

CITY COUNCIL

AGENDA

Monday, October 31, 2011 – Council Chambers, City Hall

Call to Order:	1:00 PM
Recess:	5:00 PM to 6:00 PM
Public Hearing(s):	6:00 PM

1. IN CAMERA MEETING

1.1. Land Matter

2. MINUTES

2.1. Confirmation of the Minutes of the Monday, October 17, 2011 Regular Council Meeting

(Agenda Pages 1 – 10)

3. POINT OF INTEREST

4. UNFINISHED BUSINESS

4.1. Vehicle Noise Attenuation
Motion to Table

(Agenda Pages 11 – 12)

4.2. Federal Homelessness Partnering Strategy Grant Allocation 2011 - 2014
Response to Council's Directive - September 19 2011

(Agenda Pages 13 – 15)

4.3. Landlord and Tenant Services Evaluation

(Agenda Pages 16 – 40)

5. REPORTS

5.1. Land Matter

(Agenda Pages 41 – 42)

5.2. Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue

(Agenda Pages 43 – 44)

6. BYLAWS

6.1. Gaetz Avenue Revitalization
One-Way Street System Bylaw Amendment 2517/B-2011
Consideration of Three Readings of the Bylaw

(Agenda Pages 45 – 49)

6.2. Committee Bylaw Amendment 3431/C-2011
Consideration of Third Reading of the Bylaw

(Agenda Pages 50 – 117)

7. PUBLIC HEARINGS

7.1. Land Use Bylaw Amendment 3357/S-2011
Rezoning of 6702 & 6712 Golden West Avenue (former Travelaire Site)
From I1 - Industrial (Business Service) to C4 - Commercial (Major Arterial)
Consideration of Second and Third Readings of the Bylaw

(Agenda Pages 118 – 124)

8. CORRESPONDENCE

8.1. Request for Approval of Combative Sport Events

(Agenda Pages 125 – 129)

8.1.a. Add to the Agenda

8.1.b. Retract Inferred Approval of Boxing/Combative Sports Commissions in Red Deer

- 8.1.c. Approval for Oilmen's Pure Fighting Championship to Host Combative Sport Event in Red Deer

9. PETITIONS AND DELEGATIONS

10. NOTICES OF MOTION

11. ADMINISTRATIVE INQUIRIES

12. ADJOURNMENT



U N A P P R O V E D M I N U T E S

**of the REGULAR MEETING of Red Deer City Council
held on , Monday, October 17, 2011
commenced at 1:05 P.M.**

Present:

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

City Manager, Craig Curtis
Acting Director of Community Services, Greg Scott
Director of Corporate Services, John Knoch
Director of Development Services, Paul Goranson
Director of Planning Services, Paul Meyette
Legislative & Governance Services Manager (City Clerk), Elaine Vincent
Deputy City Clerk, Frieda McDougall
Corporate Meeting Coordinator, Christine Kenzie
City Solicitor, Michelle Baer
City Solicitor, Jennifer Cragg
Communications & Strategic Planning Manager, Julia Harvie-Shemko
Senior Communications Consultant, Tara Shand
Environmental Services Manager, Tom Warder
Environmental Initiatives Supervisor, Nancy Hackett
Acting Recreation, Parks & Culture Manager, Kristina Oberg
Recreation Superintendent, Kay Kenny



10 IN CAMERA MEETING

Moved by Councillor Chris Stephan, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer agrees to enter into an In Camera Meeting on October 17 2011 at 1:07 p.m. and hereby agrees to exclude the following:
All members of the Media; and
All members of the Public.

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

MOTION CARRIED

Moved by Councillor Dianne Wyntjes, seconded by Councillor Paul Harris

Resolved that Council of The City of Red Deer agrees to revert to an open meeting of Council on Monday, October 17, 2011 at 2:25 P.M.

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

MOTION CARRIED

I. MINUTES

I.1. Confirmation of the Minutes of the Monday, October 3, 2011 Regular Council Meeting

Moved by Councillor Dianne Wyntjes, seconded by Councillor Tara Veer



Resolved that the Monday, October 3, 2011 Red Deer Council Meeting Minutes be approved as amended:

Page 4 Points of Interest – change the wording in Councillor Dianne Wyntjes Point of Interest to reflect that she attended the Snoozleroom recently, not spoke to the Snoozleroom.

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

MOTION CARRIED

2. POINTS OF INTEREST

On a Point of Interest, Mayor Morris Flewwelling recognized the 50th Anniversary of Ethel Taylor as the first woman elected to Red Deer City Council on October 18, 1961. Taylor Drive and the Taylor Bridge in Red Deer have been named after her. Mayor Flewwelling highlighted some of her accomplishments and introduced Ethel Taylor's daughter, Mary Kay Robert who was in attendance. On a Point of Interest, Mayor Flewwelling also noted that although Red Deer was not successful in the bid for the 2013 Memorial Cup, Red Deer submitted an excellent bid and Mayor Flewwelling congratulated the members of the committee for a job well done.

Councillor Buck Buchanan, on a Point of Interest, noted that he had attended the Red Hat Awards on October 4th, as well as the launch of Vital Signs and the dedication of a monument at the Kiwanis Village by the Twilight Homes Foundation. He also attended a wine auction at Red Deer College and this past weekend, he and Councillor Chris Stephan attended the Youth & Volunteer mentorship conference for students in grades 9 to 12.

Councillor Paul Harris, on a Point of Interest, indicated that good work was accomplished at the Council and Corporate Leadership Retreat that was held on October 13 and 14. He appreciated the participation of the Corporate Leadership Team at the retreat. Councillor Harris also noted that on October 18th starting at noon, a portion of Ross Street would be closed and would feature an outdoor café as well as a speaker regarding walkable communities at 6:30 p.m.. He encouraged the public to attend.



Councillor Dianne Wyntjes, on a Point of Interest, indicated that she and Councillor Buck Buchanan had attended the grand opening of the Cora Breakfast and Lunch restaurant located on 68th Street.

3. UNFINISHED BUSINESS

3.1. Consultation on a Decision Making Process for Fluoride

Moved by Councillor Paul Harris, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer having considered the report from the Communications & Strategic Planning Department, dated October 11, 2011, re: Fluoride – Community Consultation on Decision Making Process, hereby agrees to the implementation of community consultation, including face to face consultations, to commence on November 1, 2011 with findings being brought back to the last Council Meeting in January, 2012.

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan, Councillor Paul Harris, Councillor Lynne Mulder, Councillor Chris Stephan, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Cindy Jefferies, Councillor Tara Veer

MOTION CARRIED

4. REPORTS

4.1. Red Deer Regional Airport - Q3 Update

Mr. Bernie Papp, Chairman of the Board of Directors of the Red Deer Regional Airport Authority along with Mr. R.J. Steenstra, Chief Executive Officer were in attendance to speak to this item. Following discussion, it was agreed to accept the report as information.

4.2. Crime Prevention Advisory Committee 2010 - 2011 Yearly Summary Report



TerryLee Ropchan, Chair of the Crime Prevention Advisory Committee, presented the report. This item was received as information.

4.3. Climate Change Mitigation and Adaptation Plan

Moved by Councillor Dianne Wyntjes, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Environmental Services Department, dated October 3, 2011, re: Climate Change Mitigation and Adaptation Plan, hereby agrees as follows:

Whereas The City of Red Deer Environmental Master Plan establishes key goals for the future of Red Deer's environment and establishes priority actions to achieve these goals, and

Whereas the Plan's priority actions pertaining to air quality and emissions direct the development of a Climate Change Adaptation and Mitigation Plan,

NOW THEREFORE, BE IT RESOLVED, that The City of Red Deer, has joined ICLEI (International Council for Local Environmental Initiatives) Canada's Adaptation Initiative and will undertake the five milestones presented in ICLEI's "Changing Climate, Changing Communities" document to prepare for the impacts of climate change, specifically:

- 1) Initiate an Adaptation Effort;
- 2) Research Climate Change Impacts;
- 3) Create an Adaptation Plan;
- 4) Develop an Implementation Strategy for the Plan; and
- 5) Commit to Monitor and Review the Plan.

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

MOTION CARRIED



4.4. Red Deer Multi-use Aquatics Centre Business Plan

Ms. Kay Kenny, Recreation Superintendent introduced the item and Mr. John Frittenburg of JF Group Consultants, presented and spoke to the item. Following discussion, Council agreed to accept this item as information.

4.5. Licensing of Secondary Suites Motion to Table

Moved by Councillor Buck Buchanan, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from the Legislative & Governance Services Department, dated October 11, 2011, re: Licensing of Secondary Suites, hereby agrees to table consideration of a Secondary Suite Licensing Bylaw to the Monday, November 28, 2011 Council Meeting.

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

MOTION TO TABLE CARRIED

5. BYLAWS

5.1. Red Deer Gymnastic - Review of Interest Rate on Loan Loan Bylaw Amendment 3390/A-2011 Consideration of First Reading of the Bylaw

Moved by Councillor Cindy Jefferies, seconded by Councillor Frank Wong

FIRST READING: That Loan Bylaw Amendment 3390/A-2011 Red Deer Gymnastic - Review of Interest Rate on Loan be read a first time.



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

MOTION CARRIED

**5.2. Committees Bylaw Amendment 3431/C-2011
Consideration of Three Readings of the Bylaw**

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

FIRST READING: That Committees Bylaw Amendment 3431/C-2011, 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, Councillor Dianne Wyntjes

OPPOSED: Councillor Buck Buchanan

MOTION CARRIED

Moved by Councillor Tara Veer, seconded by Councillor Cindy Jefferies

SECOND READING: That Committees Bylaw Amendment 3431/C-2011 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, Councillor Dianne Wyntjes

OPPOSED: Councillor Buck Buchanan

MOTION CARRIED



Moved by Councillor Dianne Wyntjes, seconded by Councillor Cindy Jefferies

Resolved that with the unanimous consent of the Council members present, Committees Bylaw Amendment 3431/C-2011 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, Councillor Dianne Wyntjes

OPPOSED: Councillor Buck Buchanan

MOTION DEFEATED

Committees Bylaw Amendment 3431/C-2011 did not receive unanimous consent to proceed with third reading and will be brought back for Council's consideration of third reading at the next Council meeting.

6. PUBLIC HEARINGS

There were no Public Hearings for this meeting.

7. PETITIONS AND DELEGATIONS

There were no Petitions and Delegations submitted to this meeting.

8. NOTICES OF MOTION

8.1. Councillor Cindy Jefferies - School Bus Flashing Lights

Moved by Councillor Cindy Jefferies, seconded by Councillor Lynne Mulder

Whereas City of Red Deer Traffic Bylaw 3186/97 prohibits the activation of flashing red lights or stop arms of a school bus on any highway where such highway has been constructed with curbs and gutters; and

Whereas the Province of Alberta, Traffic Safety Act, enables a municipality to make



bylaws to regulate school bus flashing lights within their jurisdictions but requires the activation of flashing red lights or stop arms of a school bus on Alberta highways and in rural areas; and

Whereas Alberta Transportation has regulations indicating that motorists must stop when lights are flashing in order to allow children to board the bus safely; and

Whereas some citizens have expressed concerns for the safety of their children and feel safety would be enhanced through the activation of flashing red lights or stop arms of a school bus;

Therefore be it Resolved that The City of Red Deer review its prohibition of the activation of flashing red lights or stop arms of a school bus within The City in light of citizen concerns and consider revising Bylaw 3186/97 to permit their use within City limits; and

Further be it Resolved that administration provide a report to Council, by November 14, 2011 in response to this request.

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

MOTION CARRIED

9. ADMINISTRATIVE INQUIRIES

There were no Administrative Inquiries submitted to this meeting.

11. ADJOURNMENT

Moved by Councillor Lynne Mulder, seconded by Councillor Cindy Jefferies

Resolved that the Monday, October 17, 2011, regular meeting of The City of Red Deer Council be adjourned at 6:30 p.m.



10

City Council Regular Meeting Minutes –
Unapproved - Monday, October 17, 2011

IN FAVOUR: Mayor Morris Flewwelling, Councillor Buck Buchanan,
Councillor Paul Harris, Councillor Cindy Jefferies, Councillor
Lynne Mulder, Councillor Tara Veer, Councillor Frank Wong,
Councillor Dianne Wyntjes

OPPOSED: Councillor Chris Stephan

MOTION CARRIED

MAYOR

CITY CLERK



October 19, 2011

Vehicle Noise Attenuation

Planning Department

Report Summary & Recommendation:

A third and final report on vehicle noise attenuation was due back to City Council on November 1, 2011. Due to staff changes and shortages within the Planning Department and RCMP this project is delayed.

The Planning and Inspections and Licensing Departments are recommending that the final report be delayed for a period of up to one year to allow time for a Planner to be appointed and continue research on the project as well as the RCMP to appoint new members who may be able to work with us on this project.

City Manager Comments:

I support postponing the project and to continue to monitor the progress on this issue in Edmonton and Calgary. Once data has been obtained, then recommendations are to be brought back to Council. The City of Red Deer was successful in having a resolution regarding Vehicle Noise Attenuation passed at the AUMA Convention in Calgary in September, 2011 allowing for provincial focus on this issue.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of the City of Red Deer having considered the report from the Planning Department, dated October 19, 2011 re: Vehicle Noise Attenuation, hereby agrees to table receipt of the final report up to the last Council Meeting in October, 2012.



Report Details

Background:

On June 14, 2010, a Notice of Motion was put forth by Councilors Jefferies, Parks and Pimm to have The City of Red Deer review its policy and practices in regard to vehicle noise, and consider establishing standards, regulations and restrictions on vehicle noise. Further, it was requested that Administration provide a report to Council outlining measures needed to reduce disturbances due to vehicle noise.

In response, Administration provided a report on September 24, 2010 recommending that Council delay any bylaw amendments until Administration had evaluated Edmonton's approach, including how the Alberta Courts and public in Edmonton responded to the new legislation.

***"Resolved** that Council of the City of Red Deer having considered the report from the Bylaw Research Coordinator dated September 24, 2010 re: Vehicle Noise Attenuation hereby agrees to delay making any amendments to the Community Standards Bylaw until further information is received regarding the success of the City of Edmonton's Vehicle Noise Bylaw with an interim report to be brought back to Council in this regard by June 1, 2011 and a final report and potential bylaw amendments to be brought back by November 1, 2011."*

The interim report detailing the success of the City of Edmonton Vehicle Noise Bylaw was brought forward for Council's information on May 30, 2011.

The background research has been completed but the final report on vehicle noise attenuation with potential bylaw recommendations has not been drafted. Julia Townell, Bylaw Researcher, with the Planning Department, has been working on this project since June of 2010 with the assistance of Superintendant Simpson and Inspector Noble with the RCMP. Julia left the City August 5, 2011 and the RCMP contacts have also since left. Planning has been unable to fill her position due to the vacancy review as part of the budget process. All Bylaw Researcher projects are being reprioritized in the Planning Department's work planning.

Discussion:

Although this project is important, the Planning and Inspections and Licensing Departments are recommending that the final report be delayed for a period of up to one year to allow time for a Planner to be appointed to the project and for the RCMP to appoint new members to work on this project.

DATE: November 2, 2011

TO: Tara Lodewyk, Planning Services Manager
Joyce Boon, Inspections & Licensing Manager

FROM: Elaine Vincent, Legislative & Governance Services Manager

SUBJECT: Vehicle Noise Attenuation - Motion to Table

Reference Report:

Planning Services Manager, dated October 19, 2011.

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, October 31, 2011:

Resolved that Council of the City of Red Deer having considered the report from the Planning Department, dated October 19, 2011 re: Vehicle Noise Attenuation, hereby agrees to table receipt of the final report up to the last Council Meeting in October, 2012.

Report back to Council: Yes

Comments/Further Action:

Administration is to provide the final report for Council's consideration at the October 29, 2012 City Council Meeting.



Elaine Vincent
Legislative & Governance Services Manager

c Director of Planning Services
Corporate Meeting Coordinator



DATE: October 17, 2011

TO: Craig Curtis, City Manager

FROM: Scott Cameron, Social Planning Manager

CC: Dustin Quirk, Community Housing Advisory Board (CHAB) Chair
Roxana Nielsen Stewart, Program Coordinator – Housing
Linda Healing, Supervisor, Social Planning Department

SUBJECT: Federal Homelessness Partnering Strategy Grant - Response to Council's Directive September 19, 2011

Background

On September 19, 2011 the Community Housing Advisory Board (CHAB) made a recommendation to City Council regarding the allocation of funding through the Homelessness Partnering Strategy (HPS) grant. Just prior to this meeting, Council received two letters of concern from agencies that serve Aboriginal citizens. As a result of these letters and hearing from an Aboriginal representative in council on September 19th, CHAB received the following directive from council:

“Resolved that council of The City of Red Deer having considered the report from the Social Planning Manager dated September 6, 2011, re: Federal Homelessness Partnering Strategy Grant Allocation 2011 – 2014 hereby agrees that, in consultation with both the Aboriginal Community and Service Canada, this item be referred back to the Community Housing Advisory Board to review their recommendations in light of the information that was shared at council, with recommendations on the proposed funding allocations for funding for 2011-2014 to be brought back for Council's consideration by October 31, 2011.”

Discussion and Recommendations

CHAB met on October 12th to review the process leading up to this August 18th HPS Request for Proposals. At this meeting, CHAB was reassured by representatives from Service Canada that they had in fact done due diligence and fair consideration in the allocation of both the Designated and Aboriginal streams of the HPS grant. Given advice from City staff around “irregularities” in the procurement process, CHAB made the decision to cancel the current RFP process. CHAB respectfully provides for Council information the following motion:

“**Resolved** that the Community Housing Advisory Board having considered the City of Red Deer Council's direction from the September 19, 2011 Council meeting hereby cancels the August 18, 2011 Homelessness Partnership Strategy (HPS) grant Request for

Proposal (RFP) based on advice from administration that by allowing a proponent to speak to council, this has introduced an unfair advantage in the competitive process.”

MOTION APPROVED BY CONSENSUS

Also at the October 12th CHAB meeting, Service Canada presented new information from the Homelessness Partnering Secretariat on the HPS Terms and Conditions, specifically with regard to the definition of an “Aboriginal Service Provider”. This new information will now be incorporated into the criteria for the re-issue of the Aboriginal stream RFP. CHAB provides for Council information the following motion:

“Resolved that the Community Housing Advisory Board (CHAB) having re-considered the Homelessness Partnership Strategy (HPS) Grant Request for Proposal (RFP) at their October 12th board meeting, hereby directs Administration to re-issue three (3) Requests for Proposals (RFP) for the Homelessness Partnership Strategy (HPS) Grant as soon as possible. Specifically the three (3) Requests for Proposals will be:

1. Designated funding stream – Priority #1 – Housing Prevention and Assistance Program;
2. Aboriginal Homelessness funding stream – Priority #1 – Housing Prevention and Assistance Program
3. Designated and Aboriginal Homelessness Funding Streams – Priority #2 – Housing and Homelessness Network

Administration is also directed to work with Service Canada to ensure that the documentation for the Aboriginal Service Provider definition is clear within the appropriate Request for Proposal (RFP).”

MOTION APPROVED BY CONSENSUS

Administration expects to release the new RFPs by October 25th with a deadline of November 21st. This will allow CHAB to receive and review proposals at their meeting on November 30th. It is the intention that Council will receive the new CHAB recommendation regarding funding allocation in December, 2011.

Scott Cameron, Social Planning Manager

Comments:

I support the Community Housing Advisory Board's decision to re-issue the RFP. Fortunately Service Canada has now clarified the definition of Aboriginal Service Provider which resolves the issues brought forward by Council. Once funding decisions are reviewed they will be submitted to Council for approval.

"Craig Curtis"
City Manager

DATE: November 2, 2011

TO: Scott Cameron, Social Planning Manager
Dustin Quirk, Community Housing Advisory Board, Chair
Roxana Nielsen Stewart, Program Coordinator – Housing
Linda Healing, Supervisor, Social Planning department

FROM: Elaine Vincent, Legislative & Governance Services Manager

SUBJECT: Federal Homelessness Partnering Strategy Grant – Response to
Council's Directive of September 19, 2011

Reference Report:

Social Planning Manager, dated October 17, 2011.

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, October 31, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Social Planning Manager, dated October 17, 2011, re: Federal Homelessness Partnering Strategy Grant – Response to Council's Directive of September 19, 2011, hereby agrees that new funding allocations from the Community Housing Advisory Board regarding the Federal Homelessness Partnering Strategy Grant be provided for Council's review in December, 2011.

Report back to Council: Yes

Comments/Further Action:

Administration is to bring the new funding allocations for the Community Housing Advisory Board regarding Homelessness Partnering Strategy to Council for their review at the December 12, 2011 Council Meeting.



Elaine Vincent
Legislative & Governance Services Manager

c Acting Director of Community Services
Corporate Meeting Coordinator

Backup

Christine Kenzie

From: Elaine Vincent
Sent: October 20, 2011 3:08 PM
To: Christine Kenzie
Subject: FW: Original resolution and 2nd draft CHAB memo for Oct 31st
here is resolution

BACK UP INFORMATION
NOT SUBMITTED TO COUNCIL

Elaine Vincent
Manager, Legislative and Governance Services
The City of Red Deer
Phone: 403-342-8134
Fax: 403-346-6195
elaine.vincent@reddeer.ca

From: Scott Cameron
Sent: Thursday, October 20, 2011 9:00 AM
To: Elaine Vincent; Linda Healing; Greg Scott
Cc: Roxana Nielsen Stewart
Subject: RE: Original resolution and 2nd draft CHAB memo for Oct 31st

That sounds right. Should be an interesting opportunity for discussion. Elaine/Greg – I would like to make sure we have an opportunity to connect prior to the 31st. I want to do my best to mitigate any attempts to blame, make excuses, etc. This has been a wild ride and at the end of the day, we should all agree that the bottom line is about getting funds into the community to support some of our most vulnerable citizens – the rest of it is just smoke and mirrors.

Scott Cameron, Manager
Social Planning Department
The City of Red Deer
Phone: (403) 342-8101
E-mail: scott.cameron@reddeer.ca



Please consider the environment before printing this e-mail and/or attachments.

From: Elaine Vincent
Sent: October 20, 2011 8:23 AM
To: Linda Healing; Greg Scott; Scott Cameron
Cc: Roxana Nielsen Stewart
Subject: RE: Original resolution and 2nd draft CHAB memo for Oct 31st

the resolution I received read as follows:

"Resolved that the Community Housing Advisory Board having considered the City of Red Deer Council's direction from the September 19, 2011 Council meeting hereby cancels the August 18, 2011 Homelessness Partnership Strategy (HPS) grant Request for Proposal (RFP) based on advice from administration that by allowing a proponent to speak to council has introduced an unfair advantage in the competitive process:

APPROVED BY CONSENSUS

2011/10/20

If you agree that is the final version of the resolution that was approved by consensus, we will add it to the report... Just let me know if this was what was approved.

Thanks,

Elaine

Elaine Vincent

Manager, Legislative and Governance Services

The City of Red Deer

Phone: 403-342-8134

Fax: 403-346-6195

elaine.vincent@reddeer.ca

From: Linda Healing

Sent: Thursday, October 20, 2011 7:19 AM

To: Elaine Vincent; Greg Scott; Scott Cameron

Cc: Roxana Nielsen Stewart

Subject: Original resolution and 2nd draft CHAB memo for Oct 31st

hi Elaine, Greg, Scott,

So from my recollection as I do not have my CHAB binder at home (and I am at RDC all day today again--last day thank GOD)...the first resolution should read:

“Resolved that the Community Housing Advisory Board having considered the City of Red Deer Council’s direction from the September 19, 2011 Council meeting hereby cancels the August 18, 2011 Homelessness Partnership Strategy (HPS) Grant Request for Proposal (RFP). Given procurement rules contained in the North (or New?) West Trade Agreement, CHAB had no other choice but to cancel the RFP due to a proponent being allowed to speak at Council on September 19, 2011.”

APPROVED BY CONSENSUS

Please let me know if this reads OK with you three, and if so, maybe Chayla can edit this into that memo today Scott?

With your review and approval Scott, I would like to forward the final memo to CHAB tonight if at all possible.

Thanks everyone for honoring the CHAB discussion.

Take care,

Linda Healing, BA

Community Development Supervisor

Social Planning Dept, City of Red Deer

2011/10/20

Box 5008, Red Deer AB T4N 3T4
Alexander Way, 4817 - 48th Street
Phone: 403-342-8342
Fax: 403-342-8222
linda.healing@reddeer.ca

"In every community, there is work to be done. In every nation, there are wounds to heal. In every heart, there is the power to do it."

...Marianne Williamson

From: Elaine Vincent
Sent: October 19, 2011 2:29 PM
To: Linda Healing; Greg Scott; Scott Cameron
Subject: FW: 1st draft CHAB memo for Oct 31st

I believe we should revert to the original resolution.... that is what CHAB has passed. I am working with Lyn on the discussion that will need to occur at the Council table on this.

Just wanted to let you know that is where we ended up in our discussion on this one... Thanks for all of your help with this one...

elaine

Elaine Vincent
Manager, Legislative and Governance Services
The City of Red Deer
Phone: 403-342-8134
Fax: 403-346-6195
elaine.vincent@reddeer.ca

From: Alison Relkov
Sent: Wednesday, October 19, 2011 2:18 PM
To: Elaine Vincent
Subject: FW: 1st draft CHAB memo for Oct 31st

Alison Relkov | Client Services Support
Legislative & Governance Services | The City of Red Deer
P 403.342.8262 | F 403.346.6195
alison.relkov@reddeer.ca

From: Linda Healing
Sent: October 18, 2011 11:54 AM
To: Scott Cameron
Cc: Chayla VanKoughnett; Alison Relkov; Roxana Nielsen Stewart
Subject: 1st draft CHAB memo for Oct 31st

Hi Scott,

2011/10/20



DATE: October 19, 2011

TO: Craig Curtis, City Manager

FROM: Scott Cameron, Social Planning Manager

SUBJECT: Landlord & Tenant Services Evaluation

Background

During the 2009 City budget deliberations, City Council resolved that funding for the Landlord and Tenant Services operated by Community Information and Referral Society (CiRS) would be discontinued at year end. In December 2009, CiRS significantly reduced its Landlord and Tenant Services retaining only the print materials sales and distribution. As City Council considered the 2010 operating budget, a request was made to evaluate the impact of this service reduction on the community.

A steering committee consisting of CiRS, the Red Deer and District Community Foundation and the Social Planning Department developed a terms of reference to conduct the evaluation. The scope of the review was as follows:

The specific objectives of the evaluation include the following:

- To review the overall impact of the program, its actual outcomes against specified goals and objectives;
- To capture the contribution of the project in the reduction of homelessness through eviction prevention through increasing access to landlord and tenant information, conflict resolution of tenant issues, and education on Residential Tenancies Act;
- To identify and assess the effectiveness of providing landlord and tenant services through a centralized provincial source as an added value or a duplication of service;
- To identify some of the challenges faced by the provincial system that will have otherwise been resolved through the provision of a local service;
- To offer stakeholders an opportunity to capture lessons learned from this experience.

A request for proposals was issued twice and failed to attract interest from suitably skilled consultants and/or researchers. Simultaneously, a series of requests for proposals for evaluation of other community housing programs and services had been issued and attracted the attention of Raymond Downie, Ph.D. of Broadview Applied Research Group. An agreement was negotiated to include the Landlord and Tenant Services impact evaluation with the other program evaluations.



Discussion

An Evaluation of Landlord and Tenant Service in Red Deer was received by the steering committee in June 2011. The report includes the purpose and objectives of the evaluation, scope, methodology, findings, review of the program purpose, impact, conclusions and lessons learned.

Analysis

The most significant finding in the report is the impact of service reduction on those citizens with language, literacy, mental health, addiction or brain injury barriers that limit their personal capacity to advocate on their own behalf. While landlord and tenant issues provide one example where support is required, there are many circumstances that pose challenges for citizens with such barriers.

The report makes note of a pilot Tenant Support Program undertaken by the Central Alberta Community Legal Clinic (CACLC). During the pilot program, approximately “one-half of the 114 clients who sought assistance for landlord and tenant issues required assistance beyond the initial contact, as they were unable to advocate for themselves.” The Tenant Support Program is continuing to provide service in the community having secured two-year funding through the Alberta Law Foundation.

Other findings in the report include:

- The provincial toll-free program appears to be inadequate in meeting the needs of citizens with barriers. People with language, literacy, mental health, addictions, and/or brain injury find that face-to-face supports are most effective.
- Local programs and services continue to exist in the community. A number of services exist that specifically address the particular barriers of those in need, yet may not be subject matter experts in all areas such as landlord and tenant matters. As well, a Landlord Support Program exists to provide assistance to citizens relative to the specific issues associated with the Residential Tenancies Act.
- Few conclusions can be drawn relative to access, use, effectiveness and/or satisfaction relative to changes in delivery of local landlord and tenant services. Based in feedback gathered through interviews with community agencies, the provincial programs would appear to meet the needs of most citizens however, local face-to-face programs would appear to be necessary to support people with barriers.
- Agency level data and program evaluation skills are necessary to support funder accountability and decision making.

Administration is recommending that City Council receive *An Evaluation of Landlord and Tenant Services in Red Deer* for information, that the report be made public through The City's website (Social Planning – Reports and Publications), and that the lessons learned be shared with the EveryOne's Home Leadership group to ensure that consideration is given to the needs of citizens with barriers relative to homelessness prevention due to tenancy issues.



Further, administration recommends that City Council consider preparing an advocacy strategy concerning the level of support available to citizens with barriers such as language, literacy, mental health, addictions and brain injury – not just in the areas of tenant supports, but also in access to necessary community supports provided by the province and provincially contracted agencies.

An Evaluation of Landlord and Tenant Services in Red Deer

The City of Red Deer Social Planning Department



Prepared by:

Raymond Downie, Ph.D.

Broadview Applied Research Group

104 – 1240 Kensington Road NW
Suite 320

Calgary, AB T2N 4X7

Phone: 403.202.3509

Fax: 403.283.3509

E-mail: rdownie@broadviewresearch.ca



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Introduction and Background

The local CIRS Landlord and Tenant Services provided information to landlords and tenants on the Residential Tenancies Act and assisted both parties toward conflict resolution and maintaining effective relationships. The objectives of the program were to educate landlords and tenants about the importance of knowing their rights and to explore avenues to gain knowledge and resolve issues between landlords and tenants. The program was also to help landlords and tenants manage issues by having a neutral party to provide advice on the Residential Tenancies Act.

The program provided resources and information to landlords and tenants through a non-judicial avenue to address concerns and education relative to rights, roles and responsibilities. The program offered both landlords and tenants support in understanding and interpreting the Residential Tenancies Act. As well, the program offered related literature and forms, and information sessions to both landlords and tenants. Landlord and Tenant Services staff members were engaged in building relationships among housing providers including participation with the Red Deer Housing Committee.

While it was recognized that the local service offered a higher level of support due to the local presence, The City determined that interpretation of the provincial legislation belonged with the Province of Alberta through their Service Alberta program. The program closed effective December 1, 2009. Landlord and Tenant inquiries have since been referred to the Service Alberta 1-800 number. Literature and forms are still made available through the Community Information and Referral Society of Red Deer and District (CIRS) office.

Purpose and Objectives of the Evaluation

Evaluation is intended to help the Steering Committee (CORD, CIRS and Red Deer and District Community Foundation) assess the achievement of the objectives, intended outcomes and impacts of the landlord and tenant services. The results and recommendations from the evaluation will provide input for community action on landlord and tenant issues, foster organizational learning, and promote greater accountability and transparency.

The specific objectives of the evaluation include the following:

- To review the overall impact of the program, its actual outcomes against specified goals and objectives;
- To capture the contribution of the project in the reduction of homelessness through eviction prevention through increasing access to landlord and tenant information, conflict resolution of tenant issues, and education on Residential Tenancies Act;
- To identify and assess the effectiveness of providing landlord and tenant services through a centralized provincial source as an added value or a duplication of service;
- To identify some of the challenges faced by the provincial system that will have otherwise been resolved through the provision of a local service;
- To offer stakeholders an opportunity to capture lessons learned from this experience.

Scope of the Evaluation

The evaluation was guided by the following eight questions:

1. In the absence of locally provided landlord and tenant services is there an increase in demand that the current provincial services could not absorb? Or is the provincial program sufficient in scope in addressing the landlord and tenant issues for people of Red Deer?
2. Are there peculiar instances in Red Deer that warrant local landlord and tenant services in addition to the one being provided through the provincial system?
3. Does evidence exist that would suggest changes in eviction rates or dispute resolution requirements (increased or decreased and why) since December 2009?
4. Are citizens (landlords or tenants) using alternative sources to obtain appropriate access to information relative to the Residential Tenancies Act in Red Deer aside from the provincial source?
5. Based on data available from both CiRS and Service Alberta, what conclusions can be drawn about access, use and effectiveness and/or satisfaction relative to changes in local delivery of landlord and tenant services?

6. Have organizations working in the areas of housing and supports identified significant changes in client needs or circumstances related to tenancy since December 2009?
7. How has the reduction in local service impacted the availability of information relative to the Residential Tenancies Act for individuals and families in Red Deer?
8. Can the intended outcomes from the local tenancy services previously provided through CiRS be attained through the provincial services irrespective of the community context?

Methodology

The evaluation was designed to incorporate multiple sources of information and included both qualitative and quantitative research methods in order to acquire relevant information about the program. This evaluation was designed to be "evidence-based" in that the findings and conclusions based on evidence generated.

Data sources included relevant program-related documents, service provider reports and funding agreements (see Appendix for a complete list of materials reviewed), in addition to evaluator-conducted interviews (see Appendix for list of questions) of selected property management companies and other agencies who work with barriered, vulnerable individuals.

Three property management companies operating in Red Deer and 10 agencies that serve vulnerable and barriered individuals in the city were identified by members of The City of Red Deer Social Planning Department. The external evaluator contacted these organizations by telephone, requesting that appropriate staff members participate in a brief interview regarding the CiRS Landlord and Tenant Services program that had operated in Red Deer. Interviews were conducted by telephone with staff from two property management companies and four agencies.

Stakeholder Participation

Stakeholder participation was a fundamental component in the successful completion of the evaluation. In order to better understand the program, the active and meaningful participation of interested parties and stakeholders was encouraged. Data collection included a visit to the service delivery site to better understand the context in which the program was being provided and discussions with the CEO of CiRS, as well as a selection of agencies that may have accessed these services. A draft copy of the evaluation report was provided to the agency to offer an opportunity to provide feedback to the external evaluator and the identification of any errors or omissions in the report.

The Findings

Purpose of the Program

The local Landlord and Tenant Services program operated in Red Deer since 1995 after the Province of Alberta closed regional Landlord and Tenant service offices across the province, including Red Deer. Initially, a council-appointed advisory board (Landlord and Tenant Advisory Board or LTAB) and contracted staff person was established to offer advisory services. The program was incorporated within CiRS in 1996.

The rationale for this amalgamation of the two services as described in 1996 by the former Social Planning Manager, Colleen Jensen, included:

- To address challenges associated with the “one-person operation” of Landlord and Tenant Services as “volunteers who work at CiRS could also support LTAB when staff are otherwise busy.”
- “New program initiatives such as mediation and advocacy volunteers could be considered.”
- “More efficient and effective use of financial and human resources would result.”
- “The Landlord and Tenant Services may even be able to be enhanced at no additional cost by adding programs such as mediation and advocacy that can be handled by volunteers.” (Jensen, July 8, 1996)

In 1999, staffing increased from one to two full-time equivalent staff positions (FTEs) to provide information to landlords and tenants relating to the Residential Tenancies Act, to educate and mediate between landlords and tenants and provide non-judicial assistance in conflict resolution, and to be an information resource and source for forms and literature related to residential tenancy¹.

Program Objectives and Key Functions

The program as described in the 2008 funding agreement between The City of Red Deer and CiRS appears little changed from 1999. The Landlord and Tenant Services continued to educate people about their rights and responsibilities. The program was still to be

¹ Schollie, B. (2005). 3-Year Service Plan for Landlord & Tenant Advisory Services provides a detailed description of the history of the Landlord and Tenant Services program.

preventative in nature in that it sought to keep people out of crisis housing situations, such as shelters or homelessness.

The specific program objectives outlined in the agreement included the following:

1. Educate landlords and tenants about the importance of knowing their rights and the avenues that are open to get information and resolve issues between tenants and their landlords.
2. Help landlords and tenants manage one of the most acrimonious issues within their relationship and avoid litigation by having a neutral party help provide input on the completion of the move in/out inspection report or the negotiation of a tenancy agreement.
3. Provide an avenue for tenants to develop skills necessary to work with landlords to maintain an appropriate housing option for their situation.
4. Assist landlords with their tasks in order to preserve their desire to maintain rental housing.

These objectives were to be achieved through the provision of information services, education, mediation and outreach by two staff members, with support being provided through the existing infrastructure and administration at CiRS.

Information Services. Information such as specific details related to the Residential Tenancies Act, was dispensed verbally and in written format. Particular attention was placed on developing and maintaining the necessary business forms that could be purchased by interested parties. The Landlord Package, for example, was prepared by CiRS for sale at a cost of \$30. The package includes Questions & Answers On Landlord & Tenant Issues prepared by CiRS, various Consumer Tip Sheets prepared by the Alberta Government, and various residential tenancy forms, such as Residential Tenancy Agreement, that are compliant with the Residential Tenancies Act of Alberta.

Education. The education component was to operate at community locations and was to focus on educating persons about their rights and responsibilities under the Residential Tenancies Act. The intent, as described by CiRS, was to *"bring the program to places where there are people, such as the library, community halls or agencies... providing information in an environment that is comfortable to the clients."*

Mediation/Advocacy. This role of the Tenant Support Worker was to offer an early dispute mechanism by providing in-depth assistance to both landlords and tenants who are interested in resolving conflicts in a non-adversarial manner and maintaining their current housing option, while helping to ensure compliance with the Residential Tenancies Act. The Support Worker would work with the landlord and tenant to develop a work plan that would address identified issues in a positive fashion.

Outreach. While education and mediation/advocacy services could be offered at CiRS, it was deemed important that these services also be provided in local client accessible settings.

Program Impact

One aspect of the evaluation was to review the overall impact of the program, and its actual outcomes against specified goals and objectives. The funding agreement for Landlord and Tenant Services (Schedule A, Part B, B10) indicated that the program was designed to: 1) educate people about their rights and responsibilities and to 2) be preventative in nature so as to reduce conflict between landlords and tenants and, ultimately, keep people out of crisis housing situations (shelters/homelessness).

Education - Outputs and Outcomes

The first of these goals, educating people about their rights and responsibilities, targeted both landlords and tenants. Accurate and current information, advice and legal interpretations with respect to the Residential Tenancies Act and other related legislation were to be provided. In addition, forms and publications were made available to interested parties.

Output data. Tracking activities, services, events and products that are accessed by participants, in particular the tenants and landlords, provides an indication of how the program performed. It should be noted that these performance indicators do not, however, indicate the degree to which the desired change has occurred - for that, one must rely on outcome or impact data.

The 3-Year Service Plan (Schollie, 2005) requested by the CiRS Board of Directors and paid for by The City of Red Deer, and previously referenced in this report, proposed a number of indicators be used by the agency to track performance, including number of educational events delivered, number of attendees, client satisfaction levels, and sales of forms, publications and landlord information packages.

Landlord and tenant inquiries, including walk-in, telephone and email were tracked with varying degrees of specificity. For example, the 3-Year Service Plan of 2005 reported telephone and walk-in results for 2000, 2002, 2003 and 2004 (ibid, p. 6).

Year	Landlord Inquiries	Tenant Inquiries	Total Inquiries
2000	4,049	4,664	8,713
2002	3,487	3,486	6,973
2003	3,184	3,393	6,577
2004	3,095	3,200	6,295

Several other points raised in the report are worth highlighting, relating to the examination of trends during this four-year period:

- A majority of inquiries (on average, 86% of landlords and 95% of tenant enquiries) were telephone-based, with the remaining being walk-ins. Inquiries by e-mail were not reported.
- Landlords more frequently visited the office to purchase related forms and publications.
- Responding to telephone inquiries is the core service provided by Landlord and Tenant Services.

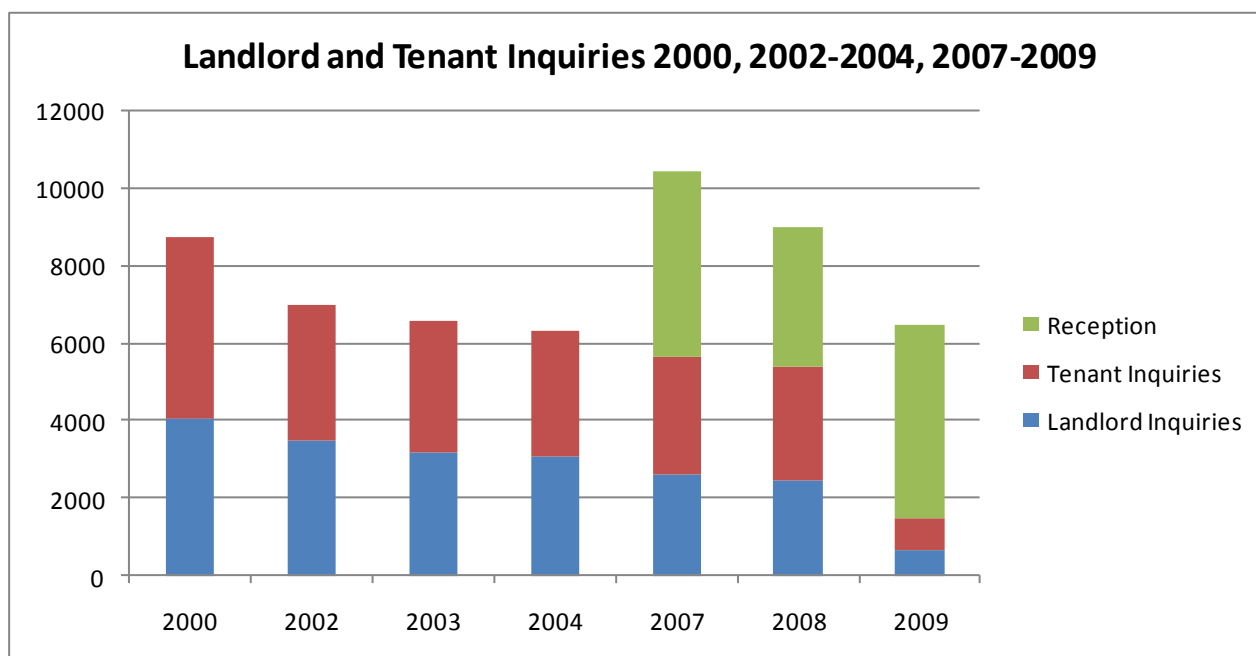
Data were also reported by CiRS for 2007, 2008 and 2009. During these three years, inquiries were reported according to total monthly inquiries by landlord and tenant to the Landlord and Tenant Advisor and to the receptionist. These reports were provided to the external evaluator by CiRS.

The 2007 - 2009, inquiries to the Landlord and Tenant Advisor were tracked according to whether it was a landlord or tenant who made the contact, whereas the Receptionist recorded monthly totals only. It was noted that receptionist contacts involved the purchase of landlord and tenant forms or materials, or referrals to Service Alberta and did not include any individuals who were tracked by the Advisor.

Year	Landlord Inquiries	Tenant Inquiries	Receptionist	Total Inquiries
2007	2,634	3,035	4,757	10,426
2008	2,451	2,917	3,619	8,987
2009	679	784	4,991	6,454

While incomplete data had been collected over these years that could identify the specific issues about which landlords and tenants sought information, the information needs identified most frequently in 2008 tracking reports by the Landlord and Tenant Advisors included: security deposits, eviction notice, referral to other agencies, tenancy

agreement, environmental health, rent increase, 24 hour and 3 month notice, improper notice and bailiff/court.



Note: it is important to note that in 2007, 2008 and 2009, additional "Receptionist Contacts" were reported which were identified as primarily the provision of forms or referrals to Service Alberta. This separation of data did not occur in 2000 or 2002-2004 information. It is also worth noting that the decline in services after 2007 was perceived by the CEO of CiRS as the result of public awareness of the pending discontinuation of services, however, no specific data are available to substantiate this supposition.

It is important to note that the CiRS Reception Yearly Report 2010 made no distinction between landlord and tenant contacts and no advisor was available for clients to access. (partial data was provided for 2011 January to May but is not included in this evaluation report). Walk-ins that were primarily seeking to purchase materials were reported separately.

Year	Landlord and Tenant Phone Calls	Walk-Ins	E-Mail	Total Inquiries
2010	2,420	247	27	2,694

The data presented in the 2005 Service Plan report included a separation of tenant and landlord inquiries. As time went on, the data merely captured total contacts by type with no distinction between landlord and tenant. Data were not collected to discern tenant characteristics, such as income levels, employment status, health status.

Outcome data. Assessing the impact of a program requires examining the results or changes that have occurred as a result of the program and the degree to which these desired changes have occurred. In this case, it means determining the degree to which landlords and tenants more fully understand their rights, responsibilities and obligations as a result of the program outputs. It should be noted that client satisfaction levels are typically not viewed as outcomes.

Client surveys were completed as a part of the 2008 report to the funder². Surveys were distributed by CiRS to clients of all programs over the course of the year. Responses were analyzed by CiRS, identifying particular themes of interest, including those relating to landlord and tenant issues.

- Between February and December 2008, a total of 357 client surveys were completed. A total of 8,987 client inquiries were reported between January and December 2008.
- When asked what changed personally because of this service, a total of 64 (18%) of 357 clients indicated an increased knowledge of the Residential Tenancies Act, while five (1.4%) clients indicated that there had not been an increase in such knowledge. The other 293 clients did not comment on Landlord and Tenant matters.
- When asked what they thought would have happened if this service had not been available, a total of 40 (11.2%) clients indicated that the services had a positive impact on their current landlord and tenant relationship, two (0.56%) indicated that no positive impact had resulted, and one (0.28%) indicated being unsure of the impact. The other 314 clients did not comment on Landlord and Tenant matters.

It should be noted that Landlord and Tenant clients were not specifically targeted for the survey and specific questions designed to elicit information related to these services were not utilized, although such strategies would have been beneficial. A further limitation to these data is that the evaluator depended upon the thematic analysis of client comments as presented by the agency.

Reduced Conflict - Outputs and Outcomes

The 3-Year Service Plan (2005) requested by the CiRS Board of Directors identified several strategies to improve existing data collection methods and the ability to report on outcomes. In particular, measures to assess reduced conflict between landlord and tenant, such as a decrease in the number of landlord and tenant-related court cases and the number of conflicts resolved were identified for consideration.

² The 2008 report to The City of Red Deer was based on the Red Deer and District Family and Community Support (FCSS) Annual Report template for funded agencies.

Outcome	Indicator	Data Collection
Reduced conflict between landlords and tenants; reduced litigation	<ul style="list-style-type: none"> Decreasing number of landlord and tenant-related court cases in Red Deer. Number of problems/conflicts resolved. 	<ul style="list-style-type: none"> Court statistics. Case tracking system.
Stable and orderly landlord and tenant market	<ul style="list-style-type: none"> Increased number of proactive calls (calls before a problem occurs). Reduced number of reactive calls (calls after a problem occurs). Reduction in eviction notice forms sold annually. 	<ul style="list-style-type: none"> Case tracking system. Form revenue tracking.

The 2008 Annual Program Report prepared by CiRS to The City of Red Deer (submitted January 30, 2009) indicated that these recommendations had not been implemented and no systematic data collection occurred to determine the degree to which the program had impacted conflicts between tenant and landlord and reduced the number of court cases.

“We have no hard evidence at this time supporting that we believe we lower the number of landlord & tenant related court cases. We need to develop some useful tools in which to measure the impact of our services beyond the present measures (surveys, workshop feedback forms, stats) to assess that.” (p. 4)

Landlord and Tenant Services: Value Added or Duplication

This evaluation also sought to identify and assess the effectiveness of providing landlord and tenant services through a centralized provincial source. The local service for landlords and tenants was considered in terms of being a value added to the existing provincial service or a duplication of service.

Clients in Need

An important consideration is who is being served by this program and who will most suffer from a lack of local services. An information package prepared by CiRS in response to the funding cuts indicated that the clients typically being served were vulnerable and marginalized. The Executive Summary of a report entitled, *Landlord and Tenancy Information Services*, prepared by CiRS in 2009, described those tenants generally served as, *“a segment of the population that can encounter significant barriers in accessing a remote service like the 1-800 number or they do not have access to regular phone or internet service. They may have mental health issues or there may be a language barrier for example.”*

This observation of the type of client who can most benefit from Landlord and Tenants Services was also highlighted in an earlier letter from CiRS to Scott Cameron, Social Planning Manager (August 25, 2008) as a follow-up to a consideration to withdraw funding for the program.

“Many clients are in crisis in other areas of their lives i.e. mental illness, substance abuse, low income, and language barriers to mention a few.”

A letter the following year from the CEO of CiRS, Dawna Morey to the Honourable Mary-Ann Jablonski, Minister of Seniors and Community Supports (December 17, 2009), echoed these earlier comments that discontinued funding would negatively impact individuals with barriers as Service Alberta was not in a position to offer this enhanced service.

“They [Service Alberta] will do their best to fill the gap, recognizing that certain individuals with barriers will unfortunately fall through the cracks.”

It has been suggested by CiRS that the existing provincial service cannot fulfill the needs of certain people in Red Deer - that is the vulnerable, marginalized clients who may have, for example, mental health issues, language barriers or with lack of internet or telephone access. Such client-specific data, however, was not collected as a part of program operations.

Referring Agencies and Property Management Companies

The perceived value of these services by community agencies that may have referred clients and property management companies that may have accessed these services was also explored.

While much of this information was based on the recollections of those individuals interviewed some 16 months after the close of the program, one Executive Director did share her belief in the value of the landlord and tenant services in a letter to The City of Red Deer Mayor and Council members prior to the end of funding. The Executive

Director of Central Alberta Community Legal Clinic (CACLC) expressed concern about City Council's intention to eliminate funding the Landlord and Tenant services provided by CiRS (December 2, 2008). It was noted that CACLC provides legal advice to low income people who do not qualify for Legal Aid but cannot afford a lawyer and a significant number of these clients have had issues with their landlords.

In the letter, the Executive Director indicated that CACLC had often been a point of referral to CiRS for clients who are looking to understand their rights and obligations with respect to their landlords. It was also suggested that the services offered by CiRS provided a *"natural enhancement to the remote service provided by the 1-800 number and a significant, direct resource for the prevention of homelessness in Central Alberta."*

"The population of tenants who would normally access the Landlord and Tenant division at CiRS are, generally speaking, a segment of the population that can encounter significant barriers to accessing a remote service as provided by the 1-800 information line. Many do not have access to regular phone or internet service to gain information and many will not have the ability to undertake matters on their own."

The Executive Director of CACLC was contacted for this evaluation and during a telephone interview indicated that there had been significant referrals to CiRS Landlord and Tenant Services over the course of its operation and that feedback from some clients, while anecdotal, had been very positive. She suggested that the provincial 1-800 line, while appropriate for a certain segment of the population was not appropriate or effective for the vulnerable and barriered clients she referred to in her earlier letter to the Mayor and City Counsellors.

The CACLC Executive Director also described the tremendous increase in demand from clients seeking these services since the program stopped operating at CiRS. A mini pilot project, Tenant Support Program, was launched by the agency from June 1, 2010 to March 31, 2011. Even though there had been no promotion of these services, in the nine months of the project, 114 tenants sought assistance for landlord and tenant matters. This is a dramatic increase from the 24 clients who had requested assistance from CACLC over the same period the previous year³.

Staff of those other agencies contacted that may have made referrals to CiRS Landlord and Tenant Services indicated that the most significant barrier facing their clients was not a lack of telephone or internet access, but mental health issues, language barriers or other challenges that hindered a client's ability to advocate for oneself in addressing, among other matters, landlord-tenant issues. In some instances, agencies indicated needing to address these concerns internally by having a staff person take on the advocacy role and working directly with the landlord on behalf of their client or through the efforts of the Red Deer Housing Team.

³ Tenant Support Program Pilot Project Evaluation results provided by the Executive Director of Central Alberta Community Legal Clinic.

The two property management companies that responded to the request for information indicated in one instance that they had not accessed or heard of CiRS Landlord and Tenant Services while it was operational. The other respondent indicated deliberately choosing to not refer clients to that service, but instead to the provincial 1-800 line due to a concern about the reliability of information provided locally. It should be noted that the individual expressed the same concern about the provincial 1-800 information line, although it was described as being perceived as a more trustworthy resource.

The Value of a Local Service

The evaluation sought to determine the value of a locally provided service in the reduction of homelessness through eviction prevention by increasing access to landlord and tenant information, conflict resolution of tenant issues, and education on the Residential Tenancies Act.

While none of the outcomes established for the project specifically mentioned reducing homelessness, the funding agreement for Landlord and Tenant Services (Schedule A, Part B, B10) indicated that the program was designed, in part, to be preventative in nature *“to keep people out of crisis housing situations (shelters/homelessness).”* Unfortunately, CiRS did not provide any data to demonstrate a reduction in disputes between tenants and landlords or eviction rates as a result of the program.

It has been suggested by the Executive Director of CACLC, that the findings of their Tenant Support Program pilot project does demonstrate that a program of this nature is a necessary augmentation to the existing telephone-only provincial support, in particular for vulnerable, barriered individuals. The Tenant Support Program Pilot Project evaluation results (Central Alberta Community Legal Clinic. 2011) reported the following:

“There is no doubt that this type of service is necessary in our community and we hope that other communities can take our work as an example of what can be done to assist those who are most at risk for losing their housing...it is clear that this is not a duplication of service for those who cannot adequately access the services provided by the provincial government and that the number of people with barriers is significant enough to justify local one-on-one assistance. In fact, I will state that it is a necessary part of the solution to the homelessness issue.”

A striking finding from the pilot project of CACLC, was that one-half of the 114 clients who sought assistance for landlord and tenant issues required assistance beyond the initial contact, as they were unable to advocate for themselves. It was reported that this was as a result of barriers such as, *“language or literacy, mental health issues, addiction or brain injury.”*

Conclusions and Lessons Learned

The current telephone and internet provincial service available to Red Deer residents does appear to presume certain client conditions and capabilities, although it should be noted that limited information of the effectiveness of this provincial service was available to the external evaluator. It presumes, for example, a client being able to access the telephone and/or internet and while this certainly poses a barrier for some individuals, it does not appear to be the most significant barrier. Rather, the most significant barrier identified by those agencies contacted for this evaluation appears to be an inability of tenants to advocate for themselves.

It should be noted that a further limitation to the existing provincial service in Red Deer is the lack of a provincial dispute resolution service for local residents. The Residential Tenancy Dispute Resolution Service (RTDRS) offers landlords and tenants an alternative means of resolving serious disputes outside of court. This service was designed to be faster, less formal and less expensive than the courts. It is, however, currently available in Edmonton and area, Calgary and area and northern Alberta, but not in Red Deer.

The findings indicate that for a segment of the population, there is a need for additional services beyond what is currently offered provincially. Data from CiRS Landlord and Tenant Services does indicate the number of tenants served, but strategies have not been employed by CiRS to determine the degree to which this vulnerable client group has accessed these services, or the degree to which these services have resulted in improved outcomes for their clients.

One component of the work performed by agencies that work in the mental health and addictions fields, identified during the evaluator-conducted interviews, is to support their existing clients in addressing landlord and tenant issues as they arise. This vulnerable segment of the population is also able to access advocacy support related to landlord and tenant issues through the Red Deer Housing Team and, most recently, through the newly funded Tenant Support Program offered by CACLC⁴.

Examining the continuing demand for the CACLC Tenant Support Program and the client population that is accessing these services could provide valuable information for future planning. Additionally, the development of a plan for the consistent and comprehensive tracking of data related to the impact of these services, both immediate in terms of reducing landlord-tenant conflicts and eviction rates, and longer term outcomes in areas such as housing stability, should be considered.

⁴ CACLC recently received two-year funding from the Alberta Law Foundation to operate the program, but income guidelines will prohibit some individuals from accessing these services.

Learnings

The evaluation sought to better understand the impact of the elimination of funding for the CiRS Landlord and Tenant Services program that operated in Red Deer until December 2009. The following learnings have resulted from the evaluation:

- In the absence of CiRS Landlord and Tenant Services, other local agencies have responded to a demand that the current provincial services could not address. It appears that the provincial program is insufficient in scope to address landlord and tenant issues for a specific segment of the population of Red Deer. Evidence does exist to indicate that since the conclusion of the CiRS program, there has been an increase in demand for such services now offered by CACLC Tenant Support.
- It does appear that there are instances in Red Deer that warrant an additional local landlord and tenant service other than the one being provided through the provincial system. In particular, vulnerable and barriered tenants appear to require additional, more intense interactions with individuals who are both knowledgeable about landlord-tenant matters and skilled in working with a population that is challenged in advocating for self.
- Those local agencies interviewed that are working with vulnerable and barriered individuals (and possibly other similar agencies), the Red Deer Housing Team and the newly operational CACLC Tenant Support program are providing alternative routes for tenants to access information relative to the Residential Tenancies Act in Red Deer. Individuals who do not fall within the particular mandate of these agencies, however, must still turn to the provincial services.
- Based on data available from both CiRS, and Service Alberta, few conclusions can be drawn about access, use and effectiveness and/or satisfaction relative to changes in local delivery of landlord and tenant services. Demand exists for both provincial and local services, and both local and provincial services continue to be accessed. What is missing from both data sources is the particular client that is served by local or provincial services. Discussions with other agencies, however, suggest that access, use and effectiveness is dependent upon the type of client that accesses each of these services. For those clients who are able to access telephone and/or internet, are literate and fluent in English and who do not require someone to advocate for them, the provincial services may be sufficient. For those vulnerable persons who face barriers in accessing telephone or internet, are not literate, have challenges communicating in English and/or challenges in being able to advocate for themselves, face-to-face, local services appear to be an important service.
- Ensuring agency-level capacity to implement appropriate data collection strategies that can generate data to inform intended activities, outputs and

outcomes may prove to be an important step in a funder's program approval process.

Appendix 1: Document Review

A number of documents were reviewed to inform the evaluation of this program, many of which were provided by CiRS. These include:

- Schollie, B. (2005). 3-Year Service Plan for Landlord & Tenant Advisory Services.
- The City of Red Deer. (2008). Funding Agreement for Landlord and Tenant Services, Community Information and Referral Society of Red Deer and District.
- The City of Red Deer, Social Planning Department. (December 12, 2008). Amendment to CiRS Landlord and Tenant Services Funding Agreement.
- CiRS. (January 30, 2009). 2008 Annual Program Report for The City of Red Deer.
- CiRS Monthly Landlord & Tenant Statistics for 2007.
- CiRS Monthly Landlord & Tenant Statistics for 2008.
- CiRS Reception Yearly Report for 2009.
- CiRS Reception Yearly Report for 2010.
- CiRS Reception Yearly Report for January - May, 2011.
- CiRS. (2008). Landlord and Tenant Department Logic Model.
- CiRS. The Landlord Information Package.
- Tenant Support Program Pilot Project Evaluation Results. Central Alberta Community Legal Clinic. 2011.

Correspondence:

- Correspondence from Doris Northey, Chairperson, CiRS to Colleen Jensen, Manager, Social Planning Department, The City of Red Deer. June 27, 1996.
- Correspondence from Colleen Jensen, Social Planning Manager, The City of Red Deer, to Kelly Kloss, City Clerk, The City of Red Deer (regarding the amalgamation of the Landlord and Tenant Advisory Board with Community Information and Referral). July 8, 1996.

- Correspondence from City Clerk, The City of Red Deer to Social Planning Manager (regarding the amalgamation of the Landlord and Tenant Advisory Board with Community Information and Referral). July 16, 1996.
- Correspondence from Dawna Morey, CEO of CiRS to Scott Cameron, Social Planning Manager, The City of Red Deer. August 25, 2008.
- Correspondence from Brenda Johnson, Constituency Assistant to Cal Dallas, MLA Red Deer South to Dawna Morey. September 4, 2008.
- Correspondence from Kathy Parsons, Executive Director, Central Alberta Community Legal Clinic to The City of Red Deer Mayor and members of Council. December 2, 2008.
- Correspondence from Dawna Morey, CEO of CiRS to the Honourable Mary-Ann Jablonski, Minister of Seniors and Community Supports. December 17, 2009.

Newspaper Articles:

- Weber, M. *Red Deer Advocate*. (November 22, 2008). Tenant Office Likely to Close in the Spring.
- Zielinski, S. *Red Deer Express*. (November 26, 2008). Landlord & Tenant Services Ending.

Appendix 2: Interview Questions

Selected property management companies in Red Deer and agencies that serve barriered, vulnerable individuals were contacted and interviewed by telephone. The following questions guided those interviews:

1. Were you aware of CiRS (Community Information and Referral Society) Landlord and Tenant Services service when it operated prior to December 2009?
2. While this program was in operation, what was your experience with the Landlord and Tenant Program?
3. Did you refer individuals to these services? Do you know what experience your clients had and did you receive any feedback received from them?
4. Have you used CiRS program and have you used the 1-800 number? Was the service the same or different. Explain.
5. Do you refer clients to the provincial 1-800 number?
6. Do you believe the existing provincial 1-800 telephone and internet services posed a barrier to clients (those individuals who would not access the provincial services because of language barriers, lack of access to telephone, computer or internet services, inability to undertake these services on their own)? How do you know?
7. Do you believe these services helped prevent homelessness by helping to eliminate evictions? If so, how do you know?
8. Now that this program is no longer running, what has been the impact?
9. In the absence of this program, do you know of other service providers who provide similar services?

Comments:

The Landlord & Tenant Services Evaluation Report is submitted for Council's information at this time.

"Craig Curtis"
City Manager

COPY



Council Decision – October 31, 2011

DATE: November 2, 2011
TO: Scott Cameron, Social Planning Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Landlord & Tenant Services Evaluation

Reference Reports:

Social Planning Manager dated October 19, 2011

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, October 31, 2011:

Resolved that Council of The City of Red Deer having considered the report from the Social Planning Manager, dated October 19, 2011, re: Landlord & Tenant Services Evaluation, hereby agrees to receive the report titled "An Evaluation of Landlord and Tenant Services in Red Deer" for information and further, that this report be referred to the Red Deer Family & Community Support Services Board, the Community Housing Advisory Board, to the appropriate provincial government ministry and to any other appropriate agency for information.

Report Back to Council: No

Comments/Further Action:

The above report was received for information.

A handwritten signature in purple ink, appearing to read 'Elaine Vincent'.

Elaine Vincent
Legislative & Governance Services Manager

c: Acting Director of Community Services
Divisional Strategist, Community Services

Backup

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Christine Kenzie

From: Greg Scott
Sent: October 02, 2011 10:14 AM
To: Christine Kenzie; Scott Cameron
Cc: Frieda McDougall; Elaine Vincent
Subject: RE: CIRS - Report re Review related to Landlord & Tenant

The report and review have been completed. I had been talking to Frieda and as this request had come from a past City Manager Topics Meeting Frieda was unsure if the new information was to go to open council or a City Manager Briefing meeting. I had not heard back from her.

Scott I know you indicated that the review was completedwould the 17th work?

Greg Scott, Acting Director of Community Services
Community Services Division
City of Red Deer
Box 5008, 4817-48 Street
Red Deer, AB T4N 1S6
403.342.8323
greg.scott@reddeer.ca
www.reddeer.ca

From: Christine Kenzie
Sent: September 30, 2011 12:46 PM
To: Scott Cameron
Cc: Greg Scott
Subject: CIRS - Report re Review related to Landlord & Tenant

At the agenda review meeting last week with Craig, this item was brought up -- and Craig thought there was a report to be coming to Council for the October 17th Council Meeting.

Is this on your radar?

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

Christine Kenzie

From: Scott Cameron
Sent: September 30, 2011 1:00 PM
To: Christine Kenzie
Cc: Greg Scott
Subject: Re: CIRS - Report re Review related to Landlord & Tenant

Not for October 17. I thought we were still trying to determine whether this was an open council agenda item or a city manager briefing item. I think this should be a city manager briefing item...this is old news and we probably have no benefit in having newspaper articles resurrected.

Sent from my iPad

On 2011-09-30, at 12:45 PM, "Christine Kenzie" <Christine.Kenzie@reddeer.ca> wrote:

At the agenda review meeting last week with Craig, this item was brought up -- and Craig thought there was a report to be coming to Council for the October 17th Council Meeting.

Is this on your radar?

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

Christine Kenzie

00717

From: Elaine Vincent
Sent: September 27, 2011 8:21 AM
To: Christine Kenzie
Subject: FW: CIRS and meeting with Dawna Morey

BACK UP INFORMATION
NOT SUBMITTED TO COUNCIL

Elaine Vincent
Manager, Legislative and Governance Services
The City of Red Deer
Phone: 403-342-8134
Fax: 403-346-6195
elaine.vincent@reddeer.ca

From: Craig Curtis
Sent: Tuesday, September 27, 2011 6:52 AM
To: Elaine Vincent
Subject: Fwd: CIRS and meeting with Dawna Morey

for this agenda

Sent from my iPhone

Begin forwarded message:

From: Dianne Wyntjes <Dianne.Wyntjes@reddeer.ca>
Date: September 26, 2011 9:06:53 PM MDT
To: Craig Curtis <Craig.Curtis@reddeer.ca>
Subject: Fwd: CIRS and meeting with Dawna Morey

.....yes, is to come to Council but no date....just follow-up by Greg.

Begin forwarded message:

From: Colleen Jensen <IMCEAEX-O=THE+20CITY+20OF+20RED+20DEER_OU=FIRST+20ADMINISTRATIVE+>
Date: 30 August, 2011 4:53:55 PM MDT
To: Dianne Wyntjes <Dianne.Wyntjes@reddeer.ca>
Cc: Craig Curtis <Craig.Curtis@reddeer.ca>, Greg Scott <Greg.Scott@reddeer.ca>, Scott Cameron <Scott.Cameron@reddeer.ca>, Christina Lust <Christina.Lust@reddeer.ca>

2011/09/27

Subject: RE: CIRS and meeting with Dawna Morey

I will forward this to Greg, but also speak with Scott about this. I know for sure that there have been discussions between CIRS and Social Planning since the Board decision, with the offer that Social Planning staff is always open to provide support when requested. They are cautious not to overstep where they should be in the event that an agency is not accepting of involvement from Social Planning.

The report concerning the review related to Landlord and Tenant is complete and my recollection from the resolution that Council made was that information was to come back to Council. I will follow up on that tomorrow with Scott.

The direction given by the FCSS Board around a community discussion/conversation around what needs to happen related to the full spectrum of information services and how best these might be delivered is still on the Social Planning "to do" list, as fall is a better time to undertake such work. Again, I will ensure that Greg is aware of this and also do some follow up with Scott tomorrow.

I am quite sure this is an ongoing issue that will not necessarily be resolved any time soon. It is always difficult with funding to an agency is reduced or stopped. It takes lots of stick handling to bring things around to a positive outcome, but I am confident that staff from Social Planning, along with Greg's leadership, will continue to work toward that end.

cj

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

From: Dianne Wyntjes

Sent: August 30, 2011 2:37 PM

To: Colleen Jensen

Cc: Craig Curtis

Subject: FW: CIRS and meeting with Dawna Morey

Hi Colleen,

I recognize you're seeing the finish line and your retirement ahead but was hoping you can see this issue isn't lost in the change over to the Acting Director.

I'm hoping that Social Planning recognizes the value of CIRS, their staff and the importance of seeing how we can ensure CIRS remains viable in the coming months, in view of FCSS not providing support during the funding decisions. I'm sure that Linda and Scott are having dialogue but with the fall coming, I hope that this is a priority, and that the FCSS Board knows the status of the discussions and of the \$50,000 and allocation of those dollars.

Thank you Colleen. See you at your "send off" tomorrow.

Dianne Wyntjes

Councillor - City of Red Deer

From: Dianne Wyntjes
Sent: August 09, 2011 4:30 PM
To: Morris Flewwelling; Craig Curtis
Cc: Colleen Jensen
Subject: CIRS and meeting with Dawna Morey

Hi Morris, Craig and Colleen,

I met with Dawna Morey today about her email and concern about the future of CIRS. She spent a fair bit of time explaining the history of CIRS up to the present time and their challenges.

A few thoughts and questions from me as a result of our conversation:

- what's the status of the consultant's report (Downie) on the landlord and tenant services and when might that come before Council? Donna advised she received it in June.

- what's happening with the dialogue between Social Planning with CIRS? I recall when our FCSS Board made the decision about not funding CIRS, I asked the question about what will happen and their survival (specifically about the information and referral work they do in the community). I recall that our Board was told that dialogue would continue with CIRS to see what support might be available to ensure their doors don't close. I thought Linda or Scott stated @\$50,000 might be available. (I didn't say anything of this to Dawna.)

Donna mentioned that Linda Boyd had made a comment to her after the funding decision about having six months to "wind up".

I don't recall any comments about closing CIRS. Dawna mentioned that comments like that don't help their organization or the relationship.

Dawna also mentioned concern about the costs to maintain the data base and that their Board may be looking at more layoffs in October.

I am a bit worried from what I know of the organization, of who will then do the information referral work in our community and if that service ends, will it fall on the City and at what cost?

Dawna also made the comments she continues to send the financial reports to Social Planning-FCSS finance committee even though no funding was provided. She stated she and the Board wants a healthy and collaborative relationship with Social Planning staff/City with the ability to focus on capacity building and information referral. In my conversation with her it doesn't sound like any dialogue has happened since our FCSS Board made the funding decisions.

I asked about their Board and other than David's resignation it sounds like they're a full and capable Board but are having challenges with the energies

responding to funding needs.

She also mentioned challenges with the process of receiving a letter of support in a timely manner for a provincial funding application. She ended up receiving a letter from MaryAnn Jablonski but not from the City. In the end she withdrew the application but I thought I would mention it to clarify our process for next time.

Appreciate your insights you can provide on what's next for CIRS and our role of support and assistance.

Thanks everyone.

Dianne Wyntjes
Councillor - City of Red Deer
403 505 4256



October 25, 2011

Land Matter

Legislative & Governance Services

Report Summary & Recommendation:

That Council endorses Option 3 of the recommendations of the Land & Economic Development Department as submitted to an In Camera meeting of Council on October 31, 2011.

City Manager Comments:

I support the recommendation of Administration.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of the City of Red Deer having considered the report from the Legislative & Governance Services Department, dated October 25, 2011, re: Land Matter, hereby endorses Option No. 3 as included in the report from the Land & Economic Development Department submitted to the In-Camera meeting on October 31, 2011.



Report Details

Background:

Council has been provided In-Camera with information relating to a land matter.

Discussion:

The recommendations contained in the report will remain confidential under the provisions of the Freedom of Information & Protection of Privacy Act which provides that:

- 25(1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm the economic interest of a public body, including the following information:
- (c) information the disclosure of which could reasonably be expected to:
 - (i) result in financial loss to,
 - (ii) prejudice the competitive position of, or
 - (iii) interfere with contractual or other negotiations of, a public body.

COPY

Council Decision – October 31, 2011

DATE: November 2, 2011
TO: Howard Thompson, Land & Economic Development Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Land Matter

Reference Report:

Land & Economic Development Manager dated October 25, 2011.

Resolution:

The following resolution was passed during the Regular Council meeting held on Monday, October 31, 2011:

Resolved that Council of the City of Red Deer having considered the report from the Legislative & Governance Services Department, dated October 25, 2011, re: Land Matter, hereby endorses Option No. 3 as included in the report from the Land & Economic Development Department submitted to the In-Camera meeting on October 31, 2011.

Report back to Council: No

Comments/Further Action:

Administration is to proceed with the recommendation presented during the In Camera portion of the Monday, October 31st Council Meeting.



Elaine Vincent
Legislative & Governance Services Manager

c Director of Planning Services
 Director of Corporate Services
 Acting Financial Services Manager



October 19, 2011

Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue

Engineering Services

Report Summary & Recommendation:

The purpose of this memo is to request Council Approval to proceed with the design and construction of the traffic and roadway improvements needed on 43 Street at Taylor Drive and 52 Avenue as a result of new development in the area. These improvements are to be funded 100% by the developers involved, namely Alberta Infrastructure and Skyway Professional Centre Ltd.

Engineering Services recommends that Council amend the 2011 Capital Budget and add the following project: 43 Street from Taylor Drive to 52 Avenue - \$575,000. Source of funds from Customer Contribution.

City Manager Comments:

I strongly support the recommendation of Administration. This will resolve traffic congestion issues related to the new development. This will be an addition to the 2011 Capital Budget but is fully funded by the development.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Department, dated October 19, 2011, re: Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue, hereby agrees to amend the 2011 Capital Budget by adding the Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue Project in the amount of \$575,000 with the funding to come from customer contribution.



Report Details

Background:

There are two developments under construction adjacent to 43 Street east of Taylor Drive. These developments are:

1. The new Cancer Care Centre at the Red Deer Regional Hospital (being constructed by Alberta Infrastructure); and
2. The Skyway Professional Centre (being constructed by Skyway Professional Centre Ltd.).

Both of these developments have had a Traffic Impact Assessment (TIA) completed which recommends a number of improvements on 43 Street at Taylor Drive and 52 Avenue. These improvements are needed to accommodate the expected increase of traffic in the area as a direct result of the proposed developments. The improvements are outlined as follows:

- Right turn bay curb and asphalt on 43 Street at Taylor Drive,
- Land acquisition for right turn bay construction,
- Extend the existing culvert and slope stabilization at 43 Street and Waskasoo Creek,
- Install traffic signals at the 43 Street / 52 Avenue intersection,
- Install traffic markings, signage and miscellaneous curb & gutter work, underground utility installations and relocation.

Discussion:

The estimated cost of the improvements is in the order of \$575,000.

Both Alberta Infrastructure and Skyway Professional Centre Ltd. have signed a Letter of Understanding in which they each agree to pay for 50% of the actual cost of construction of the improvements.

The costs associated with these improvements include, but are not limited to, project management, land acquisition, design, tendering and construction to complete all stages of the road improvement project.

The City has received 50% upfront payment from each of the developers.

COPY

Council Decision – October 31, 2011

DATE: November 2, 2011
TO: Frank Colosimo, Engineering Services Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Traffic Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue

Reference Report:

Engineering Services Manager dated October 19, 2011.

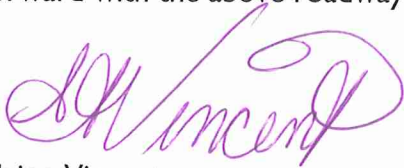
Resolution:

Resolved that Council of The City of Red Deer having considered the report from the Engineering Services department, dated October 19, 2011, re: Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue, hereby agrees to amend the 2011 Capital Budget by adding the Traffic and Roadway Improvements on 43 Street between Taylor Drive and 52 Avenue Project in the amount of \$575,000 with the funding to come from customer contributions.

Report back to Council: No

Comments/Further Action:

Administration is to follow up with this amendment to the 2011 Capital Budget and move forward with the above roadway improvements.



Elaine Vincent
Legislative & Governance Services Manager

c: Director of Development Services
Director of Corporate Services
Acting Financial Services Manager



BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

040-318E
JUL 05 2011

ENGINEERING SERVICES

June 22, 2011

Ms. Sherry White
Skyway Professional Centre Ltd.
203, 4327 – 54th Avenue
Red Deer, AB T4N 4C9

Dear Ms. White:

**Re: Letter of Understanding Between Skyway Professional Centre Ltd. and
The City of Red Deer**

It is the intent of this letter to set out the details of the general terms and conditions of the understanding between The City of Red Deer (The City) and the Skyway Professional Centre Ltd. (Skyway) relative to the Traffic and Roadway Improvements Project (Project) at the location of 43 Street and Taylor Drive, 43 Street and 52 Avenue and associated works in the area.

Accordingly, The City and Skyway agree as follows:

A. The Skyway Professional Centre Ltd. shall:

1. Provide to The City a payment in the amount of \$287,500 not more than five working days after signing of this Letter of Understanding and returning same to The City. It should be noted that \$ 287,500 is an estimated cost and represents one half of the total cost of the project.
2. Agree that The City has sole discretion regarding the approach and the cost of the Project.
3. Upon completion of the Project, provide The City with a payment equal to the amount of 50% of any additional costs over and above the \$287,500 initial payment.

B. The City shall:

1. Upon receipt of the \$287,500 payment, release the Building Permit for the Skyway Professional Centre Development.

Ms. Sherry White

June 22, 2011

2. Secure the services of a consultant and general contractor and complete all stages of the Traffic and Roadway Improvements Project including, but not limited to, project management, detailed design, tendering and construction.
3. Invoice the Skyway Professional Centre Ltd. for 50% of any costs in excess of the \$287,500 initial payment. Alternatively, if the cost of the Project at completion is lower than the initial \$287,500 payment, The City will reimburse Skyway 50% of the difference.
4. The City shall not be liable for any delays regarding any possible construction projects in the neighboring area nor shall be liable for any possible interference with other construction projects in the area.
5. The City anticipates meeting the following Schedule:

Detailed design and engineering drawings will be produced in the latter half of 2011. Tendering of the project will take place in the early part of 2012 with construction occurring during the late Spring – early Summer of 2012.

- C. Any notices or other correspondence required to be given to the opposite party shall be deemed to be adequately given if hand delivered, sent by prepaid mail and addressed as follows:

The City of Red Deer
Engineering Services Department
Attention: Engineering Services Manager
4914 – 48 Avenue
Box 5008
Red Deer, AB T4N 3T4

Skyway Professional Centre Ltd.
203, 4327 – 54th Avenue
Red Deer, AB T4N 4C9

Please indicate your acceptance by signing both copies of this letter in the space provided below and return both copies for full execution.

Yours truly,


Frank Colosimo, P.Eng.
Engineering Services Manager

VB/mvb

- c. Customer Service Administrator
Engineering Administrative Supervisor

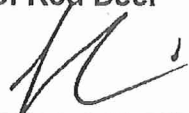
Ms. Sherry White
June 22, 2011

Consented and Approved this 10 day of July 2011.

Skyway Professional Centre Ltd.

City of Red Deer


Authorized signature


Department Manager

COPY



ENGINEERING SERVICES

July 20, 2011

Ms. Marie Fontaine, MAAA, MRAIC, LEED, AP
Alberta Infrastructure
10th Floor, 820 - 7 Avenue, S.W.
Calgary, AB T2P 0Y8

Dear Ms. Fontaine:

Re: Letter of Understanding between Alberta Infrastructure and
The City of Red Deer

It is the intent of this letter to set out the details of the general terms and conditions of the understanding between The City of Red Deer (The City) and Alberta Infrastructure relative to the Traffic and Roadway Improvements Project (Project) at the location of 43 Street and Taylor Drive, 43 Street and 52 Avenue and associated works in the area. Schedule "A", attached hereto, provides greater detail on the scope of the work. The general location of the work is attached hereto as Schedule "B".

Accordingly, The City and Alberta Infrastructure agree as follows:

A. Alberta Infrastructure shall:

1. Provide to The City a payment in the amount of \$287,500 not more than five working days after signing of this Letter of Understanding and returning same to The City. It should be noted that \$ 287,500 is an estimated cost and represents one half of the total cost of the project. It should be further noted that Skyway Professional Centre Ltd. will also pay for one half of the total cost of the project.
2. Agree that The City has sole discretion regarding the approach and the cost of the Project.
3. Upon completion of the Project, provide The City with a payment equal to one half of any additional costs over and above their \$287,500 initial payment. Skyway Professional Centre Ltd. will also pay one half on any additional costs over and above \$287,500.00.

B. The City shall:

1. Upon receipt of the \$ 287,500 payment, release the Building Permit for the Red Deer Regional Hospital Centre - Cancer Centre Additions.

Ms. Marie Fontaine
July 20, 2011

2. Secure the services of a consultant and general contractor and complete all stages of the Traffic and Roadway Improvements Project including but not limited to project management, detailed design, tendering and construction.
3. Invoice Alberta Infrastructure for one half of any additional costs over and above their \$287,500 initial payment. Alternatively, if the cost of the Project at completion is lower than the initial \$287,500 payment, The City will reimburse Alberta Infrastructure 50% of the difference.
4. The City shall not be liable for any delays regarding any possible construction projects in the neighboring area nor shall be liable for any possible interference with other construction projects in the area.
5. The City anticipates meeting the following Schedule:

Detailed design and engineering drawings will be produced in the latter half of 2011. Tendering of the project will take place in the early part of 2012 with construction occurring during the late Spring – early Summer of 2012.

- C. Any notices or other correspondence required to be given to the opposite party shall be deemed to be adequately given if hand delivered, sent by prepaid mail and addressed as follows:

The City of Red Deer
Engineering Services Department
Attention: Engineering Services Manager
4914 - 48 Avenue
Box 6008
Red Deer, AB T4N 3T4

Alberta Infrastructure
10th Floor, 620 - 7th Avenue, S.W.
Calgary, AB T2P 0Y8

Please indicate your acceptance by signing both copies of this Letter in the space provided below and return both copies for full execution.

Yours truly,

M. Williston

For

Frank Colosimo, P.Eng.
Engineering Services Manager

VB/mvb

- c. Customer Service Administrator
Engineering Administrative Supervisor

Ms. Marie Fontaine
July 20, 2011

Consented and Approved this 22 day of July 2011.

Alberta Infrastructure

City of Red Deer


Authorized signature


Department Manager (ACIS/G)

Letter of Understanding

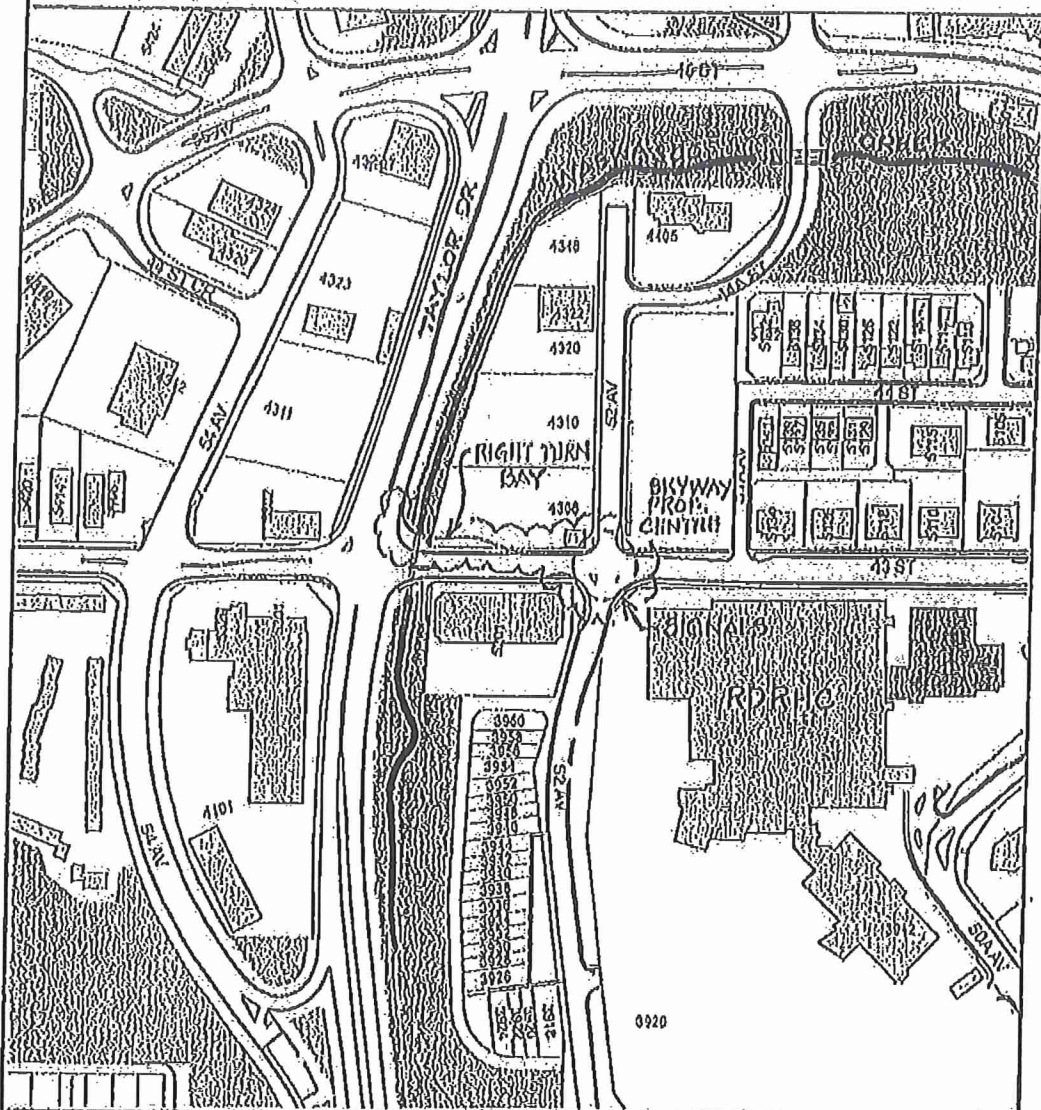
July 20, 2011

City of Red Deer & Alberta Infrastructure

Basic Items of Work within
City of Red Deer
Road Right of Ways

1. Right Turn Bay Curbs and Asphalt on 43 Street at Taylor Drive,
2. Extend Existing Elliptical Culvert and Slope Stabilization at 43 Street and Waskasoo Creek
3. Land Acquisition for Right Turn Bay Construction on 43 Street at Taylor Drive
4. Traffic Signals at 43 Street – 52 Avenue Intersection
5. Traffic markings and signs in the vicinity of 43 Street, 52 Avenue and Taylor Drive
6. Miscellaneous Curb and Gutter Work in the vicinity of 43 Street, 52 Avenue and Taylor Drive
7. Miscellaneous Underground Utility Installations & Relocations in the vicinity Of 43 Street, 52 Avenue and Taylor Drive

SCHEDULE A



Schedule B



October 19, 2011

Gaetz Avenue Revitalization – One-Way Street System Bylaw Amendment No. 2517/B-2011

Engineering Services

Report Summary & Recommendation:

On February 22, 2011, Council approved One-Way Traffic on Gaetz Avenue between Ross Street and 49 Street from Two-Way Traffic.

It is recommended that City Council give three-readings to amend the One-Way Street System Bylaw 2517/76, Bylaw Amendment No. 2517/B-2011 (attached) to convert Gaetz Avenue between Ross Street and 49 Street to One-Way Traffic from Two-Way Traffic.

City Manager Comments:

This is an enabling bylaw to implement Council's direction of February 22, 2011, following construction. I support Administration's recommendation that Council consider three readings of the One Way Street System Bylaw Amendment 2517/B-2011.

Craig Curtis
City Manager

Proposed Resolution



Report Details

Background:

One-Way Traffic on Gaetz Avenue between Ross Street and 49 Street from Two-Way Traffic was presented to Council on February 22, 2011 and the following resolution was passed:

“Resolved that Council of The City of Red Deer having considered the report from the Transportation Planning Engineer and the Engineering Services Manager, dated February 22, 2011, Re: Gaetz Avenue Revitalization (46 Street to 52 Street), Two-Way to One-Way Traffic on Gaetz Avenue between Ross Street and 49 Street, hereby amends the Gaetz Avenue Revitalization Report as a planning document to include Option 2, Gaetz Avenue between Ross Street and 49 Street as one-way traffic.”

Relevant Legislation:

To change the traffic flow from Two-way to One-way traffic on Gaetz Avenue between Ross Street and 49 Street, The City of Red Deer One-Way Street System Bylaw No. 2517/76 will need to be amended.

Discussion:

The Gaetz Avenue Revitalization Report (46 Street to 52 Street) was presented to Council on October 04, 2010 and the following resolution was passed:

“Resolved that Council of The City of Red Deer, having considered the report from the Transportation Planning Engineer and the Engineering Services Manager dated September 27, 2010 re: Gaetz Avenue Revitalization (46 Street to 52 Street), hereby:

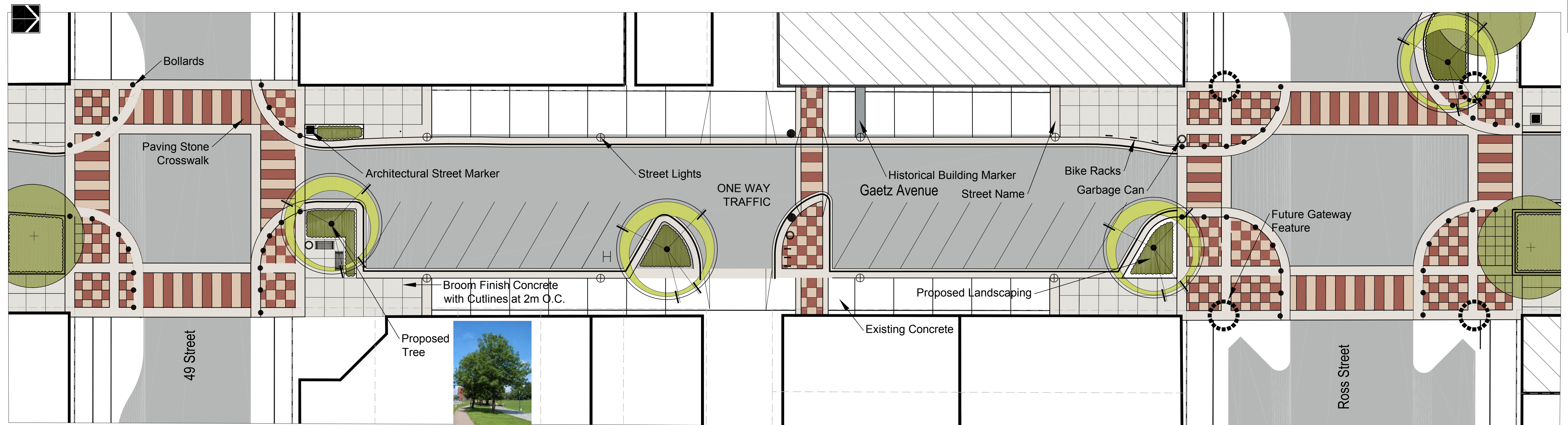
1. Direct that further public consultation be undertaken with respect to the recommendation to convert the block of Gaetz Avenue between Ross Street and 49 Street to a one-way traffic and to report back to Council with findings within the first quarter of 2011; and
2. Accepts the Gaetz Avenue Revitalization Report as a planning document.”

As directed by Council, Administration conducted a Public Open House on January 19, 2011 to obtain feedback on converting the two-way traffic on Gaetz Avenue between Ross Street and 49 Street to a one-way traffic (Option 2 attached). Option 2 reflected feedback from the public consultation and was supported by The City's Greater Downtown Action Plan (Ad Hoc) Committee.



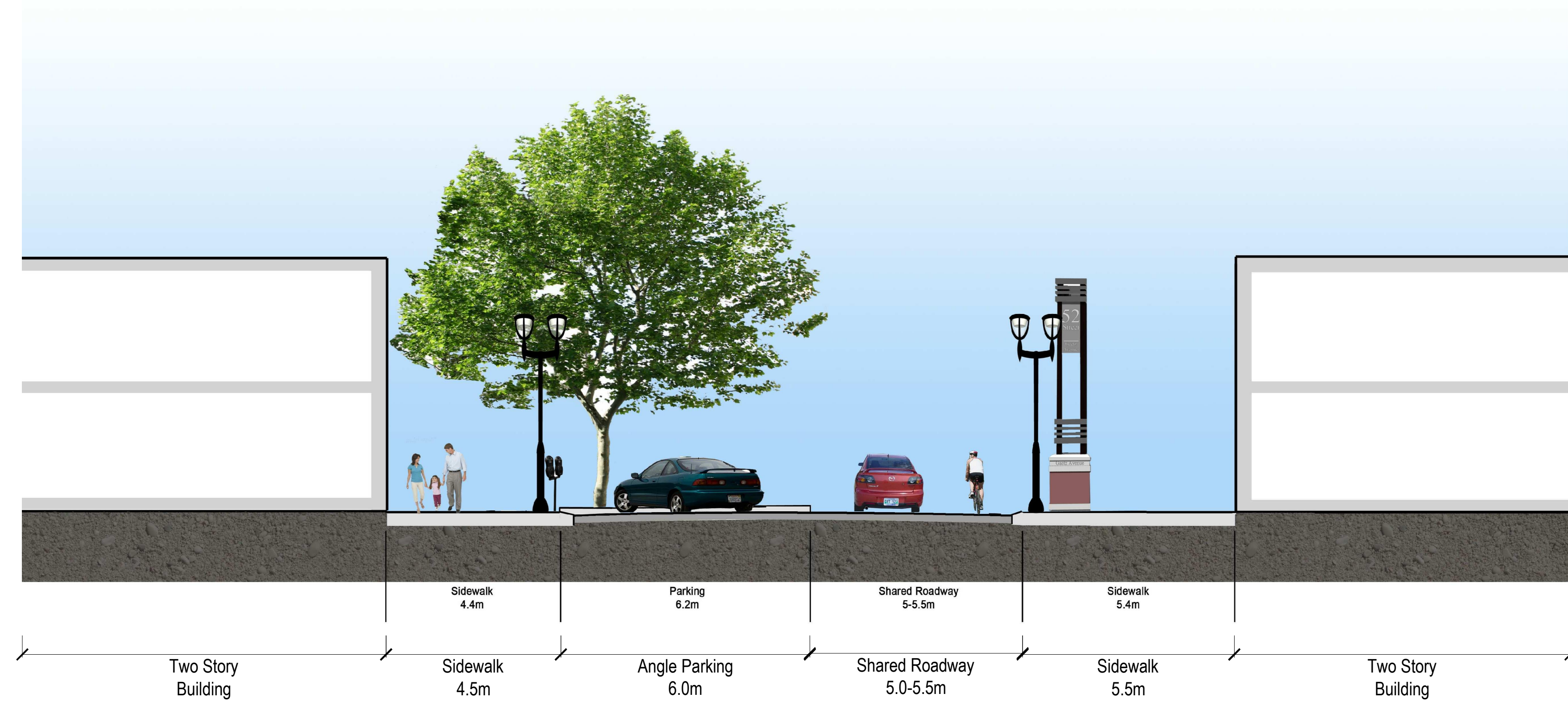
Findings from the January 19, 2011 Public Open House was presented to Council on February 22, 2011. Findings from the Public Open House generally indicated positive support of One-Way Traffic on Gaetz Avenue between Ross Street and 49 Street and it was approved by Council as indicated above.

Phase I Gaetz Avenue Revitalization between 51 Street to 48 Street (Alexander Way) was approved by Council in the 2010 Capital Budget for 2011 construction. Phase I construction is underway and the roadway on Gaetz Avenue between Ross Street and 49 Street has been constructed as one-way south bound traffic.



ONE WAY OPTION

1:125
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BYLAW NO. 2517/B-2011

Being a bylaw to amend Bylaw No. 2517/76, the One-Way Street System Bylaw of the City of Red Deer.

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

Bylaw No. 2517/76 is hereby amended by adding the following new sub-section 1 (d) as follows:

1. By adding a new subsection 1(d) as follows:

1 (d) Gaetz Avenue

“One-way south on Gaetz (50) Avenue from the intersection of Gaetz (50) Avenue with Ross (50) Street, thence south to the intersection of Gaetz (50) Avenue with 49 Street.”

2. In all other respects, Bylaw 2517/76 is hereby ratified and confirmed.

READ A FIRST TIME IN OPEN COUNCIL this day of 2011

READ A SECOND TIME IN OPEN COUNCIL this day of 2011

READ A THIRD TIME IN OPEN COUNCIL this day of 2011

AND SIGNED BY THE MAYOR AND CLERK this day of 2011

MAYOR

CITY CLERK

COPY



Council Decision – October 31, 2011

DATE: November 2, 2011
TO: Frank Colosimo, Engineering Services Manager
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Gaetz Avenue Revitalization – One-Way Street System Bylaw Amendment 2517/B-2011

Reference Report:

Engineering Services Manager dated October 19, 2011.

Bylaw Reading:

At the Regular Council Meeting of October 31, 2011, Council gave three readings to One Way Street System Bylaw Amendment 2517/B-2011. A copy of the bylaw is attached.

Report back to Council: No

Comments/Further Action:

Administration will amend the consolidated version of the One Way Street System Bylaw 2517 / 76 and distribute copies in due course.

A handwritten signature in purple ink that reads 'Elaine Vincent'. The signature is stylized with large, flowing loops.

Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Development Services
Corporate Meeting Coordinator

Backup

Christine Kenzie

From: Linda Rehn
Sent: October 19, 2011 2:11 PM
To: Christine Kenzie
Cc: Shanti Acharjee; Frank Colosimo
Subject: Council Report - for October 31 - Gaetz Avenue Revitalization Amendment of Traffic Bylaw

Frank has requested that Shanti attend the Council meeting and respond to any questions.

Tks.

Linda Rehn
Administrative Assistant
Engineering Services
The City of Red Deer
(403) 342-8184



October 25, 2011

Committee Bylaw Amendments / Bylaw 3431/C-2011

Legislative & Governance Services

Report Summary & Recommendation:

Committee Bylaw Amendment 3431/C-2011 is being presented to Council for Third Reading.

That Council consider giving third reading to Committee Bylaw Amendment 3431/C-2011.

City Manager Comments:

I support the recommendation of Administration that Council consider third reading of Committee Bylaw Amendment 3431/C-2011.

Craig Curtis
City Manager

Proposed Resolution



Report Details

Background:

At the Monday, October 17, 2011 Council Meeting, Committee Bylaw Amendment 3431/C-2011 was presented to Council for consideration of three readings. At that meeting Council gave first and second reading to the bylaw amendment, but unanimous consent was not received to proceed with third reading.

Discussion:

Several amendments were made to Committee Bylaw Amendment 3431/C-2011 prior to receiving first and second reading at the October 17, 2011 Council Meeting. The attached strike-out copy of Committee Bylaw 3431/2009 incorporates those amendments shown in "green" font.

A copy of Committee Bylaw Amendment 3431/C-2011, as amended, is also attached to this report .

BYLAW NO. 3431/2009

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

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

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

Definitions

2. (1) In this bylaw:
 - (a) "Ad Hoc Committee" means a committee established for a specified period of time and for a specific purpose.
 - (b) "Agency Representatives" means a member of an agency bringing a level of knowledge or expertise to a committee but who does not necessarily represent ~~not representing~~ the mandate of the ~~specific~~ agency they represented.
 - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization. ~~A citizen representative need not be a resident of the City;~~
 - (d) "Committee" means a committee, commission, board or other body established by Council; and in a section of this bylaw relating to a specific committee, means that specific committee.
 - (e) "Consensus" is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement. The goal is unity, not unanimity.
 - (f) "Councillor" means a member of Council but does not include the Mayor.
 - (g) "Member" means a member of a committee:
 - (h) "Organizational Meeting" means the organizational meeting of Council;

Establishment of Committees

3. (1) The following committees are established:
 - (a) Audit Committee
 - (b) Community Housing Advisory Board
 - (c) Crime Prevention Advisory Committee
 - (d) Environmental Advisory Committee
 - (e) Gaetz Lakes Sanctuary Committee
 - (f) Governance & Policy Committee
 - (g) Greater Downtown Action Plan Committee
 - (h) Heritage Preservation Committee
 - (i) Mayor's Recognition Awards Committee
 - (j) Municipal Features Naming Committee
 - (k) Municipal Planning Commission
 - (l) Nomination Committee
 - (m) Public Art Jury Committee
 - (n) Red Deer Appeal & Review Board
- (2) Unless otherwise provided for in this bylaw, committee members are appointed by Council resolution.
- (3) Where a committee has a Council representative, the Mayor may assign, for a specified period of time, an alternate councillor to a committee should the regular representative be unable to attend.

Ad Hoc Committees

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

Membership

5. (1) Council will establish the membership composition of committees including whether a committee requires council, citizen or agency representation.
- (2) In selecting Committee Members, preference may be given to local residents, however it is also recognized that non-resident applicants who own property or have a business in the City also have a stake in the community.
- (3) Former Committee Members and past Council members and past City employees may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

Terms of Appointment

6. Unless otherwise stated in this bylaw members are appointed at the Organizational Meeting of Council as follows:
 - (1) Councillors are appointed for one-year terms.
 - (2) All members, other than the Mayor and Councillors, are appointed for two year terms, except in the initial year where a majority of **Citizen Representatives** are appointed for two year terms and the remainder of **Citizen Representatives** are appointed for one year term;
 - (3) Appointments to a ~~council~~ Committees shall not exceed three consecutive terms in total, with exceptions to be at the discretion of Council. No Member shall serve on a Committee for more than three consecutive terms, unless otherwise authorized by Council.

- (4) Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- (5) A Member may be re-appointed to a Committee at the expiration of the Member's term.
- (6) A Member may resign from a Committee at any time by giving written notice to the **Legislative & Governance Services Manager**.
- (7) Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.
- (8) ~~A Committee chairperson will be chosen annually from among the voting members but cannot be a Councillor except as otherwise permitted under this Bylaw.~~ **Voting Members of every Committee shall select the Committee's Chairperson annually. The Chairperson cannot be a Councillor except as otherwise permitted under this Bylaw.**
- (9) A vice-chairperson may be chosen annually from among the voting Members.
- (10) Council may alter the terms of appointment of any Member.

Chairperson

7. The chairperson:

- (1) will preside over and be responsible for the conduct of Committee meetings;
- (2) may limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate; and
- (3) will vote on matters submitted to the Committee unless otherwise disqualified.

Committee Meetings

8. At the first meeting of the Committee following the Organizational Meeting of City Council each year, the Committee will:

- (1) establish the dates for the Committee meetings and will meet no less than quarterly, but more frequently if required; and

- (2) appoint a chairperson and if necessary, a vice chairperson.
- 9. In accordance with s.199 of the *Municipal Government Act*, a meeting may be conducted by means of electronic or other communication facilities if:
 - (1) the facilities enable the public to watch and/or listen to the meeting; ~~and~~
 - (2) the facilities enable all the meeting's participants to watch and/or hear each other; and
 - (3) notice is given to the public of the meeting and the way in which it is to be conducted.
- 10. Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
- 11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three members of the Committee.
- 12. Public notice of a committee meeting will be given in the manner approved by Council, and in compliance with section 195 of the *Municipal Government Act*.

Attendance at Meetings

- 13. Any Member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a member as of the date of the third missed meeting, unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but during ~~for~~ the unexpired portion of the term forfeited. This does not apply to Members appointed as alternate Members.
- ~~12. (1) The time and place of regular meetings shall be determined by each committee at its first meeting following the Organizational Meeting of Council each year, and may be changed by each committee as required.~~
 - ~~a. Special meetings of committees may be called on 24 hours verbal notice by the chairperson of the committee, or upon 24 hours verbal notice at the request of any three members of the committee.~~
 - ~~b. Public notice of a Committee meeting will be given in the manner approved by Council, and in compliance with section 195 of the MGA.~~

Proceedings

14. (1) The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- (2) When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
- (3) When a meeting is open to the public, the Committee may, in its sole discretion, permit members of the public to address the Committee when it deems that appropriate in the context of the business of the Committee. The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
- (4) Any Councillor who is not an appointed Member of a Committee:
- (a) does not have any special right to speak or to address that Committee, but in this respect shall be treated as a member of the public;
 - (b) is not entitled to vote on any issue before the Committee;
 - (c) does not have the right to attend any portion of the meetings of that Committee which is closed to the public.
- (5) All discussion at a meeting of a Committee is directed through the chairperson.

Quorum and Voting

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

- (4) Each Committee 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.
- (5) A Member shall not vote on a motion if absent from the meeting when the vote is called.
- (6) Votes on all motions must be taken as follows:
 - (a) the chairperson puts the motion to a vote.
 - (b) Members vote by a show of hands or other method agreed to by Council.
 - (c) The chairperson declares the result of the vote.
- (8) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- (9) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (10) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (11) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Minutes

- 16. The City Manager will ensure that minutes of each Committee meeting are recorded.

Public Access

- 17. All agendas and minutes of Committees meetings will be made routinely available to the public with the exception of the:
 - (1) Community Housing Advisory Board;
 - (2) Nomination Committee;
 - (3) Mayor's Recognition Awards Committee; and
 - (4) In camera meetings of any Council Committee.

as the information contained within these documents is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Support Staff

18. (1) ~~The City Manager may provide for administrative liaison(s) for each committee to assist the committee in fulfilling its mandate. The City Manager will provide for the duties of the liaison(s).~~
- (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a) Administrative Liaison(s) - city staff who work in an area related to the terms of reference of the Committee and who:
 - (i) are expected to attend all meetings of the Committees to which they are assigned;
 - (ii) work with the chairperson in developing the Committee agenda;
 - (iii) provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;
 - (v) provide administrative recommendations as required; and
 - (vi) work with the Committees Coordinator to develop an annual orientation for each Committee.
 - (b) Committees Coordinator(s) - City staff within the Legislative & Governance Services department and who:
 - (i) maintain an up to date registry of all Committee members;
 - (ii) compile and distribute Committee agendas within timelines established;
 - (iii) provide procedural support and expertise to meeting processes, including:

- a. drafting resolutions;
 - b. recording formal motions and action items of Committees;
 - c. working with the administrative liaison to ensure outcomes of items are reported back to the Committee;
 - d. ensuring proper procedure is followed;
 - (iv) prepare written minutes of all meetings and distributed within the timelines established; and
 - (v) work with the Administrative Liaison(s) to develop in developing an annual orientation for each Committee.
- (2) Any request by the committee for information or action by other City staff shall be directed by the City Manager.

~~(2) A recording secretary will be provided by Legislative & Governance Services when required.~~

Resource Groups

19. In addition to the Administrative Liaisons and the Committees Coordinator, committees may utilize resource groups ~~to assist in facilitating opportunities for integrated problem solving. The resource groups may include other City departments and/or external resources government departments. Resource group members may be asked to attend meetings dependant on the agenda content.~~ Resource groups are internal or external resources who may offer a specific expertise which will support the committee's decision making processes.

Referrals to Committees

20. Referral Process

- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons.
- (2) Administration may refer items to the Committee through the Liaison(s) and will provide reasonable time limits for the Committee to consider issues. Referrals from administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context.

- (3) Public requests for consideration of issues, concerns or presentation may be put forward, in writing to the Liaison(s) for consideration by the Committee. The chairperson, in consultation with the Liaison(s), will determine if the item will be added to a future agenda.

Rules of Procedure

21. Except as outlined in this bylaw, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.

Subcommittees

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

Conflict of Interest

23.
 - (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - (a) declares that he or she has a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
 - (2) The Committees coordinator shall cause a record to be made in the Minutes of the Member's absence and the reasons for it.
 - (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
 - (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - (b) in the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

Pecuniary Interest

24. (1) ~~The provisions of this Bylaw and the provisions of the MGA, Part 5, Division 6, Pecuniary Interest apply to the Members proceedings of all Committee meetings all Members.~~ The provisions of this Bylaw and the provisions of the MGA, Part 5, Division 6, Pecuniary Interest apply to Members of Council and to Committee Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest respect of a matter before the Committee, the Member must absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
- (c) declares that he or she has a pecuniary interest; and
 - (d) describes in general terms the nature of the pecuniary interest.

Power of Authority

25. No Committee or Member has:
- (a) power to pledge the credit or course of action of The City or enter into any agreement on behalf of the Committee or The City;
 - (b) power to authorize any expenditure to be charged against The City without prior approval by Council;
 - (c) authority to act administratively.

The “Audit Committee”

26. (1) The Committee will consist of four Members as follows:
- (a) the Mayor;
 - (b) three (3) Councillors (two-year terms, staggered);
- (2) The Administrative Liaisons to this Committee are:
- (a) the City Manager or designate; and
 - (b) the Director of Corporate Services or designate.
- (3) The Committee may call on non-voting external resources as required.
- (4) A quorum of the Committee is two Members.
- (5) The voting Members may meet privately with the City's External Auditor at the request of the External Auditor or the chairperson.
- (6) The Committee will:
- (a) recommend to Council the people who should be appointed as External Auditors.
 - (b) review the following with Management and the External Auditors:
 - (i) Audit Plan
 - (ii) Additional areas of concern, if applicable
 - (iii) Audit Fee Review
 - (iv) Engagement Letter
 - (c) review the following reports from the External Auditor:
 - (i) Audit Report
 - (ii) Management Letter
 - (iii) Management's Response to Management Letter
 - (d) review the Annual Financial Reports prior to submission to City Council such as:

- (i) Financial Statements
 - (ii) Significant Operating and Capital Budget Variances
 - (iii) Reserve Report
 - (iv) Financial Information Report
- e) review reports from the City Manager and/or Director of Corporate Services such as:
 - (i) Annual Audit Plan Review
 - (ii) Audit Report(s)
 - (iii) Financial Matters
 - (iv) Review of Internal Controls
 - (v) Risk Management Issues
- (f) prepare reports and make recommendations to Council on the preceding items as required.

The Community Housing Advisory Board

27. (1) The Community Housing Advisory Board consists of:
- (a) two (2) members of Council
 - (b) six (6) **Citizen Representatives**
 - (c) two (2) representatives of the Aboriginal community
- ~~(2) The Chairperson is a chosen annually by Members, but cannot be a Councillor.~~
- (2) **The Community Housing Advisory Board shall make its decisions by Consensus.**
- (3) The board will report to City Council.
- (4) The purpose of the board is to:
- (a) act as a partner in ending homelessness and striving to ensure that there are adequate affordable housing options within the community.
 - (b) advise The City in accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness.
 - (c) upon request, provide input into planning processes to create community planning documents.
 - (d) provide input into community priority-setting when necessary.
 - (e) provide input into application processes for agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer.
- (5) The board will, in relation to affordable housing and programming to end homelessness within the corporate limits of The City of Red Deer:
- (a) act in an advisory role to Council on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness, and funding allocation referred to the Board by Council or administration;

- (b) act in an advisory role to administration, when administration brings forward issues for consideration on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness that may impact the development, implementation or administration of policy; and
 - (c) provide a mechanism for citizens and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and administration.
- (6) The duties of the board include, but are not limited to:
 - (a) provide input, upon request, into development of *EveryOne's Home* and other community plans or planning processes;
 - (b) work with administration to develop annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
 - (c) provide input in the development of community reports on affordable housing and ending homelessness;
 - (d) support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;
 - (e) communicate to and with the public, community agencies, private sector through various methods (e.g. report cards, public forums, presentations);
 - (f) reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations;
 - (g) follow the criteria as outlined through the funding source being managed through the City of Red Deer for optimal benefit to residents; and
 - (h) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (7) The Administrative Liaison(s) for the board will be the Social Planning Program Coordinator – Housing, or designate.
- (8) ~~The Liaison(s) will provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes~~

~~involving other City staff as required. The Liaison shall coordinate departmental involvement as necessary. Any request by the committee for information or action by other City staff shall be directed by the City Manager.~~

~~(9)~~ Referral Process

~~(a)~~ Council

- ~~(i) Council may refer items to the board and will provide reasonable time limits for the board to consider issues. If the Board requires additional time, a request must be made to Council and reasons for the extension provided.~~

~~(b)~~ Administration

- ~~(i) Administration may refer items to the board through the two liaisons and will provide reasonable time limits for the Board to consider issues. Items will be put forward in writing, with the appropriate background for inclusion on the agenda.~~

~~(c)~~ Public

- ~~(i) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to either of the liaisons, for consideration by the Board. The Chair, in consultation with the liaisons, will determine if the item will be added to a future agenda.~~

- (10) The Board will meet at such a time and place as needed in order to align with planning timelines, funding timelines, and/or issues or opportunities as they may arise in the community and through expectations from other orders of government.

- ~~(11) Meeting agendas items will be determined by the Chair and the liaison and are subject to amendment as required. A copy of the agenda and any relevant information packages will be distributed by Legislative & Governance Services to members and support staff in advance of the meeting date.~~

- ~~(12) Meetings will be held at such time and place as determined by the committee in discussion with administration.~~

- ~~(13) In addition to the Liaisons, Resource Groups will assist in facilitating opportunities for integrated problem solving. The Resource Groups may include other City departments and government departments. Resource~~

~~group members may be asked to attend meetings dependant on the
agenda content.~~

The “Crime Prevention Advisory Committee”

28. (1) The Committee consists of:
- (a) two (2) members of Council;
 - (b) up to seven (7) citizen representatives, a majority of whom will have experience with the issues that would be considered by the Committee.
- ~~(2) The Chairperson is a chosen annually by Members, but cannot be a Councillor.~~
- (2) The Committee will report to City Council.
- (3) The purpose of the Committee is to use a cooperative, multi-pronged approach to make recommendations to the City:
- (a) to create a greater sense of individual, neighborhood and community safety and security;
 - (b) to enhance citizen engagement through greater participation in crime prevention; and
 - (c) to enhance public confidence in the City and its approach to crime prevention.
- (4) The Committee will:
- (a) act in an advisory role to Council on crime prevention and policing policy issues and on bylaws on matters referred to the Committee by Council or administration;
 - (b) act in an advisory role to administration, when administration brings forward issues for consideration on crime prevention and policing issues that may impact the implementation or administration of policy; and
 - (c) provide a mechanism for citizens and groups to present issues and ideas concerning crime prevention to Council and administration.
- (5) The duties of the Committee include, but are not limited to:
- (a) provide input into development of a yearly plan of priorities and strategies for municipal crime prevention and to put forward recommendations for consideration in the applicable department annual Service Plan (this will not be limited to policing);

- (b) provide input in the development of an annual report to the community on crime prevention;
 - (c) support the community implementation of recommendations in the Crime Prevention and Policing Strategy, and in related goals of the respective Service Plans;
 - (d) advise on the interests and concerns of the public to the Officer in Charge, City administration and Council; and
 - (e) evaluate the impact of government policy decisions and advise Council on potential advocacy opportunities.
- (6) The Administrative Liaison(s) for the Committee are:
- (a) Officer in Charge of the City of Red Deer RCMP Detachment or designate; and
 - (b) Crime Prevention Coordinator of Community Services or designate.

~~(7) The Liaisons will provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes involving other City staff as required. The Liaisons shall coordinate departmental involvement as necessary. Any request by the Committee for information or action by other City staff, shall be directed by the City Manager.~~

~~(8) Referral Process~~

~~(a) Council~~

~~(i) Council may refer items to the Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must make a request to Council and provide reasons for the extension.~~

~~(b) Administration~~

~~(i) Administration may refer items to the Committee through the two liaisons and will provide reasonable time limits for the Committee to consider issues. Items will be put forward in writing, with the appropriate background for inclusion on the agenda.~~

~~(c) Public~~

- ~~————— (i) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to either of the liaisons, for consideration by the Committee. The Chair, in consultation with the liaisons, will determine if the item will be added to a future agenda.~~
- ~~(9) The Committee will meet no less than quarterly, but more frequently if required. The Chair may call special meetings to address specific issues.~~
- ~~(10) Meeting agendas will be prepared by the Chair and the two Liaisons and are subject to amendment as required. A copy of the agenda and any relevant information packages will be distributed to members and support staff in advance of the meeting date.~~
- ~~————— (11) Meetings will be held at such time and place as determined by the committee at its organizational meeting.~~
- ~~————— (12) In addition to the Liaisons, Resource Groups will assist in facilitating opportunities for integrated problem solving. The Resource Groups may include other City departments and government departments. Resource group members may be asked to attend meetings dependant on the agenda content.~~

The “Environmental Advisory Committee”

29. (1) The Environmental Advisory Committee consists of:
- (a) two (2) members of Council;
 - (b) up to eight (8) **Citizen Representatives**, a majority of whom will have experience with the issues that would be considered by the Environmental Advisory Committee.
- ~~———— (2) The Chairperson is chosen annually by members of the Committee, but cannot be a Councillor.~~
- (2) The purpose of the Environmental Advisory Committee is:
- (a) to recognize the importance of the environmental issues that Council and the community share;
 - (b) to enhance citizen engagement and decision making on environmental issues; and
 - (c) to enhance Council confidence in establishing environmental priorities and their impact on a vibrant, healthy and sustainable Red Deer.
- (3) The Committee will, in relation to environmental issues in Red Deer:
- (a) act as a representative cross section of the community and provide a balanced viewpoint when reviewing environmental issues and priorities;
 - (b) act in an advisory role to Council on environmental policy issues as referred by Council;
 - (c) provide a mechanism for citizens to present environmental issues to Council and Administration;
 - (d) act in an advisory role to City Administration on issues that may impact the implementation or administration of policy when requested by Administration or referred by Council; and
 - (e) make recommendations on environmental issues outside Red Deer when The City has a direct interest, as referred by Council.

- (4) The duties of the Environmental Advisory Committee include the following:
- (a) to review and make recommendations to Council and/or Administration on environmental policy, plans and bylaws;
 - (b) to provide suggestions to Council and/or Administration for new environmental programs in response to public feedback;
 - (c) to review and make recommendations on environmental issues that affect the community of Red Deer and/or the City of Red Deer as an organization, as referred to it by Council and/or Administration;
 - (d) to solicit public input and facilitate consultation and community outreach activities on environmental issues when requested by Council;
 - (e) to participate in public consultation events when invited by Administration or Council;
 - (f) to provide input into yearly planning of priorities and strategies for environmental initiatives and provide recommendations for consideration in the applicable departments' Service Plans; and
 - (g) to provide input in the development of an annual report on the Committee's activities.
- (5) The Administrative Liaison(s) for the Committee will be the Environmental Initiatives Supervisor or designate. ~~shall act as the Administrative Liaison ('Liaison') between Administration and the Committee and will provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes.~~
- ~~(b) the Liaison will coordinate departmental involvement as necessary. Any request by the Committee for information or action by other City staff, shall be directed by the City Manager.~~
 - ~~(c) in addition to the Liaison, Resource Groups will assist in facilitating opportunities for integrated problem solving. The Resource Groups may include other City departments and government departments such as Alberta Environment and Alberta Health Services. Resource Group members would be asked to attend meetings dependent on the agenda content. The Committee will also utilize the Resource Group or additional City staff as required to provide technical advice on specific issues.~~
- ~~(6) Referral Process~~

~~a) Council~~

- ~~(i) Council may refer items to the Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons.~~

~~(b) Administration~~

- ~~(i) Administration may refer items to the Committee through the Liaison and will provide reasonable time limits for the Committee to consider issues. Items will be put forward in writing, with the appropriate background for inclusion in the agenda.~~

~~(c) Public~~

- ~~(i) Public requests for consideration of issues, concerns or presentation may be put forward, in writing to the Liaison for consideration by the Committee. The Chair, in consultation with the liaison, will determine if the item will be added to a future agenda.~~

- ~~(8) The Committee will meet not less than quarterly, but more frequently if required. The Chair may call special meetings to address specific issues.~~
- ~~(9) Meeting agendas will be set by the Chair and the Liaison and are subject to amendment as required. A copy of the agenda and any relevant information packages will be distributed to members and support staff in advance of the meeting date.~~
- ~~(10) Meetings will be held at such time and place as determined by the Committee at its organizational meeting.~~

The "Gaetz Lakes Sanctuary Committee"

30. (1) The Committee consists of ~~seven (7)~~ **six (6)** members selected by the following organizations:
- (a) one (1) representative from Alberta Environment in Red Deer;
 - (b) one (1) representative from the Red Deer River Naturalists Society;
 - (c) one (1) representative from the Planning Services Division;
 - (d) one (1) representative from the Recreation, Parks & Culture Department;
 - (e) one (1) representative from the Red Deer Fish and Game Association;
 - (f) one (1) representative from the Red Deer Public School District No. 104.
- (2) Appointment of each member to the Committee is done by the particular organization each represents. Council ratification is not required.
- (3) The Committee will:
- (a) ensure that the terms of the agreement between the Government of Alberta and The City dated August 17, 1983, and between the Board of Trustees of the Red Deer School District and The City, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz Lakes lands to The City are complied with.
 - (b) make recommendations regarding the development and management of the Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary.
 - (c) advise City Council if the Committee believes that any City actions may be in violation of the terms of the agreement and provide a report and recommendation, through Legislative & Governance Services, in this regard.

The “Governance & Policy Committee”

31. (1) The Governance & Policy Committee consists of all members of City Council.
- (2) The purpose of the committee is to:
- (a) provide an opportunity for Council to lead the governance processes;
 - (b) develop a comprehensive governance and policy framework to support Council;
 - (c) ensure Council's intentions, directions and expected outcomes are captured in their governance and policy framework;
 - (d) review Council's governance and policy bank and make recommendations and enhancements;
 - (e) identify priorities for updating Council's governance and policy framework and suggested timing; and
 - (f) review Council's committee structure and recommend changes to Committee mandate and role.
- (3) All governance issues being placed before Council must first be considered by the Governance and Policy Committee ensuring that the committee is advisory to Council.
- (4) The Governance and Policy Committee shall only consider agenda matters which are not addressed or fully addressed by current City policy. ~~The matters being placed on the Governance and Policy Committee agenda will include any matters wherein the intentions, direction and outcomes from Council are not currently in the governance framework.~~
- (5) Matters of information only will not be added to the agenda of the Governance and Policy Committee.
- (6) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the three year term of Council.
- (7) Governance and Policy Committee meets monthly on the Monday between Council meetings.
- (8) The City Manager is the primary advisor ~~as the City Manager is Council's primary policy advisor~~ to the Governance and Policy Committee.

- (9) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of ~~on~~ governance matters.
- (10) To ensure compliance with the Municipal Government Act, all of the meetings of this Committee will be held in Council Chambers and will be open to the public. The Agenda and minutes of the Committee will be posted on The City of Red Deer website. Items that may need to be held In Camera due to compliance with the *Freedom of Information and Protection of Privacy Act* will be noted as such on the agenda.
- (11) The Administrative Liaison(s) for the Committee are:
 - (a) the City Manager or designate;
 - (b) the Legislative & Governance Services Manager or designate;
 - (c) the Communication & Strategic Planning Manager; and
 - (d) the Policy Coordinator.

The “Greater Downtown Action Plan Steering Committee”

32. (1) The Greater Downtown Action Plan Steering Committee consists of:
- (a) two (2) City Councillors ~~(one of which will be the Chairperson appointed by the Mayor);~~
 - (b) two (2) members of the Downtown Business Association (DBA) as appointed by the Downtown Business Association Board of Directors;
 - (c) four (4) Citizen Representatives ~~appointed by Council~~, one of whom ~~which~~ will represent a social support group located in the downtown core; and
 - (d) one (1) youth representative.
- (2) The purpose of the Committee is to:
- (a) review and update the Greater Downtown Action Plan;
 - (b) act in an advisory role to Council on policy issues relating to the implementation of the Greater Downtown Action Plan;
 - (c) act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to the Greater Downtown Action Plan (including but not limited to: Partnership development, communications strategies, special event planning, identification of funding sources and monitoring of implementation progress); and
 - (d) provide a forum for the public to share or express concerns and suggestions relating to implementation of the Greater Downtown Action Plan.
- (3) The duties of the Committee include the following:
- (a) to build a clear ~~clarified~~ and relevant community vision for the future development of the greater downtown area of the City using the existing Greater Downtown Action Plan as a foundation;

- (b) to consolidate all downtown plans and initiatives into a clear and comprehensive strategy for implementation;
 - (c) to establish a clear and updated urban design framework to guide the upgrading and expansion of infrastructure and the implementation of physical improvements on a phased basis;
 - (d) to identify areas with major redevelopment potential;
 - (e) to faster the development of policies that address social problems in the downtown area on an ongoing basis;
 - (e) to advocate for redevelopment of the Riverlands area that maximizes its potential and provides for linking the downtown with Waskasoo park along the river;
 - (f) to develop policies and incentives that encourages increased residential development within the downtown;
 - (g) to preserve the historic character of the downtown and the setting of unique heritage buildings;
 - (h) to develop a public consultation process that provides for public input at the outset of the project as well as at various stages of the process; and
 - (i) to create a clarified vision for the greater downtown area based on consultation with City administration, the Downtown Business Association, community stakeholders and citizen representatives.
- (4) Expected outcomes of the Committee include planning strategies that reinforce:
- (a) a stronger greater downtown area image and identity as the commercial and cultural centre of Central Alberta;
 - (b) a consolidation of office and retail functions;
 - (c) future large scale development;
 - (d) a framework for more intensive downtown cultural and recreational programming;
 - (e) the creation of integrated linkages and connections to surrounding residential areas and the river valley park system; and

- (f) the establishment and upgrading of urban design guidelines for public infrastructure and private development that meet contemporary standards.
- (5) The Administrative Liaison(s) for the committee are:
 - (a) the City Manager or designate;
 - (b) the Divisional Strategist / Downtown Coordinator or designate.

The “Heritage Preservation Committee”

33. (1) The Heritage Preservation Committee consists of:
- (a) one (1) member of Council;
 - (b) six (6) ~~citizens-at-large~~; **Citizen Representatives**
 - (c) one (1) representative of the Red Deer District Museum & Art Gallery or designate;
 - (d) one (1) representative of the Waskasoo Environmental Education Society;
 - (e) ~~one representative of the Red Deer County~~; and
 - (f) one (1) representative of the Central Alberta Historical Society.
- (2) The purpose of the Committee is to:
- (a) identify, educate, promote, preserve and maintain human and heritage features in and around Red Deer;
 - (b) present an annual report to the Council members and the City Manager on its activities.
- (3) The Committee will, in relation to heritage preservation issues within the City of Red Deer:
- (a) honor the principles of the Alberta Historical Resources Act, Standards and Guidelines for the Conservation of Historic Places in Canada, and any other relevant plans, bylaws, acts, or statutes when considering administrative recommendations when making recommendations to Council;
 - (b) act as a representative cross section of the community and provide a balanced viewpoint when reviewing heritage issues and priorities;
 - (c) act in an advisory role to Council on heritage policy issues as referred by Council;
 - (d) provide a mechanism for citizens to present issues relating to heritage to Council and administration;

- (e) act in an advisory role to City administration on issues that may impact the implementation or administration of policy when requested by administration or referred by Council;
 - (f) make recommendations on heritage issues outside Red Deer when The City has a direct interest, as referred by Council;
 - (g) assist in the implementation of a general long-term plan for the designation and preservation of historically significant resources in the City of Red Deer and Red Deer County;
 - (h) investigate the use / adaptive reuse and plans for designated buildings and sites;
 - (i) endeavor to protect, recognize or preserve heritage resources as an important part of the community;
 - (j) encourage and support projects which identify historic resources in the community and seek their preservation;
 - (k) recommend whether proposed heritage projects are appropriate and to make recommendations on locations;
 - (l) organize and promote a Heritage Recognition Awards Program; and
 - (m) consider requests from and make recommendations to the Museum Society, The City of Red Deer Council, the Municipal Planning Commission and Red Deer County Council on matters relating to designation, preservation and interpretation of heritage sites.
- (4) The Administrative Liaison(s) for the committee are:
- (a) the Heritage Community Development Coordinator or designate; and
 - (b) one representative of Planning Services Division.

~~(5) Referral Process:~~

~~(a) Council~~

- ~~(i) Council may refer items to the Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, a request must be made to Council and reasons for the extension provided.~~

~~(b) Administration~~

- ~~—— (i) Administration may refer items to the Committee through the administrative liaison and will provide reasonable time limits for the Committee to consider issues. Items will be put forward in writing, with the appropriate background for inclusion in the agenda.~~

~~(c) Public~~

- ~~—— (i) Public requests for consideration of issues, concerns or presentation may be put forward, in writing to the staff liaison for consideration by the Committee. The Chair, in consultation with the liaison, will determine if the item will be added to a future agenda.~~
- ~~—— (6) The Committee will meet no less than quarterly, but more frequently if required. The Chair may call special meetings to address specific issues.~~
- ~~—— (7) Meeting agendas will be prepared by the Chair and the Liaisons and are subject to amendment as required. A copy of the agenda and any relevant information packages will be distributed to members and support staff in advance of the meeting date.~~
- ~~—— (8) Meetings will be held at such time and place as determined by the committee at its organizational meeting.~~
- ~~—— (9) The Liaisons will provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes involving other City staff as required. The Liaisons shall coordinate departmental involvement as necessary. Any request by the Committee for information or action by other City staff shall be directed by the City Manager.~~
- ~~—— (10) In addition to the Liaisons, Resource Groups will assist in facilitating opportunities for integrated problem solving. The Resource Groups may include other City departments and government departments. Resource group members may be asked to attend meetings dependant on the agenda content.~~

The "Mayor's Recognition Awards Committee"

34. (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
- (a) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) The City Manager will appoint one City employee to serve as the program coordinator for the Mayor's Recognition Awards Program.
- (3) The Committee consists of five (5) members appointed by the Mayor.
- (4) Membership on the Committee will remain anonymous.
~~—— (4.1) The minutes and agendas will remain confidential.~~
- (5) Members will be appointed for a one-year term.
- (6) A Member may resign at any time upon sending written notice to the Mayor. The Mayor may remove any Member from the Committee.
- (7) Candidates for membership on the Committee will be residents of the City of Red Deer and any Member who ceases to be a resident will be disqualified from membership.
- (8) The Committee has the following responsibilities with regard to the Mayor's Recognition Awards:
- (a) receive from the program coordinator the nominations that have been submitted by the public;
 - (b) ensure that achievements and dedications are appropriately recognized under four categories:
 - (i) Athletics;
 - (ii) Fine and Performing Arts;
 - (iii) Citizenship:
 - (a) Continuous Voluntary Service Award
 - (b) Distinguished Voluntary Service Award
 - (iv) Mayor's Special Award.

- (c) review all nominations and select award recipients by March 31st of each year. The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment. Subject to the discretion of the Committee, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award;
 - (d) seek ratification by the Mayor of candidate(s) for the Mayor's Special Award;
 - (e) notify the program coordinator of recipients' names and provide a brief written description of the nature of the achievement,
 - (f) return all award documentation to the program coordinator.
- (9) Decisions of the Committee regarding the selection of award recipients will be final.
- (10) Posthumous nominations will not be accepted except for the Mayor's Special Award in the category "An act of heroism or bravery".
- (11) The criteria for the four categories are:
- (a) **Athletics Award**
 - 1 Purpose:

To recognize an individual or team placing first in a national event or competition or first, second or third in an international event or competition and which event or competition has been sanctioned by the respective national or international governing body of the particular sport.
 - 2 General Guidelines:
 - (i) Candidates may have competed at an amateur or professional level.
 - (ii) Candidates will be considered for an award only in the year immediately following the year in which the achievement occurred. Nominations for a specific achievement will not be considered in any other year.
 - (iii) Candidates in the *Individual* category will attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.

- (iv) Nominations will be considered only on the basis of standing in an event or competition as opposed to achievement or service to the sport.
- (v) There is no limit to the number of awards that may be presented in this category in a given year.
- (vi) Achievement must have enhanced the image of the community of Red Deer.

3 Categories:

(i) **Individual**

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

(ii) **Team**

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

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

1 Purpose:

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

- (i) Specific achievement;
- (ii) A series of accomplishments over time.

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

2 General Definitions:

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

3 General Guidelines:

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

(c) **Citizenship Award**

1 Purpose

To recognize:

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

have occurred with more than one organization in Red Deer.

2 General Guidelines

- (i) Candidates will be individuals.

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

1 Purpose

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

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

2 General Guidelines

- (i) Nominees will be individuals who have demonstrated any of the following:
 - (a) humanitarianism;
 - (b) exceptional achievement in a profession, sport or the arts;
 - (c) an act of heroism or bravery. Posthumous nominations are allowed in this category only.
- (ii) The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrants, more than one award may be presented in a given year.

The “Municipal Features Naming Advisory Committee”

35. (1) For the purpose of this section:
- (a) ‘municipal features’ include buildings, sites, parks, bridges, trails, recreational facilities and natural features;
- (2) The Municipal Features Naming Advisory Committee consists of members as follows:
- (a) one (1) member of Council;
 - (b) three (3) Citizen Representatives.
- (3) The purpose of the Municipal Features Naming Advisory Committee is to provide a formal process to evaluate proposals for the naming or renaming of buildings, parks, trails, recreational facilities, etc.
- (4) The Committee will:
- (a) establish principles for the naming of municipal features;
 - (b) provide a formal process to evaluate proposals for the naming or renaming of municipal features;
 - (c) review all requests for municipal feature naming, evaluate each request in accordance with established criteria and provide recommendations to Council.
- (5) The Municipal Features Naming Advisory Committee, ~~in relation to its purpose,~~ will present an annual report to the Council members and the City Manager on its activities.
- (6) The Administrative Liaison(s) for the Committee are:
- (a) a representative from the Red Deer & District Archives; and
 - (b) a representative from Planning Services Division.
- ~~(7) Referral Process:~~
- ~~(a) Council~~
 - ~~(i) may refer items to the Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, a request must be made to Council and reasons for the extension provided.~~

~~(b) Administration~~

- ~~— (ii) — may refer items to the Committee through the liaison and will provide reasonable time limits for the Committee to consider issues. Items will be put forward in writing, with the appropriate background for inclusion in the agenda.~~

~~(c) Public~~

- ~~— (i) — requests for consideration of issues, concerns or presentation may be put forward, in writing to the liaison for consideration by the Committee. The Chair, in consultation with the liaison, will determine if the item will be added to a future agenda.~~
- ~~— (8) — The Committee will meet no less than quarterly, but more frequently if required. The Chair may call special meetings to address specific issues.~~
- ~~— (9) — Meeting agendas will be prepared by the Chair and the Liaisons and are subject to amendment as required. A copy of the agenda and any relevant information packages will be distributed to members and support staff in advance of the meeting date.~~
- ~~— (10) — Meetings will be held at such time and place as determined by the committee at its organizational meeting.~~
- ~~— (11) — The Liaisons will provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes involving other City staff as required. The Liaisons shall coordinate departmental involvement as necessary. Any request by the Committee for information or action by other City staff shall be directed by the City Manager.~~

The "Municipal Planning Commission" ("MPC")

36. (1) The MPC consists of seven ~~eight~~ members as follows:
- (a) three (3) members of Council, one of whom is the Mayor;
 - (b) four (4) citizens-at-large;
 - (c) ~~Director of Planning Services or designate, as a non-voting member."~~
- (2) Council will also appoint one (1) Councillor as an alternate member of the MPC, who, if a ~~the~~ regular Councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the MPC.
- (4) In the absence of the Mayor, a ~~the~~ Councillor will act as chairperson. If a member of Council is not present or must leave the meeting, one at-large representative will assume the position of chairperson in the interim.
- (5) The MPC shall not be bound to follow any formal rules of evidence.
- (6) The Development Authority of The City will be:
- (a) the Development Officer and any employee of The City to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer;
 - (b) the Municipal Planning Commission (~~"MPC"~~) in respect of any matter assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer.
- (7) MPC is the subdivision authority for the City.
- (8) The Director of Planning Services or designate is authorized to sign decisions of MPC on subdivision applications and is the signing authority for subdivision instruments and amendments to them.
- (9) When a registerable instrument is submitted for endorsement, the Director of Planning Services or designate is authorized to accept minor modifications to lot lines, provided:
- (a) no more than one additional lot is created;
 - (b) municipal, school or environmental reserve does not change;

- (c) roadway standards of The City are not compromised; and
 - (d) such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in section 654(2) of the Municipal Government Act.
- (10) The Subdivision Authority has the power to:
 - (a) extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement; and
 - (b) following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration.
- (11) The MPC has the following responsibilities pertaining to subdivision and development issues:
 - (a) act in an advisory role to Council on policy issues;
 - (b) act in an advisory role to City administration on issues that may impact the implementation or administration of policy;
 - (c) have the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
 - (d) decide on all matters referred to it by the Development Officer;
 - (e) decide on all proposed wells/pipelines/facilities within the Intermunicipal Development Plan boundary referred to The City by an oil and gas company.
- (12) Decisions of the MPC and any reasons given will be mailed to the applicant and to other persons the MPC considers are affected.
- (13) After hearing all applicable submissions to any meeting of the MPC, it may deliberate and reach its decision in private, meeting as Committee of the whole.
- (14) The Administrative Liaison(s) for the MPC are:
 - (a) the Director of Planning Services or designate; and
 - (b) a representative from Inspections & Licensing.

- ~~(15) The Liaison will:~~
 - ~~(a) provide comments and technical advice in regard to municipal legislative, regulatory, policy and procedural processes involving other City staff as required.~~
 - ~~(b) coordinate departmental involvement as necessary.~~
- ~~(16) Any request by the Committee for information or action by other City staff shall be directed by the City Manager.~~
- ~~(17) The Liaison, or designate, is expected to attend all meetings of the MPC."~~

The “Nomination Committee”

37. (1) The Committee consists of three (3) members of Council.
- (2) The Committee will:
- (a) review all applications received for Committees of Council;
 - (b) make appointments to Committees as required providing to Council for its information a summary of applicant names and those appointed;
 - (c) develop procedures with respect to the following aspects related to Committee appointments:
 - (i) competency evaluation of applicants;
 - (iii) reference checks;
 - (iii) exit interviews; and
 - (iv) committee member evaluations.
 - (d) act in an advisory role to Council and the City administration on issues that may impact the operations of any the committees of Council.
- ~~———— (3) The minutes and agendas of this Committee will remain confidential.~~

The “Public Art Jury Committee”

38. (1) The Committee consists of the following voting members:
- (a) one (1) representative from the community who is knowledgeable about art (artists, art historians, art curators, etc.);
 - (b) three (3) ~~community~~ Citizen Representatives;
 - (c) one (1) member of City Council;
 - (d) one (1) member of the project steering committee (project specific); and
 - (e) the project architect or designer, (project specific, as applicable).
- (1.1) Notwithstanding any of the provisions in Section 38(1), no City staff member can sit as a voting member on the Committee.
- ~~(2) Terms are 1 year in duration with a maximum of two terms served in succession.~~
- ~~(3) The Chairperson will be selected from among the voting members of the committee.~~
- (2) Committee meetings are called on an as needed basis, based on public art projects and grant applications.
- (3) The purpose of the committee is to:
- (a) provide expert and community input on public art for the City of Red Deer;
 - (b) promote awareness and understanding of the importance of high-quality public art;
 - (c) recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
 - (d) review all acquisitions and donations of public art;
 - (e) act as a resource to city Council and to its boards, agencies and staff ~~the administration~~ on public art matters;
 - (f) adjudicate all public art projects and grant applications for the year, in accordance with current policies; and

- (g) receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.
- (3) The Committee will keep all information confidential including applications names and details of submissions.
- (5) The Administrative Liaisons for the Committee are:
 - (a) the Culture Superintendent or designate; and
 - (b) the Public Art Coordinator or designate,
- (6) The Administrative Liaison(s) will:
 - (a) provide comments and technical advice in regard to public art adjudication;
 - (b) coordinate departmental involvement as necessary;
 - ~~(c) prepare meeting packages for members;~~
 - (c) ensure project steering committee member, project Architect/Designer (where applicable) and any professionals needed for consultation are available for meetings;
 - (d) provide Committee meeting details, a juror's information package, and information about the project(s) they will be adjudicating.

The "Red Deer Appeal & Review Board"

39. (1) In this section, the following words and terms are defined as follows:
- (a) ~~"Appellant" means a person who has served a Notice of Appeal in the form established by the Board from time to time.~~
 - (b) "Applicant" means a person who made the initial application upon which an appeal is based or authorized person acting on his behalf; and
 - (c) "Board" means the Red Deer Appeal & Review Board.

Membership

- (2) The Board consists of five Members as follows:
 - (a) one (1) councillor; and
 - (b) four (4) **Citizen Representatives**;
 - (c) one (1) Councillor and one **Citizen Representative** as alternate members.
- (3) The alternate Councillor and the alternate **Citizen Representative** will serve respectively in the place of a regular Councillor or **Citizen Representative** who is unable to participate in a hearing.
- (4) The remuneration and expenses payable to each Member shall be the amounts set by Council resolution.
- (5) The Chairperson:
 - (a) will preside over and be responsible for the conduct of the meeting;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate;
 - (c) will vote on matters submitted to the board; and
 - (d) will have a second or casting vote in the event of a tie.

Rules of Procedure

- (6) The Board will make procedural rules for those matters that are not governed by statutory provisions or this bylaw. Where there are no statutory or bylaw provisions in respect of a procedural issue, the board shall follow the principles of the Procedure Bylaw to the extent that they apply.

Duty and Purpose

- (7) The duty and purpose of the Red Deer Appeal and Review Board is to hear and to make decisions on appeals arising under the following bylaws:
 - (a) Alarm Bylaw
 - (b) Dog Bylaw
 - (c) Drinking Establishment Licensing Bylaw
 - (d) Escort Services Bylaw
 - (e) Firearms Bylaw
 - (f) Land Use Bylaw (~~Home Occupations~~)
 - (g) License Bylaw
 - (h) Limousine & Sedan Bylaw
 - (i) Taxi Bylaw
 - (j) Utility Bylaw
- (8) In addition, the Board shall exercise the power of Council in respect of applications for review arising under section 547 *Municipal Government Act*.

Appeals

- (9) An appeal is commenced by the Applicant:
 - (a) mailing or delivering to the secretary of the Board at City Hall a notice of appeal in the form established by the Board from time to time; and
 - (b) ~~by~~ paying an appeal fee of seventy-five (\$75.00) dollars; and

- (c) ~~by~~ paying an advertising fee of seventy-five (\$75.00) dollars.
- (10) The notice of appeal must be received by the secretary of the Board at City Hall within fourteen (14) days of the date of the decision appealed from.
- (11) Notice of a public hearing shall be given by the Secretary of the Board in such form as it shall determine from time to time and shall include the following information:
 - (a) name and address of the person to whom the notice is directed;
 - (b) the appeal number;
 - (c) the date, time and location of the appeal hearing;
 - (d) the substance of the decision being appealed.
- (12) When considering the merits of an appeal or a review, the Board shall have regard to:
 - (a) the need to maintain the integrity of the policies which the applicable bylaw and statutes are intended to promote;
 - (b) the potential cost implications to the City of the decision of the Board; and
 - (c) the need to **treat fairly** ~~fairly treat~~ the persons affected by the order or decision under appeal.
- (13) Where in the opinion of the Board ~~an appeal or~~ a request for review under section 547 of the *Municipal Government Act* involves a matter of significant public policy or potential substantial cost to the City, the Board shall refer the ~~appeal or~~ review to Council.
- (14) After **the appeal is heard**, ~~a hearing of an appeal~~, the secretary of the Board shall:
 - (a) prepare minutes of the hearing including the particulars of the appeal, the decision and the reasons for the decision; and
 - (b) within fifteen (15) days, provide a copy of the decision to the appellant, the applicant, any necessary authority and all parties who appeared before or submitted a letter to the Board in respect of the appeal.

- (15) The secretary of the Board will maintain Board minutes at the Legislative & Governance Services department for public inspection at all reasonable times.
- (16) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - (a) allowing a party to obtain additional information;
 - (b) allowing the Board to obtain a legal opinion or other professional guidance; or
 - (c) to allow a viewing by the Board of the site in respect of which the appeal is being made.
- (17) An adjournment may be granted on approval of the chairperson ~~Chair~~ without the need to convene the Board.
- (18) An order, decision, or approval made, given or issued by the Board shall be signed by the chairperson ~~person presiding at the hearing~~ or by the **Legislative & Governance Services Manager** or designate.

Repeal

- 41.** Bylaw 3265/2000 is repealed.

Transitional

- 42.** (1) The existing terms of membership of Committee Members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) This bylaw will come into force on October 19, 2009.

READ A FIRST TIME IN OPEN COUNCIL this 19th day of October 2009.

READ A SECOND TIME IN OPEN COUNCIL this 19th day of October 2009.

READ A THIRD TIME IN OPEN COUNCIL this 19th day of October 2009.

AND SIGNED BY THE MAYOR AND 19th day of October 2009.
LEGISLATIVE & GOVERNANCE SERVICES
MANAGER this

Mayor

Legislative & Governance Services
Manager



Report Originally Submitted to the
October 17, 2011 Council Meeting

October 4, 2011

Committee Bylaw Amendments / Bylaw 3431/C-2011

Legislative & Governance Services

Report Summary & Recommendation:

The Committees Bylaw amendment reflects recent directions of the Governance & Policy Committee and respond to other committee related matters, as follows:

- a. Addition to the definition section defining ad hoc committees, agency representatives and consensus
- b. Eliminating the term 'citizen-at-large' and replacing it with the term citizen representative
- c. Change of name from City Clerk to Legislative & Governance Services Manager
- d. Addition of the Governance & Policy Committee to the bylaw
- e. Addition of the Greater Downtown Action Planning Committee as a standing committee
 - The proposed move of the Greater Downtown Action Plan Steering Committee from an ad hoc to a standing Council committee will require appointment of either existing or new members to the committee. It is recommended that all current members be reappointed to the Committee for a term to end November 30, 2011 which will allow for time the Nomination Committee to review applications and make appointments.
- f. Addition of the items raised by the Nomination Review Committee and supported by the Governance & Policy Committee as follows:
 - a. Preference to local residents
 - b. Limitations to the appointment of past committee and council members and employees – two year hiatus from that capacity before appointment to a committee
 - c. Limitation of five consecutive years on a committee
- g. Clarity to the role of the chair, the conduct of meetings and voting procedures
- h. Inclusion of a public access statement making agendas and minutes routinely available to the public with exceptions
- i. Addition of the roles of the administrative liaison and committee coordinator to the preamble section of the bylaw and deleting those references under specific committee terms of reference
- j. Specifying that administrative liaisons assigned to a committee are expected to attend committee meetings
- k. Addition of the referral process to the preamble section of the bylaw and deleting those references under specific committee terms of reference
- l. Recognition of consensus decision-making by the Community Housing Advisory Board

- m. Deletion of the Red Deer County representative as a member of the Heritage Preservation Committee and utilizing Red Deer County expertise as a resource as required.
- n. Change to the terms of reference for the Nomination Committee (formerly Nomination Review Committee)
- o. Discontinuation of the use of non-voting members as it contributes to role confusion and can result in key technical staff being off the committee in the event of three absences. Specific staff alternatively can be assigned as staff resources
- p. Addition of the provision to meet via electronic means
- q. Greater clarity to Committee Procedures to provide guidance to committees

City Manager Comments:

I support the recommendation of Administration that Council consider three readings of Committees Bylaw Amendment 3431/C-2011

Craig Curtis
City Manager

Proposed Resolution

That Council consider giving three readings to Committees Bylaw Amendment 3431/ C-2011.

Report Details

Background:

Over the past year, the Committees Bylaw has undergone several amendments to respond to operational and/or committee needs. These include:

- a. Create a stand alone bylaw for the Emergency Management Committee
- b. Removal of the City Manager and Director of Development Services as non-voting members of the Municipal Planning Commission as their absence could have impacted quorum of that committee.

At the August 15, 2011 meeting of the Governance & Policy Committee, members introduced a number of resolutions with respect to the Nomination Review Committee that require Committee Bylaw amendments to enact.

As a result of this trigger for amendment, an overall review of the Committees Bylaw has been undertaken resulting in further recommendations.

Discussion:

The Committees Bylaw supports the operation of Council's advisory committees through terms of references and general operational principles. The amendments to the bylaw will enhance clarity as it relates to the above noted items.

BYLAW NO. 3431/C-2011

Includes Amendments Made
Prior to First and Second
Readings of the Bylaw on
October 17, 2011

Being A Bylaw to amend Bylaw No. 3431/2009 The Committees Bylaw of the City of Red Deer.

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

Bylaw No. 3431/2009 is hereby amended as follows:

1. That wherever the words 'citizen-at-large' appear in the bylaw they be replaced by the words 'Citizen Representative.'
2. That wherever the words 'City Clerk' appear in the Bylaw they be replaced by the words 'Legislative & Governance Manager.'
3. That section 2(1) be amended to include the following new definitions:

"Ad Hoc Committee" means a committee established for a specified period of time and for a specific purpose.

"Agency Representative" means a member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.

"Consensus" is a decision-making process that not only seeks the agreement of most participants, but also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement. The goal is unity, not unanimity.
4. That all subsections within section 2(1) be renumbered alphabetically from (a) through (h).
5. That the renumbered section 2(1)(c) be amended by deleting the words 'A citizen representative need not be a resident of the City.'
6. That section 3(1) be amended to add the following committees:

Governance & Policy Committee

Greater Downtown Action Plan Committee

7. That all subsections within section 3(1) be renumbered alphabetically from (a) through (n).
8. That section 4 (3) be deleted and replaced with the following:
 - 4 (3) All ad hoc committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.
9. That a new section 5 be added as follows:

Membership

- (1) Council will establish the membership composition of committees including whether a committee requires council, citizen or agency representation.
 - (2) In selecting Committee Members, preference may be given to local residents, however it is also recognized that non-resident applicants who own property or have a business in the City also have a stake in the community.
 - (3) Former Committee Members and past Council members and past City employees may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.
10. That commencing with section 5, all sections be renumbered sequentially throughout the Bylaw reflecting other additions and deletions as indicated.
 11. That section 6(3) be added as follows:
 - (3) Appointments to a Committee shall not exceed three consecutive terms in total with exceptions to be at the discretion of Council. No Member shall serve on a Committee for more than three consecutive terms, unless otherwise authorized by Council.
 12. That section 6(8) be deleted and replaced with the following:
 - (8) Voting Members of every Committee shall select the Committee's Chairperson annually. The Chairperson cannot be a Councillor except as otherwise permitted under this bylaw.
 13. That new sections 7 through 12 be added as follows:

Chairperson

7. The chairperson:

- (1) will preside over and be responsible for the conduct of Committee meetings;
- (2) may limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate; and
- (3) will vote on matters submitted to the Committee unless otherwise disqualified.

Committee Meetings

8. At the first meeting of the Committee following the Organizational Meeting of City Council each year, the Committee will:
 - (1) establish the dates for the Committee meetings and will meet no less than quarterly, but more frequently if required; and
 - (2) appoint a chairperson and if necessary, a vice chairperson.
9. In accordance with s.199 of the *Municipal Government Act*, a meeting may be conducted by means of electronic or other communication facilities if:
 - (1) the facilities enable the public to watch and/or listen to the meeting;
 - (2) the facilities enable all the meeting's participants to watch and/or hear each other; and
 - (3) notice is given to the public of the meeting and the way in which it is to be conducted.
10. Committee members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three members of the Committee.
12. Public notice of a committee meeting will be given in the manner approved by Council, and in compliance with section 195 of the *Municipal Government Act*.

14. That a new subsection 14(5) be added as follows:

- (5) All discussion at a meeting of a Committee is directed through the chairperson.

15. That new subsections 15(4) through (11) be added as follows:

- (4) Each Committee 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.
- (5) A Member shall not vote on a motion if absent from the meeting when the vote is called.
- (6) Votes on all motions must be taken as follows:
 - (a) the chairperson puts the motion to a vote.
 - (b) Members vote by a show of hands or other method agreed to by Council.
 - © The chairperson declares the result of the vote.
- (8) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- (9) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (10) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (11) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

16. That a new section 17 be added as follows:

- 17. All agendas and minutes of Committees meetings will be made routinely available to the public with the exception of:
 - (1) Community Housing Advisory Board
 - (2) Nomination Committee

- (3) Mayor's Recognition Awards Committee
- (4) In camera meetings of any Council Committee

as the information contained within these documents is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

17. That new sections 18 through 20 be added as follows:

- 18 (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
 - (a) Administrative Liaison(s) - city staff who work in an area related to the terms of reference of the Committee and who:
 - (i) are expected to attend all meetings of the Committees to which they are assigned;
 - (ii) work with the chairperson in developing the Committee agenda;
 - (iii) provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;
 - (v) provide administrative recommendations as required; and
 - (vi) work with the Committees Coordinator to develop an annual orientation for each Committee.
 - (b) Committees Coordinator(s) - City staff within the Legislative & Governance Services department and who:
 - (i) maintain an up to date registry of all Committee members;
 - (ii) compile and distribute Committee agendas within timelines established;

- (iii) provide procedural support and expertise to meeting processes, including:
 - a. drafting resolutions;
 - b. recording formal motions and action items of Committees;
 - c. working with the administrative liaison to ensure outcomes of items are reported back to the Committee;
 - d. ensuring proper procedure is followed;
 - (iv) prepare written minutes of all meetings and distributed within the timelines established; and
 - (v) work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by the Committee for information or action by other City staff shall be directed by the City Manager.

Resource Groups

19. In addition to the Administrative Liaisons and the Committees Coordinator, committees may utilize resource groups. Resource groups are internal or external resources who may offer a specific expertise which will support the committee's decision making processes.

Referrals to Committees

20. Referral Process

- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons.
- (2) Administration may refer items to the Committee through the Liaison(s) and will provide reasonable time limits for the Committee to consider issues. Referrals from administration must be in writing and shall include sufficient background

information for the Committee to consider the issue in its context.

- (3) Public requests for consideration of issues, concerns or presentation may be put forward, in writing to the Liaison(s) for consideration by the Committee. The chairperson, in consultation with the Liaison(s), will determine if the item will be added to a future agenda.

That the following words be added to the beginning of section 21:

‘Except as outlined in this bylaw.’

18. That section 24(1) be replaced with the following new section 24(1):

- (1) The provisions of this Bylaw and the provisions of the MGA, Part 5, Division 6, Pecuniary Interest apply to Members of Council and to Committee Members.

19. That section 27(2) be replaced by the following new section 27(2):

- (2) The Community Housing Advisory Board shall make its decisions by Consensus.

20. That subsections 27(8), (9), (11), (12) and (13) be deleted in their entirety and the previously numbered subsection 27(10) be renumbered as 27(8).

21. That subsections 28(2), (7), (8), (9), (10), (11) and (12) be deleted in their entirety and all remaining subsections within this section to be renumbered sequentially.

22. That subsections 29(2), (6), (7), (8), (9), (10) and (11) be deleted in their entirety and all remaining subsections within this section to be renumbered sequentially.

23. That subsections 29(5) be deleted in its entirety and replaced with the following subsection 29(5):

- (5) The Administrative Liaison(s) for the Committee will be the Environmental Initiatives Supervisor or designate.

24. That subsection 30 (1) be amended by deleting the words “seven (7)” and replaced with the words “six (6) in subsection 30 (1)

25. That new sections 31 and 32 be added as follows:

The “Governance & Policy Committee”

31. (1) The Governance & Policy Committee consists of all members of City Council.
- (2) The purpose of the committee is to:
 - (a) provide an opportunity for Council to lead the governance processes;
 - (b) develop a comprehensive governance and policy framework to support Council;
 - (c) ensure Council's intentions, directions and expected outcomes are captured in their governance and policy framework;
 - (d) review Council's governance and policy bank and make recommendations and enhancements;
 - (e) identify priorities for updating Council's governance and policy framework and suggested timing; and
 - (f) review Council's committee structure and recommend changes to Committee mandate and role.
- (3) All governance issues being placed before Council must first be considered by the Governance and Policy Committee ensuring that the committee is advisory to Council.
- (4) The Governance and Policy Committee shall only consider agenda matters which are not addressed or fully addressed by current City policy.
- (5) Matters of information only will not be added to the agenda of the Governance and Policy Committee.
- (6) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the three year term of Council.
- (7) Governance and Policy Committee meets monthly on the Monday between Council meetings.

- (8) The City Manager is the primary advisor to the Governance and Policy Committee.
- (9) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of governance matters.
- (10) To ensure compliance with the Municipal Government Act, all of the meetings of this Committee will be held in Council Chambers and will be open to the public. The Agenda and minutes of the Committee will be posted on The City of Red Deer website. Items that may need to be held In Camera due to compliance with the *Freedom of Information and Protection of Privacy Act* will be noted as such on the agenda.
- (11) The Administrative Liaison(s) for the Committee are:
 - (a) the City Manager or designate;
 - (b) the Legislative & Governance Services Manager or designate;
 - (c) the Communication & Strategic Planning Manager; and
 - (d) the Policy Coordinator.

The “Greater Downtown Action Plan Steering Committee”

- 32. (1) The Greater Downtown Action Plan Steering Committee consists of:
 - (a) two (2) Councillors;
 - (b) two (2) members of the Downtown Business Association (DBA) as appointed by the Downtown Business Association Board of Directors;
 - (c) four (4) Citizen Representatives, one of whom will represent a social support group located in the downtown core; and
 - (d) one (1) youth representative.
- (2) The purpose of the Committee is to:

- (a) review and update the Greater Downtown Action Plan;
 - (b) act in an advisory role to Council on policy issues relating to the implementation of the Greater Downtown Action Plan;
 - (c) act in an advisory role to City administration on issues that may impact the implementation or administration of policy relating to the Greater Downtown Action Plan (including but not limited to: Partnership development, communications strategies, special event planning, identification of funding sources and monitoring of implementation progress); and
 - (d) provide a forum for the public to share or express concerns and suggestions relating to implementation of the Greater Downtown Action Plan.
- (3) The duties of the Committee include the following:
- (a) to build a clear and relevant community vision for the future development of the greater downtown area of the City using the existing Greater Downtown Action Plan as a foundation;
 - (b) to consolidate all downtown plans and initiatives into a clear and comprehensive strategy for implementation;
 - (c) to establish a clear and updated urban design framework to guide the upgrading and expansion of infrastructure and the implementation of physical improvements on a phased basis;
 - (d) to identify areas with major redevelopment potential;
 - (e) to foster the development of policies that address social problems in the downtown area on an ongoing basis;
 - (f) to advocate for redevelopment of the Riverlands area that maximizes its potential and provides for linking the downtown with Waskasoo park along the river;

- (g) to develop policies and incentives that encourages increased residential development within the downtown;
 - (h) to preserve the historic character of the downtown and the setting of unique heritage buildings;
 - (i) to develop a public consultation process that provides for public input at the outset of the project as well as at various stages of the process; and
 - (j) to create a clarified vision for the greater downtown area based on consultation with City administration, the Downtown Business Association, community stakeholders and citizen representatives.
- (4) Expected outcomes of the Committee include planning strategies that reinforce:
 - (a) a stronger greater downtown area image and identity as the commercial and cultural centre of Central Alberta;
 - (b) a consolidation of office and retail functions;
 - (c) future large scale development;
 - (d) a framework for more intensive downtown cultural and recreational programming;
 - (e) the creation of integrated linkages and connections to surrounding residential areas and the river valley park system; and
 - (f) the establishment and upgrading of urban design guidelines for public infrastructure and private development that meet contemporary standards.
- (5) The Administrative Liaison(s) for the committee are:
 - (a) the City Manager or designate;
 - (b) the Divisional Strategist / Downtown Coordinator or designate.

26. That subsections 33(1)(e), (5), (6), (7), (8), (9) and (10) be deleted in their entirety.
27. That subsection 34(4.1) be deleted in its entirety.
28. That subsections 35(7), (8), (9), (10) and (11) be deleted in their entirety.
29. That subsection 36(1)(c) be deleted in its entirety.
30. That subsections 36 (14) - (17) be deleted in their entirety and replaced with the following new subsection 36(14):
- (14) The Administrative Liaison(s) for the MPC are:
- (a) the Director of Planning Services or designate; and
 - (b) a representative from Inspections & Licensing.
12. That subsection 37(2)(b) and (c) be added as follows and that former subsection 37(2)(c) be renumbered as subsection 37(2)(d):
- (2) (b) make appointments to committees as required providing to Council for its information a summary of applicant names and those appointed;
 - (c) develop procedures with respect to the following aspects related to Committee appointments:
 - (i) competency evaluation of applicants;
 - (i) reference checks;
 - (iii) exit interviews; and
 - (iv) Committee Member evaluations.
31. That subsection 37(3) be deleted in its entirety.
32. That subsections 38(2), (3) and (6)(c) be deleted in their entirety and the remaining subsections be renumbered sequentially.

READ A FIRST TIME IN OPEN COUNCIL this 17th day of October 2011.

READ A SECOND TIME IN OPEN COUNCIL this 17th day of October 2011.

READ A THIRD TIME IN OPEN COUNCIL this day of 2011.

AND SIGNED BY THE MAYOR AND CLERK this day of 2011.

MAYOR

CITY CLERK

DATE: November 2, 2011
TO: Frieda McDougall
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Committees Bylaw Amendment 3431/C-2011

Reference Report:

Legislative & Governance Services Manager dated October 11, 2011.

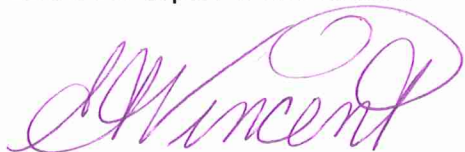
Bylaw Reading:

At the Regular Council Meeting of October 31, 2011, Council gave third reading to Committees Bylaw Amendment 3431/C-2011. A copy of the bylaw is attached.

Report back to Council: No

Comments/Further Action:

Administration will amend the consolidated version of the Committees Bylaw 3431/2009 and distribute copies in due course.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c Corporate Meeting Coordinator



October 11, 2011

Land Use Bylaw Amendment 3357/S-2011

Rezoning of 6702 and 6712 Golden West Avenue
(Former Travelaire Site)

From I1 Industrial (Business Service) to C4 –
Commercial (Major Arterial)

Legislative & Governance Services

Report Summary & Recommendation:

Summary:

The report attached is being brought forward from the Monday, October 3, 2011 Council Meeting.

Recommendation:

That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/S-2011.



Report Details

Background:

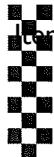
At the Monday, October 3, 2011 Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/S-2011

Land Use Bylaw Amendment 3357/S-2011 provides for the rezoning of approximately 3.307 hectares (8.18 acres) of land located at 6702 and 6712 Golden West Avenue from I1 - Industrial (Business Service) District to C4 - Commercial (Major Arterial) District. This is to facilitate the redevelopment of the site which previously contained the Trvelaire factory, into two C4 lots and one I1 lot.

Public Consultation Process

A Public Hearing has been advertised for Land Use Bylaw Amendment 3357/S-2011 to be held on Monday, October 31, 2011 at 6:00 P.M. during Council's regular meeting. Advertisements were placed in the Red Deer Advocate on October 14, 2011 and October 21, 2011. The owners of the properties adjacent to the site were notified by letter of the Public Hearing.

A copy of a letter received from the public is attached.



BORDER PAVING LTD.

6711 GOLDEN WEST AVENUE

RED DEER, ALBERTA T4P 1A7

PHONE (403) 343-1177

FAX (403) 346-9690

1-888-8HOTMIX

(1-888-846-8649)

asphalt@borderpaving.com

October 24, 2011

The City of Red Deer Planning Department
Box 5008
Red Deer, Alberta
T4N 3T4

Attention: Elaine Vincent, Legislative & Governance Services Manager

Re: Concerns with the rezoning application of the Travelaire property

Dear Elaine;

The following is a copy of our prior letter dated August 29, 2011 directed to Jordan Furness, Senior Planner with the City of Red Deer.

Although Lot 1 – 6.14ac – is large enough to accommodate a full service hotel (1.5ac will accommodate a 100 unit motel) there are a number of concerns regarding the logistics of the location. The property owners have been trying to sell the property as a hotel site for many months. Such a development will:

- Create significant traffic
- Golden West Avenue is closest for most traffic looking to enter, so will be very busy.
- Golden West Avenue is too narrow to handle the existing traffic at busy times since much of it is larger trucks.
- The entrance to lot 1 is too close to the intersection off of 67th street to safely enter Golden West Avenue.
- The intersection of Golden West Avenue and 67 ST was made "wider" this year, but is much narrower than a properly designed three lane intersection would be. Significant increases in traffic volumes will result in the intersection becoming a bottleneck whenever:
 - There's a luncheon special event.
 - There's any event at or near times when local traffic is otherwise busy.

Thank you for your consideration of the burden this development could potential place on existing business in the area. Please feel free to contact me if you have any questions.

Sincerely,

Kate Walls

Border Paving Ltd.
Travelaire concerns 2

Quality • Service • Value
Since 1955



Report Originally Submitted to
the Monday, October 3, 2011
Council Agenda

September 07, 2011

Rezoning of 6702 & 6712 Golden West Av (former Travelaire Site)

Planning

Report Summary & Recommendation:

An application to amend the Land use district of 6702 & 6712 Golden West Ave has been received from Group 2 Architecture on behalf of the registered owner of the properties, Canadian Urban Ventures GP No. 1 Inc. They are applying to rezone 3.307 ha of the above noted properties from I1 – Industrial (Business Service) to C4 – Commercial (Major Arterial).

The application was referred to City Departments and landowners within 100 m of the site. As no objections to the rezoning were received and the proposal conforms to the *Municipal Development Plan* and the relevant regulations of the above noted districts staff support the proposal and recommend that Council approve first reading of Bylaw 3357 / S-2011

City Manager Comments:

I support the recommendation of Administration that Council give First Reading to Land Use Bylaw Amendment 3357/S-2011 – Rezoning of 6702 and 6712 Golden West Avenue (Former Travelaire Site). A Public Hearing would be held on Monday, October 31, 2011 at 6:00 P.M. during Council's regular meeting.

Craig Curtis
City Manager



Report Details

Background:

An application was received to amend the *Land Use Bylaw* as follows:

- Rezone 3.307 ha (8.17 ac) of 6702 & 6712 Golden West Ave from I1 – Industrial (Business Service) to C4 – Commercial (Major Arterial)

The application was received from Group 2 Architecture who is acting on behalf of the property owners Canadian Urban Ventures GP No. 1 Inc.

The intent of the application is to allow for redevelopment of the site which previously contained the Travelaire factory. All but one of the existing buildings has been removed. The one building remaining will stand on the only portion of the site that will remain zoned I1.

The adjacent and nearby properties have a mixture of I1 and C4 zoning.

The applicant has also applied to subdivide the site, conditional the rezoning being successful, to create two C4 lots and one I1 lot.

The *Municipal Development Plan* identifies the site for a mixture of I1 and C4 uses. There are no other plans applicable to the site.

The rezoned property would meet the applicable regulations of the *Land Use Bylaw*. 67th Street and Johnstone Drive which bound the site are major arterial roads.

Discussion:

The application was circulated to all applicable City departments and landowners within 100 metres of the site, as required by the *Land Use Bylaw*. No objections were received from City Departments. One area landowner sent a letter in support of the rezoning. Another landowner expressed concern about access to the site from Johnstone Drive. Site access is a development issue and will be reviewed during the development permit process. All landowners within 100 metres of the site are referred for comment on the site plan as part of this process.

Analysis:

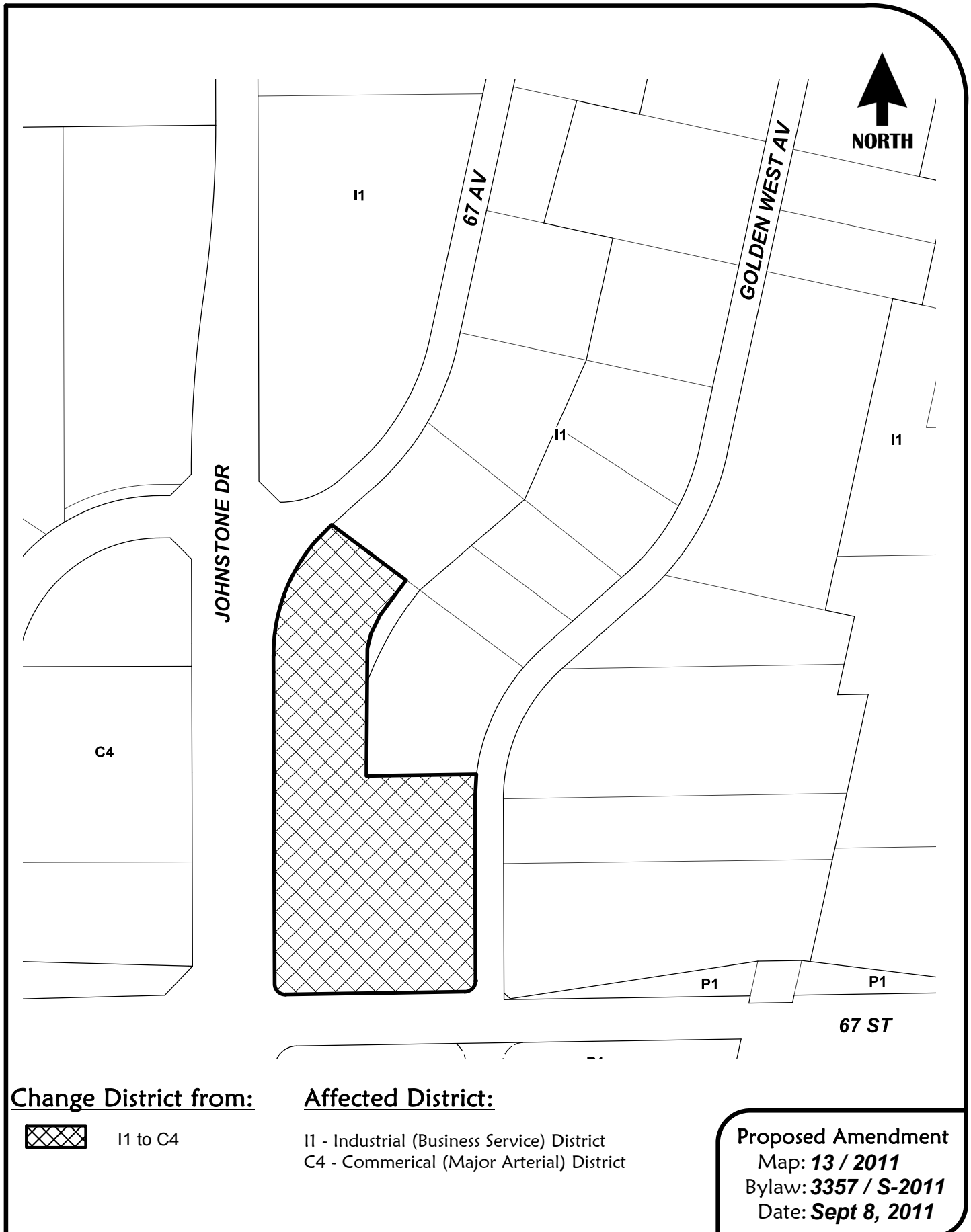
The proposed application is supported by Planning based on the following:

- Conforms to the *Municipal Development Plan*
- Meets the C4 regulations of the *Land Use Bylaw*
- No objections related to the rezoning received from City Departments or landowners within 100 m
- Facilitates redevelopment of a site that is currently largely vacant and within a "Major Entry Area" as identified in the *Land Use Bylaw*

CITY CLERK



Proposed Amendment to Land Use Bylaw 3357/2006



Change District from:



I1 to C4

Affected District:

I1 - Industrial (Business Service) District
C4 - Commercial (Major Arterial) District

Proposed Amendment

Map: **13 / 2011**

Bylaw: **3357 / S-2011**

Date: **Sept 8, 2011**

Phone: 403-506-9355
Fax: 403-348-2993



#300, 5440 - 45 Street
Red Deer, Alberta T4N 1L1

City of Red Deer

The Oilmen's association through the PFC has raised over \$100,000 for local charities. We would like to continue to raise money in Red Deer and are under the understanding that we are in the interim process of getting our own commission.

In the mean time we ask for the approval to go ahead in bringing in an outside commission. As we have invested a considerable amount of money into the Dec 9th event we would appreciate your consideration in this manner. If you have any questions please do not hesitate to call.

Sincerely;

Jeff Marchand
Oilmen's PFC
403.506.9355 - Cell

**Vita Houlihan Chair
Central Combative Sports Commision**

#1 Waskasoo Avenue,
Range Road 280
Penhold, Alberta



RE: Oilmen's PFC 8, Dec 9 2011
Red Deer Alberta.

To whom it may concern;

My name is Vita Houlihan and I am the chair of the Central Combative Sports Commision (CCSC) of Penhold AB.

This letter is to confirm that we will be acting as the sanctioning body for upcoming Oilmen's PFC 8, which will be held Dec 9 2011 at the Red Deer Westerner Grounds. We would also like to extend our invitation to sanction any additional pro events in Red Deer in the interim.

If you have any questions or concerns please contact myself at:
Vita Houlihan 403.966.2184 - Cell

Sincerely;

Vita Houlihan
(JM/26)

LEGISLATIVE & GOVERNANCE SERVICES

November 2, 2011

Mr. R. J. Murdoch
Group 2 Architects
200, 4706 48 Avenue
Red Deer, AB T4N 6J4

Dear Mr. Murdoch,

**Re: The City of Red Deer – Council Decision
 Land Use Bylaw Amendment 3357/S-2011
 Rezoning of 6702 and 6712 Golden West Avenue**

At the Monday, October 31, 2011 Council Meeting, Red Deer City Council heard the Public Hearing for Land Use Bylaw Amendment 3357/S-2011 and subsequently gave second and third reading to this amendment.

This amendment provides for rezoning of approximately 3.307 hectares (8.17 acres) of land located at 6702 and 6712 Golden West Avenue from I1 – Industrial (Business Service) District to C4 – Commercial (Major Arterial) District. This amendment to the zoning will facilitate the redevelopment of the site which previously contained the Travelaire factory, to two C4 lots and one I1 lot.

If you have any questions please contact Ms. Tara Lodewyk, Planning Services Manager, at 403.406.8708.

Sincerely,



Elaine Vincent
Manager

c Director of Planning Services
 Planning Services Manager

COPY

Council Decision – October 31, 2011

DATE: November 2, 2011
TO: Tara Lodewyk, Planning Services
FROM: Elaine Vincent, Legislative & Governance Services Manager
SUBJECT: Rezoning of 6702 and 6712 Golden West Avenue (Former Travelaire Site) from I1 Industrial (Business Service) to C4 – Commercial (Major Arterial) - Land Use Bylaw Amendment 3357/S-2011

Reference Report:

Planning Services Manager dated October 11, 2011

Bylaw Reading:

At the Regular Council Meeting of October 31, 2011, Council gave second and third reading to Land Use Bylaw Amendment 3357/S-2011. This bylaw allows for rezoning of land located at 6702 and 6712 Golden West Avenue from I1 Industrial District to C4 Commercial District.

Report back to Council: No

Comments/Further Action:

Administration will amend the consolidated version of the Land Use Bylaw 3357/2007 and distribute copies in due course.



Elaine Vincent
Legislative & Governance Services Manager
/attach

c: Director of Planning Services
Client Services Support

Christine Kenzie

To: Jordan Furness
Subject: Letter Received from Border Paving re LUB 3357/S-2011
Attachments: October 24 2011 Letter from Border Paving Re LUB 3357 S-2011.pdf



October 24 2011
Letter from Bo...

Attached is a letter from Border Paving received in LGS -- for your information. Please be prepared to speak to this concern at the October 31, 2011 Council meeting public hearing.

Thanks.

Christine Kenzie | Corporate Meeting Coordinator
Legislative & Governance Services | The City of Red Deer
D 403.356.8978 | F 403.346.6195
christine.kenzie@reddeer.ca

**LAND USE BYLAW AMENDMENT 3357/S- 2011
REZONING OF 6702 & 6712 GOLDEN WEST AVENUE
(FORMER TRAVELAIRE SITE)**

DESCRIPTION: Rezoning of approximately 3.307 hectares - 6702 and 6712 Golden West Avenue (former Travelaire Site) from I1 Industrial (Business Service) District to C4 – Commercial (Major Arterial) District.

FIRST READING: October 3, 2011

FIRST PUBLICATION: October 14, 2011

SECOND PUBLICATION: October 21, 2011

PUBLIC HEARING & SECOND READING: October 31, 2011

THIRD READING: OCTOBER 31, 2011

LETTERS REQUIRED TO PROPERTY OWNERS: YES ☒ NO

DEPOSIT: YES ☐ \$ _____ NO ☒

COST OF ADVERTISING RESPONSIBILITY OF: **Group 2 Architecture**

ACTUAL COST OF ADVERTISING:

\$ 392.50 X 2

TOTAL:

\$ 785.00

MAP PREPARATION:

GST

\$ 39.25

TOTAL COST:

\$ 824.25

LESS DEPOSIT RECEIVED:

\$ _____

AMOUNT OWING/ (REFUND):

\$ _____

INVOICE NO.:

282381

BATCH NO.:

1208832

(Advertising Revenue to 180.5901)

R03B305

2011/11/07 16:10:00
Page - 1

Document										Amounts								
Ty	Number	Co	Item	G/L Date	Due Date	Co	Address #	Customer Name	PS	Gross	Tax			Ty				
				Inv Date		G/L Class		Remark		Discount Available								
				Account Number		Account Description		JE - Remark			G/L Distribution		LT	PC	Subledger	Ty		
Batch Number				User ID			Transaction Originator											
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Discount																		
Totals for Batch								1208832		824.25	785.00-	39.25						
Discount																		
Totals for User ID								VANESSAC		824.25	785.00-	39.25						
Discount																		
Grand Total										824.25	785.00-	39.25						
Discount																		

**Land Use Bylaw Amendment 3357/S-2011
Rezoning of 6702 – 6712 Golden West Avenue**

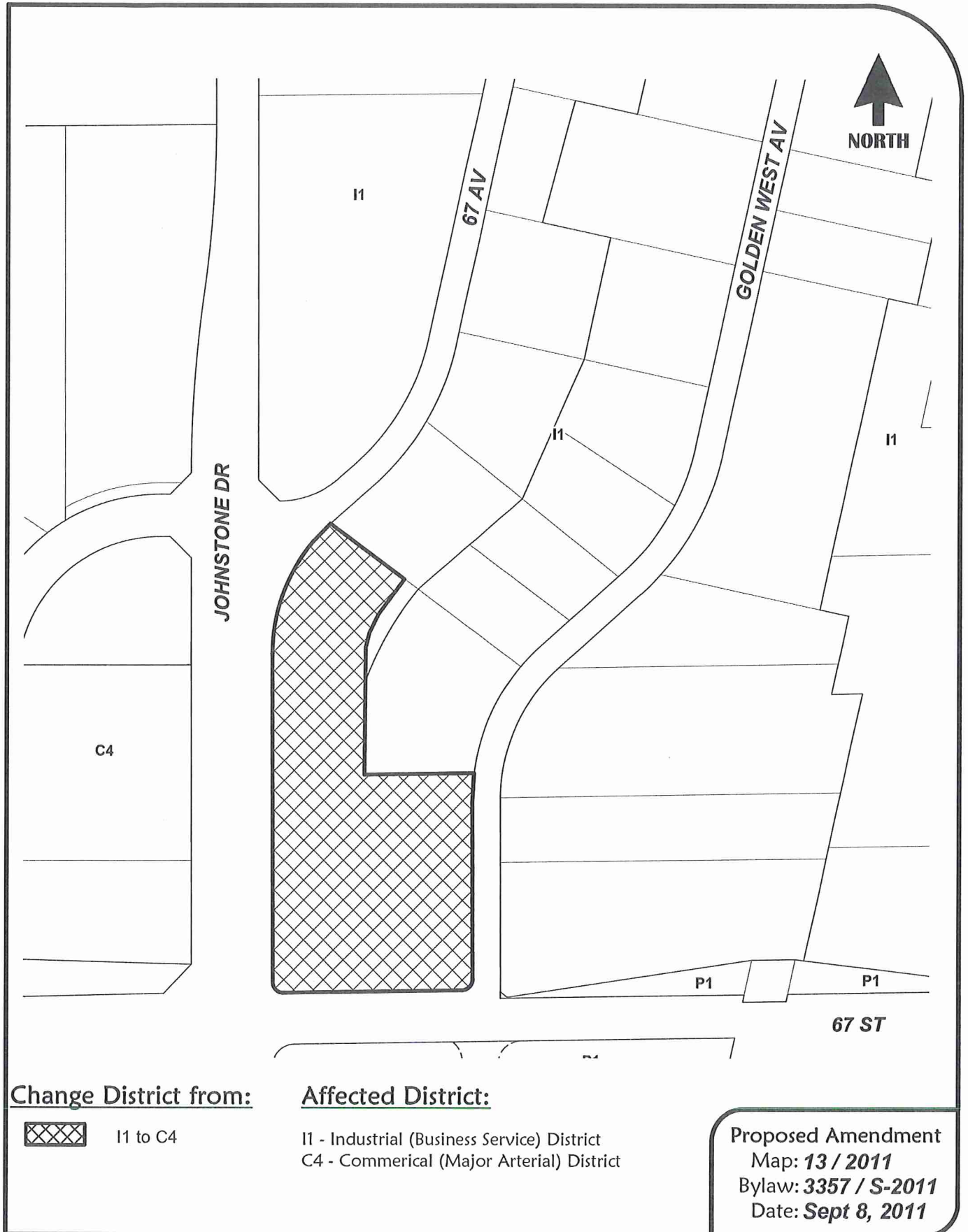
City Council proposes to pass Land Use Bylaw Amendment 3357/S-2011 which provides for changes to the Land Use Bylaw. This change allows for approximately 3.307 hectares (8.17 acres) of land located at 6702 and 6712 Golden West Avenue to be rezoned from I1 – Industrial (Business Service) to C4 – Commercial (Major Arterial). This is to facilitate the redevelopment of the site which previously contained the Travelaire factory, into two C4 lots and one I1 lot.

Insert Map - DM 1151900

The proposed bylaw may be inspected at Legislative & Governance Services, 2nd Floor City Hall during regular office hours or for more details, contact City of Red Deer Planning Services at 403-406-8700.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, October 31, 2011** at 6:00 p.m. in Council Chambers, 2nd Floor of City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Governance Services by **Tuesday, October 25, 2011**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Governance Services at 403-342-8132.

(Publication Dates: Friday, October 14 and Friday, October 21, 2011)



October 4, 2011

Mr. R.J. Murdoch
Group 2 Architects
200, 4706 – 48 Avenue
Red Deer, AB T4N 6J4

Dear Mr. Murdoch:

**Re: Land Use Bylaw Amendment 3357/S-2011
Rezoning of 6702 and 6723 Golden West Avenue**

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/S-2011* at the City of Red Deer's Council meeting held Monday, October 3, 2011. For your information, a copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/S-2011 provides for the rezoning of approximately 3.307 hectares (8.17 acres) of land located at 6702 and 6712 Golden West Avenue from I1- Industrial (Business Service) District to C4 – Commercial (Major Arterial) District. This is to facilitate the redevelopment of the site which previously contained the Travelaire factory, into two C4 lots and one I1 lot.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, October 31, 2011 at 6:00 p.m. in Council Chambers during Council's regular meeting.

You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$800.00. If you are not in agreement with paying this cost, please notify me by **10:00 A.M. on Tuesday, October 11, 2011**. If you have any questions or require additional information, please contact me at 403.342.8132.

Sincerely,

Christine Kenzie
Corporate Meeting Coordinator
/attach.

cc: J. Furness, Planning Services



LEGISLATIVE & GOVERNANCE SERVICES

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

DATE

NAME

ADDRESS

RED DEER AB T4N 3T4

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3357/S-2011
Rezoning of 6702 & 6712 Golden West Avenue (Former Travelaire Site)**

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/S-2011 which provides for changes to the Land Use Bylaw by rezoning approximately 3.307 hectares of land (8.17 acres) located at 6702 and 6712 Golden West Avenue from I1 – Industrial (Business Service) District to C4 – Commercial (Major Arterial) District. This is to facilitate the redevelopment of the site which previously contained the Travelaire factory, into two C4 lots and one I1 lot.

As a property owner in the area of proposed changes you have an opportunity to ask questions about the intended use and to let Council know your views. The proposed Bylaw may be inspected at Legislative & Governance Services, 2nd Floor of City Hall or for more information contact City of Red Deer Planning Services at 403.406.8700.

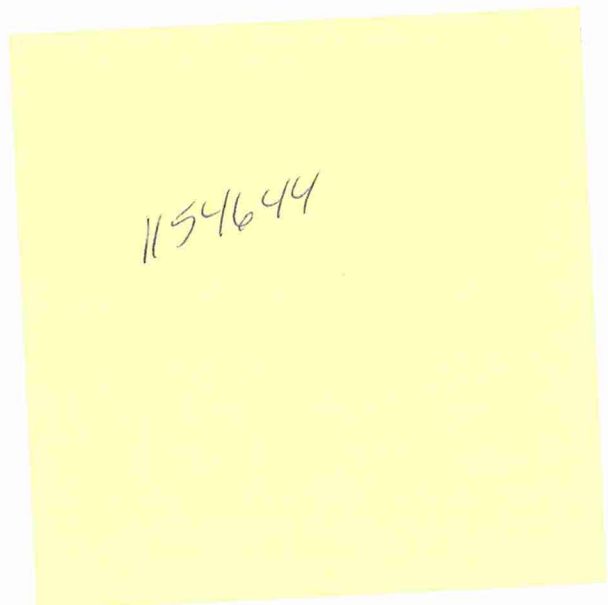
City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Monday, October 31, 2011 at 6:00 p.m. in Council Chambers, 2nd floor City Hall. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, October 25, 2011. You may also submit your letter or petition at the Public Hearing, or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Governance Services at 403.342.8132.

Yours truly,

A handwritten signature in black ink, appearing to read 'Elaine Vincent'.

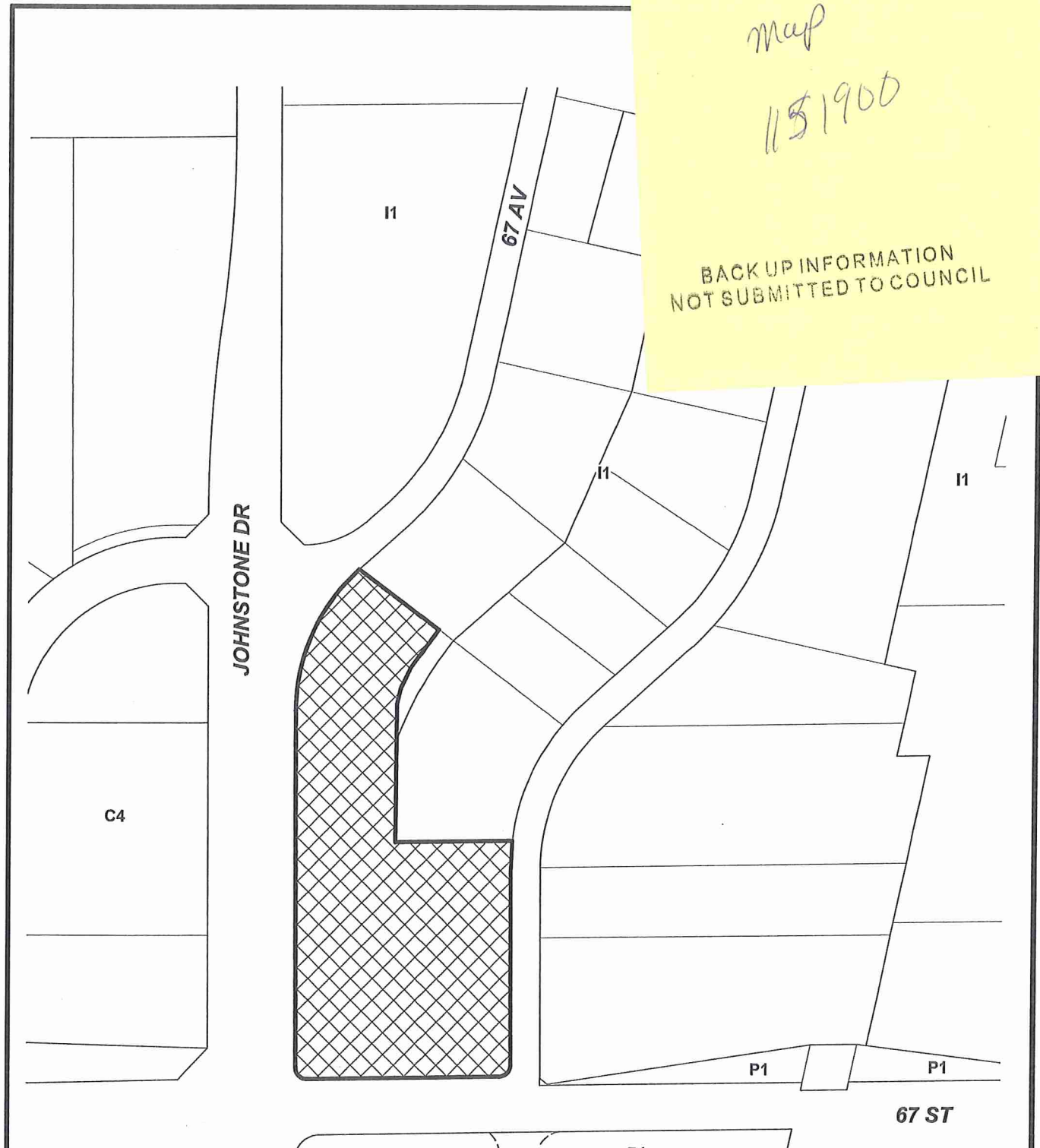
Elaine Vincent
Legislative & Governance Services Manager

attach.



map
1151900

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL



Change District from:



I1 to C4

Affected District:

I1 - Industrial (Business Service) District
C4 - Commercial (Major Arterial) District

Proposed Amendment

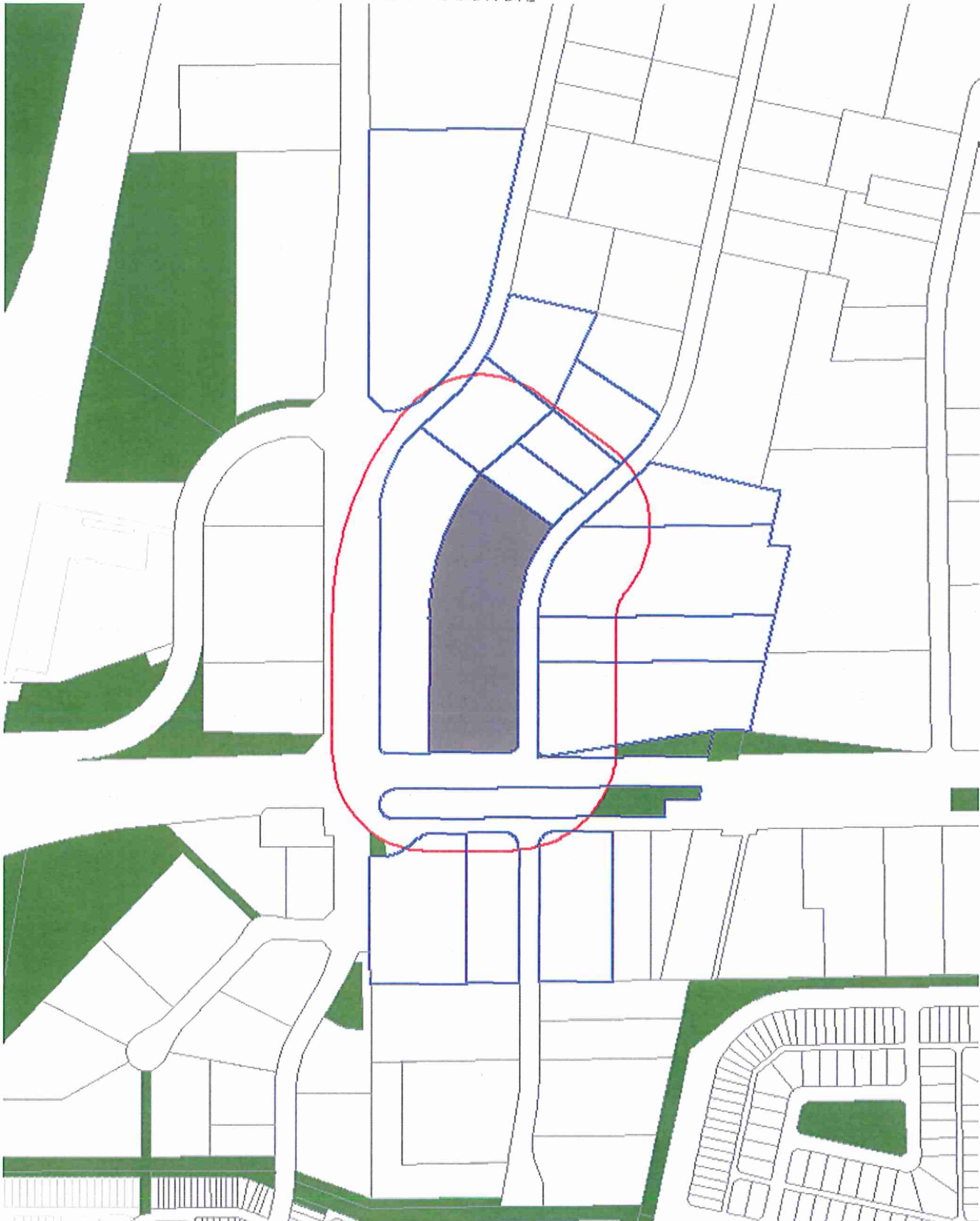
Map: 13 / 2011

Bylaw: 3357 / S-2011

Date: Sept 8, 2011

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

LUB 3357/S - 2011 Buffer Zone
#2

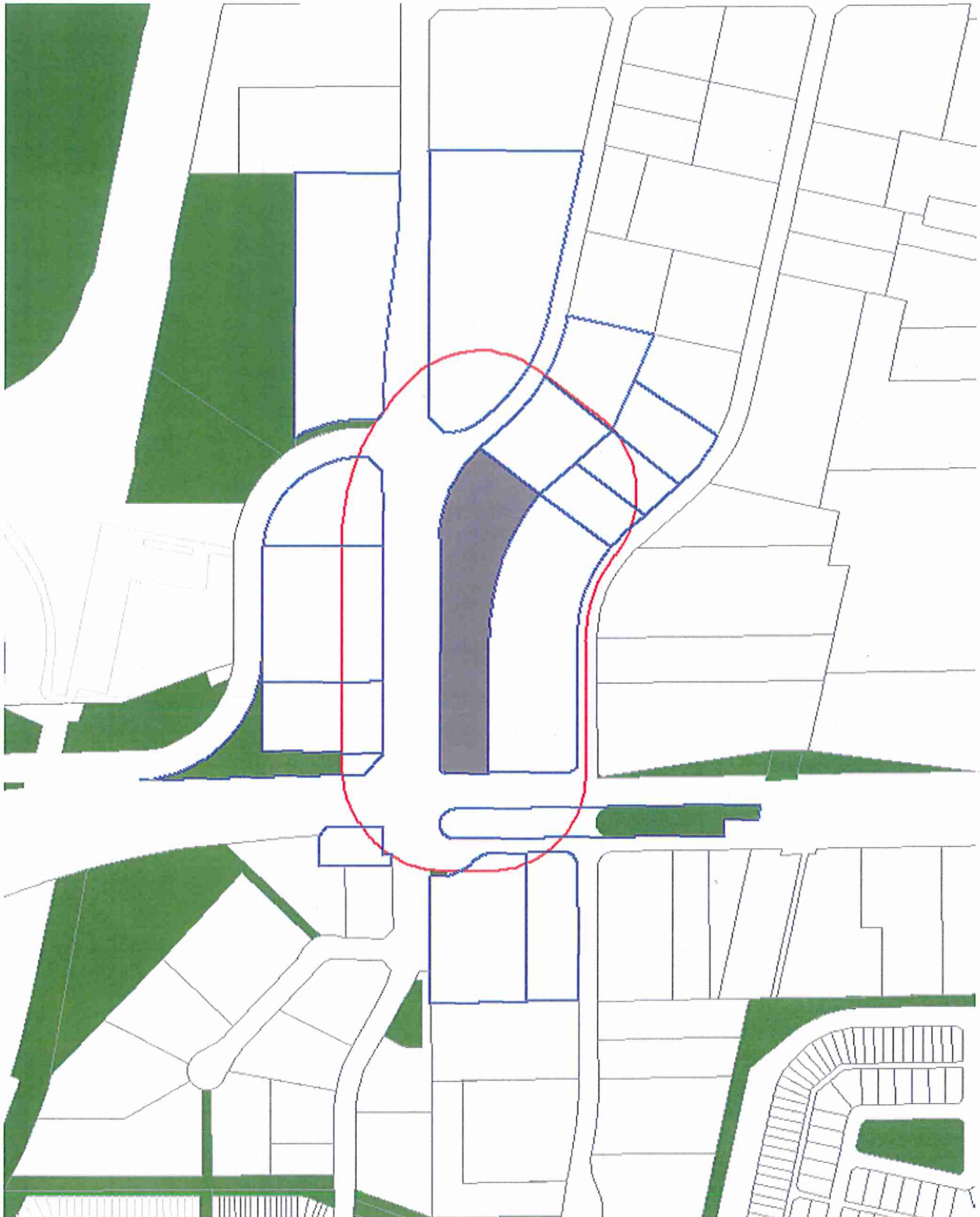


 [Export Data To Excel](#)

Parcels Touching The Buffer Zone - 100 Metres Around GOLDEN WEST AV 6714

Address	Prime Owner Name	Owner Address 1	Owner Address 2	Owner Address 3	Owner Address 4
A 6709 GOLDEN WEST AV	RIVER VALLEY PROPERTIES LTD	6705 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6728 GOLDEN WEST AV	RUSSEL METALS INC	1900 MINNESOTA CRT	MISSISSAUGA, ON L5N 3C9		
1 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6714 GOLDEN WEST AV	CANADIAN URBAN VENTURES GP NO. 1 INC	C/O 10572 105 ST	EDMONTON, AB T5H 2W7		
6733 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6520 67 ST	CITY OF RED DEER	BOX 5008	RED DEER, AB T4N 3T4		
6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
5 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6705 GOLDEN WEST AV	RIVER VALLEY PROPERTIES LTD	6705 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6603 67 ST	COOPER HOLDINGS GROUP INC	6603 67 ST	RED DEER, AB T4P 1A4		
6740 67 AV	FI PORTIFOLIO INC	C/O FINNING CANADA	16830 107 AVE NW	EDMONTON, AB T5P 4C3	
6709 GOLDEN WEST AV	RIVER VALLEY PROPERTIES LTD	6705 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6719 GOLDEN WEST AV	BORDER PAVING LTD	6711 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6722 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6724 GOLDEN WEST AV	RUSSEL METALS INC	1900 MINNESOTA CRT	MISSISSAUGA, ON L5N 3C9		
2 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
2 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
3 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6725 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6607 67 ST	SFJ INC	PO BOX 10146	ATTN: TAX DEPT	KNOXVILLE, TN 37939	USA
4 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
7 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN	RED DEER, AB		

		POSTAL BOX CT	T4N 6X7		
9 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6727 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6731 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6711 GOLDEN WEST AV	BORDER PAVING LTD	6711 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6712 GOLDEN WEST AV	CANADIAN URBAN VENTURES GP NO. 1 INC	C/O 10572 105 ST	EDMONTON, AB T5H 2W7		
1 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
B 6709 GOLDEN WEST AV	RIVER VALLEY PROPERTIES LTD	6705 GOLDEN WEST AVE	RED DEER, AB T4P 1A7		
6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6525 67 ST	PARKLAND PROPERTIES LTD	110-5102 58 ST	RED DEER, AB T4N 2L8		
6611 67 ST	CITY OF RED DEER	BOX 5008	RED DEER, AB T4N 3T4		
3 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
1 6727 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6729 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		



 [Export Data To Excel](#)

Parcels Touching The Buffer Zone - 100 Metres Around GOLDEN WEST AV 6712

Address	Prime Owner Name	Owner Address 1	Owner Address 2	Owner Address 3	Owner Address 4
2 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6728 GOLDEN WEST AV	RUSSEL METALS INC	1900 MINNESOTA CRT	MISSISSAUGA, ON L5N 3C9		
1 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
2 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6620 ORR DR	67 TIMS GP INC.	405-4901 48 ST	RED DEER, AB T4N 6M4		
6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6733 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6603 67 ST	COOPER HOLDINGS GROUP INC	6603 67 ST	RED DEER, AB T4P 1A4		
6607 67 ST	SFJ INC	PO BOX 10146	ATTN: TAX DEPT	KNOXVILLE, TN 37939	USA
6611 67 ST	CITY OF RED DEER	BOX 5008	RED DEER, AB T4N 3T4		
6736 67 ST	CITY OF RED DEER	BOX 5008	RED DEER, AB T4N 3T4		
6740 67 AV	FI PORTIFOLIO INC	C/O FINNING CANADA	16830 107 AVE NW	EDMONTON, AB T5P 4C3	
3 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6720 JOHNSTONE DR	383214 ALBERTA LTD	1A-7859 50 AVE	RED DEER, AB T4P 1M8		
6740 JOHNSTONE DR	MARSHALL ADMINISTRATIVE SERVICES LTD	17204 105 AVE NW	EDMONTON, AB T5S 1G4		
6712 GOLDEN WEST AV	CANADIAN URBAN VENTURES GP NO. 1 INC	C/O 10572 105 ST	EDMONTON, AB T5H 2W7		
6722 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6724 GOLDEN WEST AV	RUSSEL METALS INC	1900 MINNESOTA CRT	MISSISSAUGA, ON L5N 3C9		
7004 JOHNSTONE DR	706970 ALBERTA LTD	P O BOX 280	RED DEER, AB T4N 5E8		
4 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
5 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
		PO BOX 26065	RED DEER, AB		

6 6721 67 AV	R D B HOLDINGS LTD	STN POSTAL BOX CT	T4N 6X7		
7 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
9 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6727 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
1 6727 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6729 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6731 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
3 6721 67 AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6714 GOLDEN WEST AV	CANADIAN URBAN VENTURES GP NO. 1 INC	C/O 10572 105 ST	EDMONTON, AB T5H 2W7		
1 6718 GOLDEN WEST AV	R D B HOLDINGS LTD	PO BOX 26065 STN POSTAL BOX CT	RED DEER, AB T4N 6X7		
6725 67 AV	374496 ALBERTA LTD	358 MARINA BAY PLACE	SYLVAN LAKE, AB T4S 1E9		
6855 EDGAR INDUSTRIAL DR	706970 ALBERTA LTD	P O BOX 280	RED DEER, AB T4N 5E8		
6870 EDGAR INDUSTRIAL DR	1229458 ALBERTA LTD	3939 1 AVE S	LETHBRIDGE, AB T1J 4P8		



October 27, 2011

Request for Approval of Combative Sport Events

Legislative & Governance Services

Report Summary & Recommendation:

In the absence of a Red Deer Combative Sports Commission any promoters wishing to host events within the city must obtain Council approval and have an approved Commission attend to oversee their event. Prior Council resolutions have been interpreted to provide broad approval to any/all commissions to oversee events within the city.

Because of our increased awareness of the requirements to be in compliance with the Criminal Code of Canada and to reduce liability to The City of Red Deer, we recommend the retraction of the previous resolution to deal with all future events and recommend approval for the Oilmen's Pure Fighting Championship.

This report provides clarity to the broad interpretation and requests that Council:

- 1) Consider passing a resolution retracting all previous actual and inferred approvals to Commissions to oversee events within the city;
- 2) Provide approval to the Oilmen's Pure Fighting Championship to host an event within the city on December 6, 2011 under the oversight of the Central Combative Sports Commission.

City Manager Comments:

I concur with the recommendations of the Legislative & Governance Services Manager.

Craig Curtis
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer, having considered the report of the Legislative & Governance Services Manager dated October 27, 2011 re: Combative Sport Event approvals hereby retracts any actual and inferred approval of Boxing / Combative Sport Commissions operating within the City of Red Deer and directs administration to advise promoters/commissions that any event must be brought to Council for consideration and approval.

Resolved that Council of The City of Red Deer, having considered the report of the Legislative & Governance Services Manager dated October 27, 2011 re: Approval of Combative Sport Event hereby gives approval to the Oilmen's Pure Fighting

October 27, 2011

Request for Approval of Combative Sports Event

Page 2

Championship to host a combative sport event on December 9, 2011 under the oversight of the Central Combative Sport Commission.

Report Details

Background:

The City of Red Deer does not have a bylaw establishing a Boxing & Wrestling/Combative Sports Commission. At several points over the last 15 years, Council has considered this issue and has determined that instead of establishing a Commission and assuming any potential liability, The City would instead enable other Commissions to provide oversight to events held in Red Deer. In 1993, 1998 and 2003, Council passed resolutions appointing the Edmonton Boxing & Wrestling Commission to supervise a specific boxing event.

In July 2011, the Governance & Policy Committee directed administration to explore what would be involved in establishing a Red Deer Commission. This process is currently underway. Under the current exploration process, it has come to our attention that many events have been held over the past 10 years that have been overseen by Commissions other than the Edmonton Commission to whom the initial approval was provided. The 1998 resolution, as shown below, has been provided to other Commissions as a signal that while the resolution mentions the Edmonton Commission specifically, the broadest interpretation was intended indicating that any/all other Commissions were welcome to oversee events with the city of Red Deer.

Resolved that Council of The City of Red Deer hereby authorizes The City of Edmonton Boxing and Wrestling Commission to supervise boxing, wrestling and similar matches within the city of Red Deer provided that such events meet all legislative and legal requirements.

The Edmonton and Calgary Combative Sports Commissions do not support this broad interpretation of Red Deer City Council's 1998 resolution and impose penalties on fighters and promoters who participate in improperly sanctioned events.

Discussion:

Council is currently being asked to consider approval of the Oilmen's Pure Fighting Championship. This promoter has brought in Commissions to oversee the event in the past believing they had the approval/support of Red Deer City Council.

Analysis:

Without Council's explicit direction, it is our interpretation that the 1998 resolution only provided sanction to the Edmonton Boxing Commission and not to any other commission. As a result, we believe that with the exception of events that have been brought specifically for Council's approval, events currently being held within the city are doing so with improper authority.

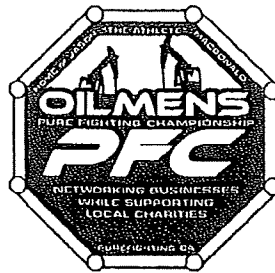
October 27, 2011

Request for Approval of Combative Sports Event

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An additional consideration is that while a local municipality must give approval to an external commission providing oversight to a boxing/combative sports event, most commissions established by local municipal bylaw only permit them to operate within the local municipal jurisdiction. To our knowledge, only one commission in Alberta at present is permitted to oversee events outside of its local jurisdiction; the Central Combative Sports Commission of Penhold.

Phone: 403-506-9355
Fax: 403-348-2993



#300, 5440 - 45 Street
Red Deer, Alberta T4N 1L1

City of Red Deer

The Oilmen's association through the PFC has raised over \$100,000 for local charities. We would like to continue to raise money in Red Deer and are under the understanding that we are in the interim process of getting our own commission.

In the mean time we ask for the approval to go ahead in bringing in an outside commission. As we have invested a considerable amount of money into the Dec 9th event we would appreciate your consideration in this manner. If you have any questions please do not hesitate to call.

Sincerely;

Jeff Marchand
Oilmen's PFC
403.506.9355 - Cell

Vita Houlihan Chair
Central Combative Sports Commision
#1 Waskasoo Avenue,
Range Road 280
Penhold, Alberta



RE: Oilmen's PFC 8, Dec 9 2011
Red Deer Alberta.

To whom it may concern;

My name is Vita Houlihan and I am the chair of the Central Combative Sports Commision (CCSC) of Penhold AB.

This letter is to confirm that we will be acting as the sanctioning body for upcoming Oilmen's PFC 8, which will be held Dec 9 2011 at the Red Deer Westerner Grounds. We would also like to extend our invitation to sanction any additional pro events in Red Deer in the interim.

If you have any questions or concerns please contact myself at:
Vita Houlihan 403.966.2184 - Cell

Sincerely;

Vita Houlihan
(JM/26)

October 27, 2011

Monday's City Council meeting starts at 1 p.m. In Camera

(Red Deer, Alberta) –The Red Deer City Council meeting on Monday, October 31 will start at 1 p.m. This meeting will begin with an In Camera session and is expected to last until 1:30 p.m. The Regular Council Meeting will resume after the In Camera portion has ended followed by the Organizational Meeting of Council.

Agendas can be found at www.reddeer.ca/citycouncil or picked up at Legislative & Governance Services, second floor of City Hall.

- end -

For more information, please contact:

Legislative & Governance Services
The City of Red Deer
403-342-8132