



# **CITY COUNCIL**

## **AGENDA**

Monday, November 26, 2012 – Council Chambers, City Hall

Call to Order: 2:00 PM  
Recess: 5:00 PM to 6:00 PM

### **1. IN CAMERA MEETING**

1.1. Land Matter (*FOIP Section 25*)

### **2. MINUTES**

2.1. Confirmation of the Minutes of the Tuesday, November 13, 2012 Regular Council Meeting

(Agenda Pages 1 – 11)

### **3. POINT OF INTEREST**

### **4. UNFINISHED BUSINESS**

4.1. Museum and Art Gallery  
Progress Report on Permanent History Exhibit  
Remarkable Red Deer - Stories from the Heart of the Parkland

(Agenda Pages 12 – 14)

4.1.a. Motion to Lift from the Table

4.2. River Bend Golf & Recreation Society  
Recreation Society Operational Audit Update

(Agenda Pages 15 – 18)

4.2.a. Motion to Table

4.3. West Park Community and Area Redevelopment Plan

(Agenda Pages 19 – 22)

4.3.a. Motion to Lift from the Table

4.3.b. Motion to Table

**5. REPORTS**

5.1. 2019 Canada Winter Games Bid Process - Phase I Summary

(Agenda Pages 23 – 43)

**6. REPORTS - ADDITIONAL AGENDA ITEM**

6.1. Space Alternatives

*(Report to be provided at the meeting)*

**7. BYLAWS**

7.1. Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment  
3217/G-2012

(Agenda Pages 44 – 68)

7.1.a. Motion to Lift from the Table

7.1.b. Consideration of First Reading of Sunnybrook South Neighbourhood  
Area Structure Plan Bylaw Amendment 3217/G-2012

7.2. EL & P's Balancing Pool Rebate for 2013  
Electric Utility Bylaw Amendment 3273/C-2012  
Changes to Appendix A - Effective January 1, 2013  
Consideration of Three Readings of the Bylaw

(Agenda Pages 69 – 88)

- 7.3. Procedure Bylaw Amendment 3358/B-2012  
Consideration of First Reading of the Bylaw

(Agenda Pages 89 – 121)

**8. CORRESPONDENCE**

- 8.1. Rink Request in Parkvale  
Woodlea/Waskasoo Outdoor Snow Bank Rink

(Agenda Pages 122 – 127)

**9. PUBLIC HEARINGS**

**10. PETITIONS AND DELEGATIONS**

**11. NOTICES OF MOTION**

- 11.1. Notice of Motion Submitted by Councillor Paul Harris Regarding the RCMP  
Contract

(Agenda Pages 128 – 130)

**12. BYLAWS - ADDITIONAL AGENDA ITEM**

- 12.1. Drinking Establishment Licensing Bylaw Amendment 3332/B-2012  
Consideration of Three Readings of the Bylaw

(Agenda Pages 131 – 134)

**13. ADMINISTRATIVE INQUIRIES**

**14. ADJOURNMENT**



## **UNAPPROVED M I N U T E S**

**of the Red Deer City Council Regular Meeting  
held on Tuesday, November 13, 2012  
commenced at 2:00 P.M.**

**Present:**

Mayor Morris Flewwelling  
Councillor Paul Harris  
Councillor Cindy Jefferies  
Councillor Lynne Mulder  
Councillor Chris Stephan  
Councillor Tara Veer  
Councillor Frank Wong

City Manager, Craig Curtis  
Acting Director of Community Services, Shelley Gagnon  
Acting Director of Development Services, Tom Warder  
Director of Corporate Services, Elaine Vincent  
Director of Human Resources, Kristy Svoboda  
Director of Corporate Transformation, Lisa Perkins (arrived at 2:55 p.m.)  
Acting Director of Planning Services, Charity Dyke  
City Clerk, Frieda McDougall  
Deputy City Clerk, Erin Stuart  
Corporate Meeting Coordinator, Bev Greter  
City Planning Manager, Tara Lodewyk  
Engineering Services Manager, Frank Colosimo  
Major Projects Planner, Angus Schaffenburg  
City Planner, Dayna Nebozenko  
Development Officer, Vicki Swainson

**Absent:**

Councillor Buck Buchanan  
Councillor Dianne Wyntjes



## I. MINUTES

### I.1. Confirmation of the Minutes of the Monday, October 29, 2012 Regular Council Meeting

Moved by Councillor Tara Veer, seconded by Councillor Lynne Mulder

Resolved that the Monday, October 29, 2012 Regular Council Meeting Minutes be approved with the following amendment to Item 2, Points of Interest, add:  
South African High Commission; correct spelling of Gramma Link.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

### I.2. Confirmation of the Minutes of the Monday, October 29, 2012 Organizational Meeting

Moved by Councillor Lynne Mulder, seconded by Councillor Cindy Jefferies

Resolved that the Monday, October 29, 2012 Organizational Meeting Minutes be approved as transcribed.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

## 2. POINTS OF INTEREST

Mayor Morris Flewwelling, on Point of Interest, shared that he attended the Transforming Alberta Conference in Banff where municipal leaders met to discuss developing Alberta as the



energy provider for the world. Mayor Flewwelling proclaimed November as Mothers Against Drunk Drivers Month in Red Deer.

On Point of Interest, Councillor Lynne Mulder commented that she attended the Red Cross dinner celebrating 95 years of volunteer appreciation and thanked them for the work they do for the community. Councillor Mulder provided a memento to Council members from the Red Deer Red Cross. Councillor Mulder shared that she, along with Councillor Frank Wong, attended the Lindsay Thurber Composite High School Remembrance Day Ceremony. Councillor Mulder also spoke about the two day Council Retreat.

On Point of Interest, Councillor Paul Harris shared that the Santa Claus parade is on Saturday, November 17, 2012.

Councillor Tara Veer, on Point of Interest, shared that she attended a Remembrance Day Ceremony hosted by the Student Leadership from the G.H. Dawe School.

### **3. PRESENTATION**

#### **3.1. Red Deer Regional Airport Authority Q3 Presentation**

Mr. R.J. Steenstra the Chief Executive Officer of the Red Deer Regional Airport presented the third quarter update for the Red Deer Regional Airport to Council. Mr. Bernie Papp, Chair of the Red Deer Regional Airport Authority Board was also in attendance to answer questions.

### **4. UNFINISHED BUSINESS**

#### **4.1. Update on Red Deer Native Friendship Centre Housing Site and Culture Centre**

Council received the report as information.



**4.2. Pedestrian Signals Installation at Ross Street / Coronation Park Crossing**

Moved by Councillor Frank Wong, seconded by Councillor Paul Harris

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the report from Engineering Services Department, dated October 23, 2012 re: Pedestrian Signals Installation at Ross Street / Coronation Park Crossing.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION TO LIFT FROM TABLE CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Chris Stephan

Resolved that Council of The City of Red Deer having considered the report from Engineering Services, dated October 23, 2012, re: Pedestrian Signals Installation at Ross Street / Coronation Park Crossing, hereby affirms the existing crossing policy and agrees that no changes be considered for this intersection at this time.

**IN FAVOUR:** Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

**OPPOSED:** Mayor Morris Flewwelling, Councillor Paul Harris

MOTION CARRIED

**5. REPORTS**

**5.1. Approval for a Temporary Office Structure and Automobile Sales**

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder



Resolved that Council of The City of Red Deer having considered the report from Inspections and Licensing, dated October 25, 2012, re: Approval for a Temporary Office Structure and Automobile Sales, hereby approves the location of a temporary office structure and the sales of automobiles, until November 13, 2015, to be located at 116, 39015 2A HWY (Lot 2, Block 6, Plan 982-3429), zoned DCD (Red Deer County Land Use Bylaw) subject to the following conditions:

1. Building and Occupancy Permits being applied for and issued by the Inspections & Licensing Department.
2. The temporary structure being removed by November 13, 2015, satisfactory to the Development Officer.
3. The Owner is required to submit a revised site plan that meets the requirements of Sections 5.2 and 5.3 of The City of Red Deer Development Permit Guidelines, 2011 Edition, satisfactory to Engineering Services.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

## 6. BYLAWS

### 6.1. Land Use Bylaw Amendment 3357/P-2012 to create a Site Exception II (e)(v) for Drummond Brewing Company located at 6610 - 71 Street

Moved by Councillor Lynne Mulder, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from Planning Services dated October 24, 2012 hereby agrees that Land Use Bylaw Amendment 3357/P-2012, a bylaw to create a Site Exception II (e) (v) for Drummond Brewery Company be tabled for up to four weeks to allow administration time to



provide an additional report addressing safety, parking and the planning rationale for the site exception..

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION TO TABLE CARRIED

**6.2. Land Use Bylaw Amendment within Lancaster Vanier East NASP  
 Rezoning from PS to RIG  
 Land Use Bylaw Amendment 3357/R-2012**

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder

**FIRST READING:** That Land Use Bylaw Amendment 3357/R-2012 (a bylaw to allow for rezoning from PS to RIG within the Lancaster Vanier East Neighbourhood Area Structure Plan) be read a first time.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer

**OPPOSED:** Councillor Frank Wong

MOTION CARRIED

**6.3. Bylaw 3408/A-2012 A Bylaw to amend the Intermunicipal Subdivision and Development Appeal Board Bylaw**

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

**FIRST READING:** That Bylaw 3408/A-2012 (a bylaw to amend the Intermunicipal Subdivision and Development Appeal Board Bylaw) be read a first time



**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

SECOND READING: That Bylaw 3408/A-2012 be read a second time

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Paul Harris, seconded by Councillor Lynne Mulder

Resolved that with the unanimous consent of the Council members present, Bylaw 3408/A-2012 be presented for third reading.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

THIRD READING: That Bylaw 3408/A-2012 be read a third time

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED



## 7. PUBLIC HEARING

### 7.1. Land Use Bylaw Amendment 3357/N-2012 Housekeeping Amendment to Lands Adjacent to Kerry Wood Drive and Immediately South of Oak Drive

Mayor Morris Flewwelling declared open the Public Hearing for Land Use Bylaw Amendment 3357/N-2012. As no one was in attendance to speak for or against the Bylaw amendments Mayor Flewwelling declared the Public Hearing closed.

Council agreed to consider 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Bylaws at this time.

Moved by Councillor Paul Harris, seconded by Councillor Frank Wong

**SECOND READING:** That Bylaw 3357/N-2012 (Housekeeping amendment to Lands Adjacent to Kerry Wood Drive and Immediately South of Oak Drive) be read a second time

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

Moved by Councillor Paul Harris, seconded by Councillor Frank Wong

**THIRD READING:** That Bylaw 3357/N-2012 be read a third time

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED



## 8. NOTICES OF MOTION

### 8.1. Notice of Motion - Submitted by Councillor Tara Veer Re: Debt Limit

Moved by Councillor Tara Veer, seconded by Councillor Paul Harris

WHEREAS the Municipal Government Act, M-26 RSA 2000, section 252 states that “no municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister”;

WHEREAS the Alberta Regulation 255/2000 section 2(1)(a) states that “the debt limit of a municipality at a point in time is, in respect of the municipality’s total debt, 1.5 times the revenue of the municipality,

WHEREAS the Alberta Regulation 255/2000 section 2(1)(b) states that “the debt limit of a municipality at a point in time is, in respect of the municipality’s debt service, 0.25 times the revenue of the municipality”; and

WHEREAS The City of Red Deer desires to maintain or pursue the financial sustainability of The City; and

WHEREAS the City of Red Deer current practice with respect to the debt limit is that it does not exceed 90% but is not a practice established in policy; and

WHEREAS many municipalities are applying to the province to extend beyond their prescribed debt limit;

THEREFORE BE IT RESOLVED that Red Deer City Council direct the development of a policy for Council’s consideration that formally expresses Council’s intent and direction that The City shall not exceed 90% of the debt limit as calculated in accordance with Alberta Regulation 225/2000.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris



Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

**8.2. Notice of Motion - Submitted by Councillor Paul Harris re: RCMP Contract**

The following Notice of Motion re: RCMP Contract was introduced by Councillor Paul Harris:

WHEREAS Council of The City of Red Deer through its 2011 Strategic Plan, From Strength to Strength, has provided direction to enable and promote a safer community and policing being one of six major focus areas; and

WHEREAS Red Deer City Council establishes a annual operating budget of which 9.516% is dedicated is to the delivery of municipal policing services representing one of the largest expenditure of tax supported dollars; and

WHEREAS The City of Red Deer conducted a review of the delivery of policing services in October 2011 and made the decision at the City Council meeting of October 3, 2011 to maintain the Service Delivery Model through the RCMP, rather than establishing its own municipal force; and

WHEREAS the financial figures and future projections on which Council based its decision have changed substantially including changes to the RCMP contract which will require an additional taxpayer contribution of \$1,170,000; and

WHEREAS Council of The City of Red Deer has been working to define and improve service levels in core and support services which may further increase the costs of policing;

NOW THEREFORE BE IT RESOLVED that Council of The City of Red Deer direct that a review of recommendations and outcomes of the current policing service delivery model be undertaken to verify that the model is appropriate, cost effective, and represents the best service for the tax dollars available.



**9. ADJOURNMENT**

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder

Resolved that the November 13, 2012 Regular Meeting of Red Deer City Council be adjourned at 6:07 p.m.

**IN FAVOUR:** Mayor Morris Flewwelling, Councillor Paul Harris, Councillor Cindy Jefferies, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Tara Veer, Councillor Frank Wong

MOTION CARRIED

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MAYOR

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CITY CLERK



November 9, 2012

## Museum and Art Gallery Progress Report

Legislative Services

### **Report Summary:**

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Summary:

At the Monday, October 15, 2012 Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer hereby agrees to table the presentation by the Museum and Art Gallery regarding the Remarkable Red Deer, Stories from the Heart of the Parkland, for up to 6 weeks to allow more time for the preparation of the presentation.

The report from the Museum and Art Gallery is attached.

### **Proposed Resolution:**

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Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the presentation of the Museum and Art Gallery regarding the Remarkable Red Deer, Stores from the Heart of the Parkland.

**REMARKABLE RED DEER**  
**Stories from the Heart of the Parkland**

Project Progress Report to City Council  
November 26, 2012  
(Submitted November 9, 2012)

**Background**

In November of 2011, City Council allocated \$1M to the Red Deer Museum + Art Gallery as its contribution to the design and production of a new permanent exhibition about Red Deer's history. Estimated cost to complete the first phase of the project is \$1.1 M. The second phase, dealing with Red Deer today will cost an additional \$400,000 (estimated). The MAG has committed to raise the additional \$500,000.

**Progress**

The project is on schedule and we are still confident that the exhibition will open to the public on March 25, 2013.

In November the RFP for Exhibit Design was issued. 28 firms from all over the world made submissions, including two firms from the UK and one firm from Iceland. A committee of City and Museum stakeholders reviewed the submissions, and unanimously selected Reich + Petch Design International from Toronto to design the exhibit. Reich + Petch sub-contracted Anna Robertson & Associates, from Red Deer to undertake the interpretive planning portion of the design.

The MAG team had done considerable work preparing content research for the exhibition, and this work has continued throughout the year. As of November 1, the design is complete. Artefact selection is complete. Photograph selection is complete. As of September 21, we have hired the firms of StoreImage (Gatineau, Quebec) and Hillmann & Carr (Washington, DC) to undertake the production and installation of the audio visual components of the exhibition.

We issued a call for pre-qualified bidders who would then be invited to bid on the exhibit fabrication. Nine firms responded, and six of them met the requirements. The contract for exhibit fabrication was awarded to Expographiq from Gatineau, Quebec. The exhibition space in the Museum has been cleared and we have hired a local firm to build the structural walls for the exhibition. The MAG is very grateful for the assistance of the City staff that have been assisting with the project. Both the staff of Recreation, Parks & Culture and the staff of the Purchasing Department have been very helpful in making sure that selection processes were carried out correctly, and that the project timelines were respected.

In October, the MAG staff began to develop the case layouts and the plans for the mounts for artefacts that will be shown in the exhibition. We will also undertake any minor conservation treatments that are required – such as cleaning and minor repairs to stabilize the artefacts.

This fall, the MAG's feature exhibition is Profit & Ambition, the history of the fur trade. We are using the exhibition as an opportunity to test a more intensive approach to programming. If the approach is successful, we will carry it forward into the programming for Remarkable Red Deer. In December, after the Profit & Ambition exhibition closes, regrettably, the MAG will be forced to close its exhibition areas in order to have a staging area for artefact preparation for the new exhibit. We will launch a new series of history-based public programs and we will continue our popular MAGnificent Saturdays and MAG Sparks programs.

Planning for public programs that will animate the Castle School children's exhibit and the rest of the exhibition will continue until opening. We have begun to plan to opening events for the exhibition as well.

### **Fundraising**

As of October 31, we have raised \$69,015, and we are confident that we will be able to raise the first \$100,000 by year-end. We have been very busy making presentations to service groups and potential corporate sponsors, and we feel that we have really raised the MAG's profile. There is growing interest in Remarkable Red Deer.

- In May two individuals made donations totalling \$16,000 to the project.
- In July we launched the Centennial Club, inviting 100 donors to each come forward with \$2,013, and this campaign has been quite successful. There are 13 subscribers to date and the donations are arriving daily.
- We have made proposals to a number of large corporations and are awaiting their responses.
- We have received a grant of \$10,870 from the Alberta Museums Association for the mannequins that we will require.
- We have grant applications of \$375,000 pending:
  - Government of Canada CIIF (infrastructure): \$250,000;
  - Alberta Lotteries CFEP of \$125,000

### **Michael Dawe's New Book on Red Deer's History**

Due to the pressures of completing the research and artefact and image selection for *Remarkable Red Deer*, the book project suffered a delay. It is now back on track and Michael will be able to devote most of his time to completing the manuscript. We plan to have the book ready for release by July of 2013 – in time for the Homecoming events.

LEGISLATIVE SERVICES

November 30, 2012

Ms. Lorna Johnson, Executive Director  
Red Deer Museum + Art Gallery  
4525 47A Avenue  
Red Deer, AB T4N 6Z6

**Re: Council Presentation – November 26, 2012  
Museum and Art Gallery  
Progress Report on Permanent History Exhibit  
Remarkable Red Deer – Stories from the Heart of the Parkland**

Dear Lorna,

Thank you for your presentation to Red Deer City Council on Monday evening regarding the *Remarkable Red Deer, Stories from the Heart of the Parkland* book. We look forward to further updates in the near future.

If you have any questions please do not hesitate to contact Ms. Shelley Gagnon directly at: 403.342.8165.

Sincerely,



 Frieda McDougall  
Legislative Services Manager

c: Mr. Torbin Anderson, President, Museum Society  
Director of Community Services  
Recreation, Parks & Culture Manager



Council Decision – November 26, 2012

Legislative Services

**DATE:** November 28, 2012  
**TO:** Kristina Oberg, Culture Services Superintendent  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Museum and Art Gallery Progress Report

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**Reference Report:**

Legislative Services dated November 9, 2012

**Report back to Council:** No

**Comments/Further Action:**

This item was presented for Council's information only.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Community Services  
Recreation, Parks & Culture Manager



November 5, 2012

## River Bend Golf & Recreation Society

### Operational Audit Final Report – Motion to Table

Recreation, Parks & Culture

#### **Report Summary:**

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Summary:

At the Monday, June 25, 2012 Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from the Recreation Parks & Culture department dated June 12, 2012, re: River Bend Golf & Recreation Society, Recreation Society Operational Audit Update, hereby agrees to receive the report as information and that a detailed report is to be submitted to Council by November, 2012 once the business plan is completed.

A copy of the report submitted to Council at the June 25, 2012 Council meeting is attached for information. Administration is requesting that this item be tabled for up to two months to allow additional time to prepare the report.

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

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I support the recommendation of Administration that Council consider tabling this item up to two months.

Craig Curtis  
City Manager

#### **Proposed Resolution:**

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Resolved that Council of The City of Red Deer, having considered the report from Recreation, Parks & Culture department, dated November 5, 2012, re: River Bend Golf & Recreation Society Operational Audit Final Report - Motion to Table hereby agrees to table consideration of the final report for up to 2 months to allow administration more time to prepare the report.



Report Originally Submitted  
to the Monday, June 25,  
2012 Council Meeting

June 12, 2012

## River Bend Golf & Recreation Society Recreation Society Operational Audit Update

Recreation Parks and Culture

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

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That City Council accept this report for information. A detailed report to Council will be completed once the business plan is completed.

### **City Manager Comments:**

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the River Bend Golf and Recreation Society, Recreation Society Operational Audit Update.

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks and Culture department, dated June 12, 2012 re: River Bend Golf & Recreation Society, Recreation Society Operational Audit Update, hereby agrees to receive the report as information and that a detailed report is to be submitted to Council by November, 2012 once the business plan is completed.



## Report Details

### Background:

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In March of 2011 Council deferred the loan payment for 2008-2011, including interest with a corresponding amendment to the loan agreement with the River Bend Golf and Recreation Area Society. At that time they requested a report back to Council prior to 2012.

At the December 12, 2011 Council Meeting, this item was tabled until the February 21, 2012 Council meeting pending the completion of the Operational audit report being undertaken with the River Bend Golf and Recreation Society (RBGRS) to support this organization in moving towards sustainability.

The purpose of the operational review was to analyze the current operational model for the River Bend Golf and Recreation Society (RBGRS) in respect to comparable public golf and recreation facilities to examine current financial systems, processes and identify challenges and opportunities. The objective is to identify effective models and best business practices associated with the golf / recreation industries and recommend ways in which the operation can achieve long term financial sustainability. The analysis included a review of golf, cross country skiing, a water park, restaurant and catering services and pro shop and other park amenities in the 420 acre multi-use recreation area. This report is an update on this process.

### Discussion:

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Currently administration is working through an implementation process for the Operational Audit recommendations with the RBGRS. This plan is constituted of three parts with two of these parts to date having being completed:

1. Assessment of the audit findings/recommendations Status:  
*Completed*  
 This item consisted of a high level overview of the recommendations from the consultants to assess the feasibility and priority of each.
2. Tactical Plan Development Status:  
*Completed*  
 This item consisted of developing an overall tactical plan which identifies the recommendation; related actions needed, assigns responsibility and identifies timeframe.
3. Business Plan Development Status: *In*  
*progress*



Using the tactical plan as the road map the RBGRS is developing a business plan that demonstrates sustainability through financial ability/responsibility for revenue generation/collection and a plan for operating and capital expenses with the exclusion of the recreation amenities (discovery canyon, trails, boat launch) with a longer term plan to work to expand this to address the recreation amenities.

- This business plan is a focused version of the Service Plan/Business Plan developed for The City each year as a part of the budget process. It will demonstrate a road map for the golf operations to strive for financial sustainability within a three year time frame.
- As the RBGRS has already been working on new initiatives and operational changes this plan will identify what already implemented changes will have on the bottom line as well as what proposed KPMG report recommendations will do to the bottom line and ability to service debt.
- This plan would include a process for identifying an appropriate amount into a capital reserve to fund ongoing capital needs of the golf operations for inclusion in new operating agreement.
- This plan will also recommend changes to the operating agreement that could support the golf operations sustainability.

Some of the changes that the RBGRS has already implemented include changing salaried positions to hourly and a year round position to seasonal. Improved turf management has lead to increased rounds and incentives programs to increase revenue. RBGRS have also implemented increased cost control initiatives which have resulted in a 19.1% increase in overall revenue with only a 4.46 % increase in expenses.

These changes have resulted in a 25% increase in season pass sales and 20% increase in Food and Beverage sales over 2011. Rounds of golf are up 1365 in the first 6 weeks of operations and the estimated tournament rounds for 2012 are 3300 up from 2200 in 2011.

The City is providing the following administrative support to this project:

*Tactical and Business Plan Development and Segregation of Accounts*

- Kristina Öberg, Acting Recreation, Parks and Culture Dept. Manager
- Michelle Andrew, Corporate Controller
- Tracey McKinnon, Divisional Controller
- Up to \$10 000.00 towards contract support for Business Plan development funded out of RPC operating funds.

*Community and Organizational Development and Support*

- Kay Kenny, Recreation Superintendent



Council Decision – November 26, 2012

Legislative Services

**DATE:** November 30, 2012  
**TO:** Shelley Gagnon, Recreation, Parks & Culture Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** River Bend Golf & Recreation Society  
Operational Audit Final Report – Motion to Table

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**Reference Report:**

Recreation, Parks & Culture department dated November 5, 2012

**Resolution:**

The following resolution was passed during the Regular Council meeting held on Monday, November 26, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture department, dated November 5, 2012 re: River Bend Golf & Recreation Society Operational Audit Final Report – Motion to Table hereby agrees to table consideration of the final report for up to 2 months to allow administration more time to prepare the report.

**Report back to Council:** Yes

**Comments/Further Action:**

Recreation, Parks & Culture department to bring this item back for Council's consideration within the specified timeline.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Community Services  
Director of Corporate Services  
Financial Services Manager  
Corporate Meeting Coordinator



November 06, 2012

## West Park Community and Area Redevelopment Plan

Planning Department

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

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The Planning Department recommends that Council defer consideration of the West Park Community and Area Redevelopment Plan for up to 3 months.

### **City Manager Comments:**

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the report from the Planning Department, dated November 6, 2012, regarding the West Park Community and Area Redevelopment Plan.

Resolved that Council of The City of Red Deer having considered the report from the Planning Department, dated November 6, 2012, re: West Park Community and Area Redevelopment Plan, hereby agrees to table consideration of the West Park Community and Area Redevelopment Plan for up to 3 months to allow administration more time for community feedback.



## Report Details

### **Background:**

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At the September 17, 2012 Council meeting, Council tabled consideration of the West Park Community and Area Redevelopment Plan (CARP) to November 19th, 2012.

A draft of the Plan was circulated to City departments for comments in August 2012. On October 16, 2012 the draft Plan was presented to approximately 70 people who attended an open house at the West Park Activity Centre.

Based on both positive and negative feedback regarding the Plan, a subsequent open house has been scheduled for November 28, 2012 from 5 pm to 8 pm at St. Martin de Porres Catholic School. A presentation at 5:30 pm will introduce proposed changes to the Plan based on the feedback received from residents and landowners

The Plan contains 15 recommendations related to Identity, Land Use and Movement. The recommendations address the aspirations and concerns raised by the Community. As well, it incorporates or complements goals of existing City documents, specifically: *The Strategic Plan; The Municipal Development Plan; The Commercial Opportunities Study; The Environmental Master Plan; and the Riverlands Area Redevelopment Plan.*

In order to allow an adequate amount of time for community feedback following the open house to determine if the plan can proceed, the Planning Department recommends that Council defer consideration of the West Park CARP for up to 3 months.

A current draft of the Plan and other information is available at [www.reddeer.ca/westpark](http://www.reddeer.ca/westpark).



Report Originally Submitted to the  
Monday, September 17, 2012 Council  
Meeting

August 27, 2012

## West Park Community and Area Redevelopment Plan

Planning Department

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

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The Planning Department recommends that Council defer consideration of the West Park Community and Area Redevelopment Plan for up to 9 weeks until November 19<sup>th</sup>, 2012.

### **City Manager Comments:**

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the West Park Community and Area Redevelopment Plan.

Resolved that Council of The City of Red Deer having considered the report from the Planning Department, dated August 27, 2012, re: West Park Community and Area Redevelopment Plan, hereby agrees to table consideration of the West Park Community and Area Redevelopment Plan for up to 9 weeks to allow time for public consultation and administration to prepare the plan.



## Report Details

### **Background:**

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At the March 19, 2012 Council meeting, Council tabled consideration of the West Park Community and Area Redevelopment Plan (CARP) to September 30, 2012.

A draft of the Plan was circulated to City departments for comments on August 22, 2012. The Plan contains 15 recommendations related to Identity, Land Use and Movement. The recommendations address the aspirations and concerns raised by the Community. As well, it incorporates or complements goals of existing City documents; specifically, *The Strategic Plan*, *The Municipal Development Plan*, *The Commercial Opportunities Study* and *the Riverlands Area Redevelopment Plan*.

The Planning Department must still circulate the draft plan to the community including an open house scheduled for October 2<sup>nd</sup>, 2012. A complete CARP will not be ready for consideration of 1<sup>st</sup> reading by September 30<sup>th</sup>, 2012 as required by the notice of motion from the March 19, 2012 Council meeting. This is due in part to a rise in current planning activities such as area structure plan processing and subdivisions which require decisions within various times set out in the Municipal Government Act.

The Planning Department recommends that Council defer consideration of the West Park CARP for up to 9 weeks until November 19<sup>th</sup>, 2012.



Council Decision – November 26, 2012

Legislative Services

**DATE:** November 30, 2012  
**TO:** Tara Lodewyk, Planning Department Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** West Park Community and Area Redevelopment Plan

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**Reference Report:**

Planning department dated November 6, 2012

**Resolution:**

The following resolution was passed during the Regular Council meeting held on Tuesday, November 26, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Planning Department, dated November 6, 2012, re: West Park Community and Area Redevelopment Plan, hereby agrees to table consideration of the West Park Community and Area Redevelopment Plan for up to 3 months to allow administration more time to receive community feedback.

**Report back to Council:** Yes

**Comments/Further Action:**

Planning department is to bring this item back for Council's further consideration within the specified timeline.

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

Frieda McDougall  
Legislative Services Manager

c: Acting Director of Planning Services



November 13, 2012

## 2019 Canada Winter Games Bid Process

### Phase I Summary

RECREATION, PARKS & CULTURE

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

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Further to the June 25, 2012 report to Council regarding the 2019 Canada Winter Games, Phase I has been completed and is before Council for information.

Based on the findings of Phase I, it is recommended that Administration proceed to Phase 2 in the evaluation of Red Deer's readiness to submit a Bid for the 2019 Canada Winter Games.

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

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I support the recommendations from the Recreation Parks and Culture Department. City Council will be faced with some difficult decisions when the Phase 2 analysis is complete. As outlined in the report, staging the Canada Games is an extremely costly initiative. It would however result in raising The City's profile nationally and provide a significant financial boost to business in our community. The real challenge lies in which facilities are planned to be upgraded and which facilities can be staged from a satellite village. The major challenges are synchronized swimming which requires two eight lane 25 metre pools, short track speed skating which requires an Olympic ice surface (indoor or outdoor) and freestyle skiing.

The City submitted an excellent bid for the 1995 Canada Winter Games and was ultimately unsuccessful although it was short listed. This built up significant expectations and major disappointment. At that time the operating and capital budgets were \$6.2 million and \$6.0 million respectively. The capital costs are much higher today as the facility standards have been significantly increased.

The Phase 2 facility analysis will give The City a much better idea of capital costs with some clear options. Investments by other cities hosting the games have ranged from a low of \$30 million to over \$100 million. In some cases the legacy project has already been in the planning stages.

Following the Phase 2 analysis, The City will need to re-visit its 10 Year Capital Plan and determine how the necessary improvements can be funded. This would likely be a combination of postponing certain projects and increasing debt funding. Some difficult choices will need to be made at that time before making a decision to advance to Phase 3 and establishing a bid committee.



I am extremely optimistic about the opportunity to bid for the games. However, it is a big decision which will affect the facilities available in this community for the next decade. It should also be acknowledged that some of the upgrades and enhancements would not be community priorities without the aspiration to stage the games.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer, having considered the report from the Recreation, Parks & Culture department, dated November 13, 2012, re: 2019 Canada Winter Games Bid Process, Phase I Summary hereby agrees to proceed to Phase 2 in the evaluation of Red Deer's readiness to submit a bid for the 2019 Canada Winter Games.



## Report Details

### Background:

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On June 26, 2012 a report was brought before Council to consider exploring the opportunity to bid on the Canada Winter Games scheduled to be hosted by Alberta in 2019. The report outlined a three phase strategy; Phase I and 2 would assess the community's readiness and ability to host the games; Phase 3 being the preparation and submission of a bid for the Games. Council gave administration approval to proceed with Phase I: A preliminary assessment of the community's capacity to host the Games based on the sport facility requirements.

A small working group was formed consisting of the two community members that had submitted a letter of interest to City Council regarding the Games, along with two City staff. Strategy in Action, Inc. was hired to research preliminary information regarding venue technical requirements, the city's current facility capacity, identify venue gaps, provide alternatives, and identify the magnitude of capital costs required to meet the requirements.

The Phase I Report by Strategy in Action, Inc. is attached. Please note: the assessment was completed assuming the 2019 Canada Winter Games will include the same sports as the 2015 Games. Confirmation of the sports will not be released until the pre-bid information sessions which will be held in early 2013.

#### Anticipated Timelines for the Bid Process:

January 2013:	Pre-2019 bid launch Information Session
March 2013:	2019 Sport Selection process completed
June 2013:	Official launch of 2019 bid process
August 2013:	Deadline for Letters of Intent to Bid (including a non-refundable deposit, representing 33% of bid fee. Bid fee for 2015 Games was \$15,000)
October 2013:	Deadline for Technical Review Information –Phase I (as identified in Bid Procedure document) along with a Canada Games Council Technical Review Committee site visit
December 2013:	Short-list of Bid Cities announced
May 2014:	Deadline for Phase II of Bid Proposal (along with balance of deposit)
Summer 2014:	On-site visit by Canada Games Bid Evaluation Committee
Fall 2014:	Announcement of successful Bid

### Discussion:

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The intent of Phase I was to provide a preliminary assessment of the city's capacity to successfully host the 2019 Canada Winter Games. As indicated in the report, Red Deer's current facilities can support 12 or 60% of the Games events with minimal to no enhancements required. For the other 8 events, several strategies for the development of a suitable or alternate facility have been presented.

Based on the report findings, administration would support moving forward with Phase 2: a detailed technical and financial assessment. This detailed assessment will involve technical



consultants (engineers, architects) that can provide the information necessary for a clear understanding of what the enhancements, upgrades and construction requirements are along with accompanying financial information.

An advisory group led by the City will guide Phase 2. This group will include: Shelley Gagnon, Manager, Recreation, Parks & Culture; Kay Kenny, Recreation Superintendent; a representative from the Finance Department (to be determined); Michael Klass, Alberta Sport Development Centre – Central; and Lyn Radford, citizen at large.

The outcomes of Phase 2 would include:

- Review the strategies presented in Phase 1 and recommend the most effective, economically advantageous and strategic combination of options to positively position Red Deer for the advancement of a bid submission
- Gather detailed technical information on all enhancements, upgrades and construction necessary for each venue/event including:
  - o Different sporting events
  - o Other events such as Opening/Closing Ceremonies, Cultural events, etc.
- Preliminary assessment and potential options related to the community's capacity for the required support venues including:
  - o Transportation requirements
  - o Athlete's Village (main and satellite) and other accommodations
  - o Food Services
  - o Medical and Emergency Services
  - o Security
  - o Communications and Promotions
  - o Identification of potential stakeholders and community/corporate support
  - o Guide the process to identify potential Legacy opportunities (social and physical)
- Develop a straw-dog capital and operational budget including revenue streams and opportunities
- Compile evidence of community's "readiness" to host the Games (i.e. past experience in hosting major events, strong community leadership and volunteerism, community capacity for fundraising and corporate sector support, customer service and commitment to excellent, strong cultural relationships)
- Gather information from other host communities and continue discussions with key stakeholders
- Consideration of the strategic advantage of "regionalizing" the Games

Phase 2 should be completed by the end of March 2013. At this time a report would be brought back to Council for their direction and support for pursuing a bid submission.

Continuation to Phase 3 would involve Council's approval and commitment to move forward in the submission of a Bid. At this stage a Community Bid Committee would need to be appointed by Council to develop the bid and support the process.

**Analysis:**

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The benefits of approaching the Bid Submission with these identified Phases is that Council will be provided with the information it requires to make an informed decision. The risk of the phased approach is building expectations within the community that may not unfold.

On November 6, 2012, during the 2013 Capital Budget deliberations, Council approved \$200,000 for both Phase 2 and 3. Although it is difficult to assess the actual costs of each Phase separately, administration is relatively confident that the budget approved will be sufficient for both. It would be expected that when pulling together the Bid package, the Community Bid Committee would seek significant "Gift-In-Kind" from potential partners and volunteers (i.e. translation services).

When Phase 2 is complete with a financial assessment for enhancements, upgrades and construction requirements we will assess the impact to both The City's capital and operating budgets. The financial impact to The City will be provided in the report to Council regarding Phase 2 of the 2019 Canada Winter Games.

## **2019 Canada Winter Games Facility Review**

**Prepared by Strategy In Action, Inc  
November 2012**

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## Introduction

A bid for the Canada Winter Games is a very exciting opportunity for any community, its region and its province. Red Deer and Central Alberta are well positioned to host this event in 2019 as Alberta once again takes centre stage hosting a premier national sporting event of this magnitude. Red Deer's growth, investments in infrastructure, and unwavering capability to engage volunteers in the community make Red Deer a strong contender to host the 2019 Canada Winter Games.

Held every two years, alternating between summer and winter, the Canada Games are a key event in the development of Canada's young athletes. As the best in their age group, these young competitors come to the Games having trained long and hard to be among those chosen to represent their respective province or territory and compete for the Canada Games Flag and Centennial Cup. With the Canada Games poised as a key step in the development of Canada's future stars, Canada Games athletes are Canada's next generation national, international, and Olympic champions.<sup>1</sup>

The 2019 Canada Winter Games present a unique opportunity for Red Deer to take "centre stage" and be the focal point of national sport. As Canada's equivalent to the Winter Olympics, the 2019 Games are the pinnacle of sport competition in the country:

- Athletes participating in this event are expected to be competitors for Canada at subsequent Olympics
- Federal and Provincial Governments recognize the importance of this event and provide financial support for capital and operating costs
- The economic impact of the Games is sizeable - the projections for the 2015 Games in Prince George are expected to top \$125 million.
- Successful communities are left with Winter Games Legacy Projects that will serve the recreation and sport requirements of these communities for decades to follow.

As part of a three phase project to assist the City in making a decision about putting forth a bid, this document was researched and written to provide the following information:

1. Sports and Venue requirements to host a successful 2019 bid
2. Identification of venue gaps and a projected magnitude of the capital costs required to meet the requirements
3. Identification of the anticipated capital funding formulae from Federal, Provincial, and Local Governments to meet the capital costs
4. Identification of key partners

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<sup>1</sup> [http://en.wikipedia.org/wiki/Canada\\_Games#Winter\\_Sports](http://en.wikipedia.org/wiki/Canada_Games#Winter_Sports)

## Methodology

This report would not have come together without the involvement of a number of stakeholders across the community who provided information, intelligence, and perspectives allowing the author to present Red Deer's capabilities (and added insight) into how some of the deficiencies might be addressed.

Thank you to the following for their participation in the process:

- Representatives from each of the local sport organizations for the events expected to be part of the 2019 Canada Winter Games
- 1995 Canada Winter Games Bid Committee
- Alberta Sport Development Centre (Central)
- Canyon Ski Resort
- City of Red Deer - Recreation, Parks, and Culture
- County of Red Deer
- RDC
- Red Deer Chamber of Commerce
- Red Deer Regional Airport Authority
- Tourism Red Deer
- Westerner Park

In compiling the results documented here, the consultation process was exhaustive and all-inclusive.

Activity	Completion Date
Meeting with Local Sport Representatives: <ul style="list-style-type: none"> <li>• provide strategic background</li> <li>• request support in building inventory</li> </ul>	August 2, 2012
Documentation on Venue Requirements/Deficiencies from Local Sport Representatives	August 17, 2012
Draft Results of Gap Analysis compiled and reviewed	August 30, 2012
Meeting with Key Community Stakeholders: <ul style="list-style-type: none"> <li>• provide strategic background</li> <li>• share preliminary gaps</li> <li>• gather information about gap solutions being developed in the community</li> </ul>	September 7, 2012
Meeting with 1995 Canada Winter Games Bid Committee: <ul style="list-style-type: none"> <li>• provide strategic background</li> <li>• share preliminary gaps</li> <li>• gather feedback and suggestions about "lessons learned" from 1995 process</li> </ul>	September 7, 2012

## Key Findings

### ***Finding #1 - We have a strong inventory of facilities***

Red Deer is well positioned to put forward a successful bid based on our current inventory of facilities. While this document focuses on identifying any gaps, 60% of the sports associated with the games already have facilities in Red Deer to support their needs, with:

- 10% requiring small investments
- 15% requiring medium investments
- 15% requiring large investments

### ***Finding #2 - There are options where an appropriate venue is not already developed***

While it would be very advantageous for our region to have already developed all necessary venues, an important option available to host committees is the ability to operate a secondary site (with an accompanying athlete's village) where an investment in facilities is not the best solution. There are three criteria applied in operating secondary sites:

1. All sporting facilities outside a 30 minute commute from the host location are considered a secondary site.
2. A secondary site must have its own athlete's village no more than a 30 minute commute from the site.
3. To ensure Games cohesion, host communities are limited to operating one secondary athlete's village.

This document identifies scenarios where additional facilities may need to be constructed to support the necessary venue requirements, but also endeavours to highlight options where a secondary athlete's village may be more effective.

### ***Finding #3 - Community organizations are motivated to move forward***

In securing the research for this report, community organizations and local sporting organizations were engaged to help assess Red Deer's readiness to put forward a bid. The response has been tremendous and it became apparent quickly that some organizations, including the City of Red Deer, already have plans in place that could address some of the facility enhancement projects required to secure a successful bid. There is a terrific spirit of enthusiasm and co-operation to rally around the 2019 Winter Games and find solutions that will give Red Deer the opportunity to advance its position on the national stage. The investments that could be made in sporting infrastructure may allow the community to be seen as a provincial leader and destination for sport tourism.

## What Requires Attention

The table, and discussion below summarize the key gaps<sup>2</sup> and possible impacts of necessary capital investments **if all minimum requirements** were to be built in Red Deer. As identified earlier, many of the sports articulated in the left most column of this table can already find suitable facilities in our community.

The next phase of investigation will provide information to strategize on which investments could be enhanced or built in Red Deer and which facilities could be serviced through a secondary site.

Events	Small Investment Required <sup>3</sup>	Medium Investment Required	Large Investment Required
Alpine Skiing			Alpine Skiing
Archery			
Badminton			
Biathlon		Biathlon	
Cross Country Skiing			
Curling			
Figure Skating			
Freestyle Skiing	Freestyle Skiing		
Gymnastics			
Hockey			
Judo			
Ringette			
Snowboarding	Snowboarding		
Speed Skating (Short)		Speed Skating	Speed Skating
Speed Skating (Long)		(Long and Short)	(Long and Short)
Squash		Squash	
Synchronized Swimming			Synchronized Swimming
Table Tennis			
Target Shooting			
Wheelchair Basketball			

<sup>2</sup> See Appendix A for detailed assessment of sports and facility details.

<sup>3</sup> Small >\$250k, Medium <\$2,000k, Large >\$2,000k

To aid Council and City Administration in this facility review, two factors are provided for each of the areas where attention is required:

1. *"Standard that requires attention"* speaks to the specific facility requirements that currently are not found within Red Deer or a 30 minute proximity.
2. *"Options"* identifies possible solutions that the City of Red Deer can explore and consider as part of Phase 2 of the 2019 Canada Winter Games initiatives.

In building this report it is recognized that there are many alternatives around how the City of Red Deer could address the needs of some sporting facilities. This report is focused on identifying as many options as possible for further research, and recognizes that additional options may present themselves as more details are gathered in further phases of the City's research.

## Small Investments

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### Freestyle Skiing and Snowboarding

Canyon Ski Resort provides a sound environment in which to conduct the freestyle skiing and snowboarding events; however, some modifications to the site are required to meet the minimum standards.

#### *Standards that require attention:*

- *Mogul course to be extended by 20m*
- *Halfpipe is currently unavailable*
- *Slopestyle course is currently unavailable*

#### *Options:*

1. *Capital investment at Canyon Ski Resort to secure the necessary facilities. (Canyon Ski Resort is currently reviewing their terrain park and are exploring options for improvement)*
2. *Secondary Site at Nakiska (adjacent to a Rocky Mountain Secondary Village within 30 minutes)*

## Medium Investments

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### Biathlon

The River Bend Recreation Area is identified as the preferred host of the Biathlon events and in its current configuration, the trail system is adequate other than some ongoing maintenance and minor upgrading.

#### *Standards that require attention*

- *Expansion of rifle range from 12 to 24 lanes*
- *Possible expansion of trails depending on location of rifle range*

#### *Options*

1. *Construction of a temporary rifle range at River Bend (space availability would make the construction of a permanent facility challenging).*
2. *Development of a temporary (or permanent) full-service facility at another location around Red Deer, AB*
3. *Secondary Site at Canmore, home of the 1988 Winter Olympics event (adjacent to a Rocky Mountain Secondary Village within 30 minutes)*

### Speed Skating (Long track)

Currently, practice facilities at Rotary Recreation Park (near the Golden Circle) are used for athletes to train; however; the current track configuration does not meet competition standards.

#### *Standards that require attention:*

- *400m track (indoor or outdoor)*

#### *Options:*

1. *Revise and upgrade existing Rotary Recreation Park site*
2. *Proposed development plans for Great Chief Park*
3. *Explore Sylvan Lake Long Track facility*
4. *Develop a temporary facility at a suitable location (RDC grounds, Collicutt Centre, etc.)*

## Squash

This is one of the rare sports that requires complete development of a suitable facility.

### *Standards that require attention*

- 4 national courts

### *Options*

1. *Develop a temporary strategy in an existing facility (Westerner Park, Industrial Warehouse Space)*
2. *Development of a permanent facility*
3. *Secondary site in a location such as Calgary or Edmonton (and village)*

## Large Investments

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### Alpine Skiing

The research shows that some of the current Alpine Ski events (Slalom, Dual Paneled Slalom and Ski Cross) can be held at Canyon Ski Resort. Two events (Giant Slalom and Super G) are not able to be held within the Canyon Ski Resort area because the current vertical drop of 164m does not meet the minimum requirements.

### *Standards that require attention:*

- *Giant Slalom: 200-350 metres<sup>4</sup>*
- *Super G: 250-450 metres<sup>5</sup>*

### *Options:*

1. *Construct necessary vertical drops at Canyon Ski Resort<sup>6</sup>*
2. *Secondary Site at Nakiska (adjacent to a Rocky Mountain Secondary village within 30 minutes)*

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<sup>4</sup> Through the research process it has been suggested by Alberta Alpine that eliminating Giant Slalom and Super G in exchange for two events that can currently be accommodated at Canyon Ski Resort is a very distinct possibility should a Red Deer bid request it. (This has been done in other jurisdictions).

<sup>5</sup> Ibid

<sup>6</sup> For clarification, the construction of just a starting mound at Canyon Ski Resort would bring the facility at Canyon Ski Resort very close to being acceptable, so such a project would require a minimal addition to the height of the vertical drop.

### Speed Skating (Short track)

While standard hockey ice surfaces are used for training in Central Alberta, there is currently no suitable facility in Central Alberta to host this competitive event.

#### *Standards that require attention*

- *International/Olympic sized ice surface (30m x 60m)*

#### *Options*

1. *Proposed RDC Multiplex project<sup>7</sup>*
2. *Addition of Surface at Dawe Recreation Centre*
3. *Integrate with any Long Track facility developed at Rotary Recreation Park as a temporary solution*
4. *Develop a temporary outdoor track at a suitable location*
5. *Secondary Site (and village) in Calgary or Edmonton*
6. *Expand the ice surface at Westerner Park<sup>8</sup>*

### Synchronized Swimming

There is no current facility in Central Alberta that meets the minimum standards.

#### *Standards that require attention:*

- *Minimum 25m length*
- *Minimum 8 lanes*
- *Minimum depth of 3.0m for 12 x 12*
- *Minimum depth of 2.0m for remainder of pool*
- *1 additional warm-up pool of similar standards in the same facility*

#### *Options*

1. *Build a pool meeting the minimum requirements, likely on the Recreation Centre site*
2. *Secondary Site (and village) in Calgary or Edmonton*

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<sup>7</sup> RDC recently announced plans to develop a Sports Zone at the west end of the main campus. Plans call for the construction of a Multiplex ([http://www.rdc.ab.ca/community/bct/ Documents/MultiplexBrochure\\_Web.pdf](http://www.rdc.ab.ca/community/bct/ Documents/MultiplexBrochure_Web.pdf)) which would include an International/Olympic sized ice surface. The College is actively engaging the Central Alberta region in a conversation about this project and feels confident that they will be able to secure the necessary funding through their partners to make this initiative a reality.

<sup>8</sup> The review included a high level consultation with Westerner Park on this option and they have advised that given the significant capital expenditure to expand the facility, loss of seating, ongoing maintenance requirements and costs that it would be prohibitive for Westerner Park to assume the ongoing expense associated with such a modification.

## Possible Competitors

As part of the decision making process to advance to the next phase, the following is a preliminary assessment of the competitive environment in which a bid might find itself.

Red Deer facilities make for a strong contender to develop a successful bid. As part of this project consideration has been given to other Alberta communities that may be considering the concept of putting forward a bid. Possible contenders include, but are not limited to:

- Lethbridge (host of the 1975 Canada Winter Games)
- Grande Prairie (host of the 1995 Canada Winter Games)
- Wood Buffalo (host of the 2015 Western Canada Summer Games)
- Medicine Hat
- Capital Region
- Calgary-Canmore Corridor

At a high level, many of the prospective bid communities are in relatively the same position as Red Deer in regards to their venue capacity, more specifically, where Red Deer may be stronger, they may have some weakness and vice versa. The exceptions would be the Capital Region and Calgary-Canmore which have some advantage given either their proximity to the mountains or their connection to facilities offered in the large urban markets of Calgary and Edmonton.

What makes a Red Deer bid compelling is that:

- Other likely cities have already hosted the event in the past
- Red Deer has demonstrated on many occasions its capability to deliver volunteer support for events of this nature - something that is second to none in the province
- The largest Canadian city to host the Winter Games is Halifax (300,000 pop). Small and mid-sized communities have clearly demonstrated their ability to host this event and it reflects well that these communities have an opportunity to host events of this scale.
- Red Deer was short listed for the 1995 Canada Winter Games.

## Financial Impacts

An attractive element to securing the Games is the capital and operating funding that is made available to the successful municipality. Successful communities are relatively free to manage the resources allocated to them by federal and provincial agencies; the primary requirement being that at least one capital project is named for the 2019 Canada Winter Games as a perpetual legacy of the event.

The funding formula from the 2011 and 2015 Games saw the Provincial and Federal governments provide the following (and we expect the same for 2019 unless there are increases due to inflation):

	Operating	Capital
<b>Federal</b>	\$8.1 million	\$3 million
<b>Provincial</b>	\$8.1 million	\$3 million

While there is a little room for funds to move between the two allocations, it is expected that the Provincial and Federal funding amounts will be allocated very close to what is identified above.

### Operating Impacts

The Canada Games Council expects that each event breaks even financially, and therefore, the successful municipality is required to backstop the financial operations of the event. There have been times in the past where an event has generated an operating surplus. When this has occurred the Organizing Committee has been empowered to establish a Legacy Fund along with a process to distribute the funds back to the community.

Preliminary estimates from the 2011 Halifax Winter Games provide a guide as to how funding sources to support the Games may be allocated: Federal Government (31%), Provincial Government (31%), Sponsorship (24%), Event Sales (6%) and Municipal (8%).

The research from the 2011 Winter Games experience shows that:

- The Halifax Games Committee was able to access additional Federal dollars through non-related funding sources (for example: Gift in Kind for security, RCMP).
- The Halifax Games Committee was able to access additional Provincial dollars through non-related funding sources (for example: employment funding).
- Sponsorship plays an important role in funding the Games. Given Red Deer's history with similar events, the City can be confident that a Red Deer bid would meet, or more likely exceed, the performance achieved in Halifax.

### Capital Impacts

Completing an apples to apples comparison of capital spending to other Canada Winter Games is a challenging task, for three reasons:

1. What a community has in gaps is the result of decades of choices made by municipal leaders and their assessment of the facilities required at the time the choices were made. *In Red Deer the greatest gap is pool facility that meets the minimum standards. Some of the communities we might compete against have a similar gap and others do not.*
2. What a community includes in their “Games Capital Budget” is likely impacted by projects the municipality may already have in their long-term capital plan. *Red Deer currently has the development of a long-track speed skating facility at Great Chief Park, therefore, one could consider that this is not a Games related capital investment.*
3. The local Games Committee may be able to access additional capital dollars outside of the Games allotments, thereby excluding them from the calculation. *In Halifax the Mainland Common Centre, which includes 2 – 25M pools, field house, fitness centre and indoor track, was built as a Games Legacy outside of the games budget with contributions from Build Canada and Province of Nova Scotia (Capital Budget of \$40.5Million).*

It is known that the Federal and Provincial governments each will contribute approximately \$3 million towards capital requirements, and it is a criteria of a successful bid that the municipality will also make a minimal capital investment of \$3 million as well.

For comparison purposes, the budget estimate for the 2015 Prince George Canada Winter Games is \$19.6 million for capital construction and a \$30 million operating budget.

### Return on Investment

While much of the discussion of this paper brings attention to the expenditure side of the ledger, it is to be recognized that an event of this calibre also brings some important returns.

Long-term facility enhancement is guaranteed by the Canada Games Council requirement that at least one Canada Games Legacy capital project be undertaken to support the event. These investments create decades worth of capacity that Red Deer can leverage in promoting healthy living for its residents, state of the art facilities for future sport figures to train in, and attract sport tourism events to the community that support the business interests of the region.

The shorter term benefit to the capital investments will be the economic impact the Games will have with the business community. The following measured results from the 2011 Canada Winter Games in Nova Scotia<sup>9</sup> are a testament to the financial impact this event is able to make:

- total economic activity generated in the Province of Nova Scotia was \$131 million,
- the combined capital, operations, and visitor expenditures directly associated with the Games totalled \$58.3 million,
- overall, 1,112 jobs were supported throughout the province by hosting the Canada Winter Games.

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<sup>9</sup> <http://www.canadagames.ca/Content/About-Us/fact-sheet.asp>

## What Red Deerians and Central Albertans Shared

There is no lack of enthusiasm for a bid. Sport groups, business leaders and community volunteers have been actively engaged through the research process and are excited about the opportunity of placing Red Deer in the spotlight and vying for this Tier 1 sporting event. While it is currently beyond the scope of the deliverables requested for this report, the author believed it is important to share the messaging that was passed along in the research to ensure that Council and Administration have as much relevant information as possible to make their decision about proceeding to the next step.

- A successful bid ensures the region has venues that are second to none across the spectrum of sporting events included in the Games.
- The venue investments that this bid would be a catalyst for not only support the Games, but make Red Deer a premier sport tourism destination on a regional, provincial, and national scale.
- Recognition that Red Deer will have the strongest asset of any competing municipality - the capacity to energize, excite, and engage committed volunteers in a way that other communities dream of.
- Regardless of whether Red Deer were to secure the games, the bid process itself is a pivotal community building exercise that provides the next generation of community leaders with an opportunity to prepare and promote our region for bold endeavours, and in this case, an event that happens in our province once every twenty to twenty four years.
- There may be an opportunity for Central Alberta municipalities to come together in funding the necessary venues to support their longer term resident needs.

## Looking Forward

Should Council choose to advance this concept to the next level, a key element that seemed to come from all of the consultation conducted is that *"the bid committee should be empowered to develop creative regional solutions that break down barriers and allow Red Deer to put its best foot forward."*

This is a very exciting opportunity for Red Deer and Central Alberta, and the province. Red Deer is well positioned to host an event of this magnitude and is a strong contender to host the 2019 Canada Winter Games.

The 2019 Canada Winter Games present a unique opportunity for Red Deer to take "centre stage" and be the focal point of national sport:

- Young athletes, their families, and fans from across Canada will experience everything that Red Deer has to offer
- Federal and Provincial Governments will provide financial support for a portion of capital and operating costs
- History shows that the economic impact can be in the hundreds of millions of dollars
- The legacy projects funded to support this event will serve the region for decades to follow

Most importantly, the people consulted through this process are all confident that the Games create a unique opportunity for Red Deer to advance to the "next level" by investing for the long term and providing the region with the infrastructure it needs to be a premier sport, recreation, and tourism destination in Alberta, Western Canada, and North America.

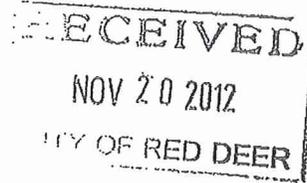
Copy

Craig Curtis  
Greg Scott  
Shelley Gagnon  
Frieda McDougall

**Lawrence Lee**  
Chair, Board of Trustees  
Direct Line: 403-346-7388  
Email: llee@rdpsd.ab.ca



October 25, 2012



Morris Flewwelling  
Mayor's Office  
2nd Floor, City Hall  
PO Box 5008  
Red Deer AB T4N 3T4

RE: Canada Winter Games - Bid Red Deer 2019

Dear Mayor Flewwelling,

At the October 24, 2012 meeting of the Board of Trustees of the Red Deer Public School District #104, the Board voted unanimously to provide its support for the City of Red Deer's bid for the 2019 Canada Winter Games.

The Board has been a proponent of healthy, active living initiatives for many years. This is evidenced in such initiatives as daily physical education in Red Deer Public schools, the annual Dawe Run, the annual Ski Loppet, Go Girls and Grow Boys for grade five students, the Board's nutrition policy and numerous other programs and initiatives.

The Board works continuously to enhance existing and create new physical activity programs for students as a way of promoting active, healthy lifestyles. The opportunity for students to attend the variety of winter sporting events at the 2019 Canada Winter Games would undoubtedly be motivational for students and be in keeping with the Board of Trustees' goals of daily physical activity and active living.

Red Deer Public Schools is pleased to offer its facilities and services, should they be necessary, to support the hosting of the 2019 Canada Winter Games in Red Deer.

Sincerely,

Lawrence Lee  
Chair, Board of Trustees  
Red Deer Public School District No. 104



LEGISLATIVE SERVICES

November 30, 2012

Mr. Darcy Mykytyshyn  
Strategy In Action Inc.  
263 Lampard Crescent  
Red Deer, AB T4N 3A6

**Reference: Council Decision – November 26, 2012  
2019 Canada Winter Games Report**

Dear Mr. Mykytyshyn,

Thank you for your presentation at the Monday, November 26, 2012 Red Deer City Council meeting regarding the 2019 Canada Winter Games. The following resolution was approved by Council:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture department, dated November 13, 2012, re: 2019 Canada Winter Games Bid Process, Phase I Summary hereby agrees to proceed to Phase 2 in the evaluation of Red Deer's readiness to submit a bid for the 2019 Canada Winter Games.

If you require additional information please contact Ms. Shelley Gagnon, Recreation, Parks & Culture Manager at 403.342.8165.

Sincerely,



Frieda McDougall  
Legislative Services Manager

c: Director of Community Services  
Recreation, Parks & Culture Manager



Council Decision – November 26, 2012

## Legislative Services

**DATE:** November 30, 2012

**TO:** Shelley Gagnon, Recreation, Parks & Culture Manager

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

**SUBJECT:** 2019 Canada Winter Games Bid Process – Phase I Summary

---

**Reference Report:**

Recreation, Parks &amp; Culture department dated November 13, 2012

**Resolution:**

The following resolution was passed during the Regular Council meeting held on Tuesday, November 26, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks & Culture department, dated November 13, 2012, re: 2019 Canada Winter Games Bid Process, Phase I Summary hereby agrees to proceed to Phase 2 in the evaluation of Red Deer's readiness to submit a bid for the 2019 Canada Winter Games.

**Report back to Council:** Yes**Comments/Further Action:**

Recreation, Parks &amp; Culture department to report back to City Council once Phase 2 of the evaluation to submit a bid for the 2019 Canada Winter Games is complete in March 2013.

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

Frieda McDougall  
Legislative Services Manager

c: Director of Community Services  
Community Services Divisional Strategist  
Community Services Divisional Controller  
Corporate Meeting Coordinator



November 9, 2012

## Proposed Amendment to Sunnybrook South NASP Sunnybrook South NASP Amendment 3217/G-2012

Legislative Services

### **Report Summary:**

---

Summary:

At the Monday, October 1, 2012 Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer hereby agrees to table consideration of first reading of the Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012 for up to 6 weeks to allow administration time to get an access easement agreement in place.

The report presented at the October 1, 2012 Council meeting is attached. Administration now has the access easement agreement and will have it registered on the applicable titles prior to consideration of second and third readings of this amendment at the Monday, January 21, 2013 Council Meeting.

### **City Manager Comments:**

---

I support the recommendation of Administration that Council consider first reading of Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012, subject to an access easement satisfactory to The City being registered on the applicable titles. A Public Hearing would then be held on Monday, January 21, 2013 at 6:00 p.m. during Council's regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolution:**

---

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the report from the Planning Department, dated September 21, 2012, re: Proposed Amendment to Sunnybrook South NASP.



Report Submitted to the  
Monday, October 1, 2012  
Council Meeting

September 21, 2012

## Proposed Amendment to Sunnybrook South NASP

Planning Department

### Report Summary & Recommendation:

---

#### Proposal

A request has been submitted to amend the Sunnybrook South NASP. The current NASP identifies the subject site as Multi Family – R3 with the existing church access running through a corner of the subject site. The subject site is already designated *R3 Residential (Multiple Family) District* under the Land Use Bylaw.

The proposed amendment:

- Retains the R3 Multi Family land use on the subject site,
- Adds a public road (cul-del-sac) to facilitate the development of fee simple rowhouses,
- Adds a public utility lot (PUL) along the east, south and part of the north side of the site to provide for rear servicing, and
- Identifies potential two storey walkout basements along a portion of the west side of the site.

The proponent is also requesting a change in the text for Section 5.1 paragraph five of the NASP.

Current Text	Proposed Text
5.1 Paragraph 5 “The developer of the commercial lands will be responsible for the arterial roadway improvements.”	5.1 Paragraph 5 “The developer of the commercial lands will be responsible for the arterial roadway improvements, as well as, construction of the church accesses from 19 <sup>th</sup> Street and a berm on the west side of 40 <sup>th</sup> avenue along the multi family site.”

#### Recommendation

Planning staff recommends Council support the proposed NASP amendment, Bylaw No. 3217 / G – 2012, subject to an access easement satisfactory to The City being registered on the applicable titles.

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### **City Manager Comments:**

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I support the recommendation of Administration that Council consider first reading of Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012. A Public Hearing would then be held on Monday, January 21, 2013 at 6:00 p.m. during Council's regular meeting.

Craig Curtis  
City Manager

### **Proposed Resolution**

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Resolved that Council of the City of Red Deer, having considered the report from the Planning Department, dated September 21, 2012 hereby agrees to consider first reading of Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012 subject to an access easement satisfactory to The City being registered on the applicable titles.



## Report Details

### **Background:**

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Adopted Neighbourhood Area Structure Plans (NASP) form the basis for future zoning, subdivision and development decisions for an area. The existing Sunnybrook South NASP was approved by Council on February 25, 2008. To date much of the plan area has been subdivided and developed. The remaining lands to be subdivided and developed are the subject land and the southern most area of the quarter section. The subject lands are owned by Melcor Developments Ltd. and are currently undeveloped. The Land Use Concept in the current Sunnybrook South NASP envisions the subject site developing with R3 – Multi Family with the inclusion of the existing road access for Living Stones Church.

### **Discussion:**

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#### **Internal Referral**

Affected city departments reviewed the proposal and provided comments. There are no objections to the recommended NASP amendment.

#### **External Referral**

The proposal was sent to the affected adjacent landowners to provide comments. Two letters of concern were received by the department.

Comment/Concern	Administrative Response
<p>Objection to walk-out basements because they will block the view and the potential increase in traffic in the lane</p>	<p>2 storey walk-out basements are only a potential option for development and may only develop on select lots if grading permits.</p> <p>In regards to the potential view interference, R3 development has the possibility of up to four storeys of development so 2 storey walkouts fall within the existing R3 parameters. As well, provided front, rear, and side yard standards along with high limits of a district are met, the LUB does not provide for the preservation of views.</p> <p>Increased traffic within the lane is a possibility, but the NASP has always identified the subject site as R3 Multi Family</p>



	<p>and the amendment does not propose to change that. Traffic volumes may change as the neighbourhood builds out, but the proposed amendment does not change that. In fact, the provision of a cul de sac may reduce traffic in the lane if the R3 site develops with rowhousing with front attached garages.</p>
<p>Concern for access to the church site</p>	<p>The churches concern for access to their site was based on an earlier concept plan that has since been revised.</p> <p>Administration discussed the proposed amendment further with the Business Administrator of the Living Stones Church and he has indicated that provided the current access remains, the church does not object to the NASP amendment as shown on the revised Figure 3 map.</p>

**Municipal Planning Commission**

On the Sept. 5th, 2012 the Municipal Planning Commission expressed three concerns in relation to the proposed NASP amendment. MPC tabled the consideration of the proposed amendment for up to two weeks so administration could provide more information about the future lights at 40<sup>th</sup> Ave/ Ironside (Southbrook) street, whether the church still has concerns regarding the access across the R3 site, and whether there was any access easement registered on the titles. The churches concern has been addressed and the commission's other concerns are addressed below.

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**Municipal Planning Commission Recommendation**

Municipal Planning Commission supports the proposed NASP amendment, as of Sept. 19<sup>th</sup>, 2012, and recommends approval to City Council.

**Analysis:**

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**Planning Analysis**

The proposed amendment is reasonable as it does not change the R3 Multi Family land use identified in the NASP for this site in the original NASP and it does not jeopardize access to the church.



Regarding the existing access, it appears that there is no record of an access easement registered on the titles of either the R3 parcel or the Living Stones church parcel. When the R3 parcel was created in 2008 it was recommended that an access easement be registered on title, but this recommendation was not carried out at the endorsement and registration stages of the subdivision.

Following discussion with legal counsel, administration recommends that this deficiency be rectified by having an access easement registered on the applicable title(s) with The City as a party to the access easement agreement. Melcor Developments Ltd. has agreed to enter into an access easement agreement with The City. This agreement is currently being worked on.

Regarding the timeline for the installation of traffic lights at 40 Avenue / Ironside (Southbrook) Street, installation of the traffic lights is scheduled for 2013, but may actually be completed late into the 2012 year.

The applicant's proposed text change to Section 5.1 paragraph five of the NASP is not supported by administration as it is not reasonable to expect the developer of the commercial lands to be required to pay for or construct a berm for the R3 Multi Family site. Planning staff recommends that the proposed text change to Section 5.1 paragraph five be excluded from the amending bylaw.

From: Orlando Toews  
Sent: Friday, September 07, 2012 10:17 AM  
To: 'George Kitchen'  
Cc: Dayna Nebozenko  
Subject: RE: Revised NASP amendment for R3 site north of Living Stones Church

Thanks George. We appreciate your quick response to this.

Orlando Toews  
Senior Planner

---

From: George Kitchen  
Sent: September 07, 2012 9:53 AM  
To: Orlando Toews  
Subject: RE: Revised NASP amendment for R3 site north of Living Stones Church

Hello Orlando;

I have reviewed your request with our church and we feel what you have proposed is quite satisfactory to us; Provided the plan is as it is drawn on the attachment you sent regarding the entrance to the road to our church. This corner would be quite congested if it was changed in curve or reduction of road width.

This would be our only concern with the plan and we look forward to the city installing traffic lights at the corner on 40th Ave. It is very difficult even now, to exit from the sub-division throughout the peak hours each day. On Sundays, when our services let out at 10:30am and 12:30pm, it is very busy during these times as well.

If you have any questions for me, please either call or email me.

Regards,

George Kitchen  
Business Administrator

Passion for God. Compassion for People.

Telephone: 403.347.7311  
Fax: 403.347.4959  
2020-40 Avenue  
Red Deer, Alberta  
T4N 5E3  
[www.livingstones.ab.ca](http://www.livingstones.ab.ca)

Lining Stones Church comment re Revised NASP Amend.txt

From: Orlando Toews [mailto:Orlando.Toews@reddeer.ca]  
Sent: Thursday, September 06, 2012 3:14 PM  
To: George Kitchen  
Cc: Tara Lodewyk; Dayna Nebozenko  
Subject: Revised NASP amendment for R3 site north of Living Stones Church

Hi George,

You may recall we had some discussions back in May regarding a proposed amendment to the Sunnybrook South Neighbourhood Area Structure Plan (NASP). Melcor applied to amend the NASP to include a cul-de-sac on the R3 Multi Family site situated north of the church and the sliver of the Ordman's land. The colour land use concept map (Figure 3) that was sent to you with the referral at that time appeared to cut off the portion of the access road that ran through the R3 site and I believe your letter of May 3, 2012 took that into account in your objection to the amendment.

However, staff subsequently asked the applicant to revise the proposed Figure 3 to include the access road across the R3 site (see attachment). Planning staff believe that change along with the existing text in Section 5.1 of the NASP protects the church's current access. From planning staff's perspective the proposed amendment is really contained within the R3 site, i.e. placing a public road in the form of a cul-de-sac in the R3 site along with a narrow public utility lot (PUL) along the south and west sides to facilitate servicing of the R3 site. The wording in section 5.1 of the existing NASP addresses the church access and when/how it may be relocated to 19 Street if/when the commercial area to the west of the church is developed.

In addition, Engineering Services has indicated that the traffic lights at 40 Ave and Southbrook Street are anticipated to be installed later this year of Spring of 2013. Traffic lights should facilitate easier exiting of the church and Southbrook neighbourhood.

Time is of the essence so I respectfully request that you please review the attached documents and provide a brief response before next Wednesday, Sept 12. Essentially what we want to know is in light of the revised sketch (Proposed Figure 3) and the existing text in section 5.1 of the existing NASP (which is not purposed to be changed), is the proposed NASP amendment acceptable to the church.

Thank you for your consideration in this matter. Let me know if you have any questions.

sincerely,

Lining Stones Church comment re Revised NASP Amend.txt

Orlando Toews, RPP, MCIP  
Senior Planner  
Planning Department  
City of Red Deer

City Hall, 4914 - 48 Avenue  
Mail to: Box 5008, Red Deer, AB T4N 3T4  
Ph: 403.406.8704

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### Municipal Planning Commission

DATE: September 21, 2012

TO: Municipal Planning Commission

FROM: Mayor Morris Flewwelling, Municipal Planning Commission Chairperson

SUBJECT: Sunnybrook South Neighbourhood Area Structure Plan Amendment 3217/G-2012

---

At the September 19, 2012 meeting of the Municipal Planning Commission (MPC) discussion occurred regarding an application to amend the Sunnybrook South Neighbourhood Area Structure Plan. After discussion, the MPC introduced and passed the following motion:

**“Resolved** that the Municipal Planning Commission having considered the report from the Planning department regarding Request for Recommendation Regarding Proposed Amendment to the Sunnybrook South NASP – Bylaw 3217/G–2012, dated September 12, 2012 hereby supports the proposed Neighbourhood Area Structure Plan (NASP) Bylaw Amendment 3217/G-2012, subject to access easement satisfactory to the City being registered on the applicable titles, and recommends the proposed Bylaw Amendment be approved by City Council.”

The resolution above is submitted for City of Red Deer Council’s consideration.

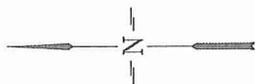
Sincerely,

A handwritten signature in blue ink that reads 'Morris Flewwelling'.

Mayor Morris Flewwelling  
Chairperson, Municipal Planning Commission Committee

c: Dayna Nebozenko, Senior Planner

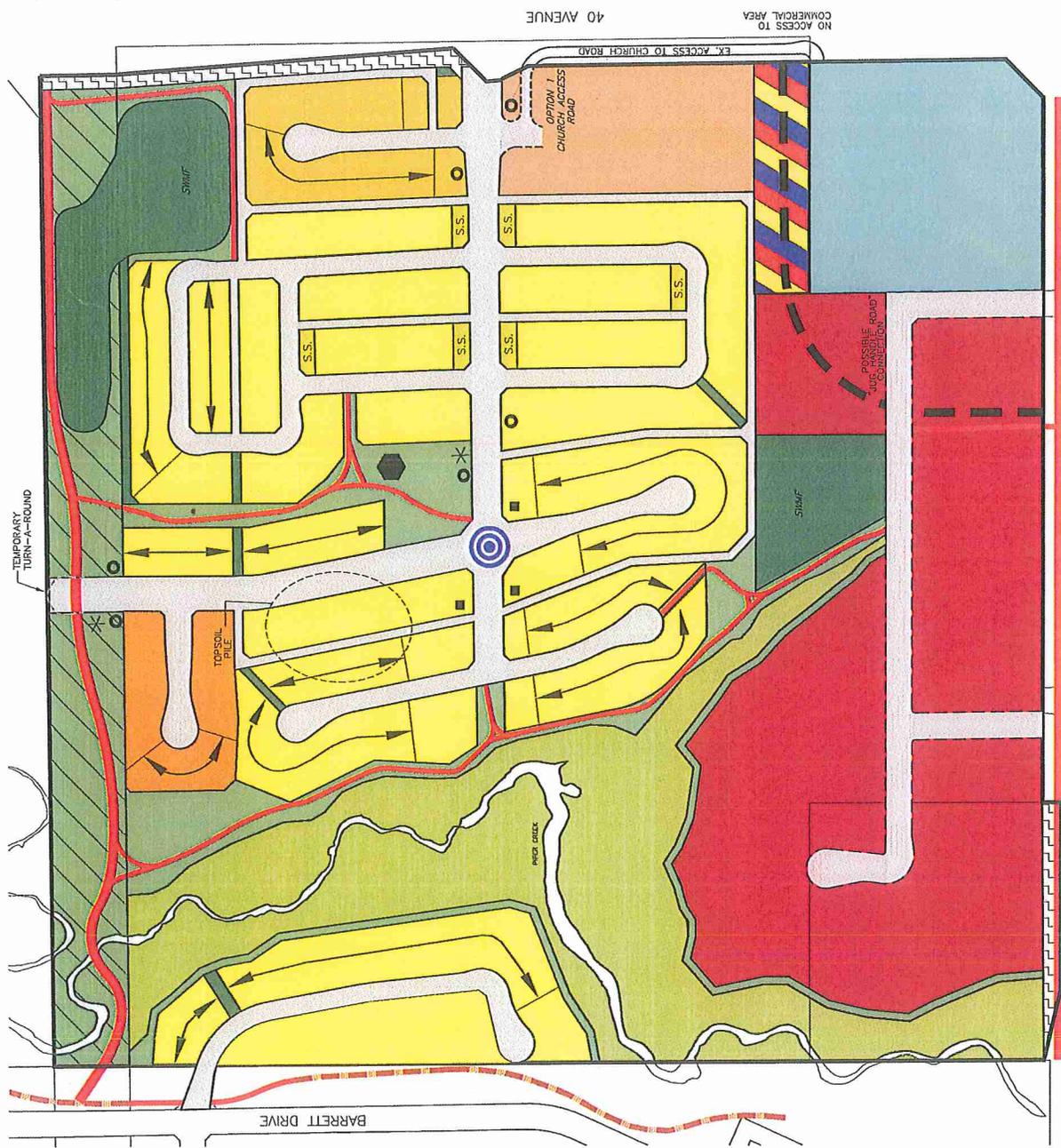
Current Version of Figure 3



LEGEND:

- SINGLE FAMILY DETACHED - R1
- DUPLEX - R1-A
- MULTIFAMILY - R2
- MULTIFAMILY - R3
- MUNICIPAL RESERVE (M.R.)
- ENVIRONMENTAL RESERVE
- PUBLIC UTILITY LOTS
- ROADS AND LANES
- COMMERCIAL (C2A OR C4 TYPE)
- COMMERCIAL ROADWAY
- LIVING STONES CHURCH
- SECONDARY SUITES
- ALTA LINK R.O.W.
- ROAD RIGHT OF WAY EXTENSION
- TWO STOREY HOMES WITH WALKOUT BASEMENTS
- POSSIBLE COMMERCIAL, RESIDENTIAL OR PUBLIC USE
- ROUNDABOUT
- CHILDREN'S PLAYGROUND
- GATHERING PLACE
- BUS STOP
- REAR ACCESS ONLY
- 2.5m PATHWAY
- 3.0m PATHWAY
- EX. PATHWAY

FIGURE 3  
LAND USE CONCEPT



MELCOR DEVELOPMENTS LTD.  
NEIGHBOURHOOD AREA STRUCTURE PLAN

DATE DRAWN: December 4, 2006  
DATE REVISED: September 20, 2010  
DRAWN BY: J. WILSON  
SCALE: 1:5000  
2010 NASPA  
AND USE.dwg

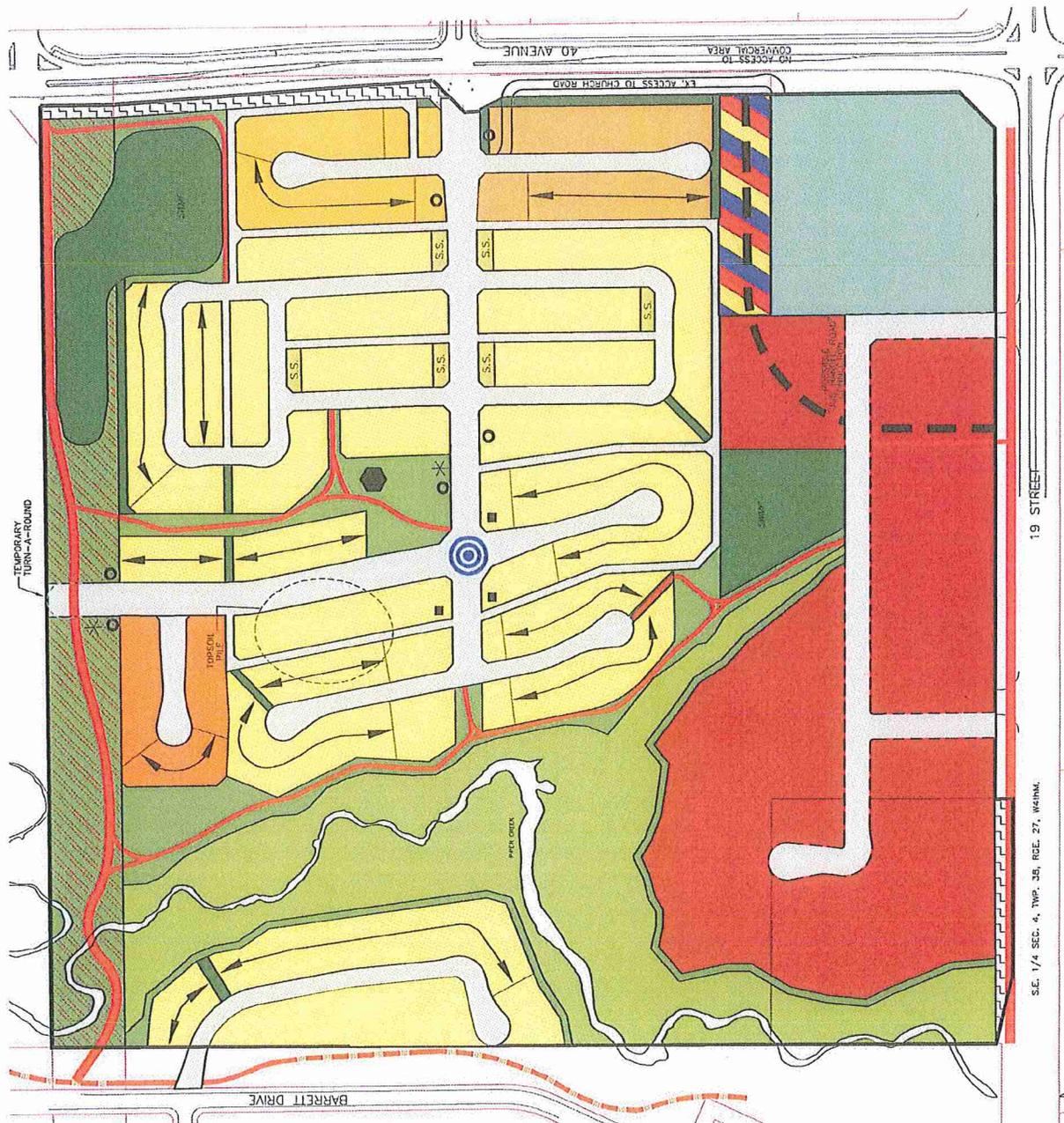
S.E. 1/4 SEC. 4, TWP. 38, RGE. 27, W4HM.

LOCATION: VFF F

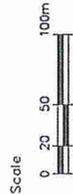
**Proposed Revised Figure 3**



- LEGEND:**
- SINGLE FAMILY DETACHED - R1
  - DUPLEX - R1-A
  - MULTIFAMILY - R2
  - MULTI-FAMILY - R3
  - MUNICIPAL RESERVE (M.R.)
  - ENVIRONMENTAL RESERVE
  - PUBLIC UTILITY LOTS
  - ROADS AND LANES
  - COMMERCIAL (C2A OR C4 TYPE)
  - COMMERCIAL ROADWAY
  - LIVING STONES CHURCH
  - S.S.
  - SECONDARY SUITES
  - ALTA LINK R.O.W.
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  - GATHERING PLACE
  - BUS STOP
  - REAR ACCESS ONLY
  - 2.5m PATHWAY
  - 3.0m PATHWAY
  - EX. PATHWAY



**FIGURE 3  
LAND USE CONCEPT**



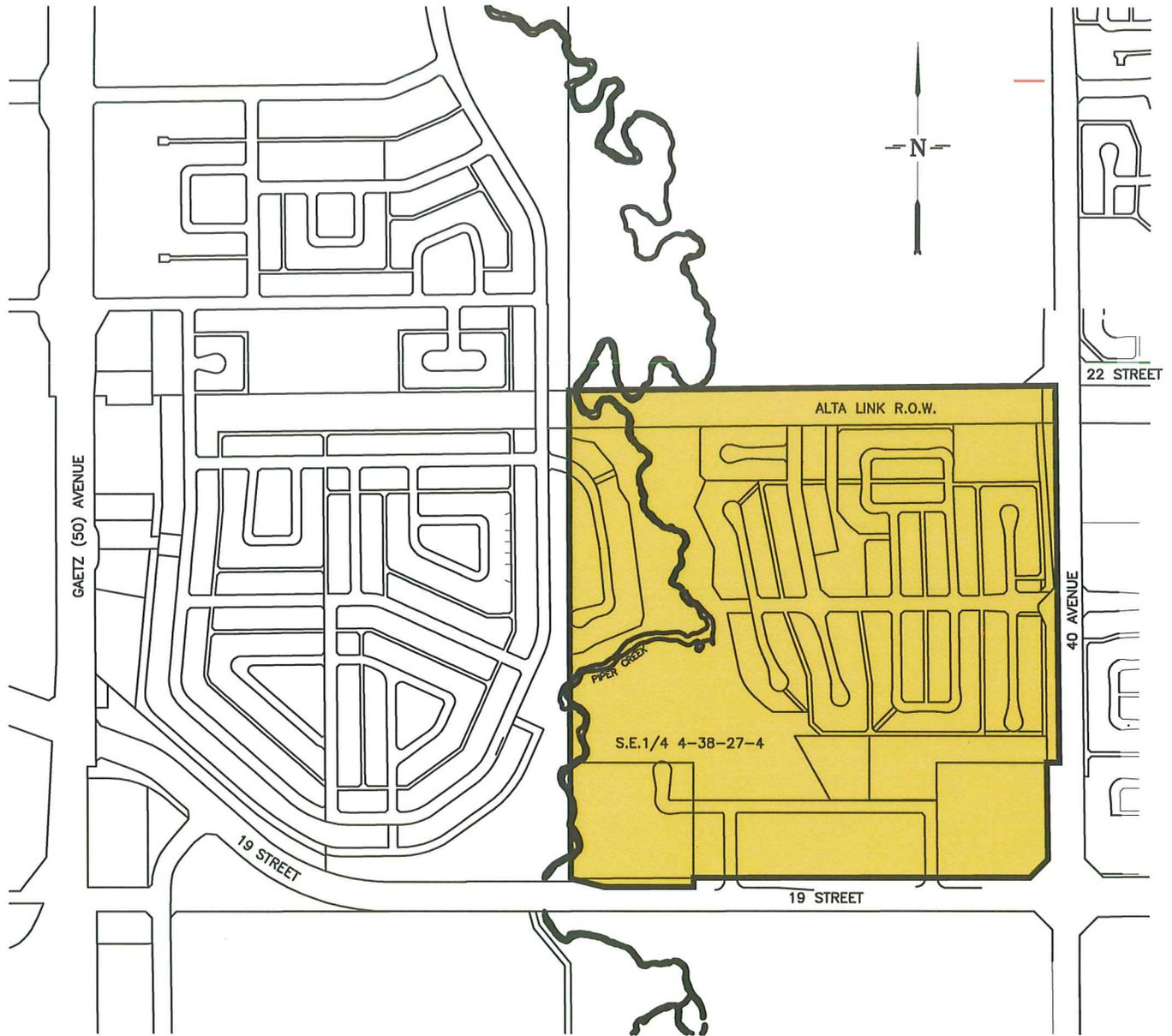
DATE DRAWN: December 4, 2006  
 DATE REVISED: August 26, 2012  
 SCALE: 1:5000  
 LOCATION: PROJECTS\2012\2012\_NASP\FIGURE 3 - LAND USE.dwg

**MELCOR DEVELOPMENTS LTD.  
NEIGHBOURHOOD AREA STRUCTURE PLAN**

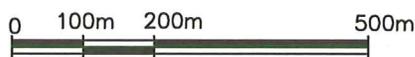
S.E. 1/4 SEC. 4, TWP. 30, RGE. 27, W42NM



# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN

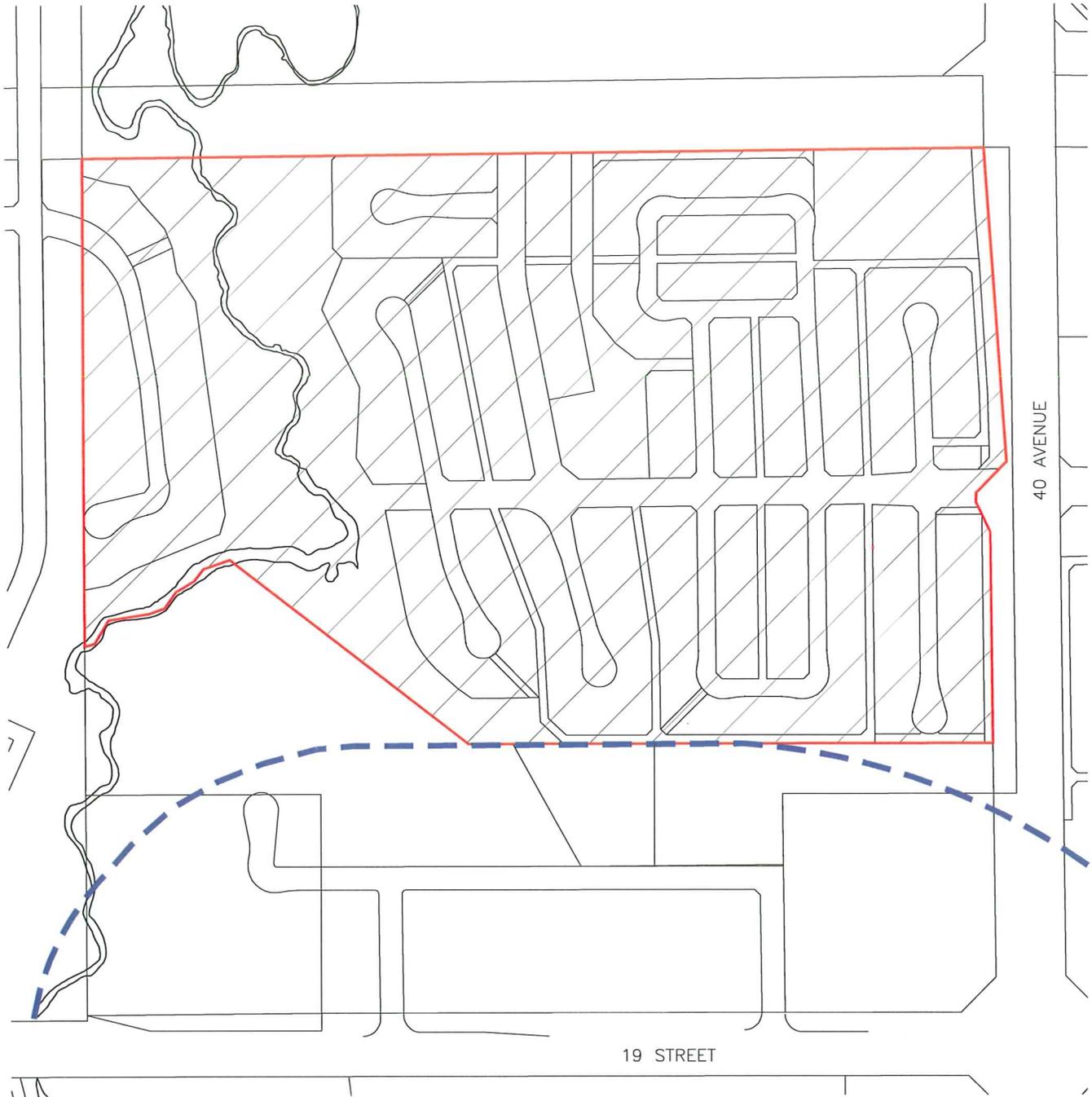


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DATE REVISED: JUNE 28, 2012  
DRAWN BY: WLT  
SCALE: 1:10,000  
LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
FIGURE 1 - LOCATION.dwg



**FIGURE 1  
LOCATION**

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



**LEGEND:**

 300m LANDFILL SETBACK

 MELCOR DEVELOPMENT LTD. LAND

Scale



**FIGURE 2  
EXISTING CONTOURS**

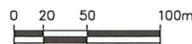
DATE DRAWN: December 4, 2006  
 DATE REVISED: JUNE 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:10,000  
 LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
 FIGURE 1 - LOCATION.dwg

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



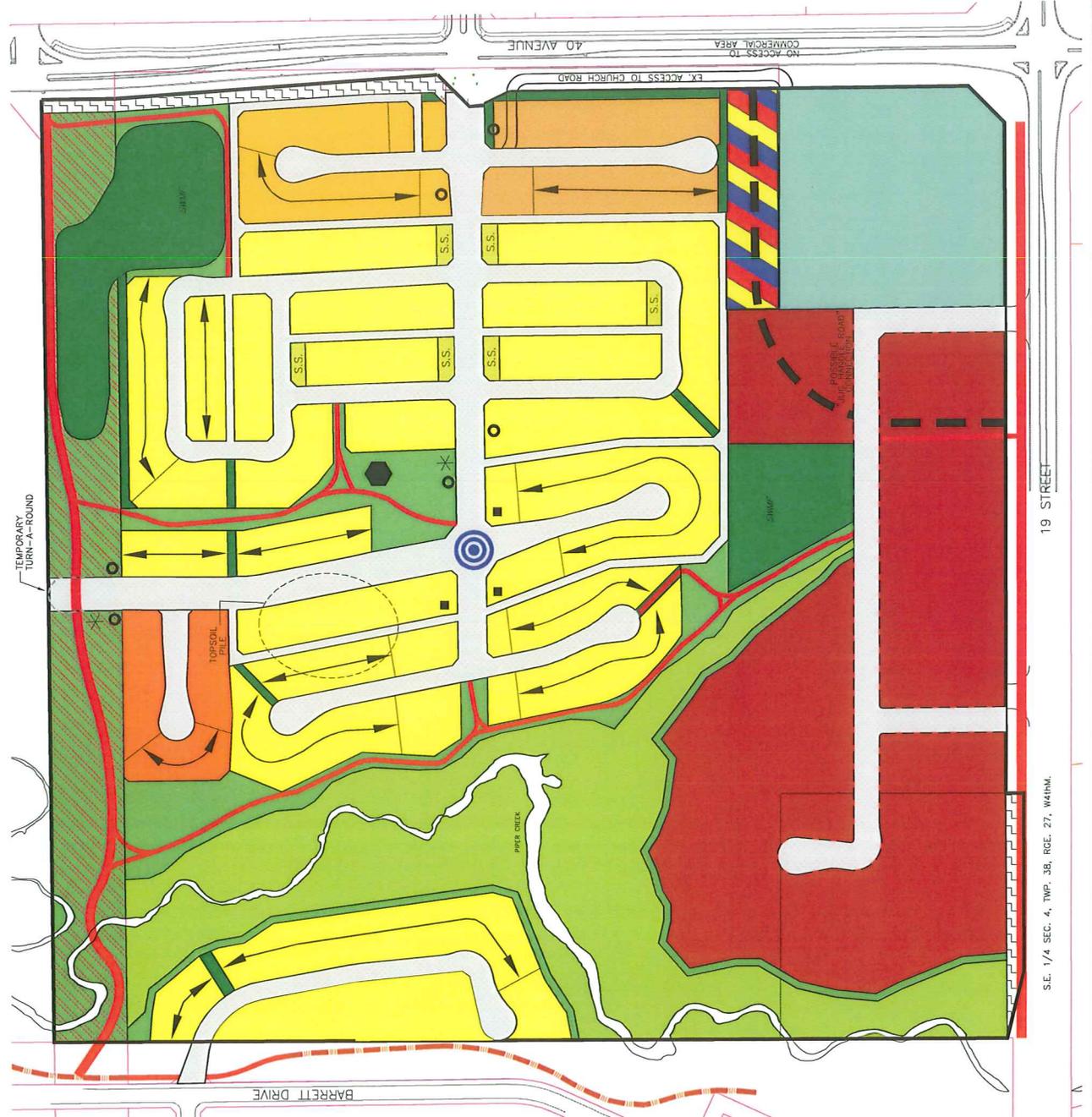
DATE DRAWN: June 1, 2007  
 DATE REVISED: June 28, 2012  
 SCALE: 1:5000  
 PROJECT PATH: Z:\PROJECTS\262-ORDMAN\2012 NASP REVISIONS-JUNE\  
 Figure 2a-AIR PHOTD

Scale



**FIGURE 2a**  
**AIR PHOTO**

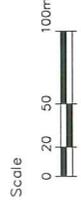
MELCOR DEVELOPMENTS LTD.  
NEIGHBOURHOOD AREA STRUCTURE PLAN



LEGEND:

- SINGLE FAMILY DETACHED - R1
- DUPLEX - R1-A
- MULTIFAMILY - R2
- MULTI-FAMILY - R3
- MUNICIPAL RESERVE (M.R.)
- ENVIRONMENTAL RESERVE
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- GATHERING PLACE
- BUS STOP
- REAR ACCESS ONLY
- 2.5m PATHWAY
- 3.0m PATHWAY
- EX. PATHWAY

FIGURE 3  
LAND USE CONCEPT



DATE DRAWN: December 4, 2008  
DATE REVISED: August 28, 2012  
DRAWN BY: FO  
SCALE: 1:5000  
LOCATION: PROJECT 262 LAND USE PLAN  
FIGURE 3 - LAND USE PLAN

S.E. 1/4 SEC. 4, TWP. 38, RGE. 27, W41RM.

19 STREET

40 AVENUE

BARRETT DRIVE

TEMPORARY TURN-AROUND

TOPSOIL PILE

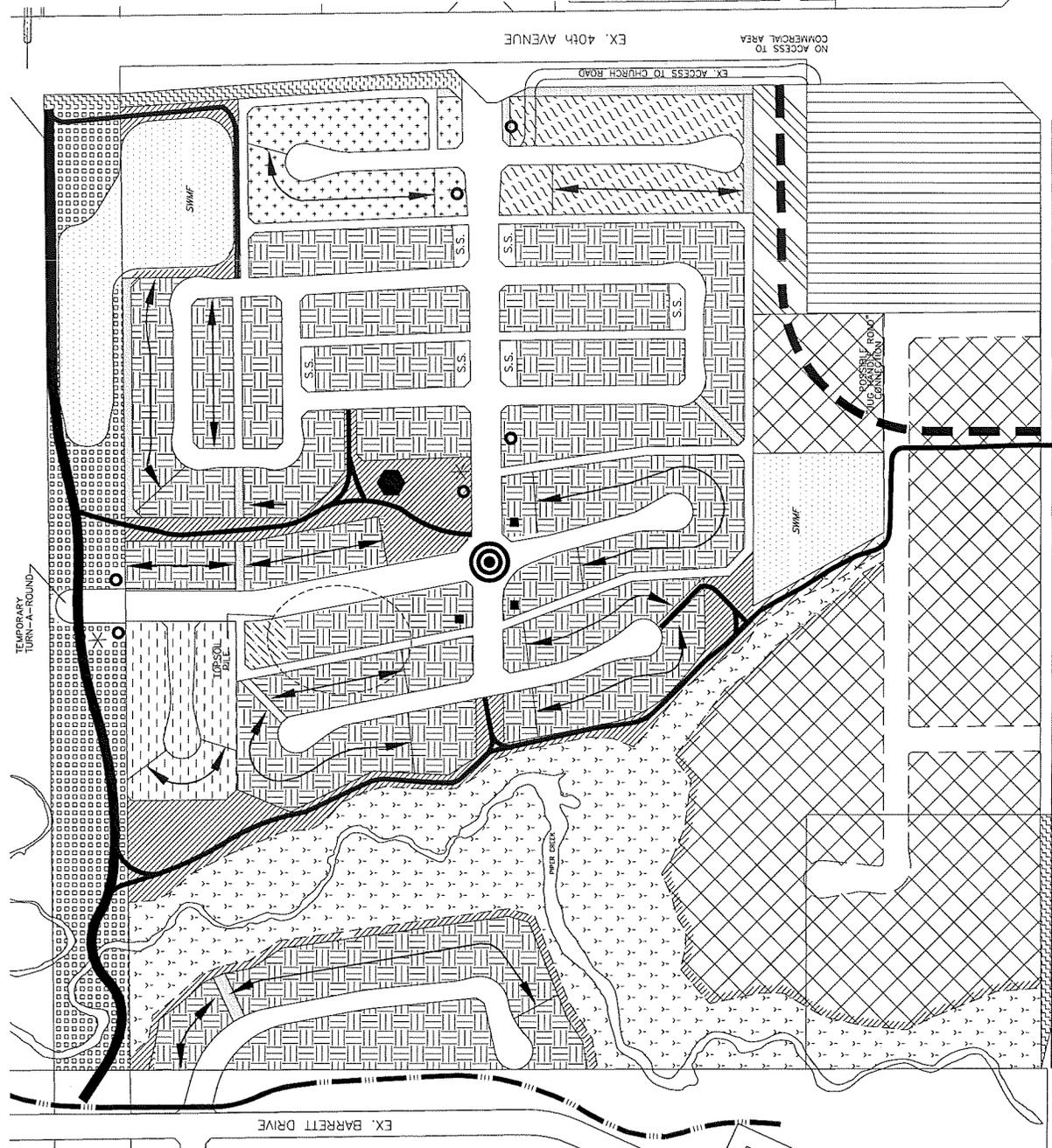
PIPER CREEK

EX. ACCESS TO CHURCH ROAD

NO ACCESS TO COMMERCIAL AREA

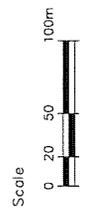
POSSIBLE MULTIFAMILY UNIT

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



- LEGEND:**
- SINGLE FAMILY DETACHED - R1
  - DUPLEX - R1-A
  - MULTI-FAMILY - R2
  - MULTI-FAMILY - R3
  - MUNICIPAL RESERVE (M.R.)
  - ENVIRONMENTAL RESERVE
  - PUBLIC UTILITY LOTS
  - ROADS AND LANES
  - COMMERCIAL (C2A OR C4 TYPE)
  - COMMERCIAL ROADWAY
  - LIVING STONES CHURCH
  - DAYCARE
  - SECONDARY SUITES
  - ALTA LINK R.O.W.
  - ROAD RIGHT OF WAY EXTENSION
  - TWO STOREY HOMES WITH WALKOUT BASEMENTS POSSIBLE COMMERCIAL RESIDENTIAL OR PUBLIC USE
  - ROUNDABOUT
  - CHILDREN'S PLAYGROUND
  - GATHERING PLACE
  - BUS STOP
  - REAR ACCESS ONLY
  - 2.5m PATHWAY
  - 3.0m PATHWAY
  - EX. PATHWAY

**FIGURE 3  
LAND USE CONCEPT**

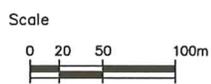
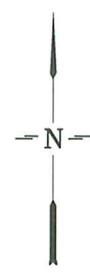


DATE DRAWN: November 21, 2007  
 DATE REVISION: 11/26/12  
 DRAWN BY: WLT  
 SCALE: 1:5000  
 REVISIONS: JUNEY  
 LOCATION: PROJECTS\969\2017\_MASP\_REVISIONS-JUNEY  
 FIGURE 3 - LAND USE -pic&white.dwg

EX. 19th STREET

S.E. 1/4 SEC. 4, TWP. 38, RGE. 27, W4M4.

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



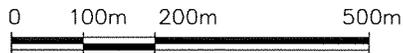
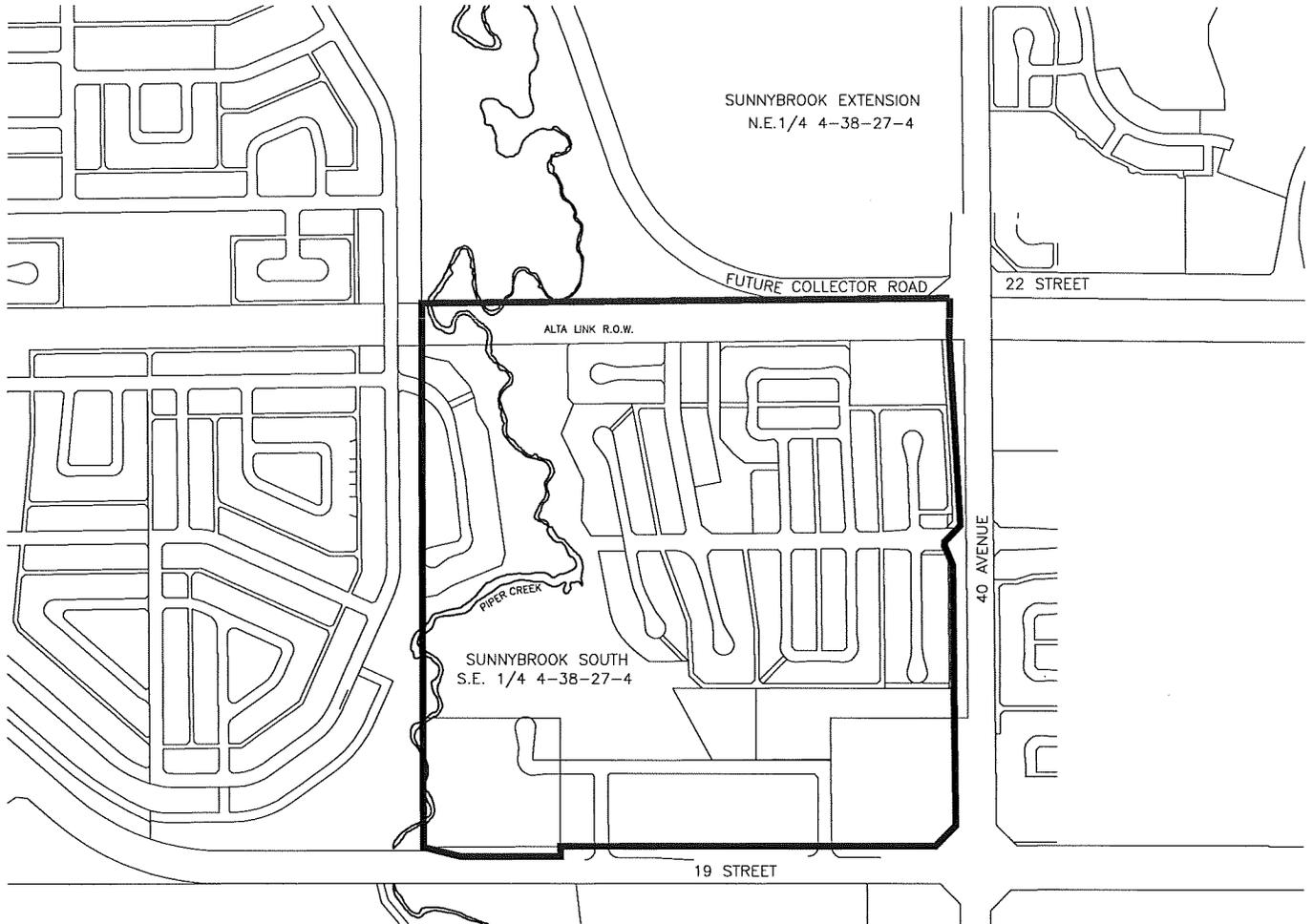
**LEGEND:**

P.U.L.		ALTA LINK R.O.W.	
MUNICIPAL RESERVE		2.5m PATHWAY	
ENVIRONMENTAL RESERVE		3.0m PATHWAY	
ROAD R.O.W.		Ex. PATHWAY	

DATE DRAWN: December 4, 2006  
 DATE REVISED: June 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:5,000  
 LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
 FIGURE 4 - OPEN SPACES.dwg

**FIGURE 4  
OPEN SPACES  
PLAN**

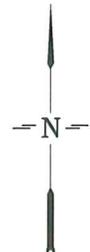
# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



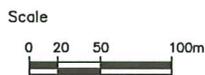
DATE DRAWN: December 4, 2006  
DATE REVISED: June 28, 2012  
DRAWN BY: WLT  
SCALE: 1:10,000  
LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
FIGURE 7 - MOLLY BANISTER.dwg

**FIGURE 7**  
**PROPOSED NORTH CONNECTOR**

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



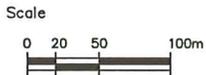
DATE DRAWN: December 4, 2006  
 DATE REVISED: June 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:5,000  
 LOCATION: \PROJECTS\262\2012 NASP  
 REVISIONS-JUNE\  
 FIGURE 8 - MAJOR STORM.dwg



- LEGEND:**
- OUTLINE BOUNDARY**
  - STORM SEWER MAIN**
  - EXISTING SEWER MAIN**

**FIGURE 8  
STORM SEWERS**

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



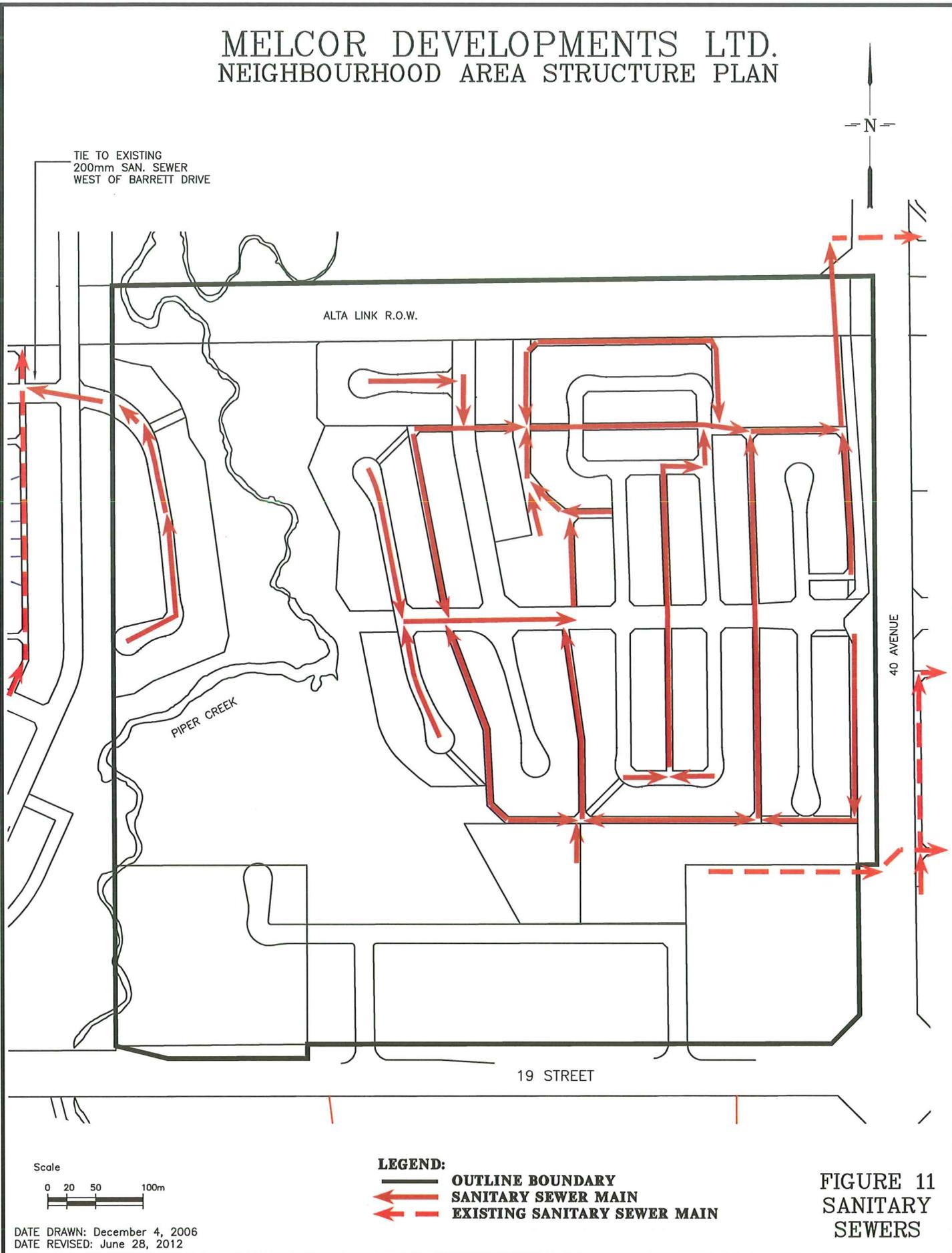
DATE DRAWN: December 4, 2006  
 DATE REVISED: June 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:5,000  
 LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
 FIGURE 9 - OVERLAND DRAINAGE.dwg

**LEGEND:**

- OUTLINE BOUNDARY**
- MAJOR STORM FLOW DIRECTION**
- 100 YEAR STORM FLOOD LINE**

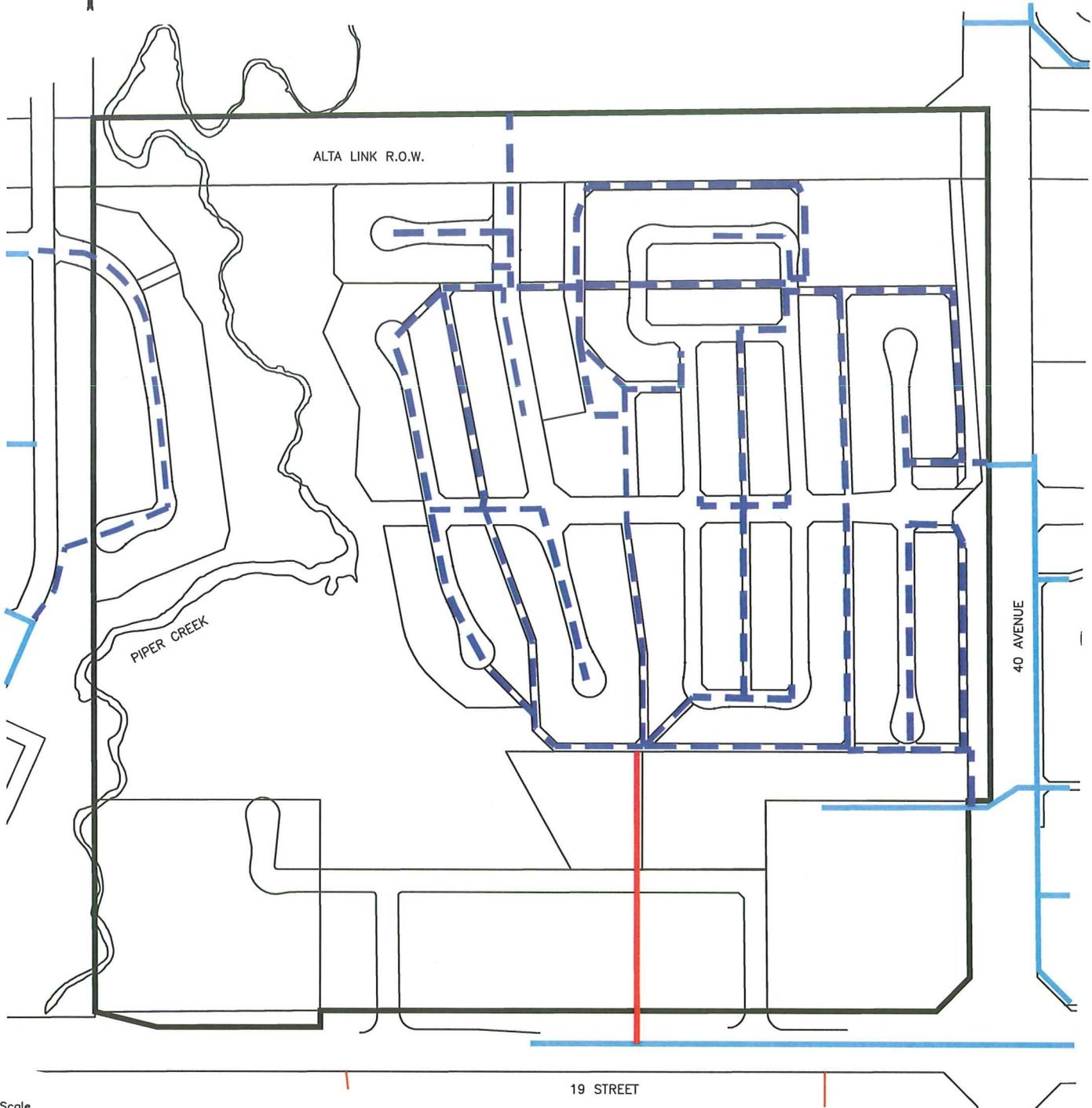
**FIGURE 9  
OVERLAND  
DRAINAGE**

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



**FIGURE 11  
SANITARY  
SEWERS**

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN

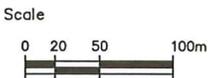
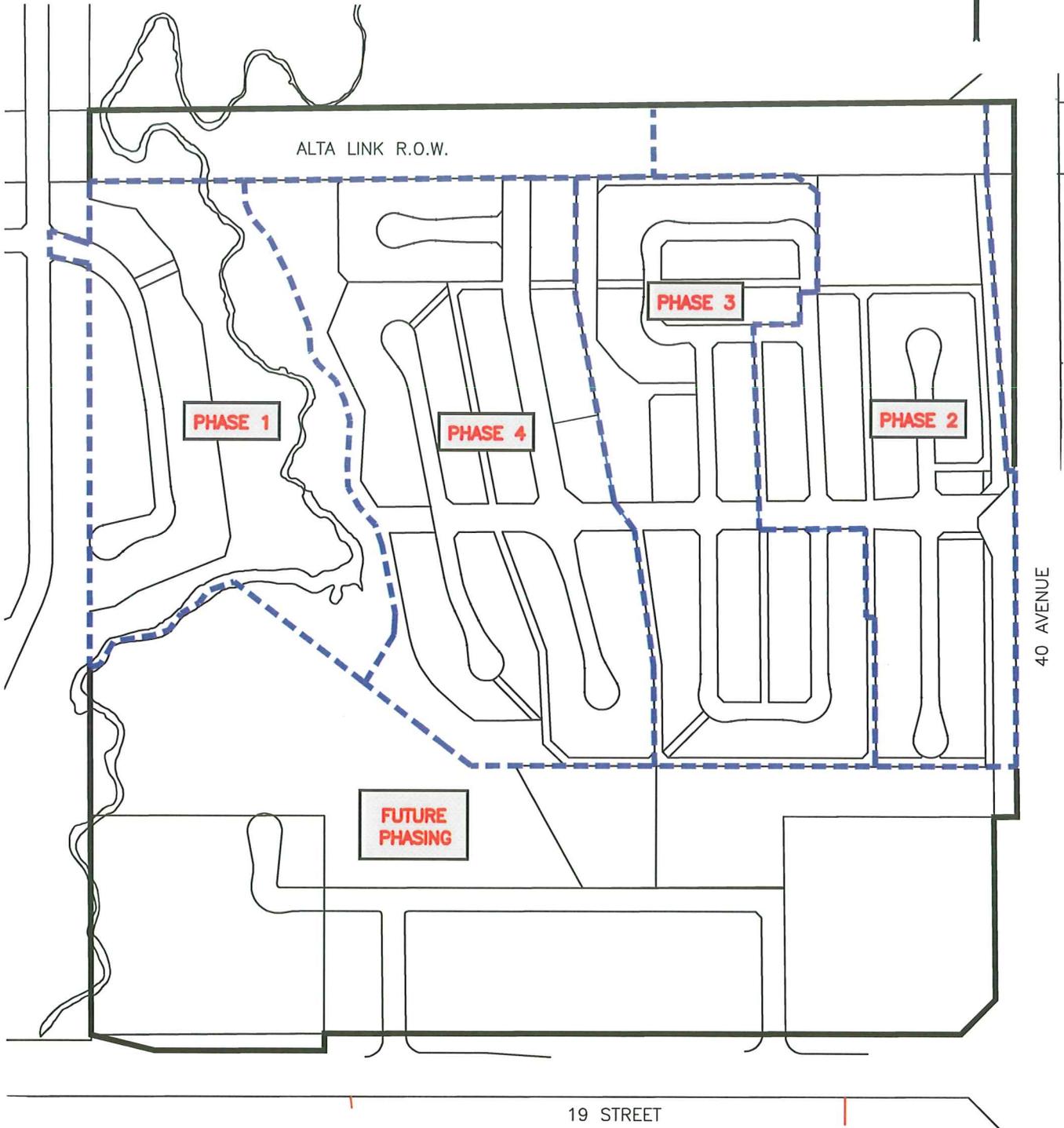
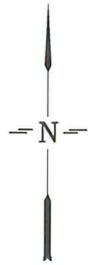


- LEGEND:**
-  **OUTLINE BOUNDARY**
  -  **WATER MAIN**
  -  **EXISTING WATER MAIN**
  -  **CONCEPTUAL ALIGNMENT**

**FIGURE 12  
WATER  
DISTRIBUTION**

DATE DRAWN: December 4, 2006  
 DATE REVISED: June 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:5,000  
 LOCATION: \PROJECTS\262\2010 NASP REVISIONS-JUNE\  
 FIGURE 12 - WATER DISTRIBUTION.dwg

# MELCOR DEVELOPMENTS LTD. NEIGHBOURHOOD AREA STRUCTURE PLAN



**LEGEND:**  
 ———— **OUTLINE BOUNDARY**  
 - - - - **PHASE BOUNDARY**

**FIGURE 13**  
**PHASING CONCEPT**

DATE DRAWN: December 4, 2006  
 DATE REVISED: June 28, 2012  
 DRAWN BY: WLT  
 SCALE: 1:5,000  
 LOCATION: \PROJECTS\262\2012 NASP REVISIONS-JUNE\  
 FIGURE 13 - PHASING.dwg



Council Decision – November 26, 2012

**DATE:** November 28, 2012  
**TO:** Tara Lodewyk, Planning Department Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012

---

**Reference Report:**

Legislative Services department dated November 9, 2012

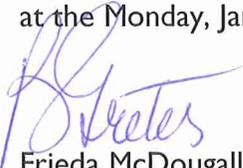
**Bylaw Reading:**

At the Monday, November 26, 2012 Red Deer City Council Meeting, Council gave first reading to Sunnybrook South Neighbourhood Area Structure Plan Bylaw Amendment 3217/G-2012, a bylaw amendment to allow for minor changes to retain the R3 Multi-family zoning, add a public road, public utility lot, potential two-storey walkout basements and an access easement agreement to be signed prior to second and third reading. A copy of the bylaw is attached.

**Report back to Council:** Yes

**Comments/Further Action:**

This office will proceed with advertising for the Public Hearing to take place at 6:00 p.m. at the Monday, January 21, 2013 Council Meeting.

*for*  
  
Frieda McDougall  
Legislative Services Manager  
/attach

c: Acting Director of Planning Services  
Corporate Meeting Coordinator



November 8, 2012

## EL&P's Balancing Pool Rebate for 2013 Electric Utility Bylaw Amendment 3273/C-2012

Electric Light & Power

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

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The Electric Light & Power Department is requesting Council's approval for the extension into 2013 of the current Balancing Pool rate in EL&P's Distribution Tariff, Electric Utility Bylaw 3273/2000.

### **City Manager Comments:**

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I support the recommendation of Administration that Council consider three readings of Electric Utility Bylaw Amendment 3273/C-2012.

Craig Curtis  
City Manager

### **Proposed Resolution**

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That Council consider three readings of Electric Utility Bylaw Amendment 3273/C-2012.



## Report Details

### Background:

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#### **BALANCING POOL ALLOCATION**

The Alberta Balancing Pool (“BP”) was established in 1998 by the provincial government and was mandated to ensure that benefits (or losses) associated with the formerly regulated generating capacity are retained (or paid) by customers in Alberta on a go-forward basis. The BP plays a number of roles in the deregulated electricity market, including managing the power purchase arrangements and selling the output of the remaining regulated generation assets at fair market prices.

In 2000, the rights to the output of a number of formerly regulated thermal generating plants were sold at auction. The proceeds from the auctions were placed into the balancing pool account. The unsold thermal generating capacity, as well as the formerly regulated hydro generating plants, continued to be managed by the BP after 2000. The formerly regulated plants were built in a regulated environment whereby electricity consumers in Alberta are financially committed to purchase, at a regulated price, the output of these plants over their useful lifespan to a maximum of 20 years.

Under the provincial Electric Utilities Act (“EUA”), the net balance of the balancing pool account, either positive (surplus) or negative (deficit), must be flowed back to customers. The following is the sequence of steps that take place to flow a rebate back to all electricity consumers.

- a) The BP transfers the funds to the AESO;
- b) A distribution system owner receives a share of the funds from the AESO as a credit against their AESO transmission invoice;
- c) The distribution system owner transfers the rebate to the retailers through the DT tariff wholesale billing process;
- d) The retailers rebate customers on their monthly power bill.

### Discussion:

---

Each year, the BP is required to forecast its revenues and expenses to estimate the year’s expected surplus or shortfall. Since the establishment of the BP in 1998, Alberta consumers have received rebates in 2001, and between 2006 to 2012.

On October 22, 2012, the BP announced that the rebate of \$0.0055 per kWh to all electricity customers in Alberta would continue at the same level in 2013. The kWh energy is measured at the transmission-distribution demarcation point, which is the lower voltage terminal of the transformers at a transmission substation.



As customers are normally billed based on the end-use meter readings, the above refund of \$0.0055 per kWh at the transmission substation level must be converted to the end-use meter point by adding distribution system losses and the unaccounted-for-energy. In the Red Deer electric system, the distribution system loss factor is set at 3.6%, and the unaccounted-for-energy is generally negligible. Therefore the appropriate refund rate at the end-use meter level equals

$$0.0055 \times (1 + 3.6\%) = \$0.00569 \text{ (per kWh)}$$

The EL&P Department submits that a rebate of \$0.00569 per kWh, measured at the end-use meter level, continue to be flowed back to all customers in Red Deer, starting January 1, 2013 and ending December 31, 2013.

### **Analysis:**

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As stated above, the Balancing Pool amount is staying the same in 2013, therefore the only change required to EL&P's Distribution Tariff regarding the Balancing Pool is to extend the effective date of the rebate to the end of 2013.

It is recommended that City Council, as regulator of EL&P's Distribution Tariff, provide the necessary first, second and third readings, at the Council meeting of November 26, 2012 of Electric Utility Bylaw Amendment 3273/C-2012 for approval of the continuance of the current Balancing Pool rate into 2013 "**Appendix A – Distribution Tariff**" of the Electric Utility Bylaw 3273/2000 with the effective date of January 1, 2013.

Strike-Through Copy of Appendix A -  
Electric Utility Bylaw 3273/2000

**APPENDIX "A"**  
Bylaw 3273/2000  
Page 1 of 8

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

## ELECTRIC LIGHT & POWER DEPARTMENT

### DISTRIBUTION TARIFF

#### GENERAL

##### Effective Date

This Tariff is effective on January 1, ~~2012~~2013. It applies to all consumptions, whether estimated or actual, on and after January 1, ~~2012~~2013, for the use of System Access and Distribution Access services.

##### Terms and Conditions

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

##### Billing Demand

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

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

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

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

---

<sup>1</sup> 3273/B-2001, 3273/A-2002, 3273/B-2003, 3273/A-2005, 3273/A-2006, 3273/B-2006, 3273/E-2006, 3273/A-2007, 3273/A-2008, 3273/A-2009, 3273/B-2009, 3273/B-2010, 3273/D-2010, 3273/A-2011, 3273/B-2011

**APPENDIX "A"**  
Bylaw 3273/2000  
Page 2 of 8

**RESIDENTIAL - RATE 61**

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.2660	0.3984
Variable Charge	\$/kWh of all energy	0.0071	0.0137

**Balancing  
Pool  
Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.  
~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 inclusive and nil for any other time periods.~~

**Local Access  
Fee**

Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Minimum  
Monthly  
Charge**

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

**GENERAL SERVICE - RATE 63**

**Application** Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand.

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

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

**Distribution Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	1.0015	1.1180
Variable Charge	\$/kWh of all energy	0.0067	0.0107

**Balancing Pool Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.  
~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 inclusive and nil for any other time periods.~~

**Local Access Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

### GENERAL SERVICE - RATE 64

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1174	0.0966
Variable Charge	\$/kWh of all energy	0.0067	0.0074

**Balancing  
Pool  
Allocation** ~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 inclusive and nil for any other time periods.~~  
A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

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

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

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

**Distribution Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1234	0.1037
Variable Charge	\$/kWh of all energy	0.0068	0.0071

**Balancing Pool Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.  
~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 and nil for any other time periods.~~

**Local Access Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

**STREET LIGHT SERVICE - RATE 81**

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

**Distribution  
 Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1617	0.1309
Variable Charge	\$/kWh of all energy	0.0067	0.0082

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

**Balancing  
 Pool  
 Allocation**

A credit of \$0.00569/kWh of all energy effective from January 1, 2013.  
~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 inclusive and nil for any other time periods.~~

**Local Access  
 Fee**

Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Minimum  
 Monthly  
 Charge**

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

## TRAFFIC LIGHT SERVICE - RATE 82

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1623	0.1225
Variable Charge	\$/kWh of all energy	0.0067	0.0101

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

**Balancing  
Pool  
Allocation**

~~A credit of \$0.00569/kWh of all energy effective from January 1, 2013.~~  
~~A credit of \$0.00569/kWh of all energy effective from January 1, 2012 to December 31, 2012 inclusive and nil for any other time periods.~~

**Local Access  
Fee**

Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Minimum  
Monthly  
Charge**

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

**DISTRIBUTION GENERATION - RATE 83**

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

1. Have a capacity of 150 kW or greater, and connected to a distribution voltage;
2. Have installed a revenue class bi-directional 15-minute interval meter.

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

**Distribution Tariff**

	Unit	Distribution Access
Capacity Charge	\$/kW of peak output per day	0.0825
Variable Charge	\$/kWh of supplied energy	0.0057

- Note:
1. Power consumption by the customer for standby purposes is subject to an applicable rate (61, 63, 64, 78, 81 or 82) for load customers
  2. Peak output is measured and calculated in the same manner as the Billing Demand for load customers

**Local Access Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Transmission Charge** As per the applicable supply tariff of the Transmission Administrator. This is a charge to the customer and is added to the customer's bill.

**Transmission Credit**  $DTS \times \Sigma(A - B)$  where

DTS is the applicable demand tariff of the Transmission Administrator  
 A is hourly gross billing determinants at the Point of Delivery to which the customer is connected  
 B is hourly net billing determinants at the Point of Delivery to which the customer is connected

This is a credit to the customer and is calculated on a monthly basis.

**BYLAW NO. 3273/C-2012**

Being a bylaw to amend Bylaw No. 3273/2000, the Electric Utility Bylaw of The City of Red Deer.

COUNCIL ENACTS AS FOLLOWS:

Bylaw No. 3273/2000 is hereby amended as follows:

1. By deleting 'Appendix A" – Distribution Tariff' and replacing it with the attached revised 'Appendix A – Distribution Tariff'.
2. This bylaw shall come into effect on January 1, 2013.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2012.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2012.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2012.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2012.

\_\_\_\_\_  
MAYOR

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

**CITY OF RED DEER**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**DISTRIBUTION TARIFF**

**GENERAL**

Effective Date

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

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

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**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 2 of 8

**RESIDENTIAL - RATE 61**

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.2660	0.3984
Variable Charge	\$/kWh of all energy	0.0071	0.0137

**Balancing  
Pool  
Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 3 of 8

### GENERAL SERVICE - RATE 63

**Application** Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand.

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

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	1.0015	1.1180
Variable Charge	\$/kWh of all energy	0.0067	0.0107

**Balancing  
Pool  
Allocation**

A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee**

Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Minimum  
Monthly  
Charge**

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

**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 4 of 8

**GENERAL SERVICE - RATE 64**

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1174	0.0966
Variable Charge	\$/kWh of all energy	0.0067	0.0074

**Balancing  
Pool  
Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 5 of 8

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

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

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1234	0.1037
Variable Charge	\$/kWh of all energy	0.0068	0.0071

**Balancing  
Pool  
Allocation**

A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee**

Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Minimum  
Monthly  
Charge**

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

**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 6 of 8

**STREET LIGHT SERVICE - RATE 81**

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1617	0.1309
Variable Charge	\$/kWh of all energy	0.0067	0.0082

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

**Balancing  
Pool  
Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

**APPENDIX "A"**  
Bylaw 3273/C-2012  
Page 7 of 8

**TRAFFIC LIGHT SERVICE - RATE 82**

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

**Distribution  
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.1623	0.1225
Variable Charge	\$/kWh of all energy	0.0067	0.0101

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

**Balancing  
Pool  
Allocation** A credit of \$0.00569/kWh of all energy effective from January 1, 2013.

**Local Access  
Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

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

## DISTRIBUTION GENERATION - RATE 83

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

1. Have a capacity of 150 kW or greater, and connected to a distribution voltage;
2. Have installed a revenue class bi-directional 15-minute interval meter.

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

Distribution Tariff	Unit	Distribution Access
Capacity Charge	\$/kW of peak output per day	0.0825
Variable Charge	\$/kWh of supplied energy	0.0057

- Note:
1. Power consumption by the customer for standby purposes is subject to an applicable rate (61, 63, 64, 78, 81 or 82) for load customers
  2. Peak output is measured and calculated in the same manner as the Billing Demand for load customers

**Local Access Fee** Assessed as 33% of each and every component of the Distribution Access Charge and is added to the customer's bill.

**Transmission Charge** As per the applicable supply tariff of the Transmission Administrator. This is a charge to the customer and is added to the customer's bill.

**Transmission Credit**  $DTS \times \Sigma(A - B)$  where

DTS is the applicable demand tariff of the Transmission Administrator

A is hourly gross billing determinants at the Point of Delivery to which the customer is connected

B is hourly net billing determinants at the Point of Delivery to which the customer is connected

This is a credit to the customer and is calculated on a monthly basis.



Council Decision – November 26, 2012

**DATE:** November 28, 2012  
**TO:** Jim Jorgensen, Electric Light & Power Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** EL&P's Balancing Pool Rebate for 2013  
Electric Utility Bylaw Amendment 3273/C-2012

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**Reference Report:**

Electric Light & Power department dated November 8, 2012

**Bylaw Readings:**

At the Monday, November 26, 2012 Red Deer City Council Meeting, Council gave three readings to Electric Utility Bylaw Amendment 3273/C-2012, a bylaw amendment to approve the extension into 2013 of the current Balancing Pool Rate in EL&P's Distribution Rate Tariff in the Electric Utility Bylaw 3273/2000. A copy of the bylaw is attached.

**Report back to Council:** No

**Comments/Further Action:**

Legislative Services will follow up with distribution of the consolidated Electric Utility Bylaw 3273/2000 in due course.

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

Frieda McDougall  
Legislative Services Manager  
/attach

c: Director of Development Services  
Corporate Meeting Coordinator



November 2, 2012

## **Procedure Bylaw Amendment 3358/B-2012**

Legislative Services

### **Report Summary & Recommendations:**

Amendments to the Procedure Bylaw are proposed to provide clarity to some of Council's meeting processes. It is recommended that Procedure Bylaw 3358/B-2012 be adopted.

### **City Manager Comments:**

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I support the recommendation of Administration that Council consider first reading of Procedure Bylaw Amendment 3358/B-2012. Second and third readings of the bylaw would then be considered at the Monday, December 10, 2012 Council Meeting.

Craig Curtis  
City Manager

### **Proposed Resolution:**

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That Council consider giving first reading to Procedure Bylaw Amendment 3358/B-2012.

### **Background:**

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This report has been developed in response to discussions arising in Governance & Policy Committee meetings and Council meetings. The discussion highlighted questions or the need for clarity with respect to:

- Points of Interest
- Meetings via Communication Facilities
- Administrative Inquiries

### **Consultation**

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Procedure bylaws from a number of Alberta municipalities were reviewed to examine how other jurisdictions respond to the points outlined above. Many of the bylaws did not provide sufficient detail to provide for an analysis. As a result, the primary source of analysis was the bylaws and Council meeting minutes of the cities of Edmonton and Calgary. Additionally, Robert's Rules of Order was considered.

### **Points of Interest**

Currently, Red Deer City Council has the practice of sharing Points of Interest at the start of each Council meeting. Councillors provide a summary of the various community and civic

events they have attended in their role as an elected official and share information about the groups that have hosted these events. In looking at Council Minutes and past Procedure Bylaws, there does not seem to be any rationale for this practice; rather it appears that the a description of a Point of Interest was added to reflect an existing practice.

In reviewing other bylaws, no other jurisdiction appeared to exercise a practice of sharing Points of Interest. That is not to say the sharing does not occur, rather it does not comprise a record in the Minutes of a meeting. Robert's Rules of Order indicates that it is inappropriate to include summarized discussions in the minutes. Minutes are to be a record of decisions made.

With Council meetings now being video streamed live and a video recording available for viewing after each meeting, citizens now have the opportunity directly to hear Council member's Points of Interest.

#### Recommendation

That the practice of sharing Points of Interest continue but that no record be kept in the Minutes of the meeting.

#### **Communication Facility**

A previous amendment to the Procedure Bylaw made it possible for Council members to attend a Council meeting via a communication facility such as telephone, Skype, or other equivalent technology. Initially, the intent was to ensure a quorum could be achieved in the event of an emergency, e.g. Council members away at a conference. Most recently, Councillors have used this provision to attend the entirety of regular Council meetings while on vacation. The intent was never to interfere with personal time. While this provision enables attendance, the councilor(s) attending via communication facility are limited in their ability to view the presentation being made and to participate freely in the debate.

Our Procedure Bylaw provides for attendance via communication facility and in fact, the entire meeting can be conducted in such a manner providing proper notice has been given to the public and there is the opportunity for those who wish to observe/listen.

In our review of other municipalities it was interesting to note that the use of a communication facility is only permitted if quorum is already in place. This is to ensure that the meeting can continue if the communication facility is interrupted.

In considering our purposes in establishing this provision, it still seems prudent to enable Councillors to attend via communication facility in the event of an emergency – recognizing that an interruption could result in loss of quorum. This would only occur if quorum was not readily available locally. With the exception of emergencies, the use of a communication facility should not be considered as an alternative to personal attendance.

Recommendation

That the use of communication facilities to participate in or convene a meeting be permitted in the event of an emergency.

**Administrative Inquiries**

The Procedure Bylaw does not currently reflect what is set out in the Organization Communication procedure in that it allows for Council inquiries to be made directly to department managers. The Procedure Bylaw also states that the City Manager may determine if responses should go to all members.

The current practice under the Organizational Communication procedure is that all citizen and council information inquiries are responded to from a single point and responses are then provided to all members of Council. This practice ensures that all members of Council are operating from the same informational perspective.

Other jurisdictions allow for informal communication between Councillors and administration if the scope of work would be under a \$1,000 limit to the costs with respect to having to report back. This begs the question of how a Council member would know if the request meets or exceeds this threshold.

The City of Edmonton requires that Councillor Inquiries be made in writing to the City Manager and states that Council may give instructions to the City Manager but individual Councillors must not give direct instructions to the City Manager or employees.

Recommendation:

That Administrative Inquiries be renamed as Council Member Inquiries; and

That Council Member Inquiries be directed to the City Manager (or delegate) as a single point of entry and response.

**Incidental Amendments**

In addition to the preceding recommendations, corrections have been made throughout, as follows:

- changing the name Legislative & Governance Services to Legislative Services
- section 4 – eliminate the starting time of Council meetings as these are established annually at the Organizational Meeting or as directed by Council
- section 4(4) – changes made for clarity to review hearings and the link to the Appeal Boards Bylaw
- section 4(10) – eliminate the prescriptive timelines as Council may establish its own procedures

- amending the renumbered section 15 to eliminate the prescriptive timeline for distribution of agendas; this recognizes the administrative challenges of responding to emerging items/additional agendas which impact publishing and distribution
- amended the renumbered section 59 to reflect Council's Code of Conduct as established in Council's Governance Process Policies
- general amendments to text for clarity and renumbering as applicable

**BYLAW NO. 3358/2006**

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

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

**Title**

1 This bylaw may be cited as “The Procedure Bylaw”.

**Definitions**

2 In this bylaw:

~~“Administrative Inquiry” is a request from a member of Council to the administration for the future provision of information.~~

“Agenda” is the items of business of a meeting and the associated reports, bylaws or other documents.

“Chair” means the mayor, deputy mayor or other person who has authority to preside over a meeting.

“City Clerk” means the Legislative Services Manager.

“City Manager” means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

“Committee of the Whole” means a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.

“Conflict of Interest” refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or

- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

“Council” is the municipal Council of The City of Red Deer.

“Council Member Inquiry” is a request from a member of Council to the administration, via the established Organizational Communication process, for the future provision of information.

“Councillor” is a member of Council who is duly elected and continues to hold office.

“General Election” means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.

“Inaugural Meeting” means the organizational meeting immediately following the general election.

“In Camera” means a meeting of all of Council which is held without the public and media present and is held during the course of a regular meeting of Council.

“Mayor” means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

“Member” means a member of Council.

“Minutes” are the record of decisions of a meeting.

“Organizational Meeting” means the meeting held as described in section 3(2) and includes the inaugural meeting.

“Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.

“Point of Information” is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

“Point of Interest” means a request from a Council member to share at a Council Meeting a comment, information, or commendation about an individual, group, organization or event **but which is not recorded in the Minutes of that meeting.**

“Point of Order” means a request that the chair enforce the rules of procedure.

“Point of Privilege” is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

“Public Hearing” means the portion of a Council meeting held for statutory hearings.

“Quorum” is the minimum number of members that must be present at a meeting for business to be legally transacted.

“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

## **Council Meetings**

### Organizational Meeting

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.

- (2) At the organizational meeting, Council will:
- (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
  - (b) establish the dates for Council meetings;
  - (c) appoint members of Council committees;
  - (d) conduct other business as identified within the organizational meeting agenda.

#### Regular Council Meetings

- 4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers ~~beginning at 3:00 p.m.~~ **with each meeting to commence in accordance with the times established by Council from time to time.** If the Monday is a holiday the Council meeting will be held on the next business day.
- (2) Council may establish other Council meeting dates.

#### Public Hearings

- (3) Public hearings are held in conjunction with a Council meeting.

#### Council Review Hearing

- (4) In this section, the following terms have the following meanings:
- (i) “Order to Remedy” means an order issued under 545 or 546 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26 (the “MGA”);
  - (ii) “Review Hearing” means ~~a review by the Red Deer Appeal & Review Board or an Order to Remedy under the provisions of section 457 of the MGA, in accordance with the relevant procedures as outlined in The City of Red Deer Committees Bylaw~~ and includes a referral of such a matter

~~to Council.~~ a review of an Order to Remedy under the provisions of section 547 of the MGA, in accordance with the relevant procedures outlined in the City of Red Deer Appeal Boards Bylaw and includes a referral of such a matter to Council;

- (5) Subsections (6) through (16) apply to a Review Hearing referred to Council by the Red Deer Appeal & Review Board.
- (6) The City Clerk will schedule the Review Hearing to be heard at a Regular Council Meeting as soon as practicable after receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.
- (7) Written submissions from the Applicant and City Administration must be submitted to the City Clerk not less than 7 days prior to the Review Hearing and will be distributed as part of the Council Agenda **except when protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.**
- (8) As a proceeding of Council, a Review Hearing is open to the public.
- (9) At the beginning of a Review Hearing the Chair may:
  - (a) introduce the parties;
  - (b) describe the hearing process; and
  - (c) deal with any preliminary matters.
- (10) The normal order of procedure in a Review Hearing is as follows:
  - (a) Applicant opening remarks & presentation [~~maximum of ten (10) minutes~~];
  - (b) Questions to Applicant by Council;
  - (c) City Administration opening remarks & presentation [~~maximum ten (10) minutes~~];
  - (d) Questions to City Administration by Council;
  - (e) Applicant rebuttal & summation [~~maximum five (5) minutes~~];
  - (f) City Administration rebuttal & summation [~~maximum five (5) minutes~~].
- (11) If the Applicant fails to attend the Review Hearing despite having been given notice, Council may proceed with the hearing in the absence of the Applicant.

- (12) Council may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.
- (13) At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy, by passing a Resolution indicating its decision and its reasons.
- (14) If Council confirms or varies the Order to Remedy, the resolution should require the Applicant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the City may rectify the problem at the Applicant's cost.
- (15) Council may meet In Camera to deliberate but the resolution embodying Council's decision must be made in public.
- (16) The City Clerk will cause a notice of the decision of Council to be served upon the Applicant within 15 days of the conclusion of the Review Hearing.

#### ~~Council Governance & Policy Committee Meetings~~

- ~~4.1 (1) Council may by resolution establish a series of Council Meetings which are intended to deal with governance and policy issues and which shall be known as 'Council Governance & Policy Committee Meetings'.~~
- ~~(2) The Chair may relax the formal rules of procedure applicable to Council Meetings so as to permit a full and frank discussion of governance and policy issues, notwithstanding any other provision of the Bylaw.~~
- ~~(3) In order to permit participation by the Mayor in the discussions, the responsibility to chair Council Governance & Policy Committee meetings shall rotate among all members of council in accordance with a schedule established."~~

#### Meetings through Electronic Communications

- 5 (1) A meeting may be conducted by means of electronic or other communication facilities **in the event of an emergency** if:

- (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
  - (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
  - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

### **Notice of Council Meetings**

- 6
- (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
  - (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
    - (a) posting a notice in the Legislative Services department; and
    - (b) posting a notice on The City of Red Deer Web site; or
    - (c) newspaper advertisement.

### **Special Meetings**

- (3) A special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

### **Commencement of Meetings**

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:
- (1) The Mayor takes the Chair and begins the meeting; or

- (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.
- (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

### **Quorum**

- 8 (1) A quorum of Council is a majority of Council members.

### No Quorum

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

### Lost Quorum

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.

### **Duties of the Mayor**

#### Powers and Responsibilities

- 9 The Mayor:
- (1) Opens Council meetings.
  - (2) Chairs Council meetings.
  - (3) Preserves order in Council meetings.
  - (4) Decides all questions of procedure.

- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

### **Acting Mayor**

- 10 In the event that the Mayor will be absent or unable to act as Mayor for longer than one month, the Mayor may appoint a Councilor as Acting Mayor who will have all the powers and responsibilities of the Mayor under this bylaw for the duration of such appointment.

### **Deputy Mayor**

#### Rotation of Councillors

- ~~10~~11 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

#### Designation of Alternate Deputy Mayor

- ~~11~~12 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

#### Powers and Responsibilities

- ~~12~~13 The Deputy Mayor chairs Council meetings when the Mayor ~~or Acting Mayor~~ is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

### **Agenda**

#### Preparation of Agenda

- ~~13~~14 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

### Agenda Delivery

~~415~~ **Agendas will be distributed to members of Council and administration prior to the Council meeting.** The City Clerk will distribute the Council agenda to the regular designated address of members of Council and administration ~~one week~~ prior to the Council meeting.

### Late Submissions

~~416~~ Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.

~~417~~ Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.

~~418~~ The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

### Additions or Deletions

~~419~~ The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.

~~420~~ The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

### Order of Business

#### Approval of Minutes

~~2021~~ (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

### Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair, subject to:
  - (a) subsection (1) of this section; or
  - (b) a challenge by a Councillor.

### Minutes

~~21~~<sup>22</sup> The City Clerk will prepare a written record of all Council meetings that includes:

- (1) The names of the members of Council present at and absent from the meeting.
- (2) A brief description of the subject matter.
- (4) All decisions and other proceedings.
- (5) The names of members of the public who speak to an item.
- (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
- (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.
- (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
- (8) The signatures of the Chair and the City Clerk.

### Proceedings

#### Discussion Directed through Chair

~~22~~<sup>23</sup> (1) All discussion at a meeting of Council is directed through the Chair who will be

addressed as “Your Worship”, “Mayor”, or “Mister/Madam Chair”.

#### Absence from Proceedings

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms the nature of the pecuniary or conflict of interest.

#### Speaking to Motions

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
  - (a) provide an explanation of the member’s previous remarks if misunderstood;
  - (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
  - (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

#### Time Limit

- (6) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

#### Interruption of Speaker

- (7) A Councillor who is speaking may only be interrupted by another Councillor on:

- (a) a point of privilege; or
  - (b) a point of order.
- (8) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (9) The Chair may grant permission:
- (a) to the Councillor raising the point to explain the point briefly, and
  - (b) to the Councillor who was speaking to respond briefly,
- but otherwise a point of order or privilege is not debatable or amendable.

#### Ruling on Proceedings

- (10) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (11) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

#### Challenging a Ruling

- (12) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the challenge and then put the question to Council, "Is the ruling of the Chair upheld?"
- (13) Council will decide the challenge without debate by voting and the decision of Council is final.

#### **Motions**

##### Consideration of Motions

~~23~~**24** Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

- (1) A Councillor may move a motion whether or not the Councillor intends to support it.
- (2) A motion will not be considered until it has been seconded.
- (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

#### Motions to the Main Motion

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
  - (a) amend the motion;
  - (b) amend the amendment to the motion;
  - (c) refer the main motion for consideration;
  - (d) table the motion; or
  - (e) move a motion that has privilege.

#### Privileged Motions

- (5) The following motions are privileged motions:
  - (a) a motion to recess;
  - (b) a motion to adjourn
  - (c) a motion to set the time for adjournment; or
  - (d) a point of privilege.

### Motion to Recess

- 2425** (1) The Chair, without a motion, may recess the meeting for a specific period.
- (2) Any Councillor may move that Council recess for a specific period.
- (3) After the recess, business will be resumed at the point where it was interrupted.

**2526** Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:

- (a) on a Councillor's initiative while speaking on the motion, or
- (b) when requested by another Councillor speaking on the motion;

make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

### Severing Motions

**2627** The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

### Amending Motions

**2728** A Councillor may not amend a motion or make an amendment which:

- (1) does not relate to the subject matter of the main motion; or
- (2) is contrary to the main motion.

**2829** Only one amendment to the main motion and only one amendment to that amendment are allowed.

**2930** The main motion will not be debated until all amendments to it have been voted on.

**3031** When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

#### Referring Motions

**3132** A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:

- (1) precludes all further amendments to the motion;
- (2) is debatable; and
- (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

#### Motion to Limit or End Debate

**3233** Any motion to limit or end debate:

- (1) cannot be debated; and
- (2) may only be amended as to the limit to be placed on debate.

#### Motion to Table

**3334** A motion to table another motion:

- (1) cannot be debated;
- (2) takes precedence over any other motion connected with the motion being tabled;
- (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
- (4) may be raised from the table at any time by a majority vote of Council.

~~34~~**35** A tabled motion is brought back with all of the motions connected with it, exactly as it was when tabled.

#### Reconsideration of Motions

~~35~~**36** If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:

- (1) a general election has been held; or
- (2) six months has passed since the date that the motion was considered; or
- (3) a motion to reconsider is passed.

**36**~~37~~ A Councillor may **only** introduce a motion asking Council to reconsider a matter dealt with in a previous motion ~~providing if:~~

- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
- (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- (3) the motion to which it is to apply has not already been acted upon.

~~37~~**38** If a motion to reconsider is passed the original motion is on the floor.

#### Recess of Meetings

~~37~~~~38~~**39** Council, at its discretion, may recess any meeting and continue that same meeting at the next scheduled meeting of Council.

### Motion to In Camera Meeting

~~38~~40 Any Councillor may move that Council convene in an In Camera meeting.

### In Camera Meeting

~~39~~41 All In Camera meetings will:

- (1) be chaired by the Mayor or his designate; and
- (2) be held without the presence of the public unless invited by the Mayor or his designate.

4042 No bylaw or motion will be passed at an In Camera meeting except for a motion to revert to a meeting held in public.

~~40~~43 If an item being considered at an In Camera meeting requires a decision by Council, Administration must submit a report regarding this item on the open Council meeting agenda where Council may pass a resolution embodying its decision.

### Committee of the Whole

~~41~~44 Committee of the Whole is a meeting of Council in which formal decisions are not made and can be held with or without the public and media present.

### Notices of Motion

4245 A Councillor wishing to introduce a new matter for consideration must submit a Notice of Motion in writing to the City Clerk which is then read into that Council Meeting. The Notice as submitted is then scheduled for the next Council Meeting for consideration.

### Votes of Council

#### Requirement to Vote

4346 Each Council member present must vote on every motion, unless the member is

required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.

**4447** A Council member shall not vote on a motion if absent from the meeting when the vote is called.

#### Voting Procedure

**4548** Votes on all motions must be taken as follows:

- (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.
- (2) The Chair puts the motion to a vote.
- (3) Council members vote by a show of hands or other method agreed to by Council.
- (4) The Chair declares the result of the vote.

**4649** A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

#### Declaring Results of a Vote

- 4750** (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
- (2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

#### Tie Votes

**4851** A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

## Bylaws

### Basic Requirements

- 4952 (1) All proposed bylaws must have:
- (a) a bylaw number assigned by the City Clerk; and
  - (b) a concise title indicating the purpose of the bylaw.
- (2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

### Introducing a Bylaw

- (3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.
- (4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- (5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

### Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

### Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years

from the date of the first reading.

#### Effective Date

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

#### Bylaws Signed and Sealed

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

### Council Member Inquiries

#### ~~Verbal or Written Administrative Inquiries~~

~~5053~~ Any Council member may make a request of administration for information on issues of particular concern to them and such request may be made:

- (1) verbally, if the Council member does not require a written response;
- (2) in writing, if the request requires a written response.

~~54~~ (1) All requests for information are to be directed through the City Clerk for response.

- (2) If it is deemed that the financial or other resources required to answer the inquiry are substantial, the City Manager is required to approve such allocation of resources.

~~55~~ All written responses to requests to Council Member Inquiries will be provided to all members of Council.

### Submission of Administrative Inquiries

~~51 Administrative inquiries may be submitted:~~

- ~~—— (1) At any regular meeting of Council;~~
- ~~—— (2) For inclusion on the agenda of a Council meeting;~~
- ~~(3) Directly to the applicable department manager, who:
  - ~~(a) if the response to such an inquiry is not a substantive task has the discretion to immediately respond; or~~
  - ~~(b) may refer the request to the City Manager for a decision to proceed with the response or to refer the inquiry to Council.~~~~

### Response to Administrative Inquiries

~~52 Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:~~

- ~~(1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;~~
- ~~(2) Additional time is required to prepare the response or compile the requested information.~~

~~53 Administrative inquiries made directly to a department manager will be responded to within two weeks from the date the inquiry was submitted, unless:~~

- ~~(1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;~~
- ~~(2) Additional time is required to prepare the response or compile the requested information.~~

~~54 — Council members will be advised as to when the response to an administrative inquiry will be provided.~~

~~55 — The City Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and may direct the City Clerk to distribute the administrative inquiry and the response to all members of Council.~~

~~56 — A Council member who requested an administrative inquiry may request that the inquiry be abandoned.~~

## **Communications to Council**

### Criteria for Submissions

- 5756** (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:
- (a) be legible, coherent, and respectful; and
  - (b) be able to identify the writer and the writer's contact information.

### Responsibilities of the City Manager

- (2) If the standards set out in section 57(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
  - (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
  - (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

### Decisions on Communications

- (3) If the standards set out in section 57(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
  - (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
  - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 57(1) are not met, the City Manager may file the communication.
- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

## **Conduct in Council Meetings**

### **Public Conduct**

**5857** **During a Council Meeting,** The members of the public ~~during a meeting~~ will:

- (1) not approach or speak to Council without permission of the Chair.
- (2) not speak on any matter for longer than 10 minutes unless permitted by the Chair.
- (3) maintain order and quiet.
- (4) not interrupt a speech or action of Council or another person addressing the members.

**5958** The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

#### Council Conduct

**6059** **During a Council Meeting**, members of Council ~~during a meeting~~ **will adhere to Council's Code of Conduct and** will not:

- (1) speak disrespectfully, use offensive words, or unparliamentary language in Council.
- (2) address members without permission.
- (3) carry on a private conversation.
- (4) break the rules of Council or disturb the proceedings.
- (5) leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
- (6) disobey the decision of the Chair on any question of order, practice or interpretation.

#### Breach of Conduct

**6160** A member of Council who persists in a breach of subsection **60 59**, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.

**6261** At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

#### Robert's Rules

**6362** When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with "Robert's Rules of Order – Newly Revised."

Transitional

~~64~~ Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this ~~8<sup>th</sup>~~ day of ~~May~~ 2006.

READ A SECOND TIME IN COUNCIL this ~~8<sup>th</sup>~~ day of ~~May~~ 2006.

READ A SECOND TIME IN COUNCIL this ~~8<sup>th</sup>~~ day of ~~May~~ 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this ~~8<sup>th</sup>~~- day of ~~May~~ 2006.

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 3358/B-2012**

Being a Bylaw to amend Bylaw No. 3358/2006 The Procedure Bylaw of the City of Red Deer.

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

Bylaw No. 3358/2006 is hereby amended as follows:

1. By deleting the section 2 definition of “Administrative Inquiry” in its entirety and replacing it with the following:  
  
““Council Member Inquiry” means a request from a member of Council to the administration, via the established Organizational Communication process, for the future provision of information.”
3. All references to “Administrative Inquiry” are replaced with “Council Member Inquiry” throughout.
4. By amending the section 2 definition of “Point of Interest” by adding to the end of that section the following:  
  
“but which is not recorded in the Minutes of that meeting.”
5. By deleting section 4(1) in its entirety and replacing it with a new section 4(1) as follows:  
  
“4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers with each meeting to commence in accordance with the times established by Council from time to time. If the Monday is a holiday the Council meeting will be held on the next business day.”
6. By deleting section 4(4)(ii) in its entirety and replacing it with a new section 4(4)(ii) as follows:  
  
“4 (4) (ii) “Review Hearing” means a review of an Order to Remedy under the provisions of section 547 of the MGA, in accordance with the relevant procedures outlined in the City of Red Deer Appeal Boards Bylaw and includes a referral of such a matter to Council;
7. By adding to the end of section 4(7) the following words, “except when protected from

disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.”

8. By deleting in section 4(10) all references to maximum times.
9. By deleting section 5(1) in its entirety and replacing it with a new section 5(1) as follows:

“5 (1) A meeting may be conducted by means of electronic or other communication facilities in the event of an emergency if:”
10. By adding to section 13 the words “or Acting Mayor” following the words “when the Mayor” and deleting the words “as Mayor” following the words “unable to act.”
11. By deleting the renumbered section 15 in its entirety and replacing it with a new section 15 as follows:

“15 Agendas will be distributed to members of Council and administration prior to the Council meeting. The City Clerk will distribute the Council agenda to members of Council and administration prior to the Council meeting.”
12. By deleting the preamble of section 37 in its entirety and replacing it with a new section 37 preamble as follows:

“37 A Councillor may only introduce a motion asking council to reconsider a matter dealt with in a previous motion if:”
13. By adding new sections 54 and 55 as follows:

“54 All requests for information are to be directed through the City Clerk for response.

(1) If it is deemed that the financial or other resources required to answer the inquiry are substantial, the City Manager is required to approve such allocation of resources.

55 All written responses to Council Member inquiries will be provided to all members of Council.”





Council Decision – November 26, 2012

**DATE:** November 30, 2012  
**TO:** Erin Stuart, Deputy City Clerk  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Procedure Bylaw Amendment 3358/B-2012

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**Reference Report:**

Legislative Services dated November 2, 2012

**Bylaw Reading:**

At the Monday, November 26, 2012 Red Deer City Council Meeting, Council gave first reading to Procedure Bylaw Amendment 3358/B-2012, a bylaw to allow for revisions to the Points of Interest, meetings via communication facilities, administrative inquiries and other incidental amendments. A copy of the bylaw is attached.

**Report back to Council:** Yes

**Comments/Further Action:**

Procedure Bylaw Amendment 3358/B-2012 is to be brought back to the Monday, December 10, 2012 Council meeting for consideration of second and third reading.

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

Frieda McDougall  
Legislative Services Manager  
/attach

c: Corporate Meeting Coordinator



November 9, 2012

## RINK REQUEST PARKVALE

RECREATION, PARKS AND CULTURE DEPARTMENT

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

---

On November 7, 2012 an email was received by a concerned citizen requesting that the Woodlea/Waskasoo Outdoor Snow Bank Rink be reinstated (see attached).

As part of the 2011 operating budget development, all departments were required to provide cost savings initiatives in an effort to keep the tax increase at a reasonable level. One of the cost savings initiatives supported by City Council was the closure of five snow bank rinks, including the Woodlea/Waskasoo rink.

At the August 20, 2012 mid year budget review, reinstating these rinks were considered, however only the Fairview rink was approved, leaving the remaining 4 rinks closed.

As Council has previously considered and defeated this item at the mid year budget review, administration will await further direction from Council.

### **City Manager Comments:**

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Council's direction is requested.

Craig Curtis  
City Manager



## Report Details

### **Background:**

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As part of the 2012 operating budget preparation, administration was challenged to evaluate operating budgets for economies and efficiencies to support City Council's efforts to keep the tax increase at a reasonable level. The initiatives that were brought forward by the Parks Section were based on identifying service levels that would have the lowest overall impact to community park users. One of the cost savings initiatives supported by City Council was the closure of five snow bank rinks, including the Woodlea/Waskasoo Rink.

At the 2012 mid-year budget review, City Council directed administration to reinstate the Fairview snow bank rink. The four snow bank rinks that continued to remain closed included: Sunnybrook, Central School, Woodlea/Waskasoo, and Glendale.

The Woodlea/Waskasoo site was identified as a potential cost saving opportunity because of the following conditions:

- the site did not include full rink boards (only end boards) thereby not permitting opportunities for full hockey use;
- there is no rink lighting thereby limiting evening use;
- alternate skating facilities are available within close proximity to the site with the Grandview boarded rink being located approximately 950 meters from the site.

During the 2011/12 ice rink season, Parks received two complaints regarding the closed Woodlea/Waskasoo Rink. One complaint was from a citizen and the other complaint was from the nearby school.

At the 2012 mid year budget review, reinstating the five rinks were considered, however only the Fairview rink was approved, leaving the remaining 4 rinks closed.

On November 7, 2012 an email was received from a concerned citizen requesting that the Woodlea/Waskasoo snow bank rink be reinstated.

The City of Red Deer Parks Section continues to operate 32 boarded rinks, 29 snow bank rinks, 3 water body rinks, and the ice oval.

### **Discussion:**

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The following options can be considered:

1. Maintain current service levels with the snow bank rink at this location remaining closed;
2. Immediately reinstate ice maintenance at this site (snow bank rink for 2012/2013 and planned installation of end boards for 2013/2014).
3. Consider reinstating the snow bank rink at this site during the 2013 operating budget deliberations.



**Analysis:**

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Note: The ongoing operational costs of this initiative would be \$3,820 annually.

If reinstated immediately, this change could be funded through the Tax Stabilization Reserve (TSR).

If considered during the 2013 Operating Budget deliberations a Funding Adjustment Request (FAR) would need to be submitted immediately.



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**Subject:** FW: Expression of Urgency - Reinstatement of Ice Rink for Woodlea  
**Attachments:** Dear Mayor and Council.docx

---

**From:** Bev Blades  
**Sent:** November 07, 2012 1:54 PM  
**To:** MayorMailbox  
**Subject:** Expression of Urgency

Hello Mayor,

I am sending my letter of concern so you can be aware of the situation. I will meet you personally at the next city council meeting as I am hoping to have this item added to your agenda.

Regards, Bev Blades

---

[This message has been scanned for security content threats and viruses.]

[The City of Red Deer I.T. Services asks that you please consider the environment before printing this e-mail.]

Dear Mayor and Council.

It with deepest regret that I have to write this letter Yet again!

My Name is Bev Blades and this is the second year that I have tried to get the attention of city council.

I am trying to help you achieve your goals as a group. I have taken a quote from your needs assessment that was published and it reads....

**“ A focus on Red Deer’s parks, with an emphasis on expansion of green space, developing larger outdoor spaces capable of providing multiple amenities and improving the level of integration of smaller green spaces to enhance the backbone of the parks system in Red Deer.”**

I started working on reinstating the ice rink at Woodlea for 2012 as soon as I found out that the rink was not going up in the 2011 year. My correspondence was with Frieda McDougal, Chris Stephan and Mayor Flewwelling on Nov 22 2011. Freida said...

“Parks put forward a cost savings option to close the five rinks of the City that received the lowest community use. Although Parks appreciated that these sites did receive some community and school use, they were the lowest residential use sites across the city. Additionally, the sites identified did not have outdoor lighting, which restricted evening use in the winter. When City Council adopted this item as a cost savings initiative, the Parks section budget was reduced. As a result, there is no longer any funding for the construction and/or maintenance of a partial boarded rink or a snow bank rink at this location.”

On Nov 23 2011, I called the Mayor and we had a lengthy conversation about the situation. My understanding from my conversation with the Mayor was “ not one person had complained about the other 4 rinks that got closed but since you have put forth such a committed plea we would put that rink back in the budget for 2012” As you can imagine (naïve I know now)I believed that the Mayor could push the item and be able to convince the council to reinstate the rink. However now I find myself back in the same situation as last year with no rink. I have been considering a project with Hockey Alberta Foundation that gives grants to communities ( helmets and skates) to allow children access to skating and hockey. I was working on a volunteer list to put together a grant application. I was naïvely working on the assumption I was past the hurdle of having a rink to support the application.

My community has not been involved so far as I have told my neighbours that it was “handled” and we would have our rink back. When the decision was decided on August 20 2012and not passed. I was shocked and surprised that on one had informed me. My neighbours and I would have launched a campaign to “get our rink back” long before flooding of the rinks was happening.

I know your council has made decisions before that were overturned because of public backlash. So I ask for the same budget revisions for 2012 for our ice rink. Please put this on the agenda as an **Expression of Urgency**. Thank You, Bev Blades  
5 day c. 5 at night

LEGISLATIVE SERVICES

November 30, 2012

Ms. Bev Blades  
5309 42A Avenue  
Red Deer, AB T4N 3A6

**Reference: Council Decision – November 26, 2012  
Rink Request in Woodlea – Outdoor Rink**

Dear Ms. Blades,

Thank you for your presentation at the Monday, November 26, 2012 Red Deer City Council meeting regarding the above item; subsequent to your presentation, the following resolution was approved by Council:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks and Culture Department, dated November 9, 2012, re: Rink Request in Woodlea, hereby agrees to the reinstatement of the Woodlea snow bank rink with funding to the end of 2012 to be provided through the current departmental operating budget, and ongoing funding to be considered in the 2013 Operating Budget.

If you require additional information please contact Ms. Shelley Gagnon, Recreation, Parks & Culture Manager at 403.342.8165.

Sincerely,



*for*  
Frieda McDougall  
Legislative Services Manager

c: Director of Community Services  
Recreation, Parks & Culture Manager



Council Decision – November 26, 2012

**DATE:** November 30, 2012  
**TO:** Shelley Gagnon, Recreation, Parks & Culture Manager  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Rink Request in Woodlea

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**Reference Report:**

Recreation, Parks & Culture department dated November 9, 2012

**Resolution:**

The following resolution was passed during the Regular Council Meeting held on Monday, November 26, 2012:

Resolved that Council of The City of Red Deer having considered the report from the Recreation, Parks and Culture Department, dated November 9, 2012, re: Rink Request in Woodlea, hereby agrees to the reinstatement of the Woodlea snow bank rink with funding to the end of 2012 to be provided through the current departmental operating budget, and ongoing funding to be considered in the 2013 Operating Budget.

**Report back to Council:** No

**Comments/Further Action:**

Recreation, Parks & Culture and Financial Services staff are to follow up with the recommendation of Council.

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

Frieda McDougall  
Legislative Services Manager

- c: Director of Community Services  
Director of Corporate Services  
Financial Services Manager  
Community Services Divisional Strategist  
Community Services Divisional Controller



November 14, 2012

## Notice of Motion

### Councillor Paul Harris – Re: RCMP Contract

Legislative Services

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

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This Notice of Motion was introduced at the Tuesday, November 13, 2012 Regular Council Meeting by Councillor Harris and is being submitted for Council's consideration.

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

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I have no problem in reviewing the assumptions regarding options for police service delivery as we work through the RCMP Business Plan for the next three years which is planned to include clear and measurable service levels together with related cost implications.

Craig Curtis  
City Manager

#### **Proposed Resolution**

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WHEREAS Council of The City of Red Deer through its 2011 Strategic Plan, From Strength to Strength, has provided direction to enable and promote a safer community and policing being one of six major focus areas; and

WHEREAS Red Deer City Council establishes an annual operating budget of which 9.516% is dedicated to the delivery of municipal policing services representing one of the largest expenditure of tax supported dollars; and

WHEREAS The City of Red Deer conducted a review of the delivery of policing services in October 2011 and made the decision at the City Council meeting of October 3, 2011 to maintain the Service Delivery Model through the RCMP, rather than establishing its own municipal force; and

WHEREAS the financial figures and future projections on which Council based its decision have changed substantially including changes to the RCMP contract which will require an additional taxpayer contribution of \$1,170,000; and



WHEREAS Council of The City of Red Deer has been working to define and improve service levels in core and support services which may further increase the costs of policing;

NOW THEREFORE BE IT RESOLVED that Council of The City of Red Deer direct that a review of recommendations and outcomes of the current policing service delivery model be undertaken to determine if the model is still appropriate, cost effective, and represents the best service for the tax dollars available.

## Report Details

### **Background:**

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At the Tuesday, November 13, 2012 Council Meeting, Councillor Paul Harris introduced the following Notice of Motion regarding the RCMP Contract:

WHEREAS Council of The City of Red Deer through its 2011 Strategic Plan, From Strength to Strength, has provided direction to enable and promote a safer community and policing being one of six major focus areas; and

WHEREAS Red Deer City Council establishes an annual operating budget of which 9.516% is dedicated to the delivery of municipal policing services representing one of the largest expenditure of tax supported dollars; and

WHEREAS The City of Red Deer conducted a review of the delivery of policing services in October 2011 and made the decision at the City Council meeting of October 3, 2011 to maintain the Service Delivery Model through the RCMP, rather than establishing its own municipal force; and

WHEREAS the financial figures and future projections on which Council based its decision have changed substantially including changes to the RCMP contract which will require an additional taxpayer contribution of \$1,170,000; and

WHEREAS Council of The City of Red Deer has been working to define and improve service levels in core and support services which may further increase the costs of policing;

NOW THEREFORE BE IT RESOLVED that Council of The City of Red Deer direct that a review of recommendations and outcomes of the current policing service delivery model be undertaken to determine if the model is still appropriate, cost effective, and represents the best service for the tax dollars available.



**Discussion:**

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The Notice of Motion is submitted for Council's consideration.



Council Decision – November 26, 2012

**Legislative Services**

**DATE:** November 30, 2012  
**TO:** Greg Scott, Director of Community Services  
**FROM:** Frieda McDougall, Legislative Services Manager  
**SUBJECT:** Notice of Motion from Councillor Paul Harris re: RCMP Contract

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**Reference Report:**

Legislative Services dated November 14, 2012

**Tabling Resolution:**

The following tabling resolution was passed during the Regular Council meeting held on Monday, November 26, 2012:

WHEREAS Council of The City of Red Deer through its 2011 Strategic Plan, From Strength to Strength, has provided direction to enable and promote a safer community and policing being one of six major focus areas; and

WHEREAS Red Deer City Council establishes an annual operating budget of which 9.516% is dedicated to the delivery of municipal policing services representing one of the largest expenditure of tax supported dollars; and

WHEREAS The City of Red Deer conducted a review of the delivery of policing services in October 2011 and made the decision at the City Council meeting of October 3, 2011 to maintain the Service Delivery Model through the RCMP, rather than establishing its own municipal force; and

WHEREAS the financial figures and future projections on which Council based its decision have changed substantially including changes to the RCMP contract which will require an additional taxpayer contribution of \$1,170,000; and

WHEREAS Council of The City of Red Deer has been working to define and improve service levels in core and support services which may further increase the costs of policing;

.../2

NOW THEREFORE BE IT RESOLVED that Council of The City of Red Deer direct that a review of recommendations and outcomes of the current policing service delivery model be undertaken to determine if the model is still appropriate, cost effective, and represents the best service for the tax dollars available.

**Report back to Council:** Yes

**Comments/Further Action:**

This item will come back to the Monday, December 10, 2012 Council Meeting for their consideration.



Frieda McDougall  
Legislative Services Manager

c: Councillor Paul Harris  
Community Services Divisional Controller  
Corporate Meeting Coordinator



November 21, 2012

## Drinking Establishment Licensing Bylaw Amendment

3332/B-2012

Inspections and Licensing

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

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Administration recommends that Council approve all three readings of the proposed amendment to the Drinking Establishment Licensing Bylaw No. 3332/2004.

### **City Manager Comments:**

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I support the recommendation of Administration that Council consider three readings of Drinking Establishment Licensing Bylaw No. 3332/B-2012.

Craig Curtis  
City Manager

### **Proposed Resolution**

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That Council considers giving three readings to Drinking Establishment Licensing Bylaw Amendment 3332/B-2012



## Report Details

### **Discussion:**

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The Drinking Establishment Licensing Bylaw No. 3332/2004 is proposed to be amended to add a “consultation and approvals” section, common to many other municipalities’ licensing bylaws. The amendments will clarify the circumstances in which the Inspections & Licensing Manager may refuse to issue or renew a license, and provides criteria to guide the exercise of this discretion.

The key aspects of the amendment are as follows:

1. Allow the Inspections & Licensing Manager to consult with agencies such as the RCMP; and Alberta Gaming and Licensing Commission to determine if it is inappropriate for an applicant to be issued a license.
2. Allow the Inspections & Licensing Manager refuse to issue or renew a license where the safety, health or welfare of the public may be at risk due to the issuance of a license.
3. Clarify that the annual renewal of a license is subject to the above.

**BYLAW NO. 3332/B-2012**

Being a Bylaw to amend Bylaw No. 3332/2004, The Drinking Establishment Licensing Bylaw of The City of Red Deer.

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

Bylaw No. 3332/2004 is hereby amended as follows:

1. The following new Section 6 shall be inserted immediately after Section 5:

**Consultation and Approvals**

- 6(a) The Inspections & Licensing Manager may consult with agencies such as the RCMP; and Alberta Gaming and Licensing Commission to determine whether they are in possession of information which, in the opinion of the Inspections & Licensing Manager, renders it inappropriate for an applicant to be issued a license.
  - 6(b) The Inspections & Licensing Manager may determine that it is inappropriate to issue or renew a license to an applicant where the safety, health or welfare of the public may be at risk due to the issuance or renewal of a license.
2. Sections 6 – 28 are to be renumbered accordingly to Sections 7 - 29.
3. Renumbered Section 8 (b) is deleted in its entirety and replaced with the following:  
  
8 (b) Subject to Section 6 (b), a licensee shall be entitled to renew its license from year to year, provided that the licensee completes the renewal documentation prescribed by The City, pays the license fee and otherwise complies with the requirements of this bylaw.
4. In all other respects, Bylaw No. 3332/2004 is hereby ratified and confirmed.

READ A FIRST TIME IN OPEN COUNCIL this        day of        2012.

READ A SECOND TIME IN OPEN COUNCIL this        day of        2012.

READ A THIRD TIME IN OPEN COUNCIL this        day of        2012.

AND SIGNED BY THE MAYOR AND CITY CLERK this        day of        2012.

\_\_\_\_\_  
MAYOR

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