Avenue Sidewalk	Between 65 St. & 66 St.	Construction of new sidewalk	Eng. - City Const. - City	\$14,000	\$11,200
22.	45 Street Overpass	At 52 Ave.	Repair of girders damaged by truck	Eng. - Consultant Const. - Contractor	CP Rail to cover cost	\$24,500
TOTALS:					\$7,529,090	\$4,109,974

C. STUDIES & REPORTS

1.	South Area Servicing Study	North of Delburne Rd. West of 20 Ave.	Study of servicing requirements for the 900 ha area	Eng. - Consultant	\$71,500	\$71,500
2.	Gaetz Ave. Vintage Lighting & Sidewalk Construction	Gaetz Ave. between 46 St. and 52 St.; 48 St. between 49 Ave. and Gaetz Ave.	Concept report and detailed design	Eng. - Consultant	\$50,000	\$35,700
3.	48 Avenue Bridge	Crossing Waskasoo Creek	Bridge replacement predesign study	Eng. - Consultant	\$20,000	\$1,000
4.	1990 Bridge Maintenance Study	45 St/CPRail Overpass & Waskasoo Crk crossings at 48 Av, 52 Av & Gaetz Av	Bridge inspections	Eng. - Consultant	\$12,000	\$1,000
TOTALS:					\$153,500	\$109,200

STREETS AND UTILITIES PROJECTS - PROGRESS TO DECEMBER 31, 1990

ITEM	PROJECT	LOCATION	TYPE OF WORK	WORK FORCE	BUDGET	SPENT
D. 1990 DEVELOPMENT AGREEMENTS						
1.	Deer Park (Melcor) Phase 5A	South of Ross St. East of Davison Dr.	47 lot residential subdivision	Dev. - Melcor	n/a	n/a
2.	Eastview Estates Phase 9	North of 39 St. West of 30 Ave.	52 lot residential subdivision	Dev. - Avalon	n/a	n/a
3.	Eastview Estates Phase 10	North of 39 St. East of Old Eastview	87 lot residential subdivision	Dev. - Melcor	n/a	n/a
4.	Clearview Ph. 10A	Extention of Conners Cr.	24 lot residential subdivision	Dev. - Laebon	n/a	n/a
5.	Rosedale East Phase 1	South of 55 St. East of Old Rosedale	106 residential lots and one church site	Dev. - Dallin	n/a	n/a
6.	The Fountains	West of 64 Ave. North of Red Deer Golf & Country Club	16 unit condominium development	Dev. - BGM Systems	n/a	n/a

DATE: February 5, 1991
TO: Engineering Department Manager
FROM: Traffic Engineer
RE: 1990 YEAR END PROGRESS REPORT

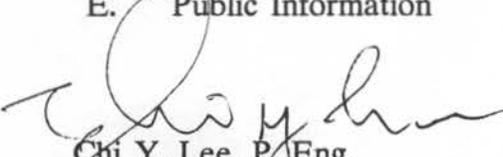
In the last six months of 1990, the Traffic Section conducted and/or reviewed five different traffic impact and planning studies (see Section B2-B6).

Significant synchronization improvements were implemented at northern Gaetz Avenue. GEC's Computerized Signal Installation Contract has concluded. City staff will undertake the outstanding or incomplete work in the Project in 1991. Section C5 provides a summary of the improvements/work in progress.

Red Deer's Traffic Control System continued to be of major interest to the traffic professionals. Signal Engineers from the Provincial Government and 13 Alberta cities and towns toured the Red Deer facility in November 1990 (Section E1). Requests have been received for a system presentation to the Transportation Engineering Faculty, doctorate and master degree students of The University of Alberta and The University of Calgary in May 1991.

Figure 1 provides an overview of major projects conducted. Summaries of the following work programs and their status are attached herewith.

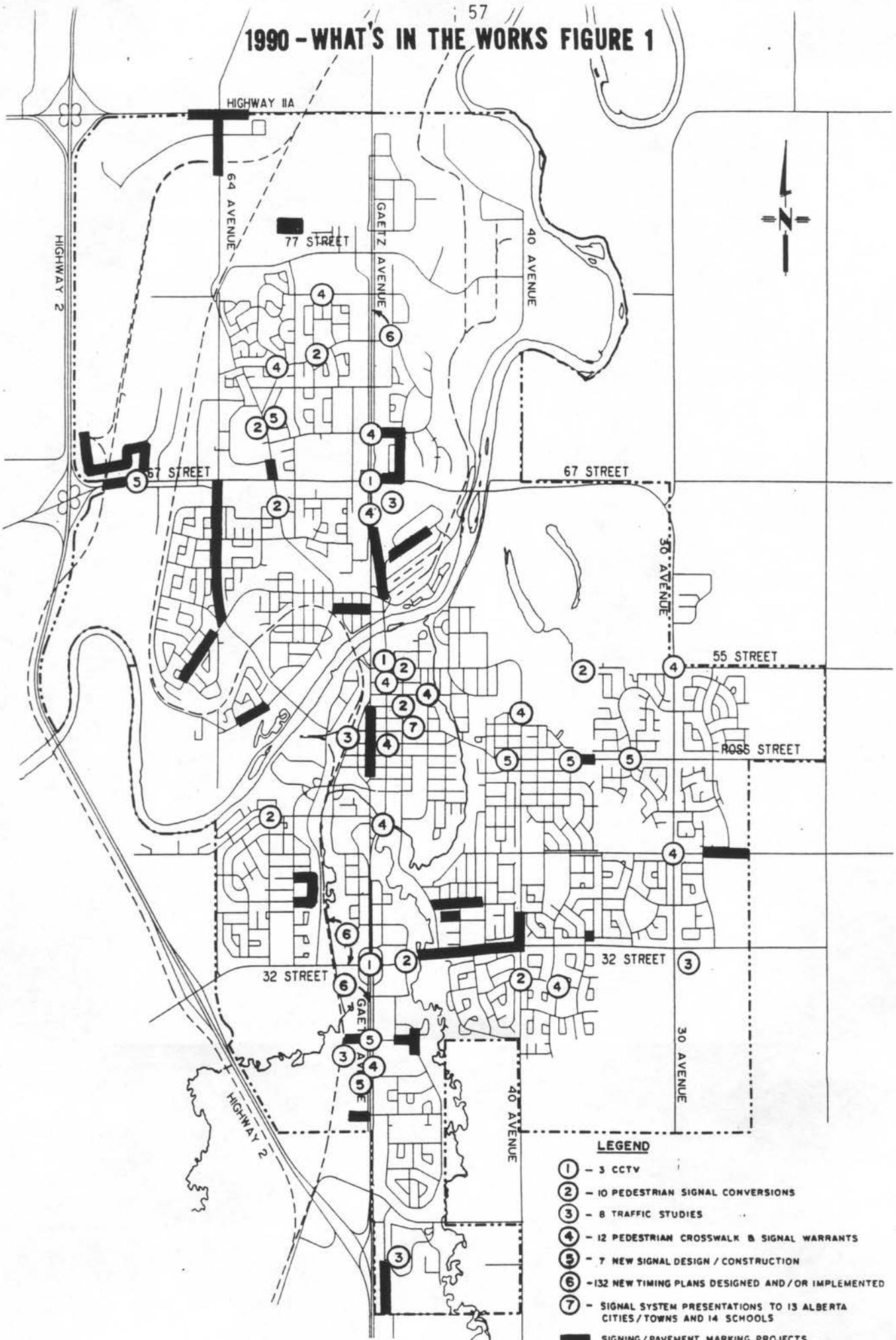
- A. Parking
- B. Traffic and Transportation Planning
- C. Signals
- D. Signing and Pavement Marking
- E. Public Information


Chi Y. Lee, P. Eng.
Traffic Engineer

GB/CYL/emg
Att.

1990 - WHAT'S IN THE WORKS FIGURE 1

57



LEGEND

- ① - 3 CCTV
- ② - 10 PEDESTRIAN SIGNAL CONVERSIONS
- ③ - 8 TRAFFIC STUDIES
- ④ - 12 PEDESTRIAN CROSSWALK & SIGNAL WARRANTS
- ⑤ - 7 NEW SIGNAL DESIGN / CONSTRUCTION
- ⑥ - 132 NEW TIMING PLANS DESIGNED AND/OR IMPLEMENTED
- ⑦ - SIGNAL SYSTEM PRESENTATIONS TO 13 ALBERTA CITIES/TOWNS AND 14 SCHOOLS
- █ SIGNING/PAVEMENT MARKING PROJECTS

A. PROGRAM: PARKING

1. The Downtown Parking Occupancy Study is complete. The analysis results were forwarded to the Parking Administrator.
2. Proposed new parking designs of the Gaetz Avenue Mall were reviewed.
3. Forty-three requests/complaints for parking outside the Downtown area were investigated.
4. Parking Commission - Design, analysis, and/or recommendations were provided for 12 requests/complaints through the Parking Commission.

B. **PROGRAM: TRAFFIC AND TRANSPORTATION PLANNING**

1. **Annual Average Summer Weekday (ASWT) Traffic Survey**

The annual traffic surveys and the required manpower were deleted due to budget constraints. However traffic concerns have necessitated surveys conducted around the Pines Subdivision, Holmes Street, and the Food City area.

2. **Speed Limit Study**

City speed limits were analyzed based on the existing road and traffic conditions. New speed limits were proposed where appropriate.

3. **Parkland Mall and Alberta Transportation Site Traffic Impact Review**

The required traffic and road improvements in the Parkland Mall area were estimated based on:

- a. An analysis of the Parkland Mall Expansion Traffic Impact Study.
- b. An assessment of the potential traffic impact of the Alberta Transportation development site.

4. **Proposed Canadian Tire Store Traffic Impact Study**

The required traffic and road improvements, to accommodate a proposed Canadian Tire Store development in the 28 Street and Gaetz Avenue area, were analyzed.

The impact of the 28 Street median extension to existing business accesses was reviewed, and temporary guide signs were installed.

5. **The Major Continuous Corridor - 32 Street Signal Planning Study**

Delcan was engaged to develop a staged plan for new signal equipment installation and signal coordination strategy implementation at the 32 Street and the Major Continuous Corridor.

The Project Report is being finalized by the consultant.

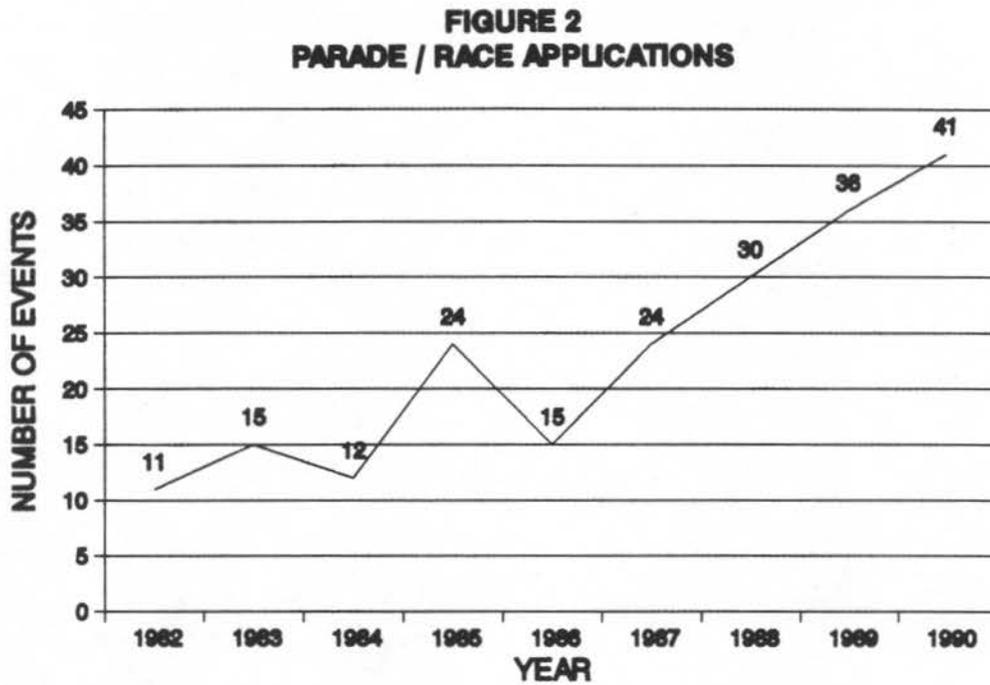
6. **CP Rail Lands Redevelopment Traffic Impact Study**

UMA Engineering Ltd. was engaged to assess the traffic impact of the vacated Downtown rail yards redevelopment.

The Study is complete.

B. Program: Traffic and Transportation Planning
Page 2
February 5, 1991

7. Forty-one parade/race applications were reviewed (see Figure 2).



C. PROGRAM: SIGNALS

1. CCTV

Traffic surveillance cameras have been installed at the intersections of 32 Street and Gaetz Avenue, 55 Street and 49 Avenue, and 67 Street and Gaetz Avenue. This installation project is complete.

The two Gaetz Avenue cameras have been used extensively in the past six months for the development and debugging of new signal timing plans (see Section C6).

2. New traffic signals were installed and new timing plans were implemented at the intersections of:
 - a. Ross Street and Cornett Drive
 - b. Gaetz Avenue and Bennett Street

3. Pedestrian actuated flashing red signals were converted to pedestrian actuated red-amber-green signals, and new timing plans were implemented at the following 10 intersections:
 - a. Nolan Street and Noble Avenue
 - b. Holt Street and 59 Avenue
 - c. 69 Street Drive and 59 Avenue
 - d. 55 Street and 48 Avenue
 - e. 55 Street and Michener Avenue (Deerhome Road)
 - f. 52 Street and 48 Avenue
 - g. Ross Street and 37 Avenue
 - h. 43 Street and 57 Avenue
 - i. 32 Street and 49 Avenue
 - j. Spencer Street and 40 Avenue

4. A signal layout design was completed for the Gaetz Avenue and 28 Street intersection.

5. Warrants for pedestrian crosswalks were examined for the intersections of:
 - a. Anders Street and Addinell Avenue
 - b. Grant Street and Glendale Boulevard
 - c. 76 Street and Nellis Avenue

C. Program: Signals
 Page 2
 February 5, 1991

6. Computerized Signal Project Status

Contract Progress

- a. Ten new conflict monitors were provided by the contractor and installed by the E. L. & P. Department to improve safety.
- b. GEC has repaired 11 of 24 malfunctioning detectors.
- c. GEC's Computerized Signal System Installation Contract was concluded, with two incomplete tasks; the Wallmap and the detector installations. The amount of \$17,784 was, therefore, deducted from the GEC Contract. City staff will complete these two tasks.
- d. Of the total project budget of \$1,438,000, \$1,337,800 has been paid to date.

City Staff Progress

Since the issuance of the Substantial Completion Certificate to GEC Canada, the work performed by City staff is summarized in Figure 3. Tasks 1 to 9 were completed in 1989, tasks 12 and 18 were completed in 1990, and tasks 11, 13, and 16 are partially finished. The following is an update of the status of tasks 11, 12, 13, 16, and 18:

a. Synchronization provided on both sides of Red Deer River

The Downtown Traffic Responsive Signal Network (Region B) has been combined with the 49 Avenue/60 Street and Gaetz Avenue/59 Street intersections (Region C), to provide signal synchronization on both sides of the Red Deer River.

b. Synchronization Provided at Northern Gaetz Avenue

- 1) The Computer System was reconfigured to provide maximum flexibility in:
 - Signal control strategy changes, and
 - Signal timing plan changes
- 2) Traffic flow patterns along northern Gaetz Avenue were surveyed.

C. Program: Signals
Page 3
February 5, 1991

- 3) The northern Gaetz Avenue area (Regions D and E) was combined to become one region, so that synchronization can be provided between the 68 Street and 74 Street intersections.
- 4) One hundred and eight new timing plans were designed for the 12 different sets of traffic patterns during the a.m., noon, p.m., and off-peaks of weekdays; Saturdays and Sundays.
- 5) All timing plans were programmed, checked, and fine tuned on the road.

Synchronization was substantially improved on:

- Gaetz Avenue, between 63 Street and 78 A Street
 - 67 Street, between 52 Avenue and Pameley Avenue
- 6) Further improvements during the noon and p.m. peak hours can be achieved by introducing real time control and/or simulated real time control in 1991.

b. Synchronization on Southern Gaetz Avenue

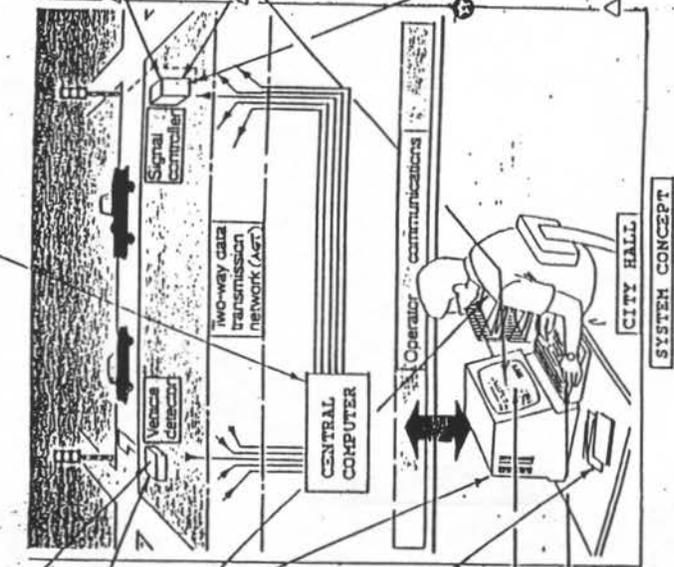
- 1) Signal control strategies for the southern region were reviewed.
- 2) Traffic flow patterns were surveyed.
- 3) Twenty-four new timing plans were designed for the four sets of traffic patterns during the a.m., noon, p.m., and off-peaks of weekdays. Weekend timing plans are being designed.

INDEPENDENT SIGNAL GROUPS



FIGURE 3
COMPUTERIZED SIGNAL PROJECT
LEGEND
● - TRAFFIC SIGNAL
■ - PEDESTRIAN SIGNAL
- - - SIGNAL GROUP BOUNDARY
△ - WORK COMPLETED
⊙ - WORK IN PROGRESS

△ (19) CENTRAL COMPUTER COMMANDS & CAPABILITIES CHECKED ON THE TRAFFIC RESPONSIVE REGION B AND THE FIXED TIME REGION H.



- △ (10) DETECTOR CALIBRATIONS MUST BE CHECKED.
- △ (11) DETECTOR OPERATION WAS CHECKED. A FEW DETECTORS WERE IDENTIFIED AS BEING INOPERATIVE DUE TO CONSTRUCTION TO MINIMIZE INTERFERENCE BY PARKED VEHICLES.
- △ (12) ADMINISTRATION PROCEDURE SET UP TO MAINTAIN CITY CONSULTANT/ CONTRACTOR ACCOUNTABILITY.
- △ (13) EQUIPMENT INVENTORY WAS TAKEN. OUTSTANDING ITEMS WERE SUBSEQUENTLY DELIVERED BY THE CONTRACTOR.
- △ (14) QUICK SYSTEM APPRAISAL WAS CONDUCTED. ALL PARAMETERS THAT GUARANTEE TRAFFIC SAFETY IN FIELD EQUIPMENT AND IN THE CENTRAL COMPUTER WERE CHECKED. NO PROBLEMS WERE OBSERVED.
- △ (15) CONTRACT COMPLIANCE - COMPLIANCES WERE IDENTIFIED. ISSUES STILL MUST BE RESOLVED BY THE CONSULTANT / CONTRACTOR.
- △ (16) SECOND BY SECOND PICTORIAL REPORTS OF ALL SIGNALS AND CORRIDORS ON THE SYSTEM WERE PROGRAMMED.
- △ (17) FINE TUNING WILL BE PERFORMED BASED ON HOUR BY HOUR DETAILED OBSERVATIONS OF ROAD TRAFFIC CONDITIONS.
- △ (18) FINE TUNING SIGNAL TIMING WILL BE PERFORMED TO ALLOW FASTER REAGENCY VEHICLE RESPONSES.

△ (16) FIELD SIGNAL EQUIPMENT OPERATION WAS TESTED. A PROBLEMATIC DESIGN WAS IDENTIFIED WHICH THE CONTRACTOR MUST RESOLVE. SIGNALS AT THESE KINDS OF INTERSECTIONS WERE IDENTIFIED TO REQUIRE SAFER CONFLICT MONITORS.

△ (17) FIELD SIGNAL EQUIPMENT & CENTRAL COMPUTER OPERATING DATA WAS CHECKED.

△ (18) THE DATA SET UP PATTERN WAS IDENTIFIED FOR SEVERAL SIGNALS. THE DATA DESIGN WAS REVISED TO SUIT THE RED DEER TRAFFIC PATTERN AND TO MAXIMIZE CENTRAL STRATEGY VIABILITY. A NEW DATA SET FOR REGIONS F AND G WAS IMPLEMENTED.

△ (19) IMPLEMENTATION FOR REGION H WILL BE COMPLETED. CONFLICT MONITORS ARE INSTALLED.

△ (20) FIELD SIGNAL EQUIPMENT & CENTRAL COMPUTER OPERATING DATA WILL BE REVISED FOR THE TRAFFIC RESPONSIVE SIGNAL REGIONS E AND A. A NEW DATA SET UP FOR REGION A WILL BE IMPLEMENTED WITH NEW CONFLICT MONITORS.

△ (21) STRATEGY CHANGE - REGION C WILL BE COMBINED WITH REGION B IN DOWNTOWN. THE OPERATION OF REGION D AND ITS RELATIONSHIP WITH REGION E WILL BE INVESTIGATED.

△ (16) THE EXISTING WEEKDAY TIMING PLANS FOR ALL FIXED TIME REGIONS WILL BE REVISED BASED ON CURRENT TRAFFIC VALUES. THE EXISTING TIMINGS WERE DEVELOPED IN 1986.

△ (17) SYSTEM OPERATION & USER MANUALS CORRECTIONS AND CLARIFICATIONS WILL BE IDENTIFIED.

△ (18) THE TRAFFIC MONITORING TELEVISION INSTALLATION IS IN PROGRESS UNDER THE SUPERVISION OF THE TRAFFIC SECTION. CAMERAS WILL BE INSTALLED AT SEVERAL INTERSECTIONS OF 23 STREET AND 49 STREET, 8 STREET AND 50 AVENUE, AND 72 STREET AND 50 AVENUE.

△ (19) THE TRAFFIC COUNT SOFTWARE WILL BE CHECKED AND CALIBRATED.

△ (20) ADDITIONAL TIMING PLANS WILL BE DESIGNED FOR PERIODS WITH DISTINCTLY DIFFERENT TRAFFIC PATTERNS AT THE FIXED TIME REGIONS. THESE WILL INCLUDE NEW TIMING PLANS FOR SATURDAY, SUNDAY, WESTERN PARADE TRAFFIC AND EVENING DEMAND.

D. **PROGRAM:** **SIGNING AND PAVEMENT MARKINGS**

1. **Signing**

- a. Traffic sign requirements were reviewed for the following projects:
- 1) Kentwood Subdivision, Phases 2 and 3
 - 2) Dangerous Goods Routes
 - 3) 28 Street Extension
 - 4) Pines Community Association proposal for the Piper Drive and Pameley Avenue area.
- b. One hundred and two Traffic Sign Work Orders were prepared. Information for 1870 signs was input into the Computerized Sign Data Management System.

2. **Pavement Marking**

- a. Thermoplastic pavement markings were installed by Lafrentz Road Services on the following six crown paving projects:

<u>ROAD</u>	<u>LIMIT</u>	<u>LIMIT</u>
40 Avenue	32 Street	McBride Crescent
59 Avenue	67 Street	Graham Drive
59 Street	Gaetz Avenue	54 Avenue
Oleander Drive	Oberlin Avenue	Otterbury Avenue
Ross Street	37 Avenue	East of Michener Centre Access Road
49 Avenue	60 Street	South of 63 Street

E. PROGRAM: PUBLIC INFORMATION

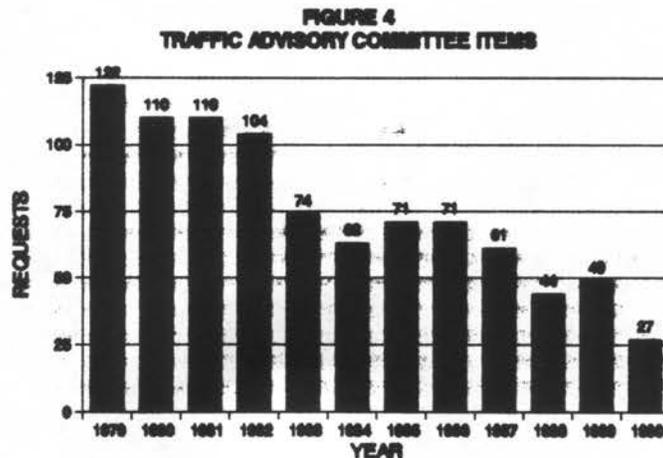
1. Alberta Signal Association Meeting and Public Tours

Red Deer hosted the Alberta Signal Association Meeting in November. The meeting was attended by signal manufacturers and Signal Engineers representing the Provincial Government and 13 Alberta cities and towns. Participants discussed the Red Deer SCOOT System and toured the operation of the Traffic Section and the Red Deer Computerized Sign Management System.

In addition, the Computerized Signal System was also toured by 14 Red Deer school groups and the Public Works Department staff.

2. Traffic Advisory Committee

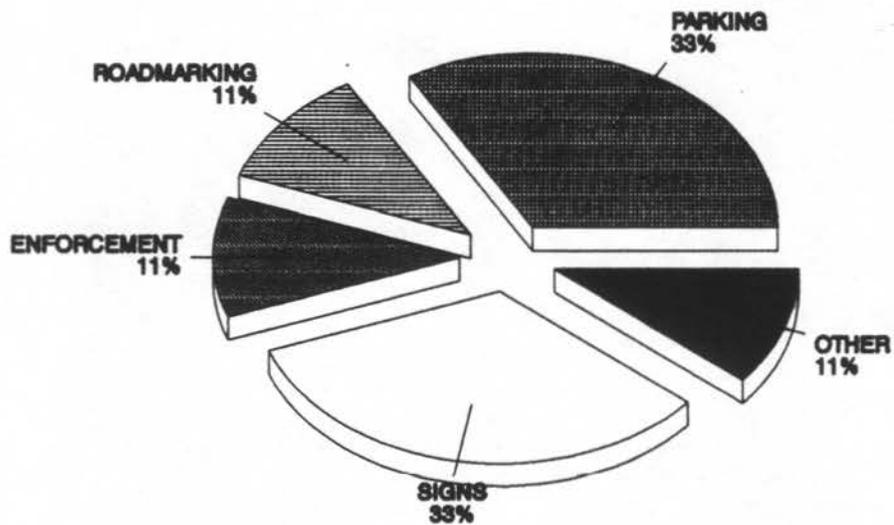
Figure 4 depicts the number of complaints/requests submitted by the public, Alberta Motor Association, and other City departments to the Traffic Advisory Committee.



E. Program: Public Information
Page 2
February 5, 1991

Twenty-seven complaints/requests were reviewed by the Traffic Advisory Committee. A breakdown of the nature of complaints/requests is shown in Figure 5.

FIGURE 5
TYPES OF T.A.C. COMPLAINTS



DATE: December 24, 1990
TO: Engineering Department Manager
FROM: Project Coordinator
RE: MAJOR CONTINUOUS CORRIDOR PROGRESS REPORT
JUNE 30, 1990 TO DECEMBER 31, 1990

CP Rail began using the relocated main line and yard on November 12, 1990, with the official opening on December 11, 1990.

Agreements are now all in place with the rail users, which means the existing yard and main line, north of the river, can be removed after December 31, 1991.

CP Rail has scheduled track removal to start at the south end in July of 1991. Warning lights and bells have been removed from the 32 Street and 54 Avenue intersections with CP Rail. Other crossing protection must remain for the occasional use to service the rail users.

The structures at 67 Street and associated roads (67 Street, 67 Avenue, and Edgar Drive) were completed in October 1990 and opened for traffic. Landscaping is scheduled for the spring of 1991. Streetlights will be installed during December 1990, January and February 1991.

Design meetings are continuing with consultants, Alberta Transportation and Utilities, and the City on the Corridor Road Phase.

The intersection of Howarth/Oak and 64 Avenue has been redesigned and will allow left turns for north and southbound traffic only. Taylor Drive (64 Avenue), from the river to 67 Street, is scheduled for widening during 1991.

Twinning Taylor Bridge is scheduled to go out to tender in February 1991, with a completion date in 1992.

Land acquisition for the Corridor Road is scheduled to start in early 1991.

Pat E. Grainger, R.E.T.
Project Coordinator

PEG/emg

DATE: February 6, 1991
TO: Engineering Department Manager
FROM: Engineering Office Administrator
RE: 1990 RECORDED INQUIRIES

This is a report on the 1990 inquiries received and recorded by the Engineering Services Clerks. The report excludes the numerous inquiries that are of a nature which can be adequately and immediately satisfied without recourse to a third party.

Approximately 95% of the inquiries are received by telephone and the balance over the counter.

Upon receiving an inquiry that requires action, the person's name, address, telephone number, and necessary details are taken and recorded on a triplicate memorandum. The pink copy is filed in the Engineering Department, the remaining two copies (yellow and white) are forwarded to the appropriate person.

If requested, or if we feel it will aid the caller, they would be phoned or sent a letter explaining the results or action to be taken.

The attached is a breakdown of the recorded calls received and recorded from January 1, 1990 to December 31, 1990.

You will note the large discrepancy between the total inquiries in 1989 and 1990 in the Meters and Signs Section. This is due to revised responsibilities in the Water and Wastewater Section and the Meters and Signs Section. The inquiries that were previously recorded under the Meters and Signs Section are now accounted for in the Water and Wastewater Section.



N. Peter Anderson, C.E.T.
Engineering Office Administrator

CB/emg
Att.

c.c. Public Works Manager
c.c. Development Coordinator
c.c. Engineering Services Clerks

1990 RECORDED INQUIRIESROADS SECTION

1053	Recorded Inquiries (1989 - 1214 Inquiries)
91	Rough road
192	Rough lane (constructed 138, unconstructed 54)
5	Ridge at edge of lane (after grading)
28	Settlement - road
26	Settlement - lane
40	General conditions creating ponding (roads 15, lanes 24)
84	Sidewalk/curb repair - replacement
12	Construct sidewalk/crossing
23	Sweep City road
46	Rubbish on sidewalk/road/lane
150	Sanding (roads 147, lanes 3)
212	Snow plowing (roads 168, lanes 44)
16	Blocked driveway/windrow to be moved
21	Ice/snow on sidewalk
96	Ponding problems (frozen/obstructed catch basins during spring thaw)
11	Snow fence

WATER AND WASTEWATER SECTION

1429	Recorded Inquiries (1989 - 444 Recorded Inquiries)
109	Plugged sewer
12	Direction required - plumber's invoice
31	Check sewer service
6	Sewer gas
29	Raise/repair manhole
85	Missing/repair catch basin
131	Water leak
67	Low/fluctuating water pressure
88	Turn water on/off
71	Raise/lower standpipe
21	Repair standpipe
4	Lower/repair valve box
18	Hydrant
75	Locate service/standpipe
7	Frozen water service
3	Dirty water
12	Service settlement
456	Change water meter
20	Install water meter/remote
153	Broken/leaking/noisy meter
31	Repair/relocate remote

METERS AND SIGNS SECTION

- 81 Recorded Inquiries (1989 - 703 Recorded Inquiries)
- 81 Signs - damaged, missing, found

FIELD SERVICES SECTION

- 74 Recorded Inquiries (1989 - 74 Recorded Inquiries)
- 28 As-built information
- 14 Confirm service location
- 24 Easement, right of way, and legal plans
- 5 Property pin
- 3 Service Relay Information

GENERAL

- 340 Recorded Inquiries (1989 - 344 Recorded Inquiries)
- 94 Miscellaneous
- 10 Claim against City
- 16 Thank you
- 25 Damaged City property
- 24 Work order/invoice/accounting procedure
- 8 As-built/map corrections
- 10 Oil/residue/material placed in/on City property
- 8 Problems created by contractor
- 24 Turf repair
- 9 Barrier/guardrail work
- 75 Overgrown tree/bush
- 5 Obstruction in gutter
- 32 Water problems resulting from heavy rains in May

TRAFFIC DIVISION

- 6 General (1989 - 10 Recorded Inquiries)
- 5 Request to Traffic Advisory Committee

NOTE: The majority of the inquiries received are transferred to the Traffic Section.

Commissioners' Comments

Submitted for Council's information only.

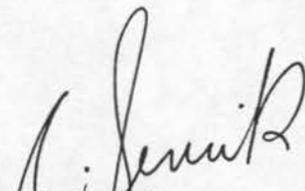
"R.J. MCGHEE", Mayor

"M.C. DAY", City Commissioner

DATE: February 20, 1991
TO: Engineering Department Manager
FROM: City Clerk
RE: 1990 PROGRESS REPORT - JUNE 30 TO DECEMBER 31, 1990
ENGINEERING DEPARTMENT

The 1990 Year End Progress Report for the Engineering Department was presented to Council February 19, 1991. Said report was accepted for information and it was agreed that same be filed.

We thank you for your report in this instance.



C. Sevcik
City Clerk

CS/jt

NO. 6

FILE: 1991BUDG.RES

DATE: January 31, 1991
TO: CITY CLERK
FROM: DIRECTOR OF FINANCIAL SERVICES
RE: 1991 BUDGET RESOLUTION

Attached is the 1991 Budget as amended by Council.

REQUESTED ACTION

A resolution to approve the 1991 budget revenues and expenditures.

M. Kuchentruker

For A. Wilcock, B. Comm., C.A.
Director of Financial Services

AW/mrk

Att.

THE CITY OF RED DEER
1991 OPERATING BUDGETS

<u>DEPARTMENT</u>	<u>1991 EXPENDITURE</u>	<u>1991 REVENUE</u>	<u>1991 NET BUDGET</u>
General City Programs	\$28,448,265	\$59,220,704	(\$30,772,439)
Financial Services Directorate	212,869	0	212,869
Treasury Services	2,475,989	1,242,478	1,233,511
City Commissioners	429,546	1,900	427,646
Elected Officials & City Clerk	846,787	90,100	756,687
Personnel	618,707	106,000	512,707
City Assessor	763,601	84,125	679,476
Computer Services	1,085,396	410,372	675,024
City Hall Operation	623,317	44,374	578,943
Parking Fund	1,198,970	1,198,970	0
By-laws and Inspections	823,746	667,680	156,066
Police	5,897,336	707,285	5,190,051
Fire	6,483,234	467,000	6,016,234
Engineering Administration	1,721,803	605,301	1,116,502
Public Works	28,183,811	22,838,394	5,345,417
Transit System	2,581,656	1,156,015	1,425,641
Community Services Director	219,017	209,817	9,200
Community Services- General	2,919,515	1,892,877	1,026,638
Social Planning	1,957,339	1,321,285	636,054
Parks	3,099,469	1,150,744	1,948,725
Recreation	3,439,124	1,615,288	1,823,836
Economic Development	186,812	39,760	147,052
Electric, Light & Power	35,124,410	34,270,250	854,160
TOTAL OPERATING BUDGETS	129,340,719	129,340,719	0
CAPITAL BUDGET	35,143,000	35,143,000	0
TOTAL OPERATING AND CAPITAL BUDGETS	164,483,719	164,483,719	0

Commissioners' Comments

We would recommend that Council approve the budget resolution as presented by the Dir. of Financial Services.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

DATE: February 20, 1991
 TO: Director of Financial Services
 FROM: City Clerk
 RE: 1991 BUDGET RESOLUTION

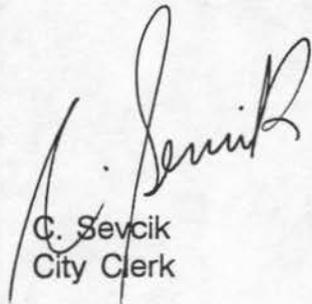
At the Council meeting of February 19, 1991, Council passed the 1991 budget resolution approving the 1991 budget revenues and expenditures, and as noted hereafter.

"RESOLVED that Council of The City of Red Deer hereby approves the 1991 Operating and Capital Budgets as summarized hereunder, and as presented to Council February 19, 1991:

<u>DEPARTMENT</u>	<u>EXPENDITURE</u>	<u>REVENUE</u>	<u>BUDGET</u>
General City Programs	\$28,448,265	\$59,220,704	(\$30,772,439)
Financial Services Directorate	212,869	0	212,869
Treasury Services	2,475,989	1,242,478	1,233,511
City Commissioners	429,546	1,900	427,646
Elected Officials & City Clerk	846,787	90,100	757,687
Personnel	618,707	106,000	512,707
City Assessor	763,601	84,125	679,476
Computer Services	1,085,396	410,372	675,024
City Hall Operation	623,317	44,374	578,943
Parking Fund	1,198,970	1,198,970	0
Bylaws and Inspections	823,746	667,680	156,066
Police	5,897,336	707,285	5,190,051
Fire	6,483,234	467,000	6,016,234
Engineering Administration	1,721,803	605,301	1,116,502
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TOTAL OPERATING BUDGETS	129,340,719	129,340,719	0
CAPITAL BUDGET	35,143,000	35,143,000	0
TOTAL OPERATING AND CAPITAL BUDGETS	\$164,483,719	\$164,483,719	\$ 0 *

Director of Finance
February 20, 1991
Page 2

The decision of Council in this instance is submitted for your information and I trust you will find same satisfactory.



C. Sevcik
City Clerk

CS/jt

c.c. City Commissioners
Directors
Department Heads

No. 7

CS-3.104

DATE: February 12, 1991

TO: CITY COUNCIL

FROM: CRAIG CURTIS
Director of Community Services

RE: CEMETERY BY-LAW 2952/88: PROPOSED AMENDMENTS
A memo from the Parks Manager,
dated February 11, 1991, refers.

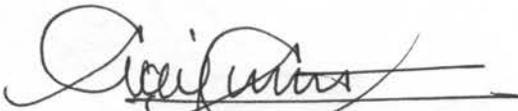
1. The Cemetery By-Law is amended each year following approval of the annual budget. The Parks Manager has prepared a detailed report outlining the reasons for the various changes which were identified during the budget presentation.

The proposed amendments included in the revised by-law may be summarised as follows:

- Amendments to Schedule D of the by-law to include 1991 cemetery rates, as included in the approved budget
- Amendments to enable the City to charge a fee for storage and handling of concrete grave liners
- Amendments to enable the City to sell concrete grave liners to the public

2. **RECOMMENDATIONS**

I support the Parks Manager's comments and recommend that City Council give first, second and third readings to Cemetery By-Law Amendment 2952/A-91.



CRAIG CURTIS

:dmg

- c. Don Batchelor, Parks Manager
Cheryl Adams, Council/Committee Secretary

DATE: February 12, 1991

TO: CITY COUNCIL

**FROM: DON BATCHELOR
Parks Manager**

RE: CEMETERY BY-LAW 2952/88 - PROPOSED AMENDMENTS

Each year amendment to the Cemetery By-law is required after the Cemetery Budget is approved, to reflect fees and rates. The amendment to the Cemetery By-law 2952/88 is attached elsewhere in the agenda.

The purpose of the proposed amendments are as follows:

1. To amend Schedule D of the by-law to enable 1991 cemetery rates to be charged based on the approved 1991 budget.
2. To enable The City to apply a concrete grave liner storage, handling and installation fee.
3. To enable The City to sell, as an option, concrete grave liners to the public.

An additional amendment to the Cemetery By-law and Schedule D will be prepared and presented to City Council in late spring to assign fees to the columbarium which is presently being designed and tendered.

1. 1991 Cemetery Rates

Attachment 1 outlines cemetery rates in Red Deer since 1985 as a chronological progression to keep pace with inflation and to move more towards a self-sufficient cemetery operation, which is less dependent on tax subsidy. The rates, as outlined on proposed Schedule D., would create a 66% sufficiency rate, up 2% points from 1990. The cemeteries have progressed significantly in this direction. In 1986 the self-sufficiency rate was only 47%. Attachment 2 outlines cemetery rates in other municipalities across Alberta; Red Deer rates remain among the lowest in the province.

2. Grave Liners - Installation Fee

The second point is with respect to a storage, handling and installation fee for grave liners. This proposed fee can be easily justified as payment for services rendered. At present funeral homes order and sell grave liners to the public but The City handles and installs the liners at no cost.

A grave liner is a container made of wood or concrete. Liners are approximately 2.5 metres long by .75 metres high and wide. Concrete liners weight ± 545 kg (1200 lbs.) and wood liners weigh ± 45 kg (100 lbs.). The purpose of a grave liner is to:

- prepare the plot for burial such that a casket can be placed in the ground without fear of the earth side walls collapsing;
- provide a box or container that caskets can be lowered into and that are secure and provide protection to the casket and the deceased;
- enable backfilling and compaction over the liner after burial is complete such that settlement over the grave site will be minimal.

Although funeral homes sell these liners to the public, The City actually does all the handling and installation including:

- storing the liners in the cemetery maintenance yard.
- loading and transporting the liner to the specific grave location for burial purposes.
- lowering and securing the liner into the grave site as part of grave preparation.
- returning to the grave site after the burial has occurred to place the concrete lid on the liner.

The four services presently carried out by The City to install grave liners, as outlined above, are done so with no compensation or fee to reimburse for labour

and equipment expenses. The rates proposed on Schedule D for the handling and installation of grave liners (i.e. \$55) is a fee enabling The City to recover costs actually incurred.

3. Grave Liners - Sale

The sale of concrete and wood grave liners, has traditionally been the responsibility of funeral homes. The City of Red Deer did sell concrete grave liners from 1977 to 1985 with very limited success. The limited sales can be attributed to the fact that The City did not sell them directly.

The proposal incorporated in this draft by-law is for The City of Red Deer to again sell concrete liners subject to sales being conducted through the City Clerks office. This would be optional as liners (concrete or wood) could still be purchased through the funeral homes.

The City benefits indirectly from the proposal as outlined above. Economically, The City would not gain as the concrete liners would be sold at cost plus a nominal fee for grave levelling and landscaping. The primary purpose of this proposal is to encourage the use of concrete grave liners in the two Red Deer cemeteries over the use of wood grave liners. The rationale to encourage concrete liners is that long-term maintenance cost over a grave that used a concrete liner is approximately one half of that in which a wood liner is used. The wood liners collapse (due to decay) after approximately 6 - 10 years, resulting in significant settlement over the grave. This area then has to be repeatedly levelled, topsoiled and seeded/sodded to ensure the expected maintenance standard is achieved.

If The City and funeral homes were to sell concrete grave liners at the time of plot purchase and/or burial, I estimate that approximately 85% of all burials would use concrete liners. The City's cost of pre-selling a concrete liner would be comparable to the funeral homes' cost of selling a wood liner. For religious and personal preference reasons, however, the sale of wooden liners should remain as an option.

City Council
 February 6, 1991
 Page 4

Estimated prices for concrete liners in 1991, should Council support this proposal, would be as follows:

	<u>Wood Liner</u>	<u>Concrete Liner</u>
Funeral Homes	\$224	\$439
City of Red Deer	N/A	\$225

CONCLUSIONS

I have discussed the above three proposals with the Red Deer Memorial Society, Eventide Funeral Home and Red Deer Funeral Home. There was general consensus and support for the first two items, but some opposition from the funeral homes relative to the pre-sale of concrete grave liners by The City. A letter of support from the Red Deer Memorial Society is attached.

RECOMMENDATION

That City Council give first, second and third reading to the proposed Cemetery By-law amendment 2952/A-91.



DON BATCHELOR

DB/ad

Atts.

- c. Alan Wilcock, Director of Financial Services
 Craig Curtis, Director of Community Services
 Charlie Sevcik, City Clerk
 Red Deer Memorial Society
 Red Deer Funeral Home
 Eventide Funeral Home



• Parks • Community Services Red Deer

CITY OF RED DEER
1985 - 1991 CEMETERY RATE COMPARISONS

*NOTE: All Figures In Dollars (\$)

	SINGLE PLOT (Regular)			SINGLE PLOT (Cremated)			BURIALS			WEEKEND ADDITIONAL CHARGES	DISINTERMENT	REINTER.
	Resident	Non Resident	Perpetual Care	Resident	Non Resident	Perpetual Care	Adult	Child	Cremated			
1985	160	190	110	40	55	20	150	35	25	100	120	150
1986	200	230	130	50	65	25	165	85	30	110	175	165
1987	200	230	135	50	65	25	175	85	30	165	175	175
1988	220	250	135	55	70	25	190	90	35	185	190	190
1989	230	260	150	55	70	30	200	95	40	195	200	200
1990	240	280	165	60	75	35	210	100	45	210	210	210
Proposed 1991	265	365	185	75	110	45	235	115	60	230	300	230



Parks • Community Services Red Deer

EXAMPLES OF BURIAL CHARGES

ALBERTA MUNICIPALITIES

1990 RATES

	<u>Plot Purchase & Burial (Resident)</u>	<u>Cremated Plot Purchase & Burial (Resident)</u>
CALGARY	\$935	\$180
MEDICINE HAT	580	204
LETHBRIDGE	600	200
EDMONTON	880	430
GRANDE PRAIRIE	757	217
LEDUC	650	150
ST. ALBERT	735	350
RED DEER 1990	615	140
PROPOSED 1991 RED DEER	685	180



THE MEMORIAL SOCIETY OF RED DEER & DISTRICT

Box 817
Red Deer, Alberta T4N 5H2
Phone 346-3452

1991-02-08

The City of Red Deer
P O Box 5008
RED DEER, Alberta
T4N 3T4

Attention: Mr Don Batchelor
-- Parks Manager

Dear Mr Batchelor

In response to your letter of January 30, 1991, our executive met on the evening of February 7, and considered your proposals.

Because, as a Memorial Society our aims are to provide funerals with economy, dignity and simplicity we feel that these proposals incorporating economy for the City also complement our aims.

As a Memorial Society we are pleased with your introduction of the Columbarium as it embraces a need that we have seen in immediate disposal cremation whereby there has not been a place for the bereaved to mourn. In addition to this it provides a place of return for nostalgic memory.

Thank you again for including us in your decision making.

We are happy to make these endorsements.

Sincerely

MR ROY MARTIN
President

RM:bt

Commissioners' Comments

We concur with the recommendations that Amending Bylaw 2952/A-91 be given three readings at this meeting.

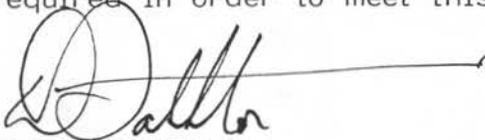
"R.J. MCGHEE", Mayor

"M.C. DAY", City Commissioner

DATE: January 17, 1991
TO: TOM CHAPMAN
City Solicitor
FROM: DON BATCHELOR
Parks Manager
RE: CEMETERY BY-LAW AMENDMENTS (By-law 2952/88/A90)

Please prepare the attached for an amendment to the City Cemetery By-law. The intent of these amendments is to permit the sale of concrete liners, to enable the charging of a storage/handling fee for liners and to revise Schedule D to reflect 1991 rates.

I am most anxious to proceed with this amendment to the February 4th meeting of City Council. Please contact me if further clarification is required in order to meet this timeline.



DON BATCHELOR

DB/ad

Att.

- c. Craig Curtis, Director of Community Services
Charlie Sevcik, City Clerk

PROPOSED 1991 CEMETERY BY-LAW AMENDMENTS

Section 12 (Lots) amended to:

A burial lot deed shall be completed in the form of Schedule A hereto annexed upon the purchaser paying or being invoiced the amounts set forth in the tariff in Schedule D hereto annexed and forming part of this by-law. ?

Section 15 (Lots) amended to:

Notwithstanding Section 14, the owner of a deed may transfer same back to the City and shall be entitled to the refund of the original purchase price including the amount paid for perpetual care, without interest, and with a 10% Administration fee applied.

Section 27(6) (Burials) New:

Storage and placement of concrete and wood liners shall be subject to a fee as outlined in Schedule D. ?

Section 27(7) (Burials) New:

The City shall offer the option of purchasing concrete liners at the time of plot purchase in accordance with the fee outlined in Schedule D. ?

Section 59 (Fees & Charges) amended to:

By deleting Schedule D in its entirety and substituting therefor new Schedule D annexed hereto.

- doesn't appear to be in ref. in "D"*
- ① plot purchase cd be years in advance of use.
 - ② "at the time of plot purchase and/or burial"

SCHEDULE D
1991 Rates

By-law 2952/A91

<u>PLOT</u>	<u>SIZE</u>	<u>RESIDENT</u>	<u>PER.CARE</u>	<u>NON-RES.</u>
Single lot for persons 5 years or over	4' x 12' or 4' x 10' or 4' x 9'	265	185	365
Military (Field of Honour)	4' x 12' or 4' x 10' or 4' x 9'	0	185	0
Double lot for persons 5 years or over	8' x 12' or 8' x 10' or 8' x 9'	530	370	730
Youth lot for persons 1-5 years of age	4' x 6'	135	80	180
Infant lot for persons 1 year and under	3' x 5'	105	60	140
Lot for cremated remains	24" x 24"	75	45	110
Purchase Concrete Liners		210	0	210

BURIALS

CHARGES

For the burial of the body of a deceased person 5 years or over.	235
For the burial of the body of a deceased per between the ages of 1 year and 5 years.	115
For the burial of the body of a deceased person under the age of 1 year.	55
For the extra dept (8') to permit double burial of bodies of persons of any age (extra charge).	75

For the burial of cremated remains of any body.	60
Additional charges in respect of any burials carried out on a Saturday, Sunday or a holiday.	240
Surcharge - for all burials not using concrete liners or vaults (settlement repair).	120

INTERMENT & DISINTERMENTS

CHARGES

For the disinterment of a deceased person of the age of 5 years or over.	300
For the disinterment of a deceased person under the age of 5 years.	250
For the disinterment of the cremated remains of any body	75

Reinterments shall be at burial rates.

<i>Misc?</i> { Sale/transfer of deed back to the City (Administration Fee)	10%
----------------------------------------------------------------------------------	-----

MONUMENTS

Application Fee	12
-----------------	----

DATE: February 22, 1991
TO: City Council
FROM: City Clerk
RE: CEMETERY BYLAW AMENDMENT 2952/A-91

The above noted amending bylaw was presented to Council February 19, 1991. The proposed amendments included in Bylaw 2952/A-91 may be summarized as follows:

1. Schedule D - Cemetery Rate Increases
2. The City to charge a fee for storage and handling of concrete grave liners
3. The City enabled to sell concrete grave liners to the public.

At the above noted Council meeting, said bylaw was tabled prior to voting on first reading and the administration was directed to review the bylaw.

Enclosed hereafter is a further report from the administration with respect to this matter.


C. Sevcik
City Clerk

CS/jt

Att.

DATE: February 12, 1991

TO: CITY COUNCIL

FROM: DON BATCHELOR
Parks Manager

RE: 1991 CHRISTMAS TREE COLLECTION & RECYCLING

The City of Red Deer Fire Department and Parks Department have now completed the Christmas Tree Collection and Chipping Program for 1991.

The program has been successful due to:

- a) the volunteer collection of all Christmas trees by the Red Deer Fire Fighters.
- b) the donation of the tree chipper by Alberta Hay Processors Centre Ltd.
- c) the donation of a loader and a dumpster hauling unit by Case Power Equipment and Bettenson's Ltd. respectively.

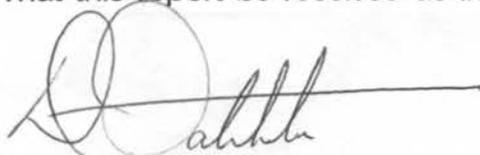
Costs of chipping the ±7,000 trees (includes labour and some equipment) is approximately \$1,800. The tree chips will be used on an experimental basis in 1991

- a) along equestrian trails and in the corrals at Heritage Ranch,
- b) in a limited number of coniferous shrub beds as a mulch, and
- c) as mulch in compost to be later used as a soil amendment product.

Although the chipping and collection program went well in its first year, a number of complications arose with respect to tree stands, plastic bags, excessive tinsel, and other debris in the trees having to be manually removed prior to being chipped. I suspect the program could be somewhat streamlined in 1992, however, that would be largely contingent upon the continued commitment of the Red Deer Firefighters to the program and the donation of equipment by suppliers to the same extent as 1991.

RECOMMENDATION

That this report be received as information.



DON BATCHELOR

DB/kl

Commissioners' Comments

Submitted for Council's information only.

"R. J. MCGHEE"
Mayor

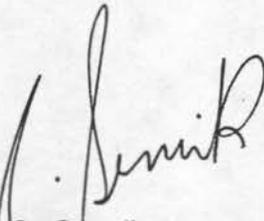
"M. C. DAY"
City Commissioner

- c. Craig Curtis, Community Services Director
Alta Hay Processors Centre Ltd.
Case Power Equipment
Bettenson's Ltd.

DATE: February 20, 1991
TO: Parks Manager
FROM: City Clerk
RE: 1991 CHRISTMAS TREE COLLECTION AND RECYCLING

Your report dated February 12, 1991 pertaining to the above topic was presented on the Council agenda February 19, 1991. Your report above mentioned was accepted by Council for information, and it was agreed that same be filed.

We thank you for your report in this instance. On behalf of Council, I wish to take this opportunity of complimenting you, the Red Deer Fire Fighters and the private businesses who participated in this program and for what appears to have been a successful project. I trust that you will convey Council's sentiments to all of the participants.



C. Sevcik
City Clerk

CS/jt

c.c. Director of Community Services



TRANSPORTATION
AND UTILITIES
Regional Transportation Services
Central Region 3
Parkland

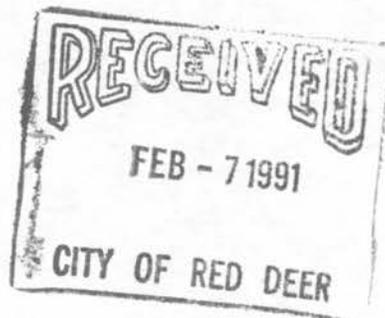
Office of the Regional Director

#403, 4920 - 51 Street, Red Deer, Alberta, Canada T4N 6K8 403/340-5166

February 4, 1991

File: 1545-1
1564-Red Deer

Mr. C. Sevcik
City Clerk
The City of Red Deer
P. O. Box 5008
Red Deer, Alberta
T4N 3T4



Dear Sir:

RE: HIGHWAY 2 SIGNING FOR RED DEER

With reference to your letter of January 22, 1991, we have reviewed the comments from your Engineering Department and are in general agreement except for the following items.

1. "EXIT" SIGNS

We are of the view that if the sign says "Red Deer 4 Exits", then information related to all the four exits should be shown on the sign. This is the system that we have adopted for signage for the southbound traffic and find it quite acceptable.

2. OVERHEAD SIGNS

Your Engineering Department had suggested a change to the overhead sign at the north end of the commercial zone. Since we are anticipating some possible changes to the existing signage at this location with the implementation of the continuous corridor plan, we do not propose to make any changes at this time.

- 2 -

The attached plan shows the existing signs as well as the proposed additional signs relating to "EXITS" information for Red Deer. We propose to place an order for fabrication of the additional signs within the next few days. These signs will be erected in place soon after their receipt.

I trust that the arrangement as outlined here will be acceptable to the City of Red Deer.

Sincerely



D. J. Bussard, P. Eng.,
REGIONAL DIRECTOR

TM/mt

Attached

Copied to: Director of Engineering Services
Tourist & Convention Board
9/102/07

6.

Commissioners' Comments

Submitted for Council's information only.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

Alberta
*Transportation
 and Utilities*
 Regional Operations
 Region 3, District 6

Drawing No. H2SIGN.DGN
 File No.
 Date: 05 FEB 1991

RED DEER	4 EXITS
IIA	4 KM
67th STREET	7 KM
32nd STREET	10 KM
2A TO GAETZ AVE	15 KM

IIA	2 KM
67th STREET	5 KM
32nd STREET AVE	13 KM
2A TO GAETZ AVE	15 KM

IIA	2 KM
67th STREET	7 KM
32nd STREET	2 KM

IIA	2 KM
-----	------

IIA	2 KM
67th STREET	5 KM



NOT TO SCALE

32nd STREET	2 KM
-------------	------

IIA	2 KM
67th STREET	5 KM
32nd STREET	10 KM

2 NORTH EDMONTON	TO 2A NORTH RED DEER CITY CENTRE
------------------	----------------------------------

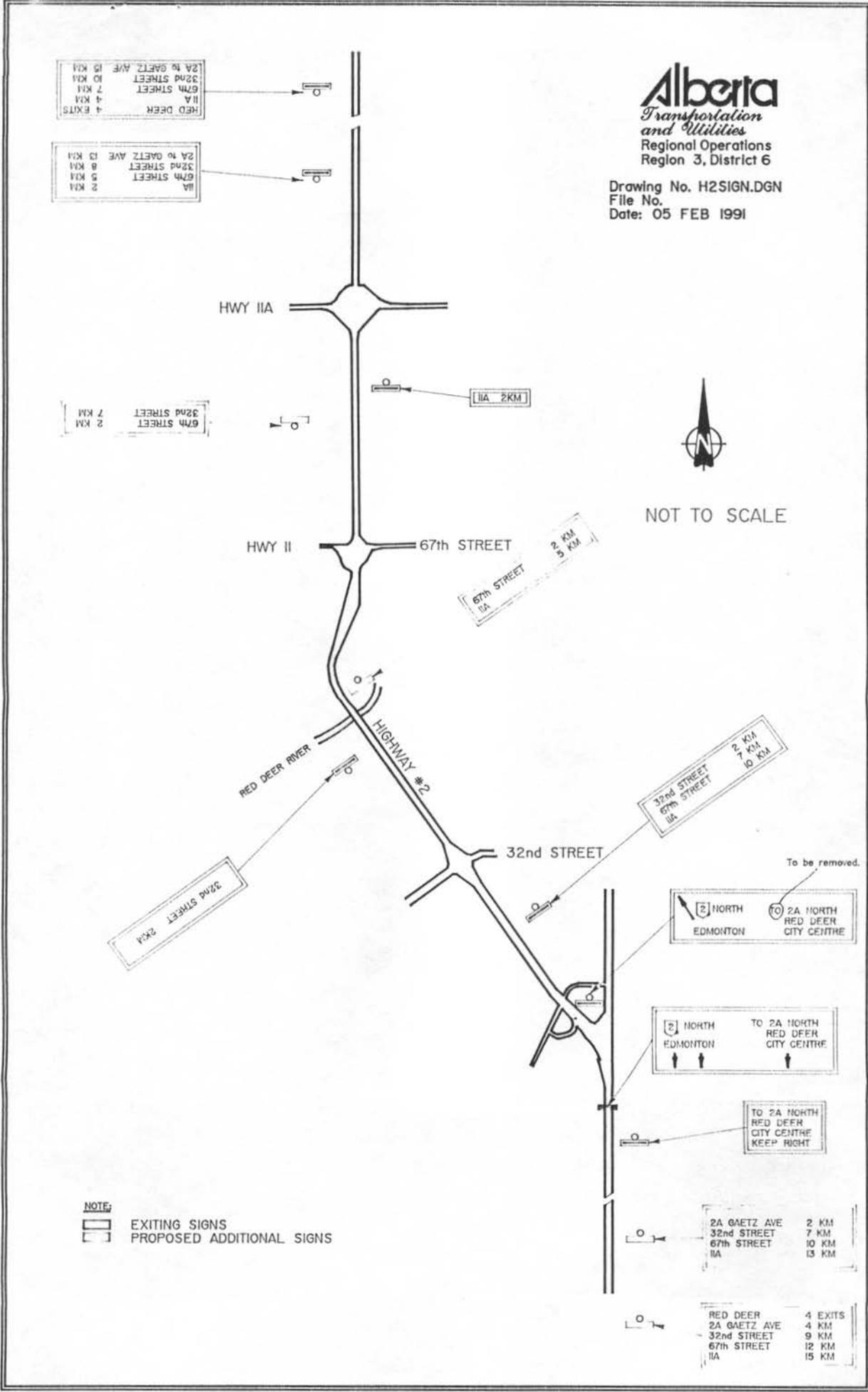
2 NORTH EDMONTON	TO 2A NORTH RED DEER CITY CENTRE
------------------	----------------------------------

TO 2A NORTH RED DEER CITY CENTRE
 KEEP RIGHT

IIA	2 KM
67th STREET	7 KM
32nd STREET	10 KM
2A GAETZ AVE	13 KM

RED DEER	4 EXITS
IIA	4 KM
67th STREET	9 KM
32nd STREET	12 KM
2A GAETZ AVE	15 KM

NOTE:
 EXISTING SIGNS
 PROPOSED ADDITIONAL SIGNS



11A
67th STREET 2 KM
32nd STREET 5 KM
2A to GAETZ AVE 8 KM
13 KM

67th STREET 2 KM
32nd STREET 7 KM

11A 2KM

67th STREET 2 KM
11A 5 KM

32nd STREET 2 KM
67th STREET 7 KM
11A 10 KM

32nd STREET 2KM

2 NORTH EDMONTON
TO 2A NORTH RED DEER CITY CENTRE

2 NORTH EDMONTON
TO 2A NORTH RED DEER CITY CENTRE

TO 2A NORTH RED DEER CITY CENTRE
KEEP RIGHT

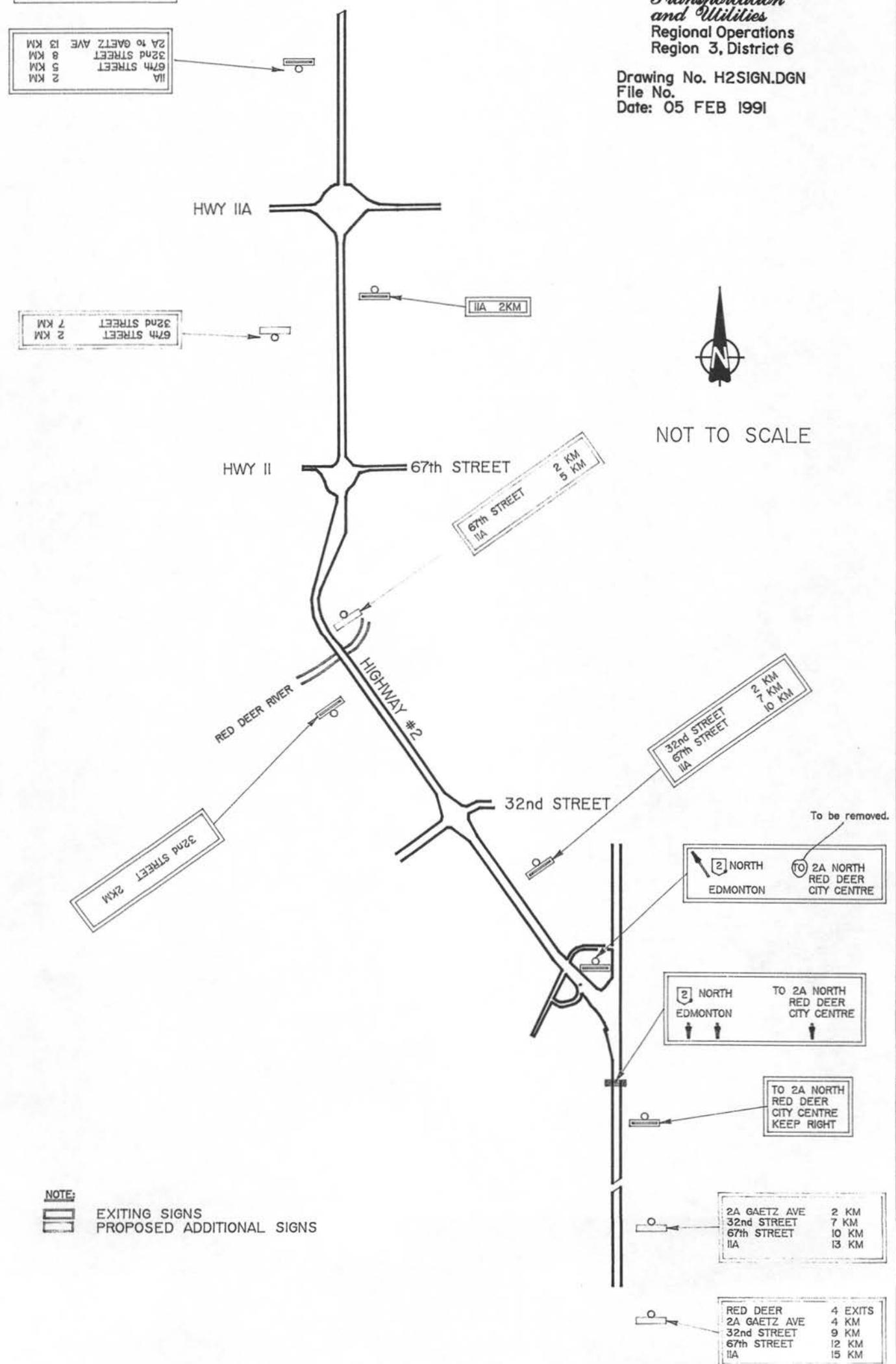
2A GAETZ AVE 2 KM
32nd STREET 7 KM
67th STREET 10 KM
11A 13 KM

RED DEER 4 EXITS
2A GAETZ AVE 4 KM
32nd STREET 9 KM
67th STREET 12 KM
11A 15 KM



NOT TO SCALE

NOTE:
 EXITING SIGNS
 PROPOSED ADDITIONAL SIGNS



**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

Alberta Transportation and Utilities
#403, 4920 - 51 Street
RED DEER, Alberta
T4N 6K8

Attention: Mr. D.J. Bussard, P.Eng.
Regional Director

Dear Sir:

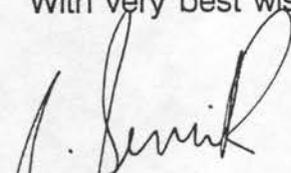
RE: HIGHWAY 2 SIGNING FOR RED DEER

Your letter of February 4, 1991 pertaining to the above noted matter is hereby acknowledged with thanks.

I would advise that your letter aforementioned was presented on the Council agenda of February 19, 1991 and at which meeting said correspondence was accepted for information only and it was agreed that same be filed.

We thank you for your assistance and co-operation in this matter.

With very best wishes,



C. Sevcik
City Clerk

CS/jt

c.c. Director of Engineering Services
Tourist and Convention Board

*a delight
to discover!*

NO. 2

MISTER POPCORN

January 28, 1991

C. Sevcik
City Clerk
City of Red Deer

Dear Sir:

RE: (Vending on City sidewalks)

I would like to apply for approval to operate my business (pushcart vending) on City sidewalks.

Goods to be sold are Popcorn (popped on site) and soft drinks.

The proposed location to be is on Ross Street, between 49 Ave. and 48 Ave. on South Side by City Hall Park.

Thank you

Yours truly,

"Leonard Hydomako"
(Mister Popcorn)
Box 27, R.R. #4
Red Deer, Alberta
T4N 5E4

DATE: February 12, 1991

TO: CHARLIE SEVCIK
City Clerk

FROM: CRAIG CURTIS
Director of Community Services

RE: MISTER POPCORN - PUSH-CART VENDING UNIT:
APPLICATION FOR LICENSE
Your memo dated January 29, 1991 refers.

1. Mr. Hydomako is requesting a 1991 license to continue to operate his "Mister Popcorn" vending unit on Ross Street, adjacent to City Hall Park.
2. I have discussed this matter with the Parks Manager. The vending unit has posed no problems in the past and, consequently, we are recommending approval, subject to the operator's being responsible for litter and debris within 20 metres of the vending unit.

3. **RECOMMENDATION**

I support the comments of the Parks Manager and recommend that City Council approve a permit for Mr. Hydomako to operate the "Mister Popcorn" vending unit from the specific location on Ross Street, during 1991, subject to the operator's being responsible for litter and debris within 20 metres of the vending unit.


CRAIG CURTIS

:dmg

- c. Don Batchelor, Parks Manager
Ryan Strader, Bylaws/Inspections Manager

DATE: February 11, 1991

TO: CHARLIE SEVCIK
City Clerk

FROM: DON BATCHELOR
Parks Manager

RE: MISTER POPCORN - PUSH-CART VENDING UNIT:
APPLICATION FOR LICENSE
Your memo dated January 29, 1991 refers.

I have received the request of Mr. Hydomako to continue to operate his "Mister Popcorn" vending unit on Ross Street, adjacent to City Hall Park. Mr. Hydomako has operated his vending unit in this location for the past several years and has provided a clean and courteous service to the public. He has also operated a vending unit in Rotary Picnic Park for the past three years, and this contract will be forwarded to City Council at a subsequent meeting for a further one-year extension.

I support the request as submitted, subject to the applicant's continuing to be responsible for litter control within 20 metres of the vending unit, including a waste receptacle associated with the unit.

RECOMMENDATION

That City Council approve the request of Mr. Hydomako to operate a vending unit on Ross Street, adjacent to City Hall Park, subject to the applicant's being responsible for litter and debris within 20 metres of the vending unit.



DON BATCHELOR

:dmg

- c. Craig Curtis, Director of Community Services
R. Strader, Bylaws/Inspections Manager

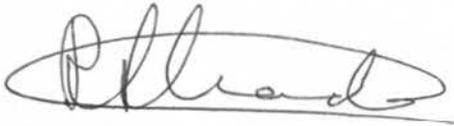
DATE: January 31, 1991
TO: City Clerk
FROM: Bylaws and Inspections Manager
RE: MISTER POPCORN

FILE NO.

In response to your memo of January 29, 1991, regarding the above referenced subject, we recommend that the application be approved.

Mr. Hydomako has operated at the requested location for a number of years, and we have never had a complaint regarding his business.

Yours truly,



R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

Commissioners' Comments

We would concur with the recommendations.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

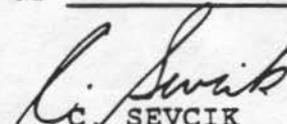
TO:

- DIRECTOR OF COMMUNITY SERVICES
- DIRECTOR OF ENGINEERING SERVICES
- DIRECTOR OF FINANCIAL SERVICES
- BYLAWS & INSPECTIONS MANAGER
- CITY ASSESSOR
- COMPUTER SERVICES MANAGER
- ECONOMIC DEVELOPMENT MANAGER
- E.L. & P. MANAGER
- ENGINEERING DEPARTMENT MANAGER
- FIRE CHIEF
- PARKS MANAGER
- PERSONNEL MANAGER
- PUBLIC WORKS MANAGER
- R.C.M.P. INSPECTOR
- RECREATION & CULTURE MANAGER
- SOCIAL PLANNING MANAGER
- TRANSIT MANAGER
- TREASURY SERVICES MANAGER
- URBAN PLANNING SECTION MANAGER
-

FROM: CITY CLERK

RE: MISTER POPCORN - PUSH CART VENDING
UNIT / APPLICATION FOR LICENSE

Please submit comments on the attached to this office by February
11 for the Council Agenda of February 19, 1991.


C. SEVCIK
City Clerk

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

January 29, 1991

Leonard Hydomako
(Mister Popcorn)
Box 27, R.R. #4
RED DEER, Alberta
T4N 5E4

Dear Sir:

**RE: MISTER POPCORN - PUSH CART VENDING UNIT /
APPLICATION FOR LICENSE**

Thank you for your letter in regard to the above, and we would advise that this matter will be presented to Red Deer City Council at its meeting on February 19, 1991.

Please call this office on Friday prior to the said meeting to determine a suitable time, in the event you wish to be present.

Trust you will find this satisfactory.

Sincerely,

C. SEVCIK
City Clerk

/jt



*a delight
to discover!*

MISTER POPCORN

Jan 28/91

C. Sevek,
City Clerk,
City of Red Deer.

THE CITY OF RED DEER
CLERK'S DEPARTMENT

RECEIVED	
TIME	2:15
DATE	Jan. 29/91
BY	AS

Dear Sir.

R. E. (Vending on city sidewalks)

I would like to apply for approval to operate my business (pushcart vending) on city sidewalks.

Goods to be sold are Popcorn (popped on site) and soft drinks.

The proposed location to be is on Ross Street, between 49 ave. and 48 ave. on South side by City Hall Park.

Thank you.

Yours Truly.

Leonard Hydornak.

(Mister Popcorn)

Box 27 - RR# 4.

Red Deer, Alta.

T4N-5E4.



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6198

City Clerk's Department 342-8132

February 20, 1991

Mr. Leonard Hydomako
Box 27, R.R. #4
RED DEER, Alberta
T4N 5E4

Dear Sir:

RE: VENDING ON CITY SIDEWALK / MR. POPCORN

Your letter of January 28, 1991 requesting permission to operate your pushcart vending unit on Ross Street by the City Hall Park, received consideration at the Council meeting of February 19, 1991. Following is the resolution which was passed by Council in regard to your application.

"RESOLVED that Council of The City of Red Deer hereby approves the application by Mr. L. Hydomako to operate the "Mister Popcorn" vending unit on the sidewalk located on the south side of Ross Street between 48 Avenue and 49 Avenue subject to Mr. L. Hydomako being responsible for litter and debris within 20 m of the vending unit, and as recommended to Council February 19, 1991."

The decision of Council in this instance is submitted for your information. It will be necessary for you to obtain the license from the Bylaws and Inspections Department upon payment of the appropriate fee. In addition, I wish to draw to your attention the condition of Council's approval, namely, that you are responsible for the cleanup of litter and debris within 20 metres of the vending unit.

Trusting you will find this satisfactory. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

C. Sevcik
City Clerk

CS/jt

c.c. Bylaws and Inspections Manager
Parks Manager
Director of Community Services



*a delight
to discover!*



TOWNE CENTRE ASSOCIATION of RED DEER

#300, 4929 ROSS ST., RED DEER, ALBERTA T4N 1X9 (403) 340-8696

February 7, 1991

Mayor McGhee
and City Council

THE CITY OF RED DEER
CLERK'S DEPARTMENT

RECEIVED	
TIME	12:22 PM
DATE	Feb 7 / 91
BY	JT

RE: TRUCK PURCHASE

Dear Mayor McGhee and Council,

As is directed in the City of Red Deer BRZ Bylaw, the board is requesting Council approval to enter into a 30 month loan agreement, with our bank, Parkland Savings and Credit Union, for the outright purchase of the Towne Centre truck.

While the Provincial Legislation permits BRZ's to obtain or purchase real property and assets, the City Bylaw restricts the TCA from making a financial commitment beyond the current fiscal year, without the approval of Council. While this has been occasionally inconvenient, it has not hampered the Associations ability to perform.

We now find a significant economic advantage in the outright purchase of the TCA truck, as compared to continuing with our annual lease arrangement. Over the next 36 months of leasing, a purchase will save a minimum of \$6,500.00. Because the buyout price is \$9,500.00, we will require a loan to complete the buyout. Adequate funds are not available in the 1991 budget to accomplish the purchase.

This vehicle is needed for two primary functions. Firstly it is used daily for performance of the litter contract, and secondly, it is used throughout the year for general duties, throughout the core area. The board is moving as quickly as possible to reduced our basic overheads, enabling greater investment in many revitalization projects, with the funds available each year. This in turn will allow us to reduce the potential of BRZ increases to the business members for perhaps another 5 years or longer.

Thank you for your attention to this request, and we look forward to your response as soon as possible.

Respectfully yours,

as directed by the Board,
John P. Ferguson, General Manager

FILE: TWNECTR.TRK

DATE: February 11, 1991
 TO: CITY CLERK
 FROM: DIRECTOR OF FINANCIAL SERVICES
 RE: TOWNE CENTRE - TRUCK PURCHASE

The letter from the Towne Centre Association contains some incorrect information. It states "While the Provincial Legislation permits BRZ's to obtain or purchase real property and assets, The City Bylaw restricts the Towne Centre Association from making a financial commitment beyond the current fiscal year, without the approval of Council." The City bylaw was prepared in accordance with the Municipal Government Act. Section 171.5(5) states:

"No indebtedness extending beyond the current fiscal year shall be incurred by a board."

If the truck purchase is to be financed over a period extending after the current fiscal year, then the City would have to provide financing.

There is not sufficient information in the letter from the Towne Centre to confirm the stated saving of \$6,500. If, however, City Council wants the City to provide the necessary financing then The City would have to purchase the truck and lease it to the Towne Centre Association on an annual lease.

RECOMMENDATION

If City Council wants to assist the Towne Centre Association, then The City should purchase the truck and lease it back to the Towne Centre Association on an annual basis. The City would use prior years surpluses to finance the purchase, such funds to be repaid as payments are received.



A. Wilcock, B. Comm., C.A.
 Director of Financial Services

AW/mrk

Commissioners' Comments

We would recommend that Council agree to the purchase and lease back of the truck to the Towne Centre Association and a rate to be determined by the Dir. of Financial Services if the Towne Centre Association can satisfy the Dir. of Financial Services that this is the most advantageous means of financing.

"R.J. MCGHEE", Mayor

"M.C. DAY", City Commissioner

TO:

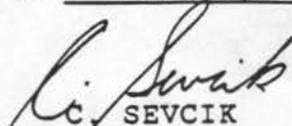
- DIRECTOR OF COMMUNITY SERVICES
 DIRECTOR OF ENGINEERING SERVICES
 DIRECTOR OF FINANCIAL SERVICES
 BYLAWS & INSPECTIONS MANAGER
 CITY ASSESSOR
 COMPUTER SERVICES MANAGER
 ECONOMIC DEVELOPMENT MANAGER
 E.L. & P. MANAGER
 ENGINEERING DEPARTMENT MANAGER
 FIRE CHIEF
 PARKS MANAGER
 PERSONNEL MANAGER
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 R.C.M.P. INSPECTOR
 RECREATION & CULTURE MANAGER
 SOCIAL PLANNING MANAGER
 TRANSIT MANAGER
 TREASURY SERVICES MANAGER
 URBAN PLANNING SECTION MANAGER
 CITY SOLICITOR
-

FROM:

CITY CLERK

RE: TOWNE CENTRE - TRUCK PURCHASE

Please submit comments on the attached to this office by February
12 for the Council Agenda of February 19, 1991.


 C. SEVCIK
 City Clerk



THE CITY OF RED DEER

P.O. BOX 5008, RED DEER, ALBERTA T4N 3T4

City Clerk's Department 342-8132

7 February 1991

Towne Centre Association
#B3, 4901 - 48 Street
RED DEER, Alberta
T4N 1S8

Attention: John Ferguson
General Manager

Dear Sir:

RE: TOWNE CENTRE - TRUCK PURCHASE

Thank you for your letter in regard to the above, and we would advise that this matter will be presented to Red Deer City Council at its meeting on February 19, 1991.

Please call this office on Friday prior to the said meeting to determine a suitable time, in the event you wish to be present.

Trust you will find this satisfactory.

Sincerely,


C. SEVCIK
City Clerk

/jt

DATE: February 8, 1991

FILE NO.

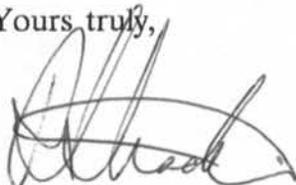
TO: City Clerk

FROM: Bylaws and Inspections Manager

RE: TOWNE CENTRE - TRUCK PURCHASE

In response to your memo of February 7, 1991, regarding the above referenced subject, we wish to advise that this department has no comments at this time.

Yours truly,

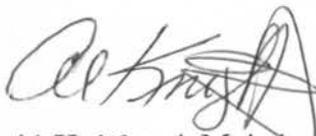
A handwritten signature in black ink, appearing to read 'R. Strader', written over a horizontal line.

R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

DATE: February 7, 1991
TO: City Clerk
FROM: City Assessor
RE: TOWNE CENTRE - TRUCK PURCHASE

The Assessment, Tax & Land Department has no comment with regard to the above.



Al Knight, A.M.A.A.
City Assessor

AK/ngl

c.c. Director of Financial Services
Bylaws & Inspections Manager
City Solicitor



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6198

City Clerk's Department 342-8132

February 20, 1991

Towne Centre Association
#B3, 4901 - 48 Street
RED DEER, Alberta
T4N 1S8

Attention: Mr. John P. Ferguson
General Manager

Dear Sir:

RE: TRUCK PURCHASE

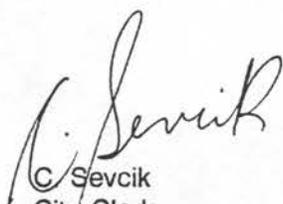
Your letter of February 7, 1991 pertaining to the above matter was considered at the Council meeting of February 19, 1991 and at which meeting Council passed the following motion.

"RESOLVED that Council of The City of Red Deer, having considered correspondence dated February 7, 1991 from the Towne Centre Association re: Truck Purchase, hereby agrees to the purchase and leaseback of the truck to the Towne Centre Association at a rate to be determined by the Director of Financial Services, and provided that the Association can satisfy the Director of Financial Services that this is the most advantageous means of financing, and as recommended to Council February 19, 1991."

The decision of Council in this instance is submitted for your information and I trust that you will be in contact with the Director of Financial Services concerning this transaction.

Trusting you will find this satisfactory. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



C. Sevcik
City Clerk

CS/jt

c.c. City Commissioners
Director of Financial Services



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to discover!*

NO. 4

TREES BY 2000
 c/o Teresa Neuman
 R.R.#4
 Red Deer, AB.
 T4N 5E4

January 24, 1991

THE CITY OF RED DEER
 CLERK'S DEPARTMENT

RECEIVED	
TIME	11:35
DATE	Jan. 25/91
BY	HP

Dear Members of Red Deer City Council:

I am writing to Council on behalf of CAGE (Citizens Action Group on the Environment) to tell you about an exciting environmental project which we have initiated called TREES BY 2000. Through this project we hope to oversee the planting of one tree for every citizen of Red Deer by the year 2000.

The attached proposal gives information regarding this project as well as makes a request to the City of Red Deer for support and involvement.

The TREES BY 2000 committee is very enthusiastic about this project and the benefits it will provide to the parkland community both environmentally and socially. We thank you for considering this proposal and hope to hear from you soon.

Sincerely,

Teresa E. Neuman

Teresa Neuman
 TREES BY 2000

TREES BY 2000

The Citizens Action Group on the Environment has initiated an exciting environmental project called TREES BY 2000. This project is part of a national campaign called Global ReLeaf which has been implemented by the international organization Friends of the Earth. This campaign allows ordinary Canadians to take a stand and turn their environmental concerns into action on an individual, community, and/or global level.

Through our local project we hope to oversee the planting of one tree for every citizen of Red Deer by the year 2000 (some 60,000 trees.) These trees will be planted within parks areas, road escarpments, private residences, new developments, rural shelterbelts, and other areas of need within the city and around the county of Red Deer.

Most of the excess carbon dioxide contributing to global warming (the greenhouse effect) comes from the burning of fossil fuels. Much of the rest is a result of the net deforestation of the globe. Planting trees is one effective way to combat global warming. In addition to absorbing carbon dioxide trees purify air and water, protect watershed areas, enhance wildlife habitats, and prevent soil erosion. We can become part of the solution instead of just being part of the problem. The need is great, but solutions are within the reach of everyone. The time to act is now! The national Global ReLeaf goal is to plant 15 million trees in Canada by the year 1995. By planting some 60,000 trees by the year 2000 Red Deer will be doing more than her share. Although there are pockets of well-maintained treed areas in Red Deer, there are also many areas which would benefit from reforestation.

COMMUNITY INVOLVEMENT

The TREES BY 2000 committee is aware that the commitment we have made is a large one. We are confident, however, that the people of Red Deer will support and assist us in meeting our goal. Participation in the project over the next ten years can happen at many levels and will appeal to people of all ages. Involvement in "Trees by 2000" has been assured by the Kerry Wood Nature Centre, school groups including Joseph Welsh Elementary and the LTCHS Earth Club, and Parkland Nurseries. We have also invited some 20 other service, church, youth and environmental groups to become involved, as well as local businesses.

Part of the project's mandate is to encourage individuals to plant trees on their own. Any private planting, whether it be done by an individual or a group, can be included in our tally by registering with the project through the Green Line. For example the Morrisroe Community Association has expressed interest in including their treeplanting project this year in our numbers.

TREES BY 2000 also hopes to create public awareness of issues such as global warming, deforestation, wildlife habitat protection, and soil conservation. This will be accomplished through publicity of our campaign and educational forums associated with it.

FUNDING

Attached you will find a copy of our 1991 budget (Appendix A). Through our own fundraising and the national Global ReLeaf Fund we feel confident that our financial needs will be met for the first year. Funding over the 10 year period would be assembled through our own fundraising, continued support from Global ReLeaf, and new funds generated from the possible sources listed at the bottom of Appendix A.

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PLANTING SITES

To date "Trees by 2000" has confirmed possible planting sites at Kerry Wood Nature Centre and Fort Normandeau. We are currently consulting the City Parks Department regarding areas of need on City property. The attached map (Appendix B) shows possible planting sites for this year as well as over the ten year period. As indicated the proposed sites for this year are along Riverside Drive and within the Gaetz Lakes Sanctuary.

PLANTING DATES

Although any trees planted throughout the growing season will be included in the project, each year our committee will be concentrating their activities around Arbor Day and the month of May as this is the peak planting time for our region.

TYPES OF TREES

Tree species will be approved by the Parks Department prior to planting, with preference given to Colorado Spruce, Scots Pine, White Spruce, North West Poplar, Willow, Mountain Ash, Green Ash and Elm. The trees planted will be of a size that will maximize growth and survival rate. TREES BY 2000 will be consulting our nursery contacts and the Parks Department on a continual basis for expert advice on these and other technical considerations.

NUMBER OF TREES

Our own committee's planting this year will consist of approximately 500 trees along Riverside Drive and approximately 150 trees in the Gaetz Lakes Sanctuary pending funding approval for planting and maintenance costs. The planting will be done by volunteers from throughout the community with assistance from local businesses and with technical advice from our nursery experts and the Parks Department. The number of trees to be planted will be determined on a year to year basis.

INVOLVEMENT OF THE CITY OF RED DEER

We feel that support of City Council for TREES BY 2000 would establish the foundation necessary for a successful 10 year project. We are not looking to the city to provide funding or tree stock. The involvement that we are requesting from the city would be to provide appropriate planting sites, technical advice, and maintenance of trees that are planted on city property. Proper maintenance is essential to ensure survival of the trees and this is a crucial part of the project. It is our hope that the city can include the newly planted trees in their regular maintenance program until they are established.

Maintenace costs for planted trees under this program would be as follows:

a) Native areas - Water 3 times only during the year planted.

Weed & grass control once annually for 3 years after planting.

First year =	\$9.20/tree
Second year =	\$1.60/tree
Third year =	\$1.60/tree4
Fourth year =	\$ 0

\$12.40 total maintenace cost to establish each tree.

b) Cluster Areas (new areas presently void of trees)

Water 3 times during first and second year after planting.

Weed and grass control once per year for three years after.

First year =	\$9.60/tree
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Third year =	\$2.00/tree
Fourth year =	\$ 0

\$21.20 total maintenace cost to establish each tree.

Parkland Nurseries has generously offered to do the first watering on planting day which may lower these costs approximately \$2.50/tree in both types of areas for this year.

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Care and maintenance of trees planted in the Gaetz Lakes Sanctuary and Fort Normandeau will be the responsibility of the Gaetz Lakes Sanctuary Committee and the Normandeau Cultural and Natural History Society.

We would also hope that any regular planting undertaken by the city could be included in our "Trees by 2000" tally.

In order to finalize our funding we would appreciate a reply to this request from the City of Red Deer by March 1. If you require further information with regards to this proposal please feel free to contact Teresa Neuman at 347-0012 or Bob Kochan at 343-8052.

APPENDIX A

TREES BY 2000
BUDGET 1991INCOME

FRIENDS OF THE EARTH GLOBAL RELEAF FUND	\$11,700.00
TREES BY 2000 CARD SALES	<u>1500.00</u>
	<u>\$13,200.00</u>

EXPENSES

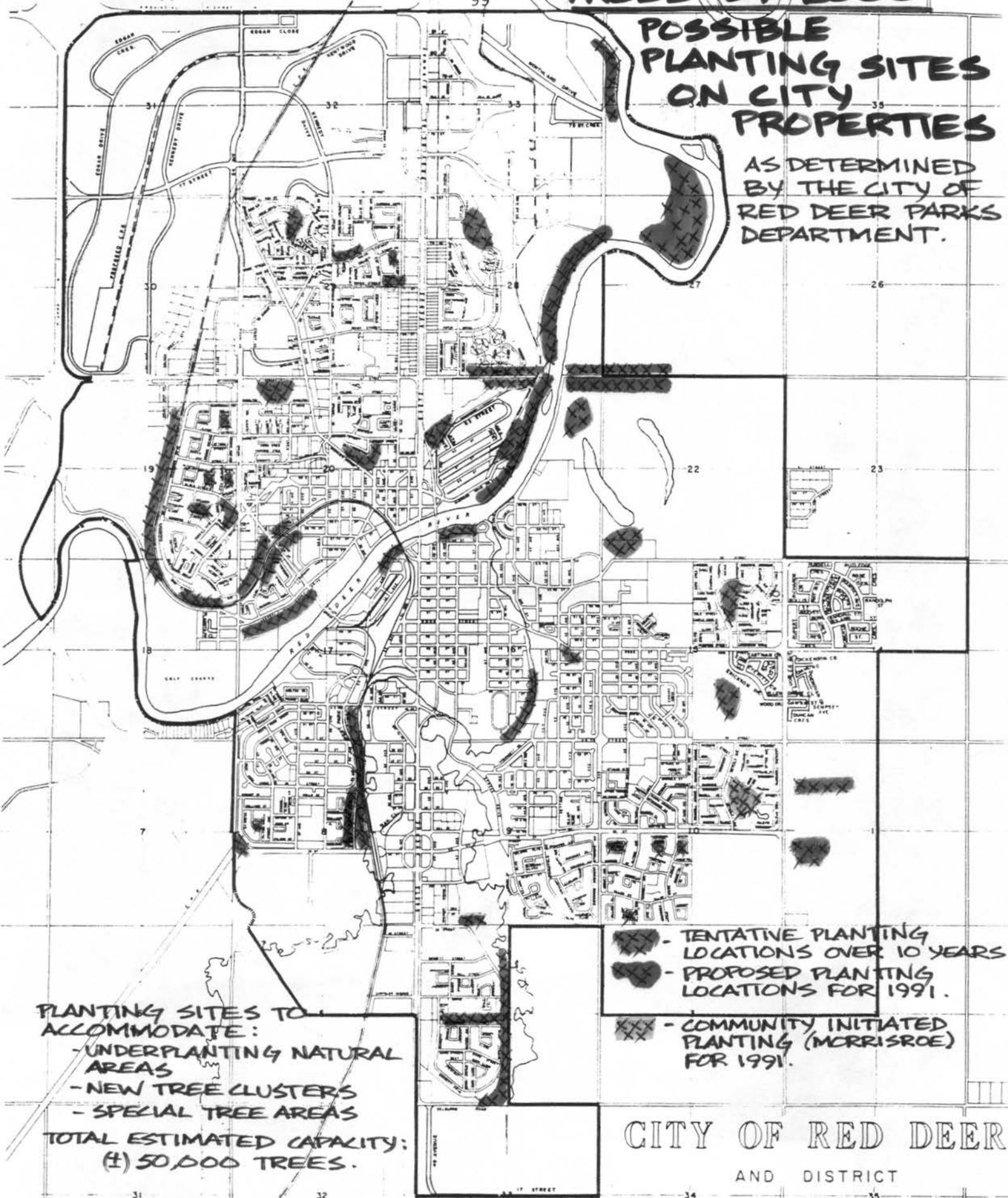
TREE STOCK (650 trees x \$18.00/tree)	\$11,700.00
PLANTING COSTS (augering holes and topsoil import where necessary)	500.00
TOOLS AND HARDWARE	200.00
ADMINISTRATION (telephone, postage office supplies)	300.00
ADVERTISING AND PUBLICITY	500.00
	<u>\$13,200.00</u>

**Future funding possibilities include:

- 1) Local Service Clubs
- 2) Environmental Partners Fund (federal government)
- 3) Mountain Equipment Co-Op Environment Fund
- 4) Canada Trust
- 5) Appropriate Corporate Funding
- 6) Provincial Government
- 7) Recreation, Parks and Wildlife

POSSIBLE PLANTING SITES ON CITY PROPERTIES

AS DETERMINED BY THE CITY OF RED DEER PARKS DEPARTMENT.



PLANTING SITES TO ACCOMMODATE:

- UNDERPLANTING NATURAL AREAS
- NEW TREE CLUSTERS
- SPECIAL TREE AREAS

TOTAL ESTIMATED CAPACITY:
(±) 50,000 TREES.

- TENTATIVE PLANTING LOCATIONS OVER 10 YEARS.
- PROPOSED PLANTING LOCATIONS FOR 1991.
- COMMUNITY INITIATED PLANTING (MORRISROE) FOR 1991.

CITY OF RED DEER
AND DISTRICT

NOTE: TREES BY 2000 MAY NOT PLANT ON ALL OF THESE SITES. THESE ARE ONLY POSSIBLE LOCATIONS AT OUR DISPOSAL.

TO MR. C. SEVCIK, CITY CLERK
City of Red Deer

FROM MORRIS FLEWELLING
Director of Museums

DATE January 30, 1991

RE Trees By 2000

In response to your January 25, 1991 memo requesting comments on the proposal by the Citizens Action Group On The Environment, I would offer the following comments on behalf of the Normandeau Board.

The proposal is to plant 60,000 trees in Red Deer by the year 2000. The Normandeau Board members would, I am sure, be strongly supportive of the project.

The proposal includes plans to plant trees in the Gaetz Lakes Sanctuary and at Fort Normandeau. I am certain that the Normandeau Board members would be supportive of plantings in these locations managed by the Board. I understood that the Gaetz Lakes Sanctuary Committee has reviewed the proposal and has approved designated areas for the plantings and has stipulated that plantings in the Sanctuary be of native species.

The proposal indicates that tree care and maintenance is to be the responsibility of the Normandeau Board. We would arrange to have this work done at our cost by the Parks Department as per the present arrangement for tree care in the Sanctuary and at Fort Normandeau.

The project is an ambitious and meaningful aid to improving our environment.



Morris Flewelling

cc: Eileen Dubois, Chairman
Normandeau Cultural and Natural History Society

Jim Robertson,
Head of Interpretation, Waskasoo Park

Craig Curtis
Director of Community Services

DATE: JANUARY 25, 1991
TO: CITY CLERK
FROM: CHAIRMAN, GAETZ LAKES SANCTUARY COMMITTEE
RE: CITIZENS ACTION GROUP ON THE ENVIRONMENT

In response to your memo dated January 25, 1991 regarding the above subject, kindly note that the following resolution was passed at the December 10, 1990 meeting of the Gaetz Lakes Sanctuary Committee:

"THAT the Gaetz Lakes Sanctuary Committee concur with the plantings by the C.A.G.E. Group along the Sanctuary boundary fence in the existing shrub beds."

I trust this information is of assistance to you.



RON BJORGE
Chairman
Gaetz Lakes Sanctuary Committee
WV/sp

CS-P-2.633

DATE: January 31, 1991
TO: ENVIRONMENTAL ADVISORY BOARD
FROM: DON BATCHELOR
Parks Manager
RE: C.A.G.E. PROPOSALS - TREES 2000

The Citizens Action Group On The Environment (C.A.G.E.) has submitted a proposal (attached) requesting City Council's endorsement on a major tree planting program over the next ten years, and a commitment for The City to fund and undertake the maintenance of these trees. Representatives of C.A.G.E. will be in attendance at the Board Meeting to answer questions to the proposal.

The proposal would have a major impact on Red Deer by providing additional trees that add interest, colour and beauty to our city. In addition, these trees would replenish our oxygen supply, while consuming carbon dioxide.

This project would have not only environmental benefits, but it would foster community pride and cooperation as citizens, service clubs, groups and organizations (i.e. Scouts), private enterprise and The City could work together on a project that has an immediate impact, but also a long-lasting effect.

The proposal, as submitted, is a 10-year project to have 60,000 trees planted by the year 2000. Not all these trees would be planted by the C.A.G.E. efforts, as many would be planted by residents on their properties, and new developments, both private enterprise and government would contribute to the proposed 60,000 total. The first year of the program (1991) would see 500 trees planted along Riverside Drive and another 150 trees in the Gaetz Lakes Sanctuary.

C.A.G.E., through some fund raising and a grant, would be responsible for the purchase of plant materials and the planting of all trees. The Parks Department would contribute expertise and assistance to the volunteer planting crews to ensure proper procedures are followed that maximize the survival rate of the trees. All trees (size, specie, condition) and proposed tree locations would be inspected and approved by the Parks Department. The C.A.G.E. proposal, however, is requesting that The City maintain these trees to ensure their survival.

...2/

To maximize the survival rate of these trees and to ensure the program proceeds in a positive manner, our horticultural and arboriculture staff are recommending:

- a) coniferous trees to be in 2 gallon containers @ approximately 2' height;
- b) deciduous trees to be approximately 1½" caliper @ approximately 6' height;
- c) tree mixture to be approximately 50% coniferous, 50% deciduous;
- d) maintenance of planted trees to include the following:
 1. Natural Forested Areas (extending existing forests)
 - watering 3 times/year, 1st year only
 - weed & grass control once annually for 3 years after planting.
 2. Open Areas (creating new forests through cluster planting)
 - watering 3 times/year for 2 years.
 - weed & grass control once annually for 3 years after planting.

Maintenance after 3 years would not be necessary to the extent that maintenance funding would be required.

- e) Maintenance costs for The City would be:
 1. Natural Areas

1st year (1991) =	\$ 6.70/tree
Total over 3 years (1991-93) =	\$ 9.90/tree
 2. Open Areas

1st year (1991) =	\$ 7.10/tree
Total over 3 years (1991-93) =	\$18.70/tree
- f) The planting areas for the first year (1991) of the program consist of primarily natural-area plantings along Riverside Drive, in the Gaetz Lakes Sanctuary and at Fort Normandeau.

In subsequent years consideration will be given to other planting locations and more open planting sites, as indicated on the map of the C.A.G.E. proposal.

- g) With the planting and maintenance specifications recommended by the Parks Department and the nature of the plantings (i.e. in native areas or planted in clusters) it is estimated that a mortality rate of 5% could be expected. It is recommended that replacements not be undertaken after the dead tree has been removed due to additional significant maintenance costs and the fact that the absence of the trees would not be noticeable.

The Parks Department is in full support of this program because of its environmental, community involvement and environmental public awareness benefits. The proposal as presented, however, would result in some real costs to The City which cannot be absorbed within the existing operating budget. Although the Parks Department will be donating technical expertise, planting assistance, approvals, inspections, etc., the actual maintenance of these trees cannot be completed without additional fiscal allocation. Maintenance (i.e. watering and weed control) is essential if this program is to be successful.

Based on the first year (1991), the recommended trees to be planted along Riverside Drive and, perhaps, a few other areas would result in a \$3,350 expenditure (500 trees x \$6.70/tree first year) to properly water, maintain and provide weed control around the trees. It is recommended that funding for the first year of the program come from the Waskasoo Park Operating Surplus such that no tax allocation is required initially.

RECOMMENDATIONS

1. That the Environmental Advisory Board support and recommend to Council that the C.A.G.E. - Trees 2000 program be approved subject to the recommendations as outlined in the Parks Manager's Report.
2. That the Environmental Advisory Board support and recommend to City Council that the Waskasoo Park Operating Surplus be used to fund the \$3,350 required to maintain the trees in the first year of the Trees 2000 program.
3. That the Environmental Advisory Board support and recommend to City Council that in subsequent years C.A.G.E. be requested to submit their annual tree planting program in the fall of each year such that it can be considered at the time of budget deliberations.



DON BATCHELOR

DB/ad

Att.

CS-P-2.649

DATE: February 11, 1991

TO: CITY COUNCIL

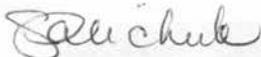
FROM: COLLEEN PALICHUK, Chairman
Environmental Advisory Board

RE: CITIZENS ACTION GROUP ON THE ENVIRONMENT
(C.A.G.E.) - TREES 2000

The Environmental Advisory Board considered the proposal by the Citizens Action Group on the Environment (C.A.G.E.) to have 60,000 trees planted by the year 2000 (650 trees in 1991). At its meeting of February 7, 1991, the board passed the following resolutions:

1. That the Environmental Advisory Board support and recommend to City Council that the C.A.G.E. Trees 2000 program be approved, subject to the recommendations as outlined in the Parks Manager's report.
2. That the Environmental Advisory Board support and recommend to City Council that the Waskasoo Park Operating Surplus be used to fund the \$3,350 required to maintain the trees in the first year of the Trees 2000 program.
3. That the Environmental Advisory Board support and recommend to City Council that, in subsequent years, C.A.G.E. be requested to submit their annual tree planting program in the fall of each year, in order that it can be considered at the time of budget deliberations.

Representatives of C.A.G.E., the Environmental Advisory Board and the Parks Department will be in attendance at the February 19, 1991 meeting of City Council to address any questions.



COLLEEN PALICHUK

:dmg

Att.

DATE: February 12, 1991

TO: CITY COUNCIL

FROM: CRAIG CURTIS
Director of Community Services

RE: CITIZENS ACTION GROUP ON THE ENVIRONMENT
(C.A.G.E.) - TREES BY 2000 PROGRAM
A memo from the Environmental Advisory Board,
dated February 11, 1991, refers.

1. The local Citizens Action Group on the Environment (C.A.G.E.) has initiated an exciting environmental project called "TREES BY 2000". This project is part of a national campaign called "Global Re-Leaf", which has been implemented by the international organization, "Friends of the Earth".

As part of this project, C.A.G.E. hopes to oversee the planting of one tree for every citizen of Red Deer by the year 2000 - 60,000 trees. This will include trees planted by organizations and individuals within parks, boulevards, private residences, rural shelter belts, and other identified areas within the city and county of Red Deer.

During 1991, the group is proposing a partnership with the City which includes the planting of 500 trees along Riverside Drive, and 150 trees in the Gaetz Lakes Sanctuary and at the Fort Normandeau Historic Site. It is proposed that all tree stock will be provided by the group. The planting would be done by volunteers from throughout the community, with assistance from local businesses, and with technical advice from the City Parks Department. Ongoing maintenance would be the responsibility of the City.

2. This project has been discussed in detail with the Parks Manager and the Museums Director of Normandeau Cultural & Natural History Society. Our comments are as follows:
 - We strongly support the "TREES BY 2000" project which, if successful, will greatly enhance the city over the next ten years. We are particularly pleased with the fact that the project relies on the initiative of volunteers, organizations, businesses and private residents, as well as the City.

.../2

City Council
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February 12, 1991
TREES BY 2000

- The 1991 tree planting proposal, as submitted, is entirely on City land. Consequently, there are some real costs to the City for maintenance of trees for the initial three years after planting. The actual maintenance costs are outlined in detail in the Parks Manager's report.
 - Normandeau Cultural & Natural History Society is responsible for the maintenance of Gaetz Lakes Sanctuary and Fort Normandeau Historic Site. The society has agreed to assume maintenance costs for the 1991 tree planting proposal at these locations, within its annual budget.
 - The Parks Department is responsible for the maintenance of trees along Riverside Drive. The additional 500 trees would result in a \$3,350 maintenance cost in 1991, which cannot be absorbed in the department's very tight budget. Consequently, it is recommended that this expenditure be financed through Waskasoo Park Operating Surplus, which presently stands at approximately \$1,650,000.
 - It is considered that C.A.G.E.'s future tree planting proposals on City land should be submitted to the Parks Department in the fall, to enable cost implications to be assessed as part of the annual budget.
3. C.A.G.E.'s "TREES BY 2000" project was considered by the Environmental Advisory Board at its meeting on February 7, 1991, together with a detailed report from the Parks Manager. After hearing a presentation, the board adopted the following resolution:
- "1. That the Environmental Advisory Board support and recommend to City Council that the C.A.G.E. Trees 2000 program be approved, subject to the recommendations as outlined in the Parks Manager's report.
 2. That the Environmental Advisory Board support and recommend to City Council that the Waskasoo Park Operating Surplus be used to fund the \$3,350 required to maintain the trees in the first year of the Trees 2000 program.

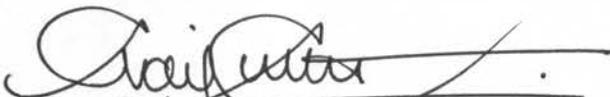
City Council
Page 3
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TREES BY 2000

3. That the Environmental Advisory Board support and recommend to City Council that, in subsequent years, C.A.G.E. be requested to submit their annual tree planting program in the fall of each year, in order that it can be considered at the time of budget deliberations."

4. **RECOMMENDATIONS**

I support the comments of the Parks Manager and the Environmental Advisory Board and recommend that City Council:

- Approve the 1991 component of the Citizens Action Group on the Environment's "TREES BY 2000" program, subject to the conditions outlined in the Parks Manager's report.
- Approve an expenditure of \$3,350 from the Waskasoo Park Operating Surplus in 1991, for the maintenance of trees along Riverside Drive.
- Request the Citizens Action Group on the Environment to submit its annual tree planting program to the City Parks Department each fall, to ensure that cost implications can be assessed during budget deliberations.



CRAIG GURTIS

:dmg

- c. Colleen Palichuk, Chairman, Environmental Advisory Board
Don Batchelor, Parks Manager

Commissioners' Comments

We are fully supportive of the proposed tree planting program and would in general concur with the recommendations of the Administration. However, these recommendations all take the short term viewpoint that because we have found funding for 1991 let us proceed and worry about future years at budget time. We cannot support this approach. We cannot continue to add services and at the same time reduce taxes in real terms. This program once implemented will cost somewhere between \$7,000 - \$10,000 annually

which cannot be absorbed by either the Parks or Waskasoo budget.

Accordingly, we would recommend Council approve this program and approve an increase in the base budget of the Parks Department by \$7,500 for 1992.

"R.J. MCGHEE"
Mayor

"M.C. DAY"
City Commissioner

TREES BY 2000
c/o Teresa Neuman
R.R.#4
Red Deer, AB.
T4N 5E4

January 24, 1991

THE CITY OF RED DEER
CLERK'S OFFICE

RECEIVED	
TIME	11:35
DATE	Jan. 25/91
BY	dy?

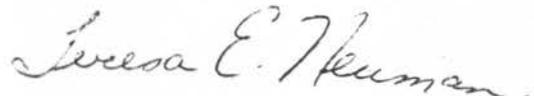
Dear Members of Red Deer City Council:

I am writing to Council on behalf of CAGE (Citizens Action Group on the Environment) to tell you about an exciting environmental project which we have initiated called TREES BY 2000. Through this project we hope to oversee the planting of one tree for every citizen of Red Deer by the year 2000.

The attached proposal gives information regarding this project as well as makes a request to the City of Red Deer for support and involvement.

The TREES BY 2000 committee is very enthusiastic about this project and the benefits it will provide to the parkland community both environmentally and socially. We thank you for considering this proposal and hope to hear from you soon.

Sincerely,



Teresa Neuman
TREES BY 2000

TREES BY 2000

The Citizens Action Group on the Environment has initiated an exciting environmental project called TREES BY 2000. This project is part of a national campaign called Global ReLeaf which has been implemented by the international organization Friends of the Earth. This campaign allows ordinary Canadians to take a stand and turn their environmental concerns into action on an individual, community, and/or global level.

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Maintenance costs for planted trees under this program would be as follows:

a) Native areas - Water 3 times only during the year planted.

Weed & grass control once annually for 3 years after planting.

First year =	\$9.20/tree
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Third year =	\$2.00/tree
Fourth year =	\$ 0

\$21.20 total maintenance cost to establish each tree.

Parkland Nurseries has generously offered to do the first watering on planting day which may lower these costs approximately \$2.50/tree in both types of areas for this year.

Care and maintenance of trees planted in the Gaetz Lakes Sanctuary and Fort Normandeau will be the responsibility of the Gaetz Lakes Sanctuary Committee and the Normandeau Cultural and Natural History Society.

We would also hope that any regular planting undertaken by the city could be included in our "Trees by 2000" tally.

In order to finalize our funding we would appreciate a reply to this request from the City of Red Deer by March 1. If you require further information with regards to this proposal please feel free to contact Teresa Neuman at 347-0012 or Bob Kochan at 343-8052.

APPENDIX A

TREES BY 2000
BUDGET 1991

INCOME

FRIENDS OF THE EARTH GLOBAL RELEAF FUND	\$11,700.00
TREES BY 2000 CARD SALES	<u>1500.00</u>
	<u>\$13,200.00</u>

EXPENSES

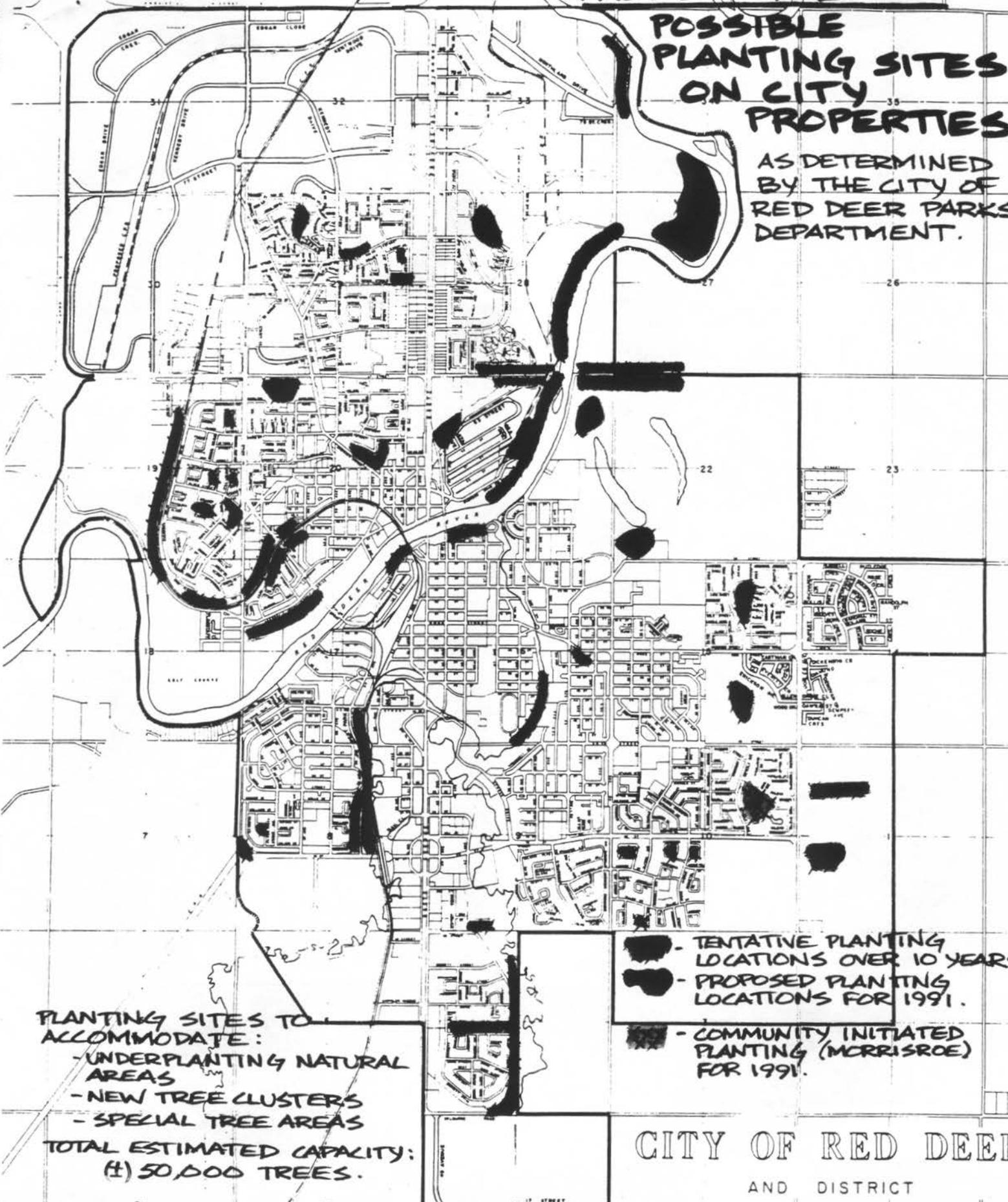
TREE STOCK (650 trees x \$18.00/tree)	\$11,700.00
PLANTING COSTS (augering holes and topsoil import where necessary)	500.00
TOOLS AND HARDWARE	200.00
ADMINISTRATION (telephone, postage office supplies)	300.00
ADVERTISING AND PUBLICITY	500.00
	<u>\$13,200.00</u>

**Future funding possibilities include:

- 1) Local Service Clubs
- 2) Environmental Partners Fund (federal government)
- 3) Mountain Equipment Co-Op Environment Fund
- 4) Canada Trust
- 5) Appropriate Corporate Funding
- 6) Provincial Government
- 7) Recreation, Parks and Wildlife

POSSIBLE PLANTING SITES ON CITY PROPERTIES

AS DETERMINED BY THE CITY OF RED DEER PARKS DEPARTMENT.



PLANTING SITES TO ACCOMMODATE:

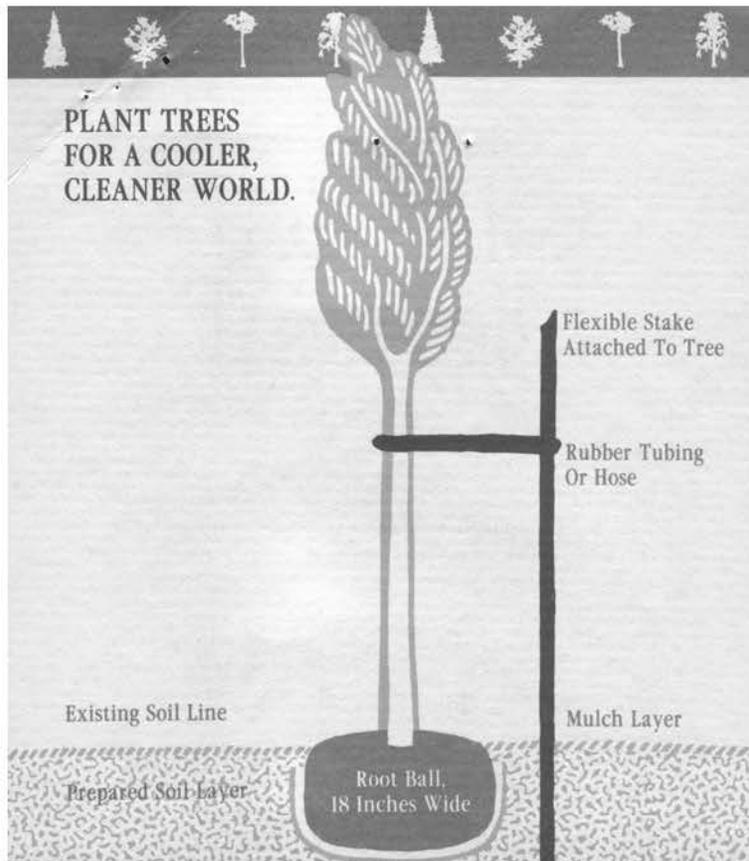
- UNDERPLANTING NATURAL AREAS
- NEW TREE CLUSTERS
- SPECIAL TREE AREAS

TOTAL ESTIMATED CAPACITY: (±) 50,000 TREES.

-  - TENTATIVE PLANTING LOCATIONS OVER 10 YEARS
-  - PROPOSED PLANTING LOCATIONS FOR 1991.
-  - COMMUNITY INITIATED PLANTING (MORRISROE) FOR 1991.

CITY OF RED DEER AND DISTRICT

NOTE: TREES BY 2000 MAY NOT PLANT ON ALL OF THESE SITES. THESE ARE ONLY POSSIBLE LOCATIONS AT OUR DISPOSAL.



How To Plant A Tree

1. Locate a clear, open site for your tree, with generous rooting area and good drainage.
2. Loosen and blend the soil in the entire planting area 15 to 25 centimetres deep. In the centre, dig a hole at least as wide, but only as deep as the root ball.
3. Remove tree from burlap or container and place on solidly packed soil so that the root collar (where the tree's main stem meets the roots) is slightly above the surrounding grade.
4. Backfill hole and lightly pack the soil into place around the tree.
5. Spread a 5 to 8 centimetre layer of mulch in the entire area, keeping a 6-8 inch distance from the tree trunk.
6. Stake tree so that it can flex in the wind. Attach stake to tree using discarded rubber innertubes. Remove them after six months.
7. Water thoroughly, but do not flood the hole. Water twice a week during dry periods.

More detailed information will be provided when you become a supporter of Global ReLeaf and make a donation of \$25 or more.

Thank you for making a difference.



GLOBAL RELEAF®

Global ReLeaf is an international education, action and policy campaign, operated in Canada by Friends of the Earth. Global ReLeaf's aim is improving the earth's environment through more and healthier trees and forests.

Global ReLeaf challenges people everywhere, from individual citizens to national leaders, to take positive action in reaching ambitious goals:

- ✿ Expanding the area of forests in both urban and rural settings
- ✿ Advocating strong community forestry programs to reduce energy demand, increase cooling and cut air pollution;
- ✿ Working closely with Friends of the Earth's *Global Warming Campaign* reducing dependence on fossil fuels and moving towards a conservation-based, renewable energy future;
- ✿ Assuring that forests are maintained in as healthy and productive a condition as possible;
- ✿ Reducing deforestation everywhere, including in the tropics, where it is most serious today;
- ✿ Enacting effective legislation and researching technologies to address these issues.

For more information, write:

Global ReLeaf
Friends of the Earth
251 Laurier Avenue West
Ottawa, ON K1P 5J6





THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

January 25, 1991

Trees by 2000
c/o Teresa Neuman
R.R. #4
Red Deer, Alberta
T4N 5E4

Dear Madam:

RE: CITIZENS ACTION GROUP ON THE ENVIRONMENT

Thank you for your letter in regard to the above, and we would advise that this matter will be presented to Red Deer City Council at its meeting on February 19, 1991.

Please call this office on Friday prior to the said meeting to determine a suitable time, in the event you wish to be present.

Trust you will find this satisfactory.

Sincerely,

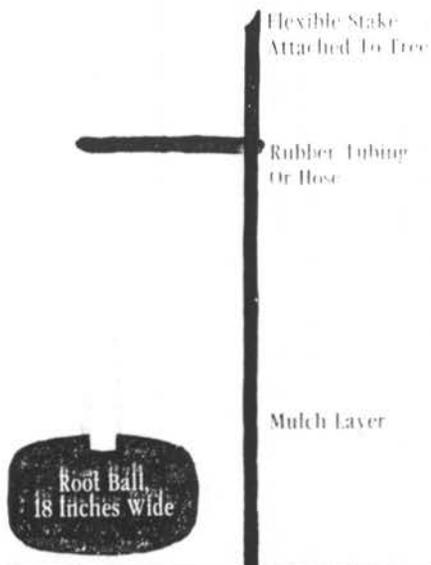
C. Sevcik
City Clerk

/ds



*a delight
to discover!*

PLANT TREES
FOR A COOLER,
CLEANER WORLD.



Existing Soil

Burlap

How To Plant A Tree

1. Locate a clear, open site for your tree, with generous rooting area and good drainage.
2. Loosen and blend the soil in the entire planting area 15 to 25 centimetres deep. In the centre, dig a hole at least as wide, but only as deep as the root ball.
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For more information, write:

Global ReLeaf
Friends of the Earth
251 Laurier Avenue West
Ottawa, ON K1P 5J6



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4 FAX: (403) 346-6195

City Clerk's Department 342-8132

February 20, 1991

TREES BY 2000
c/o Teresa Neuman
R.R. 4
RED DEER, Alberta
T4N 5E4

Dear Ms. Neuman:

RE: C.A.G.E. PROPOSAL - TREES BY 2000

Council of The City of Red Deer at its meeting held on February 19, 1991 gave consideration to the major tree planting program referred to as "TREES BY 2000" and at which meeting Council passed the following motion.

"RESOLVED that Council of The City of Red Deer, having considered report dated January 31, 1991 from the Parks Manager re: Citizens Action Group on the Environment proposal - TREES BY 2000 program, hereby agrees as follows:

1. To approve the 1991 component of the 'TREES BY 2000' program, subject to the conditions outlined in the Parks Manager's report.
2. To approve an expenditure of \$3,350 from the Waskasoo Park operating surplus in 1991, for the maintenance of trees along Riverside Drive.
3. To request the Citizens Actions Group on the Environment to submit its annual tree planting program to the City Parks Department each fall, to ensure that cost implications can be assessed during budget deliberations.
4. To approve an increase in the base budget of the Parks Department by \$7,500 for 1992."

....2



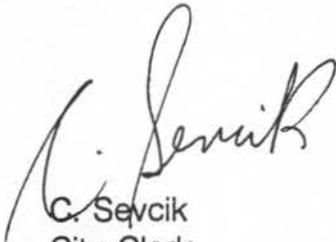
*a delight
to discover!*

Ms. Teresa Neuman
TREES BY 2000
February 20, 1991
Page 2

The decision of Council in this instance is submitted for your information and I assume that you will be in contact with the Parks Manager, Mr. Don Batchelor, as to particulars and co-ordination of the program.

On behalf of Council, I wish to take this opportunity of complimenting your group on what appears to be a very exciting and worthwhile project. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



C. Sevcik
City Clerk

CS/jt

c.c. Director of Community Services
Parks Manager
Normandeau Cultural & Natural History Society
Gaetz Lakes Sanctuary Committee
Environmental Advisory Committee

file
9/1/02/19.

Citizens Action Group
on the Environment
c/o Teresa Neuman
R.R.#4 Red Deer, AB.
T4N 5E4

Members of City Council.
City Hall
P.O. Box 5008
RED DEER, AB.
T4N 3T4

April 18, 1991

Dear Alderpersons Campbell, Statnyk, Guilbault, Lawrence,
McGregor, Moffat, Pimm, and Surkan:

The Citizens Action Group on the Environment is very excited about our Trees by 2000 project and what we are going to accomplish in this first year, 1991. On May 4th the World Cub Conservation Day will plant 70 trees in the Gaetz Lakes Sanctuary, and on Riverside Drive 350 trees will be planted by volunteers including schools, youth groups, seniors, and many dedicated individuals. Our success thus far is in large part due to the tremendous support given us by the City of Red Deer and local organizations and businesses through the donation of funds, goods, and services. Trees by 2000 was fortunate enough to also receive a grant of \$7500.00 from the national Global ReLeaf fund (roughly 2/3 of what we applied for). This was over 10% of what was granted in all of Canada through this program.

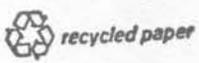
We would like to extend an invitation to you and your families to join us for our planting day on May 4th, the official opening of the Trees by 2000 project. This event will begin at approximately 9:00 a.m. on Riverside Drive on the south side of the road, east of the Co-Op Home Improvement Centre. The site will be clearly visible from the road and we are encouraging people to walk, bike, or ride the bus whenever possible.

C.A.G.E. has a firm belief that the actions of individuals can truly make a difference to our local and global environment. Trees by 2000 is an indication of this.

We apologize for the short notice, but sincerely hope that you will be able to attend.

Sincerely,
Teresa E. Neuman
Teresa Neuman
for
C.A.G.E.

RECEIVED
APR 22 1991
CITY OF RED DEER



BYLAW NO. 2952/A-91

BEING a By-law to amend the Cemetery By-law No. 2952/88;

THE MUNICIPAL COUNCIL FOR THE CITY OF RED DEER, ALBERTA, DULY ASSEMBLED, HEREBY ENACTS:

That By-law No. 2952/88, being the Cemetery By-law, be amended as follows:

1 Section 12 is deleted and replaced with a new Section 12 as follows:

"A burial lot deed shall be completed in the form of Schedule "A" upon the purchaser paying or being invoiced the amount set forth in the tariff of fees contained in Schedule D."

2 Section 15 is deleted and replaced with new Section 15 as follows:

"Notwithstanding Section 14, a burial lot deed may be transferred back to the City whereupon the transferor shall be entitled to receive a refund of the original purchase price, including the amount paid for perpetual care, less an administration fee of 10% of the foregoing amounts."

3 New Section 27(6) and 27(7) are added as follows:

27 (6) "Storage and placement of concrete and wood liner shall be subject to a fee as outlined in Schedule D."

27 (7) "The City shall offer the option of purchasing concrete liners at the time of plot purchase and/or burial in accordance with the fee outlined in Schedule D."

4 Existing Schedule D is hereby deleted and replaced with new Schedule D attached hereto.

5 This by-law shall come into full force and effect upon third reading thereof.

READ A FIRST TIME IN OPEN COUNCIL THIS _____ DAY OF FEBRUARY, 1991;

READ A SECOND TIME IN OPEN COUNCIL THIS _____ DAY OF FEBRUARY, 1991;

READ A THIRD TIME IN OPEN COUNCIL THIS _____ DAY OF FEBRUARY, 1991.

MAYOR

CITY CLERK

SCHEDULE D
1991 Rates

<u>PLOT</u>	<u>SIZE</u>	<u>RESIDENT</u>	<u>PERPETUAL CARE</u>	<u>NON-RES.</u>
Single lot for persons 5 years or over	4' X 12' or 4' X 10' or 4' X 9'	265	185	365
Military (Field of Honour)	4' X 12' or 4' X 10' or 4' X 9'	0	185	0
Double lot for persons 5 years or over	8' X 12' or 8' X 10' or 8' X 9'	530	370	730
Youth lot for persons 1-5 years of age	4' X 6'	135	80	180
Infant lot for persons 1 year and under	3' X 5'	105	60	140
Lot for cremated remains	24" X 24"	75	45	110
Purchase Concrete Liners		225	0	225

BURIALS

CHARGES

For the burial of the body of a deceased person 5 years or over.	235
For the burial of the body of a deceased person between the ages of 1 year and 5 years.	115
For the burial of the body of a deceased person under the age of 1 year.	55
For the extra depth (8") to permit double burial of bodies of persons of any age (extra charge).	75

For the burial of cremated remains of any body.	60
Additional charges in respect of any burials carried out on a Saturday, Sunday or a holiday.	240
Surcharge - for all burials not using concrete liners or vaults (settlement repair).	120
Storage, Handling and Installation fee for Concrete or Wood Liners	55

INTERMENT & DISINTERMENTS

CHARGES

For the disinterment of a deceased person of the age of 5 years or over.	300
For the disinterment of a deceased person under the age of 5 years.	250
For the disinterment of the cremated remains of any body.	75
Reinterments shall be at burial rates.	
Sale/transfer of deed back to the City (Administration Fee)	10%

MONUMENTS

Application Fee	12
-----------------	----

BYLAW NO. 3029/A-91

Being a Bylaw to amend Bylaw 3029/90, The Commissioners Bylaw

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Bylaw 3029/90 is hereby amended by deleting the following:

"6 (f) have the authority, after considering the recommendations of the Personnel Manager:

(i) to hire, appoint, promote, demote, transfer, suspend or dismiss any Director of Department Head except the City Clerk and the Director of Finance, and

(ii) after considering the recommendations of the Director or Department Head concerned, to hire, promote, demote, transfer, suspend or dismiss any other employee of the City,"

and by substituting the following therefor:

"6 (f) have the authority:

(i) to suspend any director or department head or other official who was appointed to his position by City Council, and to report such suspension to the next regular meeting of Council; and

(ii) to hire, promote, demote, transfer, suspend or dismiss any other employee of the City;".

2. This Bylaw shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this 4th day of February A.D. 1991.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1991.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1991.

MAYOR

CITY CLERK

BYLAW NO. 3032/91

Being a Bylaw to establish a Court of Revision for the year 1991.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1 There is hereby established a Court of Revision consisting of five (5) members, namely:-

2 The members hereby appointed to the The Court of Revision shall hold office until the 31st day of December, 1991.

3 The said members shall be remunerated for their services on The Court of Revision as follows:

\$100.00 per member per day for each day attending the Court of Revision or \$50.00 per half day.

\$125.00 for the Chairman per day for each day attending The Court of Revision or \$65.00 per half day.

4 (a) The City Clerk of The City of Red Deer, or his designate, is hereby appointed Clerk of The Court of Revision.

(b) The said Clerk shall, when required to do so, issue a summons to any person to attend as a witness at The Court of Revision.

(c) The said Clerk shall keep in summary form a record of the proceedings of The Court of Revision, and shall perform such other duties as The Court of Revision may direct.

(d) The said Clerk shall be remunerated for his services to The Court of Revision as follows: NIL.

5 In the event of any vacancy arising in the membership of The Court of Revision, the Council shall as soon as is practicable make an appointment to fill such vacancy.

DATE: February 20, 1991
TO: All Departments
FROM: City Clerk
RE: PLEASE POST FOR THE INFORMATION OF EMPLOYEES

S U M M A R Y O F D E C I S I O N S

FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL,
TUESDAY, FEBRUARY 19, 1991,
COMMENCING AT **4:30 P.M.**

(1) Confirmation of the Minutes of the Meeting of February 4, 1991.

DECISION - MINUTES CONFIRMED

(2) **UNFINISHED BUSINESS**

1) City Clerk - Re: Chiles Development Corporation Ltd./Waskasoo Regional Sewerage System/Request to connect to City sewer system . . 1

DECISION - DENIED REQUEST

2) City Clerk - Re: Central Alberta Pioneers' and Oldtimers' Association/ Rental of Pioneer Lodge/Amendment to Lease Agreement . . 14

DECISION - AGREED TO TABLE PENDING FURTHER INFORMATION

3) City Clerk - Re: Amendment to The Commissioners' Bylaw 3029/A-91 . . 20

DECISION - APPROVED AMENDMENT

(3) **PUBLIC HEARINGS**

- 1) City Clerk - Re: Land Use Bylaw Amendment 2672/B-91/Health Care Offices/Permitted Use/Lot 10, Block 1, Plan 633 N.Y. . . 21
- 2) City Clerk - Re: Land Use Bylaw Amendment 2672/C-91/Cameron Scheelar/A2 to R1 designation and R2 to R1 and A2 . . 23

(4) **REPORTS**

- 1) City Clerk - Re: Resolutions/1991 Annual Conference . . 25

DECISION - APPROVED RESOLUTION RELATIVE TO A) GOVERNMENTS BENEFIT FROM PROCEEDS OF CRIME B) RECYCLING OF TELEPHONE BOOKS

- 2) City Assessor - Re: 1991 Court of Revision Bylaw 3032/91 . . 30

DECISION - APPROVED BYLAW

- 3) Public Works Manager - Re: Water Treatment Plant Intake Shroud . . 32

DECISION - RECEIVED AS INFORMATION

- 4) City Assessor - Re: Herb James/Lot 6, Blk. 7, Plan 902-1466/175 Douglas Ave./Discharge of Caveat . . 34

DECISION - TABLED TO NEXT COUNCIL MEETING

- 5) Engineering Department Manager - Re: 1990 Year End Progress Report/Engineering Department . . 47

DECISION - RECEIVED AS INFORMATION

- 6) Director of Financial Services - Re: 1991 Budget Resolution . . 72

DECISION - APPROVED BUDGET

- 7) Director of Community Services - Re: Cemetery Bylaw Amendment 2952/A-91 - A) Increase in Cemetery Rates B) Implementation of a storage and handling fee for grave liners C) Implementation of selling of concrete grave liners to public . . 74

DECISION - AGREED TO TABLE TO FUTURE COUNCIL MEETING

- 8) Parks Manager - Re: 1991 Christmas Tree Collection & Recycling . . 82

DECISION - RECEIVED AS INFORMATION

(5) WRITTEN ENQUIRIES

(6) CORRESPONDENCE

- 1) Alberta Transportation and Utilities - Re: Highway 2 Signing for Red Deer . . 83

DECISION - RECEIVED AS INFORMATION

- 2) Mister Popcorn - Re: Vending on City sidewalks/Application for License . . 86

DECISION - APPROVED APPLICATION

- 3) Towne Centre Association of Red Deer - Re: Truck Purchase . . 90

DECISION - APPROVED PURCHASE

- 4) TREES BY 2000 - Re: Citizens Action Group on the Environment/Tree Planting Project . . 92

DECISION - APPROVED PROJECT

(7) PETITIONS & DELEGATIONS

(8) NOTICES OF MOTION

(9) **BYLAWS**

- 1) 2672/B-91/Land Use Bylaw Amendment/Health Care Offices/Permitted Use/Lot 10, Block 1, Plan 633 N.Y. - 2nd & 3rd readings . . 21

DECISION - 2ND & 3RD READINGS GIVEN

- 2) 2672/C-91/Land Use Bylaw Amendment/Cameron Scheelar/A2 to R1 designation and R2 to R1 and A2 - 2nd & 3rd readings . . 23

DECISION - 2ND & 3RD READINGS GIVEN

- 3) 2952/A-91 - Cemetery Bylaw Amendment - three readings . . 74

DECISION - READINGS TABLED TO FUTURE MEETING

- 4) 3029/A-91 - Amendment to The Commissioners' Bylaw - 2nd & 3rd readings . . 20

DECISION - 2ND & 3RD READINGS GIVEN

- 5) 3032/91 - Court of Revision Bylaw - three readings . . 30

DECISION - 3 READINGS GIVEN

ADDITIONAL AGENDA

- 1) Mayors Recognition Awards Committee - Re: Appointment of Member

DECISION - APPOINTED PHYLLIS DYKES

- 2) P. Bongard - Re: Service Disconnection/Refund of Reconnect Charge

DECISION - AGREED TO REFUND CHARGE

- 3) Amalgamated Transit Union

DECISION - RATIFIED A TWO YEAR COLLECTIVE AGREEMENT

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, FEBRUARY 19, 1991,
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- 4) 3029/A-91 - Amendment to The Commissioners' Bylaw - 2nd & 3rd readings . . 20
- 5) 3032/91 - Court of Revision Bylaw - three readings . . 30

Committee of the Whole

- 1) Land Matter
- 2) Association Request
- 3) Committee Appointments
- 4) Personal Matter
- 5) Legal Opinion
- 6) Legal Opinion