

DATE: August 26, 1996
TO: All Departments
FROM: City Clerk
RE: PLEASE POST FOR THE INFORMATION OF ALL EMPLOYEES

SUMMARY OF DECISIONS

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

MONDAY, AUGUST 26, 1996

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

- (1) Confirmation of the Minutes of the Regular Meeting of August 12, 1996 ..

DECISION - Confirmed as transcribed

(2) **UNFINISHED BUSINESS**

1. City Clerk - Re: Partial Disposal of Lot R (Reserve), Plan 1030
NY - Lower Fairview, North Red Deer (See Public Hearing
Section)

DECISION - Approved disposal of Municipal Reserve lands

2. Assistant City Clerk - Re: E9-1-1 Bylaw No. 3170/96 / To
Comply with the Agreement with A.G.T. Requiring Provision of
E9-1-1 Services and Imposing a Call Answer Fee to all Local
Subscribers within the Municipality

**DECISION - Received as information. See Bylaw Section
for Bylaw readings**

(3) **PUBLIC HEARINGS**

1. City Clerk - Re: Land Use Bylaw Amendment 3156/H-96 C.P.R. Right of Way Area Redevelopment Plan - Area #7, 58A Street and 58 Avenue, Lower Fairview (See Bylaw Section for Bylaws and Readings)
2. City Clerk - Re: Road Closure Bylaws:
 - A. 3175/96 - To facilitate development in CPR 7/ Portion of 58 A Street / Lower Fairview / North Red Deer (See Bylaw Section for Bylaws and Readings)
 - B. 3176/96 - To facilitate proposed development in CPR 7 / Portion of Lane as shown on Plan 93 (See Bylaw Section for Bylaws and Readings)
3. City Clerk - Re: Partial Disposal of Lot R (Reserve) - Lower Fairview / North Red Deer (See Unfinished Business for Council Resolution)

(4) **REPORTS**

1. Land & Economic Development Manager - Re: Land Exchange Between the City of Red Deer and Vellner Leaseholds Ltd. / To Facilitate Land exchange and Consolidation / Road Closure Bylaws 3177/96 and 3178/96

DECISION - Report received as information. See Bylaw Section for readings

2. Assistant City Clerk - Council Policy Manual Revision - To Update and Bring to Conformity with the new Municipal Government Act and City bylaws

DECISION - Tabled to the September 9, 1996 meeting of Council

3. Acting Public Works Manager - Re: Water Utility - Request for Approved Over-Expenditure

DECISION - Approved over-expenditure of \$140,000.00

4. Inspections & Licensing Manager - Re: Farmers Market / Annual License Fee

DECISION - Directed the Administration to prepare the necessary License Bylaw Amendment to provide for an Annual License Fee of \$300.00 to the Farmer's Market

(5) CORRESPONDENCE

1. Niels Nielsen - Re: 4735 - 54 Street / Lot 12, Block 34, Plan 6925 E.T. / Request for Rezoning to allow for an Existing Basement Suite

DECISION - Agree to draft necessary Land Use Bylaw Amendment to allow for basement suites in R3 Districts. See Bylaw Section for readings

2. Kwang Sin - Re: Rezoning of the Red Deer Inn from C4 to C1 (Lot 4, Block D, Plan 882-1422 - 4217 - 50 Avenue)

DECISION - Approved the application for rezoning of subject site, subject to consideration of development application for any senior accommodation by MPC. See Bylaw Section for readings

3. Rose Berkelaar - Re: Roll #96-86810, The Tattoo Shop - Business Tax

DECISION - Denied request to review account of Tattoo Shop pending general review of the Parking Levy

(6) PETITIONS AND DELEGATIONS

(8) **WRITTEN INQUIRIES**

(9) **BYLAWS**

1. 3170/96 - E9-1-1 Bylaw / To comply with the agreement with A.G.T. - 3 Readings

DECISION - Bylaw given three readings

2. 3156/H-96 - C.P.R. Right of Way Area Redevelopment Plan - Area #7, 58A Street and 58 Avenue / Lower Fairview

DECISION - Bylaw given second and third readings

3. 3175/96 - Road Closure Bylaw / To facilitate proposed development in CPR 7 / Portion of 58 A Street - 2nd and 3rd Reading

DECISION - Bylaw given second and third readings

4. 3176/96 - Road Closure Bylaw / To facilitate proposed development in CPR 7 / Portion of Lane as shown on Plan 93 - 2nd and 3rd Reading

DECISION - Bylaw given second and third readings

5. 3177/96 - Road Closure Bylaw / Vellner Leaseholds Ltd. / To facilitate land exchange and consolidation - 1st Reading

DECISION - Bylaw given first reading

6. 3178/96 - Road Closure Bylaw / Vellner Leaseholds Ltd. / To facilitate land exchange and consolidation - 1st Reading

DECISION - Bylaw given first reading

7. 3156/J-96 - Land Use Bylaw Amendment - rezoning of the Red Deer Inn from C4 to C1 (Lot 4, Block D, Plan 882-1422 - 4217 - 50 Avenue)

DECISION - Bylaw given first reading

8. 3156/K-96 - Land Use Bylaw Amendment to allow for basement suites in R3 Districts as a discretionary use

DECISION - Bylaw given first reading

ADDITIONAL AGENDA

1. Personnel Manager - re: IBEW Memorandum of Agreement, July 1996 to September 1998 Collective Agreement between The City of Red Deer and IBEW Local 254."

DECISION - Ratified Collective Agreement between The City and IBEW Local 254

A G E N D A

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93 (See Bylaw Section for Bylaws and
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(7) **NOTICES OF MOTION**

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Committee of the Whole:

- 1) Administrative Matter

ITEM 1

DATE: July 30, 1996

TO: City Council

FROM: City Clerk

RE: **PARTIAL DISPOSAL OF LOT R (RESERVE), PLAN 1030 NY - LOWER FAIRVIEW, NORTH RED DEER**

At the Council Meeting of July 29, 1996, the following resolution was passed relative to the above topic:

"RESOLVED that Council of The City of Red Deer hereby agrees that the following resolution be considered at the Council Meeting of Monday, August 26, 1996 to allow for the advertising of a Public Hearing to be held on August 26, 1996 for the disposal of municipal reserve lands as noted hereunder:

'RESOLVED that Council of The City of Red Deer, having considered the report from the Land and Economic Development Manager dated July 19, 1996, re: Partial Disposal of Lot R (Reserve), Plan 1030 NY, hereby approves the disposal of Municipal Reserve lands described as:

All that portion of Lot R (Reserve), Plan 1030 NY within the limits of subdivision Plan 962 _____ containing 42 square metres more or less excepting thereout all mines and minerals.

and as presented to Council August 26, 1996."

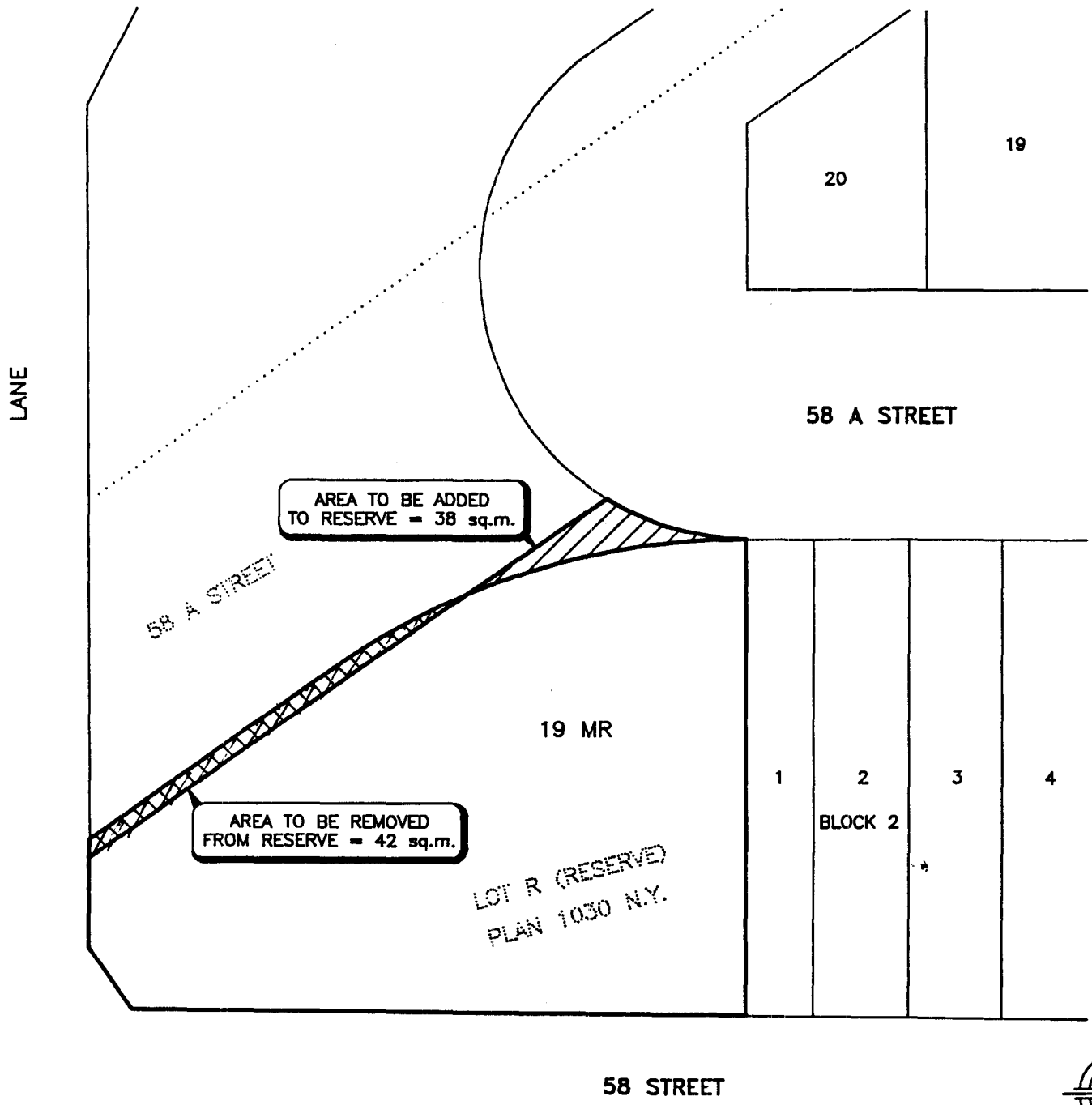
As a result of the above resolution, a Public Hearing has been advertised to be held in Council Chambers on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

RECOMMENDATION

Following the Public Hearing, Council may pass a resolution to dispose of the municipal reserve as described above.

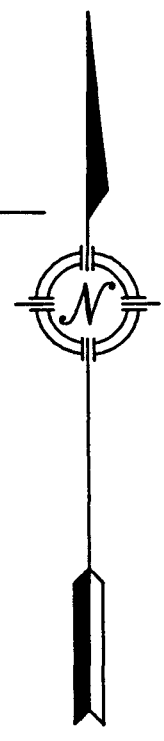

KELLY KLOSS
City Clerk

KK/fm



RED DEER

SKETCH SHOWING AREAS TO BE
ADDED/REMOVED FROM RESERVE



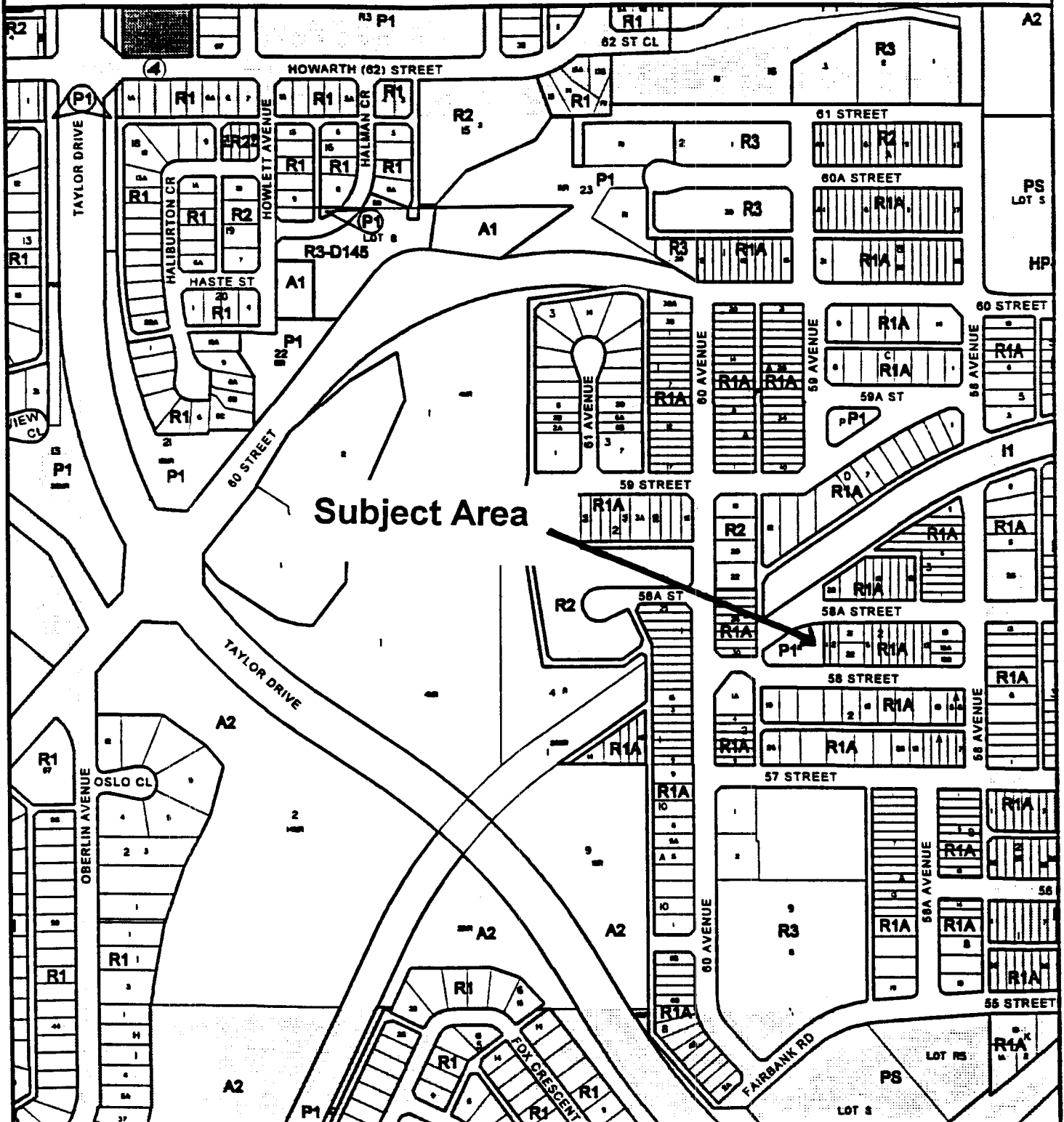
AREA OF LOT R, BLOCK 2, PLAN 1030 NY = 1588 sq.m.
 AREA TO BE REMOVED = 42 sq.m.
 AREA TO BE ADDED = 38 sq.m.
 AREA OF LOT 19MR, BLOCK 2, PLAN 962 _____ = 1584 sq.m.

SCALE = 1:500

THE CITY OF RED DEER - LAND USE BYLAW

LAND USE DISTRICTS

E10



BYLAW NUMBER - 3156/96

AMENDMENTS:




SCALE 1:5000
10-JAN-1996

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

D11	E11	F11
D10	E10	F10
D9	E9	F9

S.W. ¼ -20-38-27-4

DATE: July 19, 1996
TO: Kelly Kloss, City Clerk
FROM: Alan Scott, Land and Economic Development Manager
RE: **PARTIAL DISPOSAL OF LOT R (RESERVE), PLAN 1030 NY**



The City of Red Deer is proposing a development in the area known as CPR 7, Lower Fairview, North Red Deer. Due to the realignment of this development, it is necessary to dispose of part of the above lot. This partial disposal will be replaced by a similar sized area, which will be designated as Reserve.

RECOMMENDATION

We recommend that Red Deer City Council approve the following description for the disposal of part of the above reserve, as indicated by cross-hatch on the attached drawing.

"All that portion of Lot R (Reserve), Plan 1030 NY within the limits of subdivision Plan 962 _____ containing 42 square metres more or less excepting thereout all mines and minerals."



Alan V. Scott

PAR/mm

Att.

FILE

DATE: July 30, 1996

TO: Land & Economic Development Manager

FROM: City Clerk

RE: PARTIAL DISPOSAL OF LOT R (RESERVE), PLAN 1030 NY

At the Council Meeting held on July 29, 1996, consideration was given to your report dated July 19, 1996 concerning the above topic, and at which meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer hereby agrees that the following resolution be considered at the Council Meeting of Monday, August 26, 1996 to allow for the advertising of a Public Hearing to be held on August 26, 1996 for the disposal of municipal reserve lands as noted hereunder:

'RESOLVED that Council of The City of Red Deer, having considered the report from the Land and Economic Development Manager dated July 19, 1996, re: Partial Disposal of Lot R (Reserve), Plan 1030 NY, hereby approves the disposal of Municipal Reserve lands described as:

All that portion of Lot R (Reserve), Plan 1030 NY within the limits of subdivision Plan 962 _____ containing 42 square metres more or less excepting thereout all mines and minerals.

and as presented to Council August 26, 1996."

This office will now proceed with the advertising of the disposal of said reserve for a Public Hearing to be held in Council Chambers on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

The above disposal of reserve is required as a result of a proposed development in the area known as C.P.R. 7, Lower Fairview, North Red Deer. Due to the realignment of this development, it is necessary to dispose of part of the above lot, however, this area will be replaced by a similar sized area which will be designated as Reserve.


KELLY KLOSS
City Clerk

KK/fm

- c. Director of Development Services
Principal Planner
Council & Committee Secretary, S. Ladwig
C. Rausch

UNFINISHED BUSINESS

ITEM 2

DATE: August 16, 1996
TO: City Council
FROM: Assistant City Clerk
RE: E9-1-1 BYLAW NO. 3170/96

At the Council Meeting of July 29, 1996, Council passed the following resolution:

“RESOLVED that Council of The City of Red Deer, having considered report from the Director of Development Services and E9-1-1 Marketing Manager dated June 12, 1996, re: Regional E9-1-1 System, hereby agrees that recovery for the cost of the E9-1-1 service be made through the line charges applied by A.G.T., and as presented to Council June 17, 1996.”

The standard agreement with A.G.T. requires that the municipality pass a bylaw requiring the provision of E9-1-1 services to all local subscribers within the municipality, and imposing a call answer fee, as defined in the agreement, to all local subscribers.

RECOMMENDATION

That Council give three readings to E9-1-1 Services Bylaw No. 3170/96, attached hereto.



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

BYLAW NO. 3170/96

Being a bylaw of the City of Red Deer, in the Province of Alberta, to permit the City to provide enhanced 9-1-1 Emergency Service to the citizens of Red Deer and to enter into agreements to provide such service to the citizens of other municipalities;

WHEREAS section 7(a) of the *Municipal Government Act*, permits Council to pass bylaws for municipal purposes relating to the safety, health, and welfare of people and the protection of people and property and with respect to services provided by or on behalf of the municipality;

AND WHEREAS Alberta Government Telephones ("AGT") and the Municipality have entered into an Agreement to Provision Provincial E9-1-1 Service (the "Provisioning Agreement");

AND WHEREAS all Local Subscribers within the Municipality's jurisdiction will have access to Provincial E9-1-1 Service provided by AGT;

AND WHEREAS the Municipality will incur costs to deliver and utilize, themselves or through a third party, a centralized Call Answer service designed to receive 9-1-1 calls made by Local Subscribers in the Municipality;

AND WHEREAS the Municipality wishes to charge Local Subscribers a user fee for each Exchange Service equipped for outward calling, with the said user fee to be known as a Call Answer Fee, to recover part of the E9-1-1 Call Answer Costs;

AND WHEREAS the Municipality intends to use AGT as billing and collecting agents for this Call Answer Fee;

AND WHEREAS section 54 of the *Municipal Government Act* permits a municipality to provide any service or thing that it provides in all or part of the municipality in another municipal authority, by agreement with that other municipal authority;

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

- 1 This Bylaw shall be called the "E9-1-1 Services Bylaw".
- 2 The preambles form part of this Bylaw.
- 3 The Provisioning Agreement is hereby ratified and confirmed.

- 4 The City of Red Deer is hereby authorized to enter into an agreement with AGT for the purpose of collecting municipal charges for providing an E9-1-1 service to the citizens of Red Deer. The terms of such agreement shall be in accordance with the draft agreement submitted, together with the report to Council dated August 16, 1996.
- 5 A monthly system service fee in the amount set forth in Item 250 of AGT's General Tariff, as amended from time to time by the Canadian Radio-Television and Communications Commission ("CRTC") for each exchange service in the City equipped for outward dialing is imposed upon each AGT customer subscribing to such exchange service in the City.
- 6 A monthly call answer fee in the amount set forth in Item 250 of AGT's General Tariff, as amended from time to time by the CRTC for each exchange service in the City equipped for outward dialing is imposed upon each AGT customer subscribing to such exchange service.
- 7 The City shall be entitled to enter into contracts to provide E9-1-1 service to other municipalities, provided that the provision of such services shall not adversely affect the provision of E9-1-1 services to the citizens of Red Deer and further provide that the cost of such services shall not be less than the cost of the services to the citizens of Red Deer.

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

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

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

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 19 .

MAYOR

CITY CLERK

COMMENTS:

I concur with the recommendation of the Assistant City Clerk.

"H.M.C. DAY"
City Manager

FILE

DATE: August 12, 1996
TO: City Solicitor
FROM: Assistant City Clerk
RE: BYLAW RELATING TO AGT AGREEMENT / E9-1-1 SYSTEM

Attached hereto is a memo from the E9-1-1 Marketing Manager indicating that The City of Red Deer is required to pass a bylaw under section 6.1.3 of the Agreement to Collect Municipal Charges for Provincial E9-1-1 Service.

Please have your office draft a bylaw for Council's consideration at your earliest convenience.



JEFF GRAVES
Assistant City Clerk

JG/fm

c E9-1-1 Marketing Manager

Date: 12/08/96

To: Assistant City Clerk

CC: Director of Development Services
Deputy Chief Operations

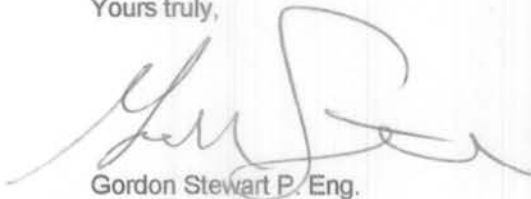
From: E911 Marketing Manager

RE: AGT Agreement

At the July 29, 1996 meeting of Council a resolution was passed authorizing the City of Red Deer to enter into an agreement with AGT to charge the cost of the E9-1-1 system on the telephone bill. I have attached a copy of the standard agreement with AGT. This agreement states on page 4 that the Municipality has passed a by-law related to these services. I am attaching the agreement for your information.

We have sent the agreement to AGT for execution. When they have executed it they will return it to the City for our execution. I think we should have this by-law in place prior to your office executing the agreement. I will leave the matter in your capable hands.

Yours truly,



Gordon Stewart P. Eng.

E9-1-1 Marketing Manager

**AGREEMENT TO COLLECT MUNICIPAL CHARGES
FOR PROVINCIAL E9-1-1 SERVICE ("Agreement")**

BETWEEN: The _____ of _____
(the "Municipality")

AND: AGT Limited:
("AGT")

WHEREAS AGT and the Municipality have entered into an AGREEMENT TO PROVISION PROVINCIAL E9-1-1 SERVICE;

WHEREAS all Local Subscribers within the Municipality's jurisdiction will have access to Provincial E9-1-1 Service provided by AGT;

WHEREAS the Municipality will incur costs to deliver and utilize, themselves or through a third party, a centralized Call Answer service designed to receive 9-1-1 calls made by Local Subscribers in the Municipality;

WHEREAS the Municipality wishes to charge Local Subscribers a user fee for each Exchange Service equipped for outward calling, with the said user fee to be known as a Call Answer Fee, to recover part of the E9-1-1 Call Answer Costs;

WHEREAS the Municipality intends to use AGT as billing and collecting agent for this Call Answer Fee; and

WHEREAS the date expected for AGT to begin charging the Call Answer Fee is _____, subject to approval by the Commission ("Effective Date");

THE PARTIES AGREE AS FOLLOWS:

1 DEFINITIONS

For the purposes of this Agreement, the following terms have the meanings ascribed below:

1.1 "Accounts Receivable":

The amounts which are owed to the Municipality and AGT by Local Subscribers through the imposition of the Call Answer Fee.

1.2 "ALI": Automatic Location Identification

The E9-1-1 system's capability to automatically identify the location of the telephone being used by the caller and to provide a display of this location at the Call Answer Centre.

1.3 "ANI": Automatic Number Identification

The E9-1-1 system's capability to automatically identify the calling telephone number and to provide display of that number at the Call Answer Centre.

1.4 "Call Answer":

The act of answering E9-1-1 calls, determining the type of emergency agency required, and directing the call to that agency.

1.5 "Call Answer Centre":

A communications facility open 24 hours a day, 365 days a year, and responsible for redirecting or transferring emergency calls to ERAs. The Call Answer Centre is the first point of reception for all 9-1-1 calls in its Serving Area (sometimes referred to as the Public Safety Answering Point or PSAP).

1.6 "Call Answer Fee":

The monthly charge identified in Item 250 of AGT's General Tariff - Basic Services (Municipal Charge), that the Municipality requires from Local Subscribers within the Municipality's boundaries to finance, in part, the E9-1-1 Call Answer costs for the initial answer of 9-1-1 calls.

1.7 "Commission":

The Canadian Radio-television and Telecommunications Commission (CRTC) and its successors.

1.8 "E9-1-1": Enhanced 9-1-1

A telephone system that includes ANI, ALI and (optionally) Selective Routing and Transfer to facilitate appropriate emergency response.

1.9 "ERA": Emergency Response Agency

The communication centre to which emergency calls are transferred from the Call Answer Centre, and which is the agency responsible for dispatching emergency personnel (emergency medical, fire or law enforcement).

1.10 "Exchange Service":

Telephone service as defined in Item 265.1 of AGT's General Tariff - Basic Services.

1.11 "Local Subscriber":

A customer within the Municipality's boundaries who subscribes to AGT's Exchange Service, as defined in Item 265.1 of AGT's General Tariff - Basic Services.

1.12 "9-1-1 Database":

The database that contains street names, addresses, routing codes and other data required for the management of Selective Routing and Transfer, ALI and ANI.

1.13 "Provincial E9-1-1 Service":

The service offered by AGT to municipalities for the delivery of E9-1-1.

1.14 "Serving Area":

The area within the Municipality's boundaries, as determined by AGT and the Municipality, from which 9-1-1 calls will be directed to a particular Call Answer Centre.

2 AUTHORIZATION

2.1 The Municipality represents and warrants to AGT that it has the authority to designate AGT as an agent of the Municipality to perform the billing and collecting functions described in this Agreement on behalf of the Municipality.

2.2 The Municipality hereby expressly authorizes AGT to act as the Municipality's agent to perform the billing and collecting functions described in this Agreement and to refer orally or in writing to the Municipality's name to explain the nature of the Call Answer Fee billed and collected by AGT as agent for the Municipality.

3 BILLING PROCEDURES

3.1 Each month, AGT will bill its Local Subscribers within the Serving Area, in the monthly bill for telecommunications products and services provided by AGT, the amount of the Call Answer Fee. The monthly bill will identify the amount of the Call Answer Fee as a separate charge and that AGT is billing the Call Answer Fee as an agent for the Municipality.

3.2 The Call Answer Fee identified in paragraph 4.1 identifies all amounts that AGT may owe to the Municipality with respect to E9-1-1 Call Answer Fees.

3.3 If AGT commits any errors in the establishment of the monthly bill, its responsibility is limited to bringing the necessary correction to the next bill or summary and remitting amounts due to the Municipality as identified in paragraph 4.1.

4 REMITTANCE

4.1 AGT agrees to remit to the Municipality or its assignee, within 45 days after the end of the month where the Call Answer Fee was billed by AGT:

4.1.1 An amount equivalent to the total amount of the Call Answer Fee as defined in Item 250 of AGT's General Tariff - Basic Services, plus any applicable tax, levy or duty or similar charge, less

4.1.2 a billing and collections fee as defined in Item 250 of AGT's General Tariff - Basic Services plus any applicable tax, levy or duty or similar charge,

multiplied by the number of Local Subscribers in the 9-1-1 Database, within the Serving Area, at the time of billing.

- 4.2 The Municipality may assign its rights to the amounts described in paragraph 4.1 to the Call Answer Centre, provided that the Municipality gives at least sixty (60) days written notice of its intention to assign the rights to the Call Answer Centre. Upon the expiration of the notice period, AGT will remit the amounts indicated in paragraph 4.1 to the Call Answer Centre until otherwise indicated in writing by the Municipality.
- 4.3 The Municipality warrants that it has the authority to sell, assign, transfer and set over unto AGT all rights, title and interests in any Accounts Receivable with respect to the Call Answer Fees owed by Local Subscribers each month, and hereby sells, assigns, transfers and sets over all such rights, title and interests in the Accounts Receivable to AGT.
- 4.4 If AGT is unable to collect the Call Answer Fee from a Local Subscriber, AGT may, at its discretion, deduct the amount of the uncollected Call Answer Fee from subsequent remittances to the Municipality under paragraph 4.1.
- 4.5 All amounts remaining unpaid by AGT to the Municipality or its assignee by the date set out in paragraph 3.1 will carry interest at the same rate as AGT imposes on its subscribers in similar circumstances

5 AGT'S RIGHTS AND OBLIGATIONS

- 5.1 AGT has the right to do all acts necessary to protect and value AGT's interests relative to the Call Answer Fee identified in this Agreement.

6 MUNICIPALITY'S RIGHTS AND OBLIGATIONS

- 6.1 The Municipality represents and warrants that:
- 6.1.1 it has the authority to enter into this Agreement;
 - 6.1.2 the Municipality has the authority to impose the Call Answer Fee as defined in this Agreement on all Local Subscribers; and
 - 6.1.3 the Municipality has passed a by-law:
 - 6.1.3.1 requiring the provisioning of Provincial E9-1-1 Service to all Local Subscribers within the Municipality; and
 - 6.1.3.2 imposing the Call Answer Fee as defined in this Agreement to all Local Subscribers.

7 TAXES

- 7.1 In the event any tax, levy or duty, or other similar charge is imposed on the Call Answer Fee, it will be the responsibility of the Municipality.

REPORTING

- 8.1 At the same time that AGT remits the amount required under paragraph 4.1, AGT will remit to the Municipality or its assignee a report indicating the amount billed with respect to the Call Answer Fees for the Municipality and the billing fee charged to the Municipality. Taxes, levies or duties or similar charges, where applicable, will be itemized separately.
- 8.2 The reports will be considered accurate, unless the Municipality advises AGT of errors within ninety (90) days of the end of the civic fiscal year that the reports were remitted. On this account, the Municipality can have these reports verified by auditors of their choice at the Municipality's expense, which can be AGT's external auditors. The Municipality acknowledges that the information upon which the reports are based changes constantly and cannot be retained by AGT.
- 8.3 If the parties identify an error, they will establish the amount and render compensation if due. The party who is owed, if there is one, will be reimbursed making adjustments to the amount of the next remittance, whether the amounts are due to the Municipality or to AGT.

ARBITRATION

- 9.1 Except with respect to any matter within the jurisdiction of the Commission, any dispute or disagreement that may occur pursuant to this Agreement will be settled in a binding manner by way of arbitration in accordance with the *Arbitration Act* (Alberta), as amended, and to the exclusion of the courts. Each party will bear its own costs of arbitration. All decisions of the arbitrator(s) are fully binding and enforceable upon the parties and are not subject to appeal.

TERM AND RENEWAL

- 10.1 This Agreement will be effective as of the Effective Date and will run for an initial term of five (5) years from the Effective Date.
- 10.2 Following the expiration of the initial five (5) year term, this Agreement will be automatically renewed and remain effective thereafter, provided that either AGT or the Municipality may terminate this Agreement by providing no less than sixty (60) days written notice of the termination.
- 10.3 Notwithstanding anything else in this Agreement, AGT may, by providing written notice, terminate this Agreement immediately and without penalty if the Municipality or any of its assignees fails or neglects to comply with any of the obligations or warranties contained in this Agreement or in the Agreement to Provision Provincial E9-1-1 Service.
- 10.4 In the event that AGT terminates the Agreement pursuant to paragraph 10.3, AGT will calculate the average monthly total of collection and billing fees received by AGT during the subsistence of this Agreement. The Municipality agrees to pay AGT the total of this monthly average of collecting and billing fees multiplied by the number of months that would have remained under the original term of the Agreement, as set out in paragraph 10.1, if the Agreement had not been terminated by AGT.

11 WAIVER

- 11.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations, hereunder, which will continue to remain in full force and effect.

12 LIMITATION OF LIABILITY

- 12.1 The Municipality agrees to indemnify and save harmless AGT from and against any and all losses, claims, demands, actions, costs and damages (including legal fees and disbursements on a solicitor and own client basis) arising directly or indirectly from any act or omission of the Municipality (including the acts or omissions of AGT as the Municipality's billing agent) in connection with the provision of services and/or facilities to be provided by the Municipality pursuant to this Agreement, and undertakes to defend any legal action arising therefrom at its own cost.
- 12.2 The Municipality will, during the term of this Agreement, maintain sufficient insurance to cover its obligations under paragraph 12.1 and will provide evidence of same to AGT on request.
- 12.3 The present article will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

13 ENTIRE AGREEMENT

- 13.1 Except as otherwise stated herein, this Agreement together with the terms of Item 250 of AGT's General Tariff - Basic Services, constitutes the entire agreement of the parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void or inoperative, the remainder of the Agreement will remain in full force and effect.

14 REGULATORY APPROVAL

- 14.1 It is expressly understood that this Agreement and Provincial E9-1-1 Service are offered pursuant to the terms and conditions of Item 250 of AGT's General Tariff - Basic Services as approved and amended from time to time by the Commission.
- 14.2 This Agreement will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission.. Any future amendments to this Agreement will also be subject to approval by the Commission. In the event of a conflict between this Agreement and AGT's General Tariff - Basic Services, the terms of AGT's General Tariff - Basic Services will prevail.

15 NOTICE

15.1 Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier, or sent by registered mail (with proper postage), to the following addresses:

1. The Municipality

2. AGT

c/o

c/o

or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the parties have affixed their respective corporate seals, attested by the hands of their respective officers duly authorized in that behalf this ____ day of _____, 199____.

SIGNED, SEALED AND DELIVERED

AGT LIMITED

MUNICIPALITY

Per: _____

Per: _____

Per: _____ (c/s)

Per: _____ (c/s)

FILE

DATE: November 21, 1995

TO: Fire Chief

FROM: City Clerk

**RE: REVIEW OF EMERGENCY SERVICES IN RED DEER, INCLUDING THE
PROVISION OF E-911 SERVICES**

At the Council Meeting of November 20, 1995, consideration was given to correspondence from Mayor Surkan dated November 15, 1995 concerning the above topic, and at which meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from Mayor Surkan dated November 15, 1995, Re: Current Work Plan For The Review Of Emergency Services In Red Deer Including Provision Of E-911 Services, hereby agrees as follows:

- 1) That the exploration of new initiatives in ambulance related services for The City of Red Deer be suspended pending clarification of the Province of Alberta's future plans in this area;
- 2) That the public meeting scheduled to discuss alternate delivery systems for E-911 be postponed until the Province of Alberta's plans are clarified;

and as presented to Council November 20, 1995."

The preceding is submitted for your information. I trust that when the Provincial government has advised us of their plans, you will be reporting back to Council.



KELLY KLOSS
City Clerk

/fm

cc. Director of Development Services
I.A.F.F. President

M E M O R A N D U M

DATE: November 15, 1995

TO: Members of Council

FROM: Mayor Gail Surkan

RE: **CURRENT WORK PLAN FOR THE REVIEW OF EMERGENCY SERVICES
IN RED DEER, INCLUDING THE PROVISION OF E-911 SERVICES.**

As Council is aware, our current business plan for Emergency Services calls for a review of the standards of service in our Emergency Services Department, as well as a review of how some of those services are delivered. The most immediate review process deals specifically with the E-911 service and, in fact, is currently underway with a public meeting planned for late in November.

On October 27th, the Minister of Health announced the formation of a new "Ground Ambulance Services Task Force", to be chaired by MLA Judy Gordon. The Task Force is charged with the responsibility of examining "the role of ambulance services in Alberta's restructured health system" and making recommendations to government on "enhancements in our patient transportation systems."

The Terms of Reference for the Task Force are attached. Clearly they deal with a number of issues which may impact directly on how we manage our ambulance service, both now and in the future. Of particular note are the items that deal with the "funding of ambulance services" and "ambulance dispatching for pre-hospital and inter-hospital trips".

It would appear that the Provincial Government may be open to considering some fundamental changes in the way ambulance and E-911 services are governed and funded in Alberta. If this is so, it is very difficult for us to proceed with detailed planning of our own until these issues are resolved.

The news release regarding the new Task Force identifies "spring, 1996" as the target date for completion of its report. We presume that it may take a number of additional months for the Government to deal with the recommendations and make its direction clear. Until that happens, both I and the Administration feel that it is pointless to proceed with initiatives within Emergency Services, which could be rendered ineffective by the actions of the Provincial Government.

RECOMMENDATION: We feel we have little choice but to suspend the exploration of new initiatives in ambulance-related services for at least six months, pending the clarification of the Province's future plans. This will immediately impact the current discussion regarding alternative delivery systems for E-911, including the upcoming public meeting. We recommend that this initiative be put on hold until we are clear on our future role in the provision of this service, as well as the role of the Regional Health Authority.



HEALTH

Information Bulletin

Edmonton, October 27, 1995

Task force to recommend new directions for ground ambulance services in Alberta

A task force chaired by a Member of the Legislative Assembly will examine the role of ambulance services in Alberta's restructured health system and make recommendations to government on enhancements in our patient transportation systems.

The Ground Ambulance Services Task Force was announced today by Health Minister Shirley McClellan. The task force will be chaired by Judy Gordon, MLA for Lacombe-Stettler. The MLA for Lac La Biche-St. Paul, Paul Langevin, will sit on the task force along with six other Albertans selected because of their knowledge of ambulance issues. (An attached backgrounder provides names and information on the members.)

"As our hospital system changes and as services are delivered in new ways across Alberta, our ground ambulance systems need to be reviewed to ensure they are operating in complementary ways with the rest of the health system," the Minister said. "I believe that continued improvements can be made in patient outcomes through timely, consistent, and effective levels of ambulance service, particularly in rural Alberta."

The Minister noted that most ground ambulance services are operated by municipalities and private contractors. Mrs. McClellan stressed that a key aspect of the task force's work will be to make recommendations on how to improve the linkages among ambulance operators, regional health authorities, municipalities and other stakeholders.

As well, the task force will review funding mechanisms, linkages with the provincially-managed air ambulance system, coordination of services among ambulance operators, development of outcome measures, and dispatch systems. The Minister has asked the task force to report its recommendations and findings to her by the spring of 1996.

In responding to questions about the purpose of another health task force, the Minister said: "I strongly believe that the best decisions on ambulance services can be made only after a full review of the current system and consultation with municipalities, operators, regional health authorities, and other stakeholders." Under Mrs. Gordon's leadership, this task force will work with the Regional Health Authorities, who have already been collaboratively examining patient transportation issues.

.../2

"I look forward to leading a review of our ambulance system so that we can ensure that it

is linked as closely as possible with our restructured health system," said Mrs. Gordon.
"Ambulance services are a vital link in the continuum of health services to Albertans, and we need to ensure that link is strong and secure."

- 30 -

Media enquiries may be directed to:

Judy Gordon
MLA, Lacombe-Stettler
Phone: 427-1807

Gordon Turtle
Alberta Health
Phone: 427-7164

*Backgrounder*

Membership of Ambulance Services Task Force**Chair: Judy Gordon, MLA Lacombe-Stettler**

Mrs. Gordon has an extensive municipal background, and was one of the members of the 1994 Air Ambulance Review Committee. Mrs. Gordon was the Mayor of Lacombe from 1989 to 1993.

Paul Langevin, MLA Lac La Biche-St. Paul

In addition to being the Chairman of the Ambulance Advisory and Appeal Board, Mr. Langevin was the Chairman of the ambulance and hospital boards in St. Paul for many years. He was also Mayor of St. Paul before becoming an MLA.

George Verheire

Mr. Verheire is Chairman of the Regional Health Authority Task Force on Ambulance and Patient Transportation. He is a board member of the David Thompson Regional Health Authority, and a former municipal councillor.

Jan Bruneau

Ms. Bruneau is a member of the Ambulance Advisory and Appeal Board. She was a board member of the Alberta Children's Hospital in Calgary.

Tom Sampson

Mr. Sampson is the Operations Manager with Calgary Emergency Medical Services, an acknowledged leader among ambulance systems in outcome measurement, communications, medical direction, computer assisted dispatching, and total quality management.

Iris Evans

She is the former Reeve of Strathcona County, and a member of the 1988 committee that prepared the New Dimensions in Emergency Health Services: an Alberta Solution report.

Roelof Heinen or designate

Mr. Heinen is a Councillor with the County of Lethbridge, and was a member of the Health Plan Coordination Project Steering Committee. As President of the Alberta Association of Municipal Districts and Counties, he will represent the AAMDC.

An elected representative, to be appointed by the Alberta Urban Municipalities Association.

*Backgrounder*

Terms of Reference

The mandate of the Ground Ambulance Services Task Force is to ensure that present and future ambulance and emergency health initiatives support health system restructuring at the local, regional and provincial levels. The task force will build upon the comprehensive analysis completed to date by the Regional Health Authority Task Force on Ambulance and Patient Transportation. The task force will make recommendations to the Minister on:

- ▶ funding of ambulance services, including the disparity in payment for in-patient and out-patient transfers by ground and air ambulance. This is particularly an issue for hospitals being converted to community health centres without 24-hour emergency services, and communities without acute care hospitals;
- ▶ the timeliness, responsiveness and coordination among ground ambulance operators in meeting patient care needs;
- ▶ use of local and regional hospitals to admit patients within their respective capabilities;
- ▶ medical involvement in setting patient-care priorities during the dispatching and patient transport processes. This includes the appropriate use of air and ground ambulances, and the role of the dispatch center medical directors;
- ▶ development of outcome measures with respect to patient care, accountability and cost-effectiveness;
- ▶ communication systems throughout the province;
- ▶ ambulance dispatching for pre-hospital and inter-hospital trips;
- ▶ alternate (other than ambulances) patient transport mechanisms.

Edmonton Journal - Sunday, Oct. 29/95

Government task force expected to set ambulance-funding guidelines

GORDON KENT

Journal Staff Writer

Edmonton

A new government task force will probably set ground rules for funding provincial ambulance service, says a member of the group.

With the creation of regional health authorities two years ago and the closure of some hospitals, "there's increased pressure on local municipalities to provide a certain level of service," Iris Evans said Saturday.

Evans, the former reeve of Strathcona County, is one of eight members of a task force on ground ambulance service established Friday by Health Minister Shirley McClellan.

The committee will be chaired by Lacombe-Stettler MLA Judy Gordon.

THE ISSUES

It will look at the role of ambulance services under the restructured health system and recommend ways to improve patient transportation.

The group's first meeting is

in late November, said Evans. She expects it will make a report by the time the next budget is unveiled in early 1996.

She's waiting until the task force meets to see exactly what the issues are.

Her feeling is that they will review existing information rather than hold public hearings.

"I have already been forewarned there will be a lot of reading."

There have been numerous studies of ambulance service in the province, and Evans agreed "I suppose you could question" the need for another task force.

"But I think, frankly, if the minister has made that decision, there is the perception at least at the level of the provincial government that something has to be done."

BEST ATTAINABLE IMAGE

FILE

DATE: September 12, 1995
TO: Director of Development Services
FROM: City Clerk
RE: SERVICE DELIVERY OPTIONS - E911 SERVICES

At the Council Meeting of September 11, 1995, consideration was given to your report dated September 7, 1995 concerning the above topic, and at which meeting said report was received as information.

I look forward to your finalized report on E911 Services being submitted back to Council towards the end of 1995.



KELLY KLOSS
City Clerk

KK/fm

cc. Fire Chief

NO. 5

4300

DATE: September 7, 1995

TO: City Clerk

FROM: Director of Development Services

RE: SERVICE DELIVERY OPTIONS - E911 SERVICES

On June 19, 1995, City Council passed the following resolution:

"RESOLVED that Council of The City of Red Deer having considered the report from the Senior Management Team dated June 16, 1995, re: Medi-Fire Emergency Dispatch hereby agrees to enter into a contract with Medi-Fire Emergency Dispatch Inc. to provide emergency call/answer and dispatch services to The City of Red Deer subject to the following conditions:

1. An agreement satisfactory to the City Solicitor;
2. Negotiation of a suitable implementation date;
3. Negotiation of suitable bridging provisions pending C.R.T.C. approval of rates;

and as presented to Council June 19, 1995."

Subsequent to this there was some reaction from the IAFF and from the public through the media expressing concern over the course of action proposed by Council. Particular concern was expressed regarding the perceived lack of public input on a critical issue. As a result, Council directed the Administration to design a public input process to provide that input on Emergency Services related issues. Particularly, a specific plan for public input on the E911 proposal which would accomplish the following:

- provide information about how E911 works
- indicate proposed changes that may be occurring, e.g. AGT Centrex System
- explain present proposed course of action; outsourcing the service
- explain why we are considering this
- answer any concerns that have, or may arise

The writer has given the matter serious consideration. Determining a proper public process that will ensure that we receive input from a broad, representative, cross section of the City, and not just from vested interest groups is challenging. The issue was discussed with staff from the Community Services Division, as they have had extensive experience in conducting various types of public meetings.

City Clerk
Page 2
September 7, 1995

After considering the input from all the above sources, we have laid out a process to obtain public opinion on this issue. We must point out at this time, that we do not believe there is wide spread public concern with respect to outsourcing the E911 service. Certainly, there are concerns being voiced by the Emergency Services Union, and these issues must be addressed. There is also some broader based concern over certain aspects of contracting the service, such as:

- will the level of service remain the same,
- what happens if a private firm goes bankrupt, and
- what happens if the contractors' staff unionizes and goes on strike.

These are valid issues and need to be addressed.

The public process format will contain three elements.

INSERTION IN UTILITY BILLS

The format of the advertisement includes the following elements:

- brief description of the service
- brief background leading to reason for ad
- description of the service to be provided by contractor
- confirm and provide financial comparison of two options
- answer known concerns
- indicate public meeting to follow and encourage attendance
- place for comments/specific questions to be answered and returned

PUBLIC MEETING/OPEN HOUSE

The public meeting must be very well advertised to promote a large broad based representation. It would be wise to direct specific information and requests to attend the meeting to Community Associations, Chamber of Commerce, Towne Centre, and perhaps seniors.

The possibility of an Open House component of the Public Meeting should be considered. While there is little display material that can be generated for such an issue, this would provide an opportunity for the Emergency Services Department to develop some material illustrating what E911 is and what it is not, the difference between call-answer and dispatch, and some schematics of what happens when a call is received.

In the Public Meeting portion of the evening there would be presentations from the Emergency Services Department and the Contractor, Medi-Fire. The presentation from these parties would cover essentially the same information as contained in the utility bill

City Clerk
Page 3
September 7, 1995

insert. While the Administration will be providing a full report on the results of the Public Meeting to Council, attendance by members of Council at the Public Meeting would allow them to directly hear the presentations of those concerned.

Following the presentations, there would be a period for questions from the audience. These questions should be directed through a chairperson to the appropriate individual.

Following the presentations, a questionnaire will be distributed and those attending will be asked to complete it before they leave. If that is not possible, we will ask them to take it with them and return it as soon as possible. It will ask questions relating to any concerns they may have over the proposal.

PUBLIC NOTICE IN NEWSPAPER

Following the Public Meeting, a large notice will be published on the City page providing essentially the same information as in the utility bill insert, but also outlining the outcome of the first two initiatives. We would again provide for and encourage responses on the issue. We would further indicate when the matter would be going before Council for deliberation.

SCHEDULE

This schedule is preliminary and approximate in nature, but we consider it to be reasonable.

- Early September - notice in paper, utility bill inserts start
- End of September - inserts complete
- October - analyze results
- End of October - Public Meeting
- Mid-November - public notice in paper
- End of November - analyze input and report to Council

RECOMMENDATION

Submitted for the information of Council.


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

BCJ/emg

COMMENTS:

As noted this is submitted for Council's information.

"G. SURKAN"
Mayor

"M.C. DAY"
City Manager


DATE: JULY 13, 1995

TO: MAYOR & CITY MANAGER
ALDERMEN
FIRE CHIEF
PERSONNEL MANAGER

FROM: CITY CLERK

RE: 911

Attached are letters from the public regarding the above, for your information.



Kelly Kloss
City Clerk

July 4/95.

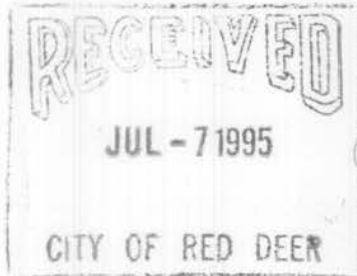
Red Deer City Council,
Red Deer, AB.

Re: Privatization of 911

This is a very strong protest
to Privatize 911. It would be
another chain in the already
frightening break-down in our
Medical and Health dilemma.

PLEASE DO NOT
PRIVATIZE.

Sincerely,
Avery concerned
Citizen of 50 years.
(Mrs.) M. McKeeown.



MCKEOWN MRS M E
125-54 BELL ST
RED DEER ALBERTA
T4R 1M8

J. B. Manning Esq.
Red Deer 3/6/95

Red Deer City Council.

Re 911 Privatization.

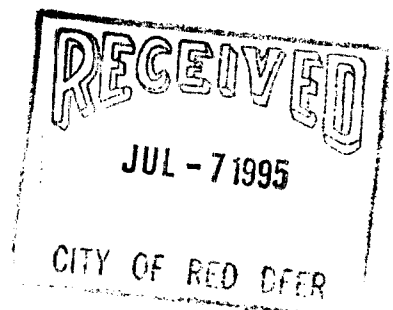
There is an old saying "Leave Well Enough Alone"

I say leave the 911 call answering service to the Red Deer Firefighters who are doing a good job. The saying to privatize appears to be menemial anyway.

Taking the business out of Red Deer isn't right.

Sometimes it seems odd what there is or isn't tax money for.

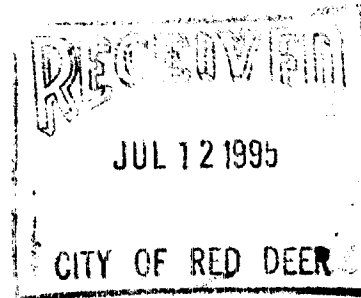
James Luby
C. Pres



5823 - 38 Street Close
Red Deer, Alberta
T4N 0X9

July 8, 1995

Mayor Gail Surkan and City Council
City of Red Deer
Box 5008
Red Deer, Alberta
T4N 3T4



Your Worship and members of City Council:

I would like to congratulate you for your decision to take another look at the question of privatizing 9-1-1 and allowing public input. I would like to put forth the following.

On July 1, 1995 at approximately 9:30 in the evening, I had the occasion to dial 9-1-1 for a medical emergency. This was the 5th or 6th time I had done so. The telephone was not answered on the first or second ring as it usually is. It seemed a long-long time before I got an answer. It probably wasn't, but when there is an emergency every second seems like ten. The reason the call wasn't picked up immediately is obvious, the dispatcher was handling another emergency.

While I waited for an answer, I had confidence that my call would be answered. I had that confidence because of my personal knowledge of how the 9-1-1 system works. I was employed by the City of Red Deer at the Fire Department for nearly 25 years. I saw 9-1-1 implemented and improved to the fine service it is. I know that while the dispatcher handles the calls that help is nearby. If for any reason at all the operator should become incapacitated and not be able to function, or in the case of multiple calls, the Station Captain or the Platoon Chief will ensure that the Board continues to operate. Calls will continue to be answered and dispatched. I would not have the same confidence in a private - for profit service.

I am heartsick over the idea of privatizing 9-1-1.

I recognize that the role of City Council is to use their life skills and experience to make policy decisions and to spend tax payers dollars in the most efficient way they can. You must balance dollars and services. How do you balance dollars and lives? I think that losing control of a service that very definitely may mean the difference between life or death is irresponsible.

A Provincial 9-1-1 service would be one thing, and may or may not be as efficient as city employees. There would be safeguards to ensure no interruptions.

A private contractor must make a profit, which is why he is in business. Naturally business people

want to maximize their profits. They would be foolish if they did not. Once the City loses the equipment needed to handle 9-1-1 calls, and monitor City of Red Deer radio transmissions, we will be at the mercy of the contractor. If it doesn't work, we can't just start again and have a City run service at a quick resolution of Council.

Although I am not comparing garage collection to 9-1-1, I would like to relate an example to Council. A number of years ago, Laidlaws submitted a huge bill for an increase in the cost of their contract. CUPE 417 presented a brief to Council that showed the unfairness of this increase and asked that services be brought in-house. The City did not have equipment so this would have been difficult to accomplish. It may not have been an option. However, the result of the Union brief was that Laidlaw dropped their bid price. Had they not the citizens would have paid more than they should. If Council decided not to renew the contract and look for an alternative, we could have gone with a without garbage collection for a time. It would have been unpleasant but we could do it.

We cannot go without 9-1-1. The days when one must dial a seven-digit telephone number for police and another seven-digit number for fire and/or ambulance are gone.

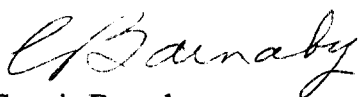
If this service is contracted out and there is a breakdown of service for any number of reasons - what do you propose to do? T.V. announcements that say "If you need an ambulance today, call 346-5511?"

I have no knowledge of the "Option Three" proposal that Mr. Lyman mentions in his letter's to the Editor of the local papers. I do know that I have every confidence in the present system.

I know that the paramedics of the Red Deer Fire Department, along with the emergency and I.C.U. staff at the Red Deer Regional Hospital have been directly responsible for saving the life of my husband. When I called 9-1-1, we got the help we needed. Anything that threatens the ability of the 9-1-1 dispatch operator to talk directly and quickly with the emergency services would be wrong. Anything that diminishes the existing 9-1-1 service is equally wrong.

I respectfully urge City Council to retain control of 9-1-1. Next time one of you may need it. When minutes make the difference between life and death, 9-1-1 is priceless. Please keep it in-house. Please make sure 9-1-1 will never be nonfunctional because of reasons beyond City Council's control.

Sincerely



Connie Barnaby

copy: Fire Department Administration
I.A.F.F 1190

RECEIVED

JUL 13 1995

CITY OF RED DEER

JULY 12 1995

Re: 911 Privatization

Dear Mayor + Council:

You are elected to make decisions but when you do you are beaten by lobby group, the Daily "Rat" and Edmonton Biddies. You made the right choice stick to your guns do not let those pressure groups make you. You are doing a good job.

No more elaborate fire halls with millions of dollars of equipment. Just the bare bones thank you.

If the F.D. cannot supply ambulance service within the Provincial Commitment Fees. Then let someone who can and save the taxpayer money. It needs to be privatize the F.D. After all there are 5000 trucks in Red Deer, the put out a good proportion of fires in Kowait.

The F.D. (Council?) about Private Service Companies. Going out of business are unfounded. Furthermore the F.D. can use the threat of strike to obtain more funds. The ARDIE outfit has a good proven record and should be used.

The F.D. is a waste of human resources and should be used to augment street cleaning by hosing down the streets in the spring. The F.D. should clean up its image with convictions for price fixing and indictments for growing pot. Now much worse than the private sector.

o/r

RECEIVED
JUL 13 1962
OFFICE OF THE
DIRECTOR

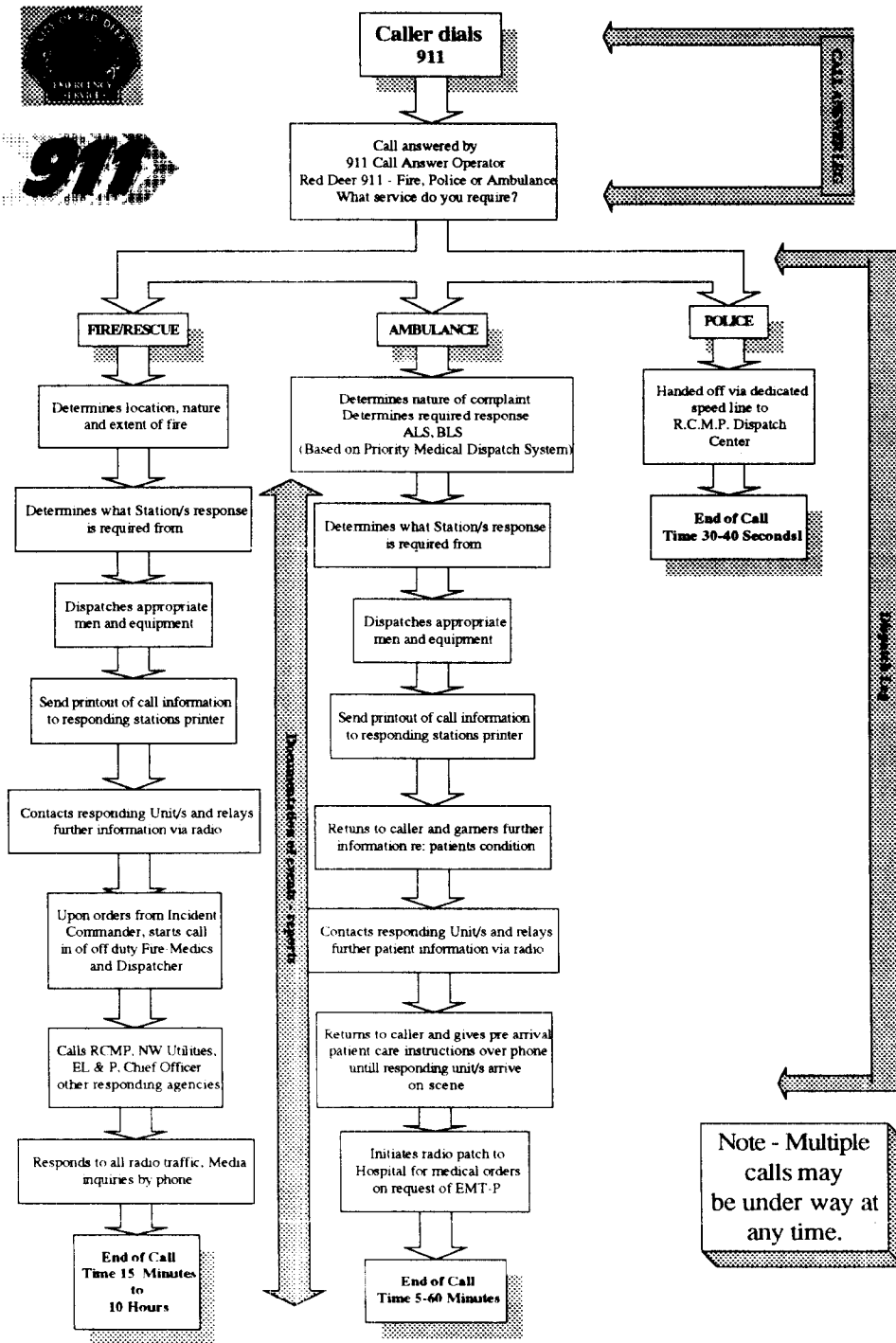
I express the feeling of the Silent
majority. But feel I may sometime
be punished by the FD for my
utterances so do not sign this.
TIRPDE.

However you and Council deserve
our well wishes and I admire
you for fortitude in such a thankless job.

Signed majority
No vested interest in
outcome except Constitutional
Service.



911



911 - How does it work?

Most people do not fully understand what takes place when they place a call to 911. The flow chart shown on the left depicts all of the actions that take place when a call is received on the 911 system.

Notice that there are two distinct functions that take place.

The first function is the actual "Call Answer" process which typically takes about 20 seconds to accomplish.

The second function is the "Dispatch" process. As you can see, the dispatch process extends over a much longer period of time and requires a much higher level of training for the individuals involved in this task.

QUESTIONNAIRE - Now that you have been given information about the E 9-1-1 issue, we would appreciate your feedback.

Do you have further concerns regarding 911 service? Yes_____ No_____

Do you care who provides the 911 service, just as long as it is effective and there when you need it? Yes_____ No_____

Will you attend the Public Meeting in October? Yes_____ No_____

Please mail your reply to The City of Red Deer, Attention City Clerk, P.O. Box 5008, Red Deer, AB. T4N 3T4, or drop it off at the City Hall Information Booth between 8 a.m. and 4:30 p.m. After hours you may put your reply in the after hours mail slot on the east side of City Hall.

Thank you for taking the time to consider this information. Your opinion is important to us.

E 911 Service - Information Brochure

- **Introduction** The City of Red Deer is providing you with this information brochure as a part of the process of gaining public input into the proposed changes being considered with regard to the 911 system in the city.
- **Service Description** 911 represents a common easy to remember telephone number which puts you in direct contact with Fire, Police, and Ambulance emergency service providers for The City of Red Deer. The City of Red Deer Emergency Services Department currently operates both the Call Answer portion as well as the Dispatch portion of the service for Fire and Ambulance. The RCMP currently do the dispatching for Police calls.
- **Background** The City of Red Deer is considering changing the way it answers 911 calls. We are exploring ways to provide the same service at a reduced cost. You as a user of the 911 system would notice no change in service levels.
- **Contracting Out Concept** One of the many issues dealt with in The City of Red Deer's Strategic Plan was a mandate to identify what business the City should be in and what services could be provided by the private sector at an overall lower cost to the ratepayer. Other cities in Canada and the United States have successfully operated private Emergency 911 systems for a number of years.

The cost of providing the service, upcoming capital expenditures, and major changes to the AGT telephone network coupled with high call volumes (12,000 per year) are all indicators that we need to re-examine the way we currently provide the 911 service. We must look at the overall 911 system, investigate the various options available to us and determine what avenues will provide the ratepayers of this city with an acceptable level of service for the lowest possible cost.

• Five Year Cost Comparisons	In-House Cost -	\$ 2,071,000 *
	Contract Cost -	\$ 1,107,000 **

Assumptions:

- * City does not provide call/answer or dispatch services to other communities.
- ** Contractor is able to generate revenue by providing services to other communities to reduce the cost to The City of Red Deer.

- **Issues** A number of issues have been raised, including:

Will the service level be the same?

What happens to the 911 service if the private firm goes bankrupt?

What happens to the 911 service if the private firm's staff forms a union and takes strike action?

Isn't 911 more than just someone answering the phone? Who will do the dispatching?

Is the risk worth the cost savings when it comes to lives and safety?

Be assured that all of these issues will be addressed to the satisfaction of City Council, or the plan will not proceed.

- **Public Meeting** A public meeting is planned for late October 1995. This meeting will provide you with the opportunity to provide valuable input with regard to the direction 911 service provision should take in The City of Red Deer. ***Please watch your newspaper for an announcement of the time, date, and place of the public meeting.***
- **Questions** If you have any questions regarding this 911 issue or the process taking place, please contact the Emergency Services Department at 346-5511, Monday to Friday, or Bryon Jeffers - Director of Development Services at 342-8158.

Please turn this sheet over for further information...

FILE

DATE: July 5, 1995
TO: Mayor & City Manager
FROM: City Clerk
RE: PUBLIC INPUT ON EMERGENCY SERVICES

At the Council meeting of July 4, 1995, consideration was given to your report dated June 28, 1995 concerning the above topic, and at which meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Mayor and City Manager dated June 28, 1995 re: Public Input on Emergency Services, hereby directs the Administration to develop policy guidelines and an appropriate work plan to provide for public input to the planning of emergency services in Red Deer, and as presented to Council July 4, 1995."

At the above noted Council meeting, members of Council asked that the following information be included in the Administration's report:

- 1) The feasibility of discussing all aspects of Emergency Services at one time, in a public meeting setting;
- 2) The feasibility of breaking down Emergency Services into components and holding public meetings separately for each component. An example used for these components would be a) E. 911 - Operated by public or private sector; b) Sprinkler installation in residential units; c) Fire/Ambulance Service on the East Hill; d) Allowing for fairness and opportunity to the business sector for involvement in the process.

For your information, it is Council's expectation that this matter be presented back to the Council meeting of Monday, July 31, 1995, and as such we would require your report by July 24, 1995.



KELLY KLOSS,
City Clerk
KK/fm

cc. Director of Development Services
Fire Chief
Deputy Fire Chief, D. Dubois

NO. 7

DATE: June 28, 1995

TO: Members of Council

FROM: Mayor Gail Surkan
Mike Day, City Manager


RE: PUBLIC INPUT ON EMERGENCY SERVICES

As members of Council are aware, there a number of emerging issues related to the provision of emergency services in Red Deer. Examples include:


- the need for more detailed planning to accommodate the growth of the community, particularly in its eastern and northwestern sectors;
- the need to work closely with the David Thompson Health Authority to ensure the City's ambulance service meshes well with ambulance services delivered across the region;
- the need to consider alternate ways of delivering fire and ambulance service that may improve the service or lower its cost.

The Strategic Plan adopted by Council for the City of Red Deer includes a commitment to active public participation in municipal decision making. Given the significance of emergency services in the community and the public's keen interest in their future direction, it would be appropriate to develop a more detailed public participation plan to guide the City in seeking citizen input on emergency service issues. Included in those issues will be the potential delivery of 911 services by a private contractor.

We recommend that Council direct the Administration to develop policy guidelines and an appropriate work plan to provide for public input to the planning of emergency services in Red Deer.



Mayor



City Manager

FILE

DATE: July 30, 1996
TO: E9-1-1 Marketing Manager
FROM: City Clerk
RE: E9-1-1 SYSTEM - A.G.T. LINE CHARGES

At the Council Meeting of July 29, 1996, consideration was given to your report dated July 23, 1996 concerning the above topic, and at which meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Director of Development Services and E9-1-1 Marketing Manager dated June 12, 1996, re: Regional E9-1-1 System, hereby agrees that recovery for the cost of the E9-1-1 service be made through the line charges applied by A.G.T., and as presented to Council June 17, 1996."

The decision of Council in this instance is submitted for your information and appropriate action. I trust you will now be advising A.G.T. of the above decision of Council.

Best of luck on the finalization of this project.



KELLY KLOSS
City Clerk

KK/fm

- c. Director of Development Services
Fire Chief
City Solicitor

CHAPMAN RIEBEEK

Barristers, Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN*
GARY W. WANLESS*
LORNE E. GODDARD
GERI M. CHRISTMAN
ROBERT J. MILLAR
NANCY A. BERGSTROM

* Denotes Professional Corporation

August 14, 1996

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

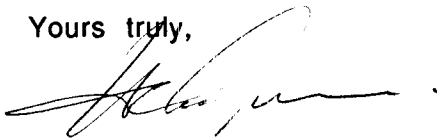
ATTENTION: Mr. Jeff Graves
Assistance City Clerk

Dear Sir:

RE: E911 Bylaw

Further to our telephone conversation, I enclose the E911 Bylaw for submission to Council.

Yours truly,



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

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

5020 - 50 A Street, Suite 101
Sylvan Lake, Alberta T4S 1R2
TELEPHONE (403) 887-2024
TELECOPIER (403) 887-2036

RED DEER OFFICE

Your File:

Our File: 22,144 THC

BYLAW NO. 3170/96

Being a bylaw of the City of Red Deer, in the Province of Alberta, to permit the City to provide enhanced 911 Emergency Service to the citizens of Red Deer and to enter into agreements to provide such service to the citizens of other municipalities;

WHEREAS section 7(a) of the *Municipal Government Act*, permits Council to pass bylaws for municipal purposes relating to the safety, health, and welfare of people and the protection of people and property and with respect to services provided by or on behalf of the municipality;

AND WHEREAS section 54 of the *Municipal Government Act* permits a municipality to provide any service or thing that it provides in all or part of the municipality in another municipal authority, by agreement with that other municipal authority;

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

- 1 This Bylaw shall be called the "E 911 Services Bylaw".
- 2 The preambles form part of this Bylaw.
- 3 The City of Red Deer is hereby authorized to enter into an agreement with Alberta Government Telephones (AGT Ltd.) for the purpose of providing an enhanced 911 Service to the citizens of Red Deer. The terms of such agreement shall be in accordance with the draft agreement submitted, together with the report to Council dated June 12, 1996, and subject to the approval of the City Manager, and such agreement is hereby ratified.
- 4 A system service fee in the sum of 42¢ for each exchange service in the City equipped for outward dialling is imposed upon each AGT customer subscribing

to such exchange service.

- 5 A call answer fee in the sum of 44¢ for each exchange service in the City
equipped for outward dialling is imposed upon each AGT customer subscribing
to such exchange service.
- 6 AGT is hereby authorized to recover the call answer fee on behalf of the City
from each such AGT customer.
- 7 The City shall be entitled to enter into contracts to provide E 911 service to other
municipalities, provided that the provision of such services shall not adversely
affect the provision of E 911 services to the citizens of Red Deer and further
provide that the cost of such services shall not be less than the cost of the
services to the citizens of Red Deer.

READ A FIRST TIME IN OPEN COUNCIL this day of 19 .
READ A SECOND TIME IN OPEN COUNCIL this day of 19 .
READ A THIRD TIME IN OPEN COUNCIL this day of 19 .
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 19 .

MAYOR

CITY CLERK

CHAPMAN RIEBEEK

Barristers, Solicitors

THOMAS H. CHAPMAN, Q.C.*
NICK P. W. RIEBEEK*
DONALD J. SIMPSON
T. KENT CHAPMAN*
GARY W. WANLESS*
LORNE E. GODDARD
GERI M. CHRISTMAN
ROBERT J. MILLAR
NANCY A. BERGSTROM

* Denotes Professional Corporation

August 22, 1996

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

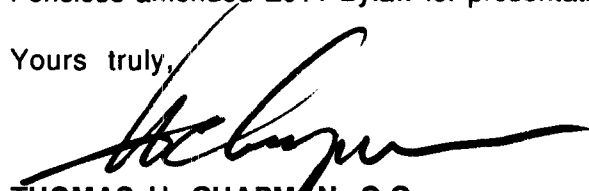
ATTENTION: Mr. Jeff Graves
Assistance City Clerk

Dear Sir:

RE: E911 Bylaw

I enclose amended E911 Bylaw for presentation to Council, as well as the disk.

Yours truly,



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

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

5020 - 50 A Street, Suite 101
Sylvan Lake, Alberta T4S 1R2
TELEPHONE (403) 887-2024
TELECOPIER (403) 887-2036

RED DEER OFFICE

Your File:

Our File: 22,144 THC

BYLAW NO. 3170/96

Being a bylaw of the City of Red Deer, in the Province of Alberta, to permit the City to provide enhanced 911 Emergency Service to the citizens of Red Deer and to enter into agreements to provide such service to the citizens of other municipalities;

WHEREAS section 7(a) of the *Municipal Government Act*, permits Council to pass bylaws for municipal purposes relating to the safety, health, and welfare of people and the protection of people and property and with respect to services provided by or on behalf of the municipality;

AND WHEREAS Alberta Government Telephones ("AGT") and the Municipality have entered into an Agreement to Provision Provincial E 911 Service (the "Provisioning Agreement");

AND WHEREAS all Local Subscribers within the Municipality's jurisdiction will have access to Provincial E911 Service provided by AGT;

AND WHEREAS the Municipality will incur costs to deliver and utilize, themselves or through a third party, a centralized Call Answer service designed to receive 911 calls made by Local Subscribers in the Municipality;

AND WHEREAS the Municipality wishes to charge Local Subscribers a user fee for each Exchange Service equipped for outward calling, with the said user fee to be known as a Call Answer Fee, to recover part of the E911 Call Answer Costs;

AND WHEREAS the Municipality intends to use AGT as billing and collecting agents for this Call Answer Fee;

AND WHEREAS section 54 of the *Municipal Government Act* permits a municipality to provide any service or thing that it provides in all or part of the municipality in another

municipal authority, by agreement with that other municipal authority;

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

- 1 This Bylaw shall be called the "E 911 Services Bylaw".
- 2 The preambles form part of this Bylaw.
- 3 The Provisioning Agreement is hereby ratified and confirmed.
- 4 The City of Red Deer is hereby authorized to enter into an agreement with AGT for the purpose of collecting municipal charges for providing an E911 service to the citizens of Red Deer. The terms of such agreement shall be in accordance with the draft agreement submitted, together with the report to Council dated August __, 1996.
- 5 A monthly system service fee in the amount set forth in Item 250 of AGT's General Tariff, as amended from time to time by the Canadian Radio-television and Communications Commission ("CRTC") for each exchange service in the City equipped for outward dialling is imposed upon each AGT customer subscribing to such exchange service in the City.
- 6 A monthly call answer fee in the amount set forth in item 250 of AGT's General Tariff, as amended from time to time by CRTC for each exchange service in the City equipped for outward dialling is imposed upon each AGT customer subscribing to such exchange service.
- 7 The City shall be entitled to enter into contracts to provide E 911 service to other municipalities, provided that the provision of such services shall not adversely affect the provision of E 911 services to the citizens of Red Deer and further

provide that the cost of such services shall not be less than the cost of the services to the citizens of Red Deer.

READ A FIRST TIME IN OPEN COUNCIL this day of 19 .
READ A SECOND TIME IN OPEN COUNCIL this day of 19 .
READ A THIRD TIME IN OPEN COUNCIL this day of 19 .
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 19 .

MAYOR

CITY CLERK

FILE

DATE: August 27, 1996
TO: E9-1-1 Marketing Manager
FROM: Assistant City Clerk
RE: E9-1-1 BYLAW NO. 3170/96

At the Council Meeting of August 26, 1996, Council gave three readings to the E9-1-1 Bylaw No. 3170/96, a copy of which is attached hereto.

As a result of the passage of this bylaw The City is in conformance with the agreement with AGT Limited to collect municipal charges for provincial E9-1-1 Services, as specified in Section 6 of the standard AGT Agreement.

Council's decision in this instance is submitted for your information. You may now forward the Agreements to the City Clerk's office for execution by the signing authorities of the municipality.



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

c Director of Development Services
City Solicitor
Fire Chief

PUBLIC HEARINGS

ITEM 1

DATE: July 30, 1996**TO: City Council****FROM: City Clerk****RE: LAND USE BYLAW AMENDMENT 3156/H-96 C.P.R. RIGHT OF WAY
AREA REDEVELOPMENT PLAN - AREA #7, 58A STREET AND 58
AVENUE, LOWER FAIRVIEW**

A Public Hearing has been advertised for the above noted Land Use Bylaw Amendment, to be held in Council Chambers on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

Land Use Bylaw Amendment 3156/H-96 provides for the development of a portion of abandoned C.P.R. Right of Way to be developed as Future Single Family, in accordance with the C.P.R. Right of Way Area Redevelopment Plan - Area #7.

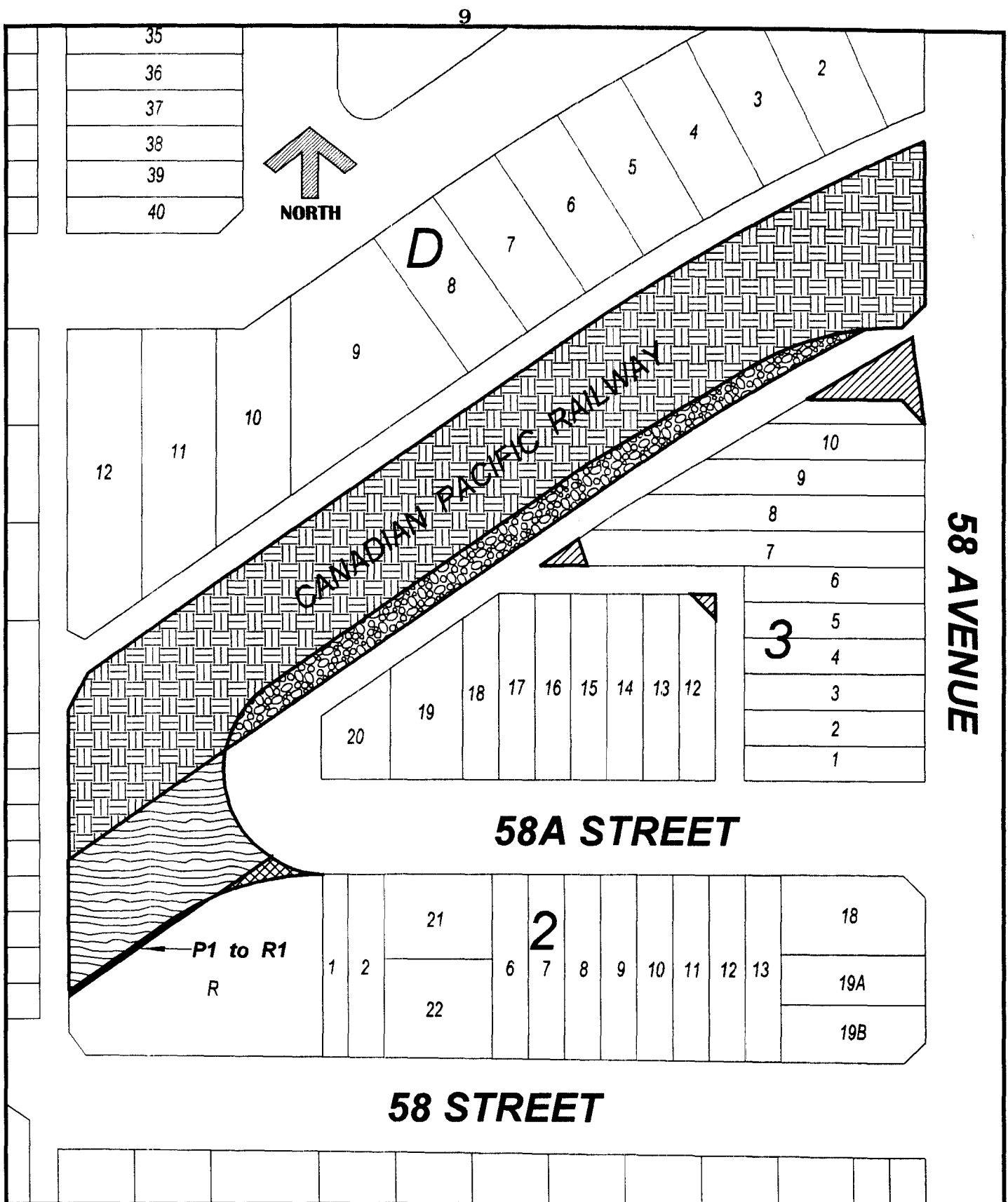
RECOMMENDATION







Following the Public Hearing, Council may proceed with second and third reading of Land Use Bylaw Amendment 3156/H-96.



KELLY KLOSS
City Clerk

KK/fm



Change from : I1 to R1 
 I1 to Road 
 Road to R1 
 R1A to Road 
 Road to P1 
 (as labelled) P1 to R1 

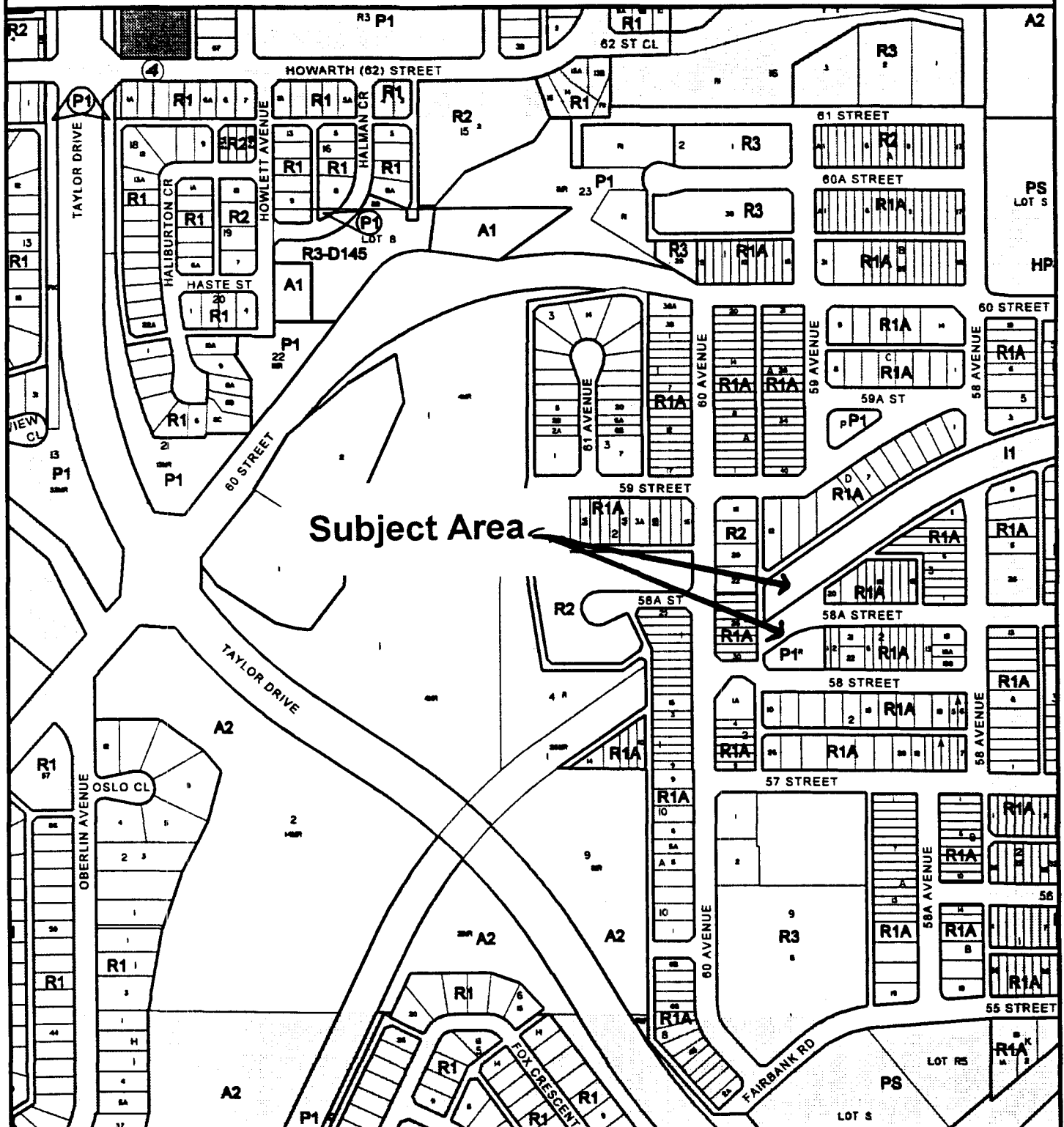
Bylaw No. - 3156 / H-96
Map No. 6 / 96

JULY 19 1996

THE CITY OF RED DEER - LAND USE BYLAW

LAND USE DISTRICTS

E10



BYLAW NUMBER - 3156/96

AMENDMENTS:

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

D11	E11	F11
D10	E10	F10
D9	E9	F9

SCALE 1:5000
10-JAN-1996

S.W.¼ -20-38-27-4

Aug.13/96

We the taxpayers of 58 Ave.of Red Deer,Ab.do not approve of a crossing at the C.P.R.track,the reasons are many,the street is narrow ,,too many cars parked and there many children on this block,and besides there crossings on the 57 and 60,besides the high cost involved.

P E T I T I O N

TO THE MAYOR AND COUNCIL OF THE CITY OF RED DEER

We the undersigned do not wish 58 Ave to become a through street
(removal of CPR land)

CONTACT PERSON: Dan Hagarty 5827 58 Ave 3460675

Signature of Registered Owner or Assessed Owner	Complete Municipal Address	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	LOT	BLOCK	PLAN	SIGNATURE OF WITNESS
<i>Dan Hagarty</i>	5827 58 Ave Red Deer T4N 4T9	Dan Hagarty				<i>Cherif Hamelhi</i>
<i>Frances Bouck</i>	5909-58 Ave T4N 4V1	Frances Bouck				<i>Sandra Brodeur</i>
<i>Daleen Palm</i>	5802-59A St	Daleen Palm				<i>Dan Hagarty</i>
<i>Kathy Grant</i>	5810-59A St	KATHY GRANT				<i>Dan Hagarty</i>
<i>Kathy Grant</i>	5810-59A St	KATHY GRANT				<i>Dan Hagarty</i>
<i>Judy MacDonald</i>	5830-59A St	Judy MacDonald				<i>Dan Hagarty</i>
<i>Irene Wilson</i>	5831-60 St.	IRENE WILSON				<i>Dan Hagarty</i>
<i>Norm Germain</i>	5916-59 Ave	Norm Germain				<i>Dan Hagarty</i>
<i>Betty Henry</i>	5914-59 Ave	Betty Henry				<i>Dan Hagarty</i>
<i>R.M. Bauchard</i>	5906-59 Ave	ROLLAND BOUCHARD				<i>Dan Hagarty</i>
<i>Dorlene Emmorys</i>	5909-59 St	Dorlene Emmorys				<i>Dan Hagarty</i>
<i>Marie Landry</i>	5905-59 St	MARIE LANDRY				<i>Henry Landry</i>
<i>Henry Landry</i>	5905-59 St	HENRY LANDRY				<i>Marie L. Landry</i>
<i>Marge Johnston</i>	5825 59 St	Marge Johnston				<i>Dan Hagarty</i>
<i>Vi Morrish</i>	5817-59 St	VI MORRISH				<i>Dan Hagarty</i>
<i>H. Vonkeman</i>	5809-59 St	<i>H. Vonkeman</i>				<i>Dan Hagarty</i>
<i>W. Vollman</i>	5801-59 St	W. VOLLMAN				<i>Dan Hagarty</i>

P E T I T I O N

TO THE MAYOR AND COUNCIL OF THE CITY OF RED DEER

We the undersigned do not wish 58 Ave to become a
through street (remove all of C P R land)

CONTACT PERSON: _____

Signature of Registered Owner or Assessed Owner	Complete Municipal Address	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	SIGNATURE OF WITNESS
<i>Rena Zech</i>	5801-58 St	RENA ZECH	<i>C Hamelin</i>
<i>Fred Zech</i>	5809-58 St	FRED. ZECH	<i>Cheryl Hamelin</i>
<i>Robert Wainwright</i>	5813-58 St	ROBERT WAINWRIGHT	<i>Cheryl Hamelin</i>
<i>George Johnson</i>	5821-58 St	George Johnson	<i>Cheryl Hamelin</i>
<i>Alex Sparks</i>	5906-57 Ave	ALEX SPARKES	<i>Cheryl Hamelin</i>
<i>J. Wallner</i>	5906-57 Ave	J. WALLNER	<i>Cheryl Hamelin</i>
<i>Ror Stuart</i>	5911-58 Ave	Esther Young	<i>Cheryl Hamelin</i>
<i>Esther Young</i>	5911-58 Ave	Esther Young	<i>Cheryl Hamelin</i>
<i>Lucy Hamelin</i>	#2 5916 57 Ave	Lucy Hamelin	<i>Cheryl Hamelin</i>
<i>Lucy Hamelin</i>	5826 57 Ave	Lucy Hamelin	<i>Cheryl Hamelin</i>
<i>Jason Davis</i>	5816 57 Ave	JASON DAVIS	<i>Don Hamlin</i>
<i>Debby Scher</i>	5816-57 Ave	DEBBY SCHER	<i>Don Hamlin</i>
<i>Mike Swanson</i>	5816-57 Ave	Mike Swanson	<i>Don Hamlin</i>
<i>Don Ferguson</i>	5807-57 Ave	Don Ferguson	<i>Don Hamlin</i>
<i>Tamara King</i>	5811-58 Ave	TAMARA KING	<i>Don Hamlin</i>
<i>David Brown</i>	5811-58 Ave	David Brown	<i>Don Hamlin</i>
<i>Kim Brown</i>	5811-58 Ave	Kimberley Brown	<i>Don Hamlin</i>

PETITION

TO THE MAYOR AND COUNCIL OF THE CITY OF RED DEER

We the undersigned do not wish 58 Ave to become a
through street (removal of CPR land)

CONTACT PERSON: _____

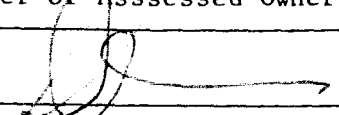
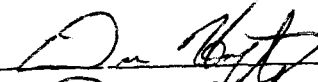
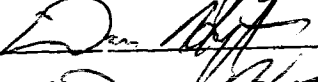
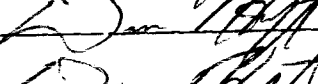
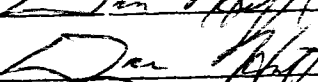
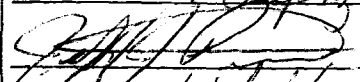
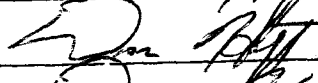
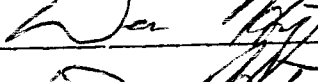
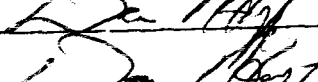
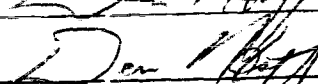

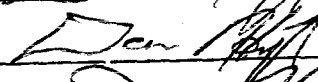

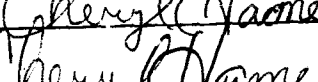
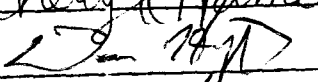
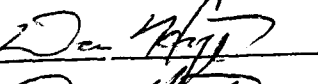
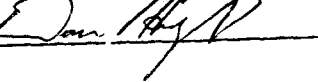

Signature of Registered Owner or Assessed Owner	Complete Municipal Address	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	SIGNATURE OF WITNESS
<i>Mirna Chavez</i>	^{79N 978} 2 #5816 58 AV	Mirna Chavez	<i>[Signature]</i>
<i>Wendy Versluis</i>	5812 58 AV	Wendy Versluis	<i>[Signature]</i>
<i>Shirley Stromberg</i>	5806-58 Ave	Shirley Stromberg	<i>[Signature]</i>
<i>J. Webb</i>	5707-58 Ave	JANE WEBBER	<i>[Signature]</i>
<i>J.R. Ruff</i>	5713-58 Ave	J.R. RUFF	<i>[Signature]</i>
<i>C.H. Eason</i>	5717-58 Ave	C. H. EASON.	<i>[Signature]</i>
<i>S.M. Cullen</i>	5719-58 AVE	S M CULLEN	<i>[Signature]</i>
<i>N. K. ...</i>	5723-58 Ave	N. K. ...	<i>[Signature]</i>
<i>Rich Branch</i>	5823-58 Ave		<i>[Signature]</i>
<i>Rita Branch</i>	5823-58 Ave		<i>[Signature]</i>
<i>Onne Baker</i>	5808-58 AVE		<i>[Signature]</i>
<i>Brenda Burk</i>	1-5816-58 Ave	BRENDA BURK	<i>[Signature]</i>
<i>Rosa Donaghy</i>	26 Creston Cl.	ROSA DONAGHY	<i>[Signature]</i>
<i>Marvin Donaghy</i>	26 Creston Cl.	MARVIN, DONAGHY	<i>[Signature]</i>
<i>Ruth M. Burk</i>	5816-58 Ave ^{NO 8}	RUTH M. BURK.	<i>[Signature]</i>
<i>Dennis Burk</i>	1-5816 58 Ave	Dennis Burk	<i>[Signature]</i>
<i>[Signature]</i>	1 5816 58 Ave	Diana Burk.	<i>[Signature]</i>

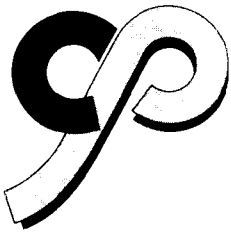
PETITION

TO THE MAYOR AND COUNCIL OF THE CITY OF RED DEER

We the undersigned do not wish 58 Ave to become
a through street (renovall of CPP land)

CONTACT PERSON: Dan Hagarty 5827 58 Ave 3460575

Signature of Registered Owner or Assessed Owner	Complete Municipal Address	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	SIGNATURE OF WITNESS
	5806 59 th Street	Gary Anderson	
Gail Anderson	5806 59A Street	Gail Anderson	
Andre Sapizak	5818-59A St	ANDRE SAPIZAK	
DOROTHY Sapizak	5818-59A St	DOROTHY SAPIZAK	
	5822-59A St.	JEFF PRINCE	
Shonda Shulka	5822 59A street	Shonda Shulka	
Paul Korpiniwski	5826-59A St	PAUL KORPINISKI	
Bob Debenue	5910-59 Ave	MIKE Debenue	
	5902-59 th Ave	DWAYNE BOLSTER	
Norman Glean	5829-59 St	Norman Glean	
Norman Tisdale	5813-59 St	Norman Tisdale	
TV Tisdale	5813 59 St	HAROLD TISDALE	
Henry Meinema	5827 57 Ave	Henry Meinema	
Valerie Meinema	5827-57 Ave	Valerie Meinema	
Rex Miner	5709 58	REX MINER	
Hoang	5805 58 St	YOUNG	
Margorie Young	5805-58 St	MARGORIE YOUNG	



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 500, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570

Date: August 20, 1996

To: City Council

From: Frank Wong, Planning Assistant

Re: August 13, 1996 Petition, Fairview Area Residents
Not to open 58 Avenue across the abandoned CPR Right-of-way

In 1989, City Council requested that the Red Deer Regional Planning Commission to prepare an Area Redevelopment Plan for a portion of the C.P. Railway line proposed for abandonment in 1992. The Planning Commission commenced this plan in November, 1990; the plan featured extensive consultation and cooperation between affected residents, City departments, interest groups, and the Planning Commission. The high degree of interest and extensive public participation in the preparation of the Plan is summarized below:

- the first open house regarding the draft plan was presented in Oriole Park Elementary School on March 12, 1991 - the meeting was attended by 101 persons and 58 written comments were returned
- the second open house regarding the draft plan was presented in Fairview School on March 19, 1991 - meeting was attended by 94 persons and 35 written comments were received
- the third open house to present the revised Plan, including concerns suggestions, and recommendations from the first two open houses, was presented on February 11, 1992 at the Fairview School - meeting was attended by 15 persons and 5 written comments were received
- the fourth and final open house presenting a revised Plan was presented at the Fairview Elementary School on April 14, 1992 - meeting was attended by 102 persons and 27 comment sheets were received of which 21 or 77.8% indicated support (newspaper articles attached)

During all the open houses, the Plan proposed that 60th Avenue, 58th Avenue, and 56th Avenue be open and connect North Red Deer with Fairview. The attendees of the final meeting were supportive of the Plan as earlier concerns, such as density, park areas, traffic, trails, etc., were addressed. Following some minor revisions, The Plan was presented to City Council on May 11, 1992 for first reading. During the public hearing to adopt the CPR Right-of-way Area Redevelopment Plan, there were no persons speaking in favour or opposition to the Plan. The Plan was adopted On June 22, 1992.

Frank Wong
Frank Wong,
Planning Assistant

CP Rail land redevelopment threatens forest: naturalist

By BRENDA KOSSOWAN
of The Advocate

Putting residential lots at the west side of Oriole Park will destroy the last upland forest in north Red Deer, says a local naturalist.

A strip of native aspen running west of the old railway line provides habitat and refuge for numerous species, including wild orchids, city park interpreter Jim Robertson said Tuesday.

The southern area, if not the entire forest, should be preserved in its natural state, said Mr. Robertson, who spoke as a member of the public and not on behalf of his employer.

Mr. Robertson was among 100 members of the public who attended an open house to examine city proposals for development along the old CP Rail line, which is to be removed later this year.

The city's proposal for Oriole Park includes developing three upscale residential areas, which will follow the former rail line and encroach somewhat on existing green areas.

Plans also call for an athletic park to be built on a grain field west of the subdivision in about five years.

Ohio Close property owner Alf Pearce's major concern was that Overdown Drive is too narrow to support additional traf-



STUDYING THE PLANS FOR ORIOLE PARK CHANGE

resident Al Sturgess points out redevelopment concerns

Photo by KEN McCURDY

fic. The road, which runs around Oriole Park, is already overburdened, he said.

He and neighbor Otto Guse also oppose the city's plan to build a short access road bridging Overdown Drive and the Burnt Lake Road.

They felt "Arrowpoint Drive," as Mr. Pearce called it, would turn Burnt Lake Road from a side street into a thoroughfare.

Property values along Ohio Close have risen since major rail traffic was diverted to its

new location, said Mr. Pearce, whose lot backs onto the wooded area between the old rail line and the golf course.

Al and Kathy Sturgess, who moved into the area in late December, said they hope the railway bridge across Red Deer River can be maintained as a pedestrian and bicycle crossing.

Fairview residents will get a closer look at how they will be affected in an open house to be held at the Fairview Elementary School on March 19, from 4-9 p.m.

n gulf will refresh girl's memory

Saddam regains control/B6
Middle East peace pitch/B6
OPEC cutting production/D4

leave.

Mrs. Brown said her husband told her he'll only get 24-hours notice before he leaves for home, so they don't know when he'll arrive.

The five-month separation could have been much worse, she said. He was able to call home at least once a week and everyone here has been wonderful.

"People here have made me so much

at home, I feel at home," said the army wife who moved from Newfoundland to Penhold 18 months ago.

While the Browns expect to be reunited within days, other Central Alberman military families are still waiting for news.

Elizabeth Horsnall said her husband David phoned on the weekend but did not know when he would be home.

Capt. Bryan Clouston said he has not heard when the five remaining members of 743 Squadron will return to Penhold.

So far, Master Cpl. Milna Pliir is the only one back from the gulf since the war ended Feb. 28.

"We won't know until we have a mes-

sage saying they are on their way," Capt. Clouston said.

Twenty-five of Canada's CF-18s have returned to Baden-Soellingen, Germany. One plane remained in the gulf so a leak could be repaired.

The three Canadian warships in the gulf have left for home. At Canada Dr One in Qatar the 450 Canadian military personnel were packing up Tuesday.

"We are going home!" said Lt.-C Denny Roberts, the deputy command of the Canadian air task force in the gulf. But he did not say when.

In Cold Lake, Lieut. Col. Laurie Hawn said he expects his 200 air personnel in the gulf to be back in Northern Alberta by the end of March.

Lower Fairview residents happy to be off CP track

By BRENDA KOSOVAN
of The Advocate

Lower Fairview residents say their property values have risen since the trains moved out of town and they're looking forward to development of land along the old railbed.

Formerly a major right-of-way for CP Rail, the line is now used by just one train a day and will be phased out completely by the end of the year.

Jeff and Kathy Carmichael, who live on 57th Avenue just a few metres north of the tracks, said their neighborhood is quieter.

They're hoping road traffic by their house will also reduce once the railway is closed and other through-roads are opened.

City planners held an open house in the area Tuesday to discuss changes. They say redevelopment of land along the former railbed will reduce it to a memory within a few years.

A total of 94 people registered for the meeting, including 36 who completed comment sheets giving their ideas on the proposed redevelopment.

Djamshid Rouhi, senior planner for the Red Deer Regional Planning Commission, said he was very pleased with the attendance at the Tuesday session and one last week in Oriole Park that drew more than 100 people.

In Lower Fairview the proposal is to create new single and multi-unit residences along the railbed and adjacent properties. It will open three roads currently blocked by the tracks.

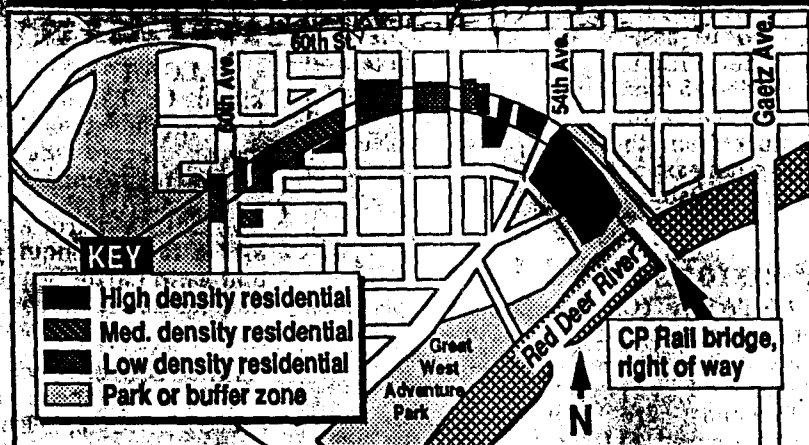
Some residents expressed concern about the increase in traffic if more apartment buildings were built.

But traffic within Lower Fairview should remain light, said city planner Paul Meyette. The land freed up runs west of Lower Fairview, crossing Taylor Drive.

Mr. Rouhi said owners of property to be rezoned from industrial to multi-unit residential will be responsible for cleaning up their land before it can be redeveloped.

Harper's Metals can remain in its current

CP RAIL RIGHT-OF-WAY REDEVELOPMENT PLAN



JEFF AND KATHY CARMICHAEL
... look forward to redevelopment

location as long as it wants. However, the company has relinquished railway rights at the Lower Fairview location in exchange for city property in the Edgar Industrial subdivision, which is serviced by CP Rail's new line.

Comments gathered at the meetings will be used to fine-tune the design, Mr. Meyette said.

Some plans have already been made. They include abandoning the idea of a short access road connecting Kerry Wood Drive and the Burnt Lake Road.

S WHEELBARROW
ormation he wanted
o by The CANADIAN PRESS

rmation

one of the last gov-
nada that refuses to
of-information legis-

arrow wasn't around
or Getty to put any
it. Shortly after De-
the hallway outside
office, a legislature
worker wheeled it
it didn't come out of his

tried unsuccessfully
vernment to table de-
67-million financing
government gave mil-
er Pocklington for
The province seized
cking company after
defaulted on a loan.

x malt barley plant green light

me years, uses only 455,000 litres
ay.

conditions of the water permits.

"We feel that we're pretty well cov-
ered."

Mayor Gladys Campbell was happy
the environmental wrangling was over.

"It's been what we've been working
for."

Rail lands redevelopment to go to council soon april 15/92

By PENNY CASTER
of The Advocate

People, wildlife, trees and flowers all have a place in the latest revision of the CP Rail area redevelopment plan.

Affecting the Red Deer communities of Oriole Park, Fairview and North Red Deer, the plan takes advantage of the relocation of CP tracks to open up new residential and industrial areas.

A final count of 101 people registered at an open house held by the Red Deer Regional Planning Commission at Fairview Elementary School Tuesday night. It was the last open house before the plan goes to city council.

One change sees just over 17 acres of land on the west side of Overdown Drive at the Oak Street intersection switched from industrial to residential use.

That was because Red Deer has enough industrial land to last at least 30 years, said Djamshid Rouhi, senior planner with the commission. The parcel will

have 65 single home lots and becomes the most northerly of three proposed residential developments on the west side of Overdown Drive.

The site immediately to the south of it was the subject of concern at previous meetings, because it has a stand of mature native aspen trees and a lady slipper colony.

Fifty-two single family homes around the periphery of the site are proposed for the 6.9-acre parcel, preserving the trees in the centre.

"We're not going to clear-cut," said principal planner Paul Meyette. The only trees felled will be to allow for the road. Mr. Meyette hopes developers will preserve as many trees as they can as homes are built.

The city and the Red Deer River Naturalists are to work together in June to transplant the lady slippers to Lower Maskepetoon Park, said Mr. Meyette. And wildlife, mostly deer, have been accommodated by amend-

ments to the original plan so it now preserves an existing wildlife route.

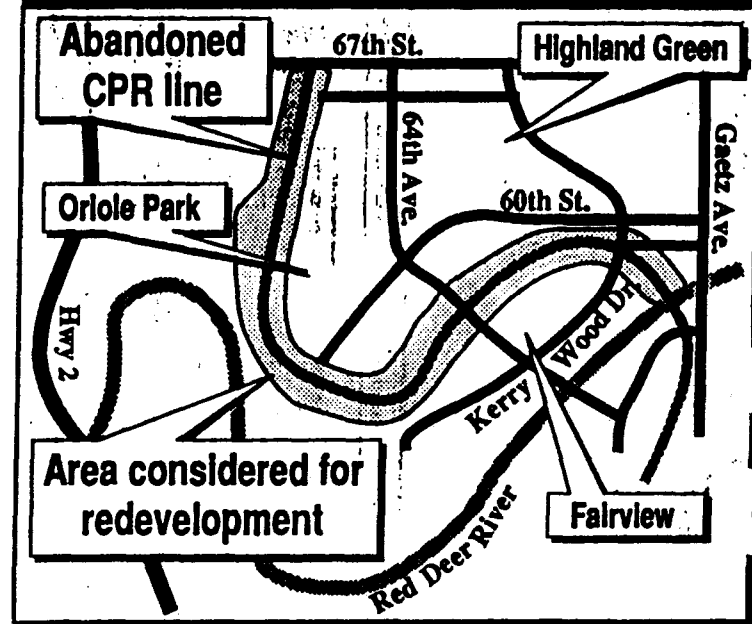
Those interviewed at Tuesday night's session seemed satisfied their concerns had been accounted for. Oriole Park landowner Leo Richer had high praise for the planners who he noted had made a number of changes to the plan since the last open house.

"I think they have listened to people and used their suggestions. They seem to be ready to listen and to act upon advice from the general public," said Mr. Richer, who was pleased with the overall plan.

Lower Fairview residents Jack and Marjorie Young were happy too. "We're not affected too much, really. In fact it's going to help us," Mr. Young said.

He said 60th Avenue, close to his 58th Street residence in the 5800 block, is a "real racetrack." But access will be blocked by a residential development proposed by the plan.

Rail bed to be rezoned



Graphic by GREG NEIMAN

The plan has not solved speeding on Overdown Drive. But traffic there and in other areas of the plan will be monitored

with a view to installing stop signs, said Mr. Meyette.

He expects the proposal to go to city council in four weeks.

COMMENTS:

In response to advertising of a Public Hearing with respect to a Land Use Bylaw Amendment providing for the development of a portion of the abandoned CPR right of way as future single family housing, the attached petition has been received.

The petition relates specifically to the opening of 58 Avenue. Unfortunately, the opening of 58 Avenue is not part of the Land Use Bylaw Amendment being dealt with at this Public Hearing.

The opening of 58 Avenue was dealt with in June 1992. At that time, after extensive public participation, over 80% of the people present at the final open house indicated support for the proposed plan, which was subsequently approved by Council. Accordingly, we recommend Council proceed with the Public Hearing and second and third reading of the Land Use Bylaw Amendment.

"H.M.C. DAY"
City Manager

FILE

DATE: August 28, 1996
TO: Principal Planner
FROM: Assistant City Clerk
RE: LAND USE BYLAW AMENDMENT 3156/J-96 AND 3156/K-96

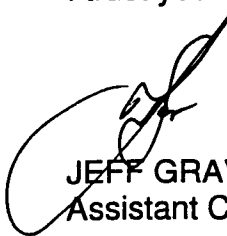
At the Council Meeting held on August 26, 1996, first reading was given to the above noted Land Use Bylaw Amendments, copies of which are attached hereto.

Land Use Bylaw Amendment 3156/J-96 provides for the rezoning of the Red Deer Inn from C4 to C1.

Land Use Bylaw Amendment 3156/K-96 provides for a basement suite to be considered a discretionary use in R3 Districts.

This office will now proceed with the preparation of the advertising for Public Hearings to be held in Council Chambers of City Hall on Monday, September 23, 1996, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

I trust you find this satisfactory.



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

c Director of Development Services
City Assessor

MEMO

**To: KEN HASLOP
MANAGER, ENGINEERING SERVICES**

**From: PAUL MEYETTE
PRINCIPAL PLANNER**


Subject: LOWER FAIRVIEW SUBDIVISION -- NORTH OF 58A STREET

Date: AUGUST 19, 1996

Further to our discussions of August 15, 1996, I am writing to confirm your concurrence to delete the sidewalk right of way from the new road as shown on the attachment.

As we discussed, the proposed lot depth is substantially below the Land Use Bylaw standard of 30 metres; the proposed depth of these properties is only 24 metres. In order to create additional depth for these lots to allow an adequate building site, we discussed two issues -- the reduction in the width of the road and the elimination of the sidewalk. We both agreed that the elimination of the sidewalk right of way was the best alternative to increase lot depth. This would increase lot depth to 25.5 metres which is still well below standard but a major improvement over the existing situation.

We will now process the subdivision file and eliminate the sidewalk right of way. The Land Use Bylaw amendment will also be altered to reflect the deletion of the sidewalk right of way. If you wish to discuss this further, please let me know this week.



Paul Meyette, ACP, MCIP
Principal Planner, City Section

PM/sdd

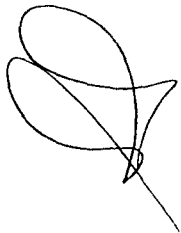
cc: A. Scott

C:\OFFICE\WPWIN\WPDOCS\MEYETTE\LOWER-FA.SD

C.P. RAILWAY RIGHT-OF-WAY
AREA REDEVELOPMENT

To Frank Wong

Parkland
Planning



NEW ROAD

58 AVENUE

58a STREET

60 AVENUE

9.6
20

25.8 M

24 M

24 M

0.5 BOULEVARD
1.5 SIDEWALK
1.0 BOULEVARD

9
12

9.6
20



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 500, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570

Date: July 15, 1996

To: City Council

From: Frank Wong, Planning Assistant

Re: Land Use Bylaw Amendment 3156/H-96
C.P.R. Right-of-Way Area Redevelopment Plan - Area #7
58 A Street & 58 Avenue - Lower Fairview Area
City of Red Deer/Burk/West Two Enterprises Ltd./Versluis

Backup

The C.P.R. Right-of-Way Area Redevelopment Plan, being Bylaw No. 3073/92 was adopted in 1992 and amended in 1993. Area #7 of the Plan identifies the above portion of the abandoned right-of-way as future single family development.

The City Land and Economic Development Department has recently completed negotiations with adjacent landowners for the necessary road additions to accommodate the future single family development. The resulting residential block is intended to be marketed to developer(s) for further subdivision.

Recommendation

Planning staff recommend that City Council proceed with first reading of Land Use Bylaw Amendment 3156/H-96.

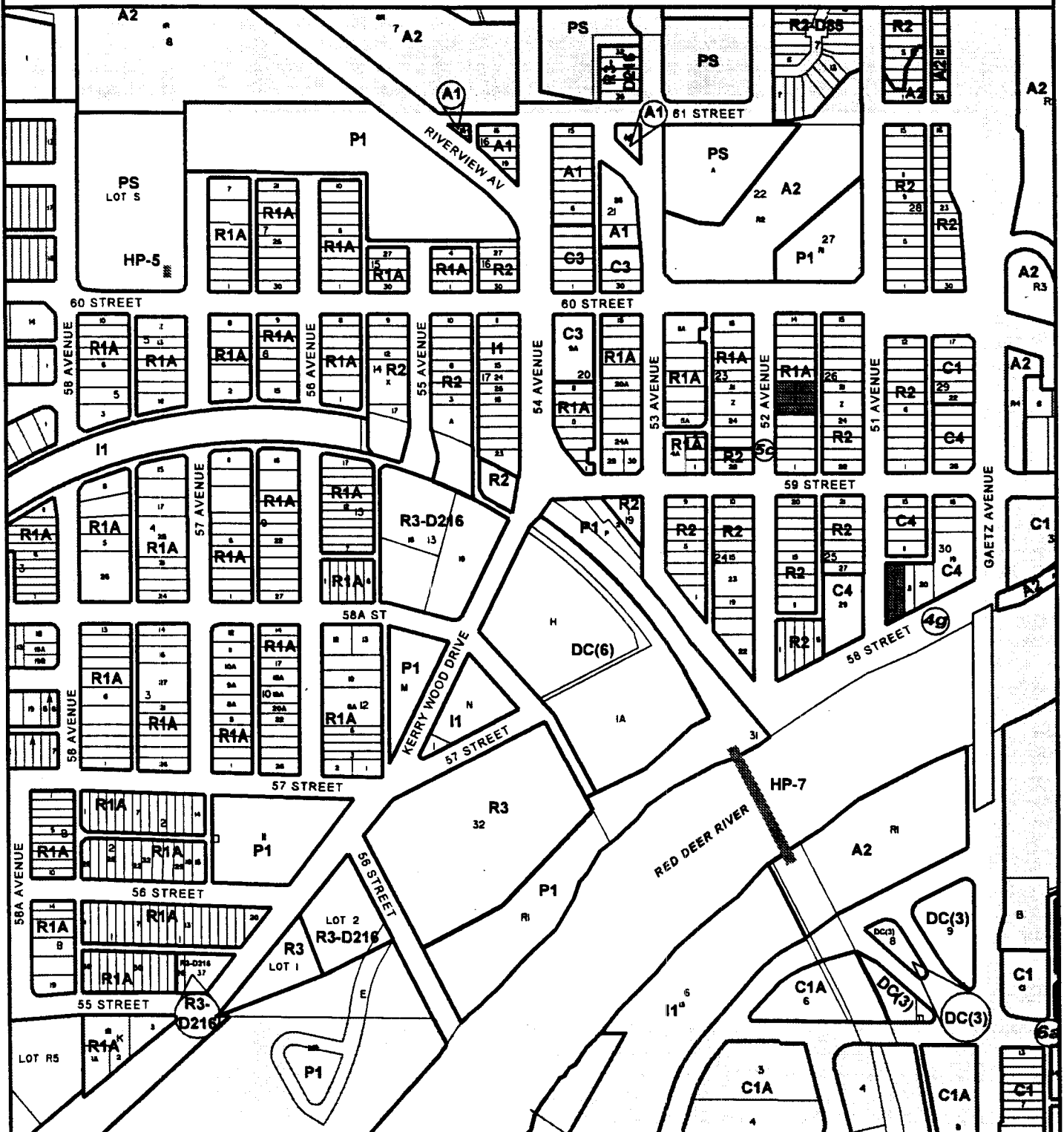
Sincerely,

Frank Wong,
Planning Assistant

Enclosure

THE CITY OF RED DEER - LAND USE BYLAW LAND USE DISTRICTS

F10



BYLAW NUMBER - 3156/96

AMENDMENTS:

2672 / C - 96 09 - April - 1996
3156 / A - 96 06 - May - 1996

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

E11	F11	G11
E10	F10	G10
E9	F9	G9










SCALE 1:5000
09-MAY-1996

S.E. 1/4 -20-38-27-4

C.P. Railway Right-Of-Way Area Redevelopment Plan

LEGEND

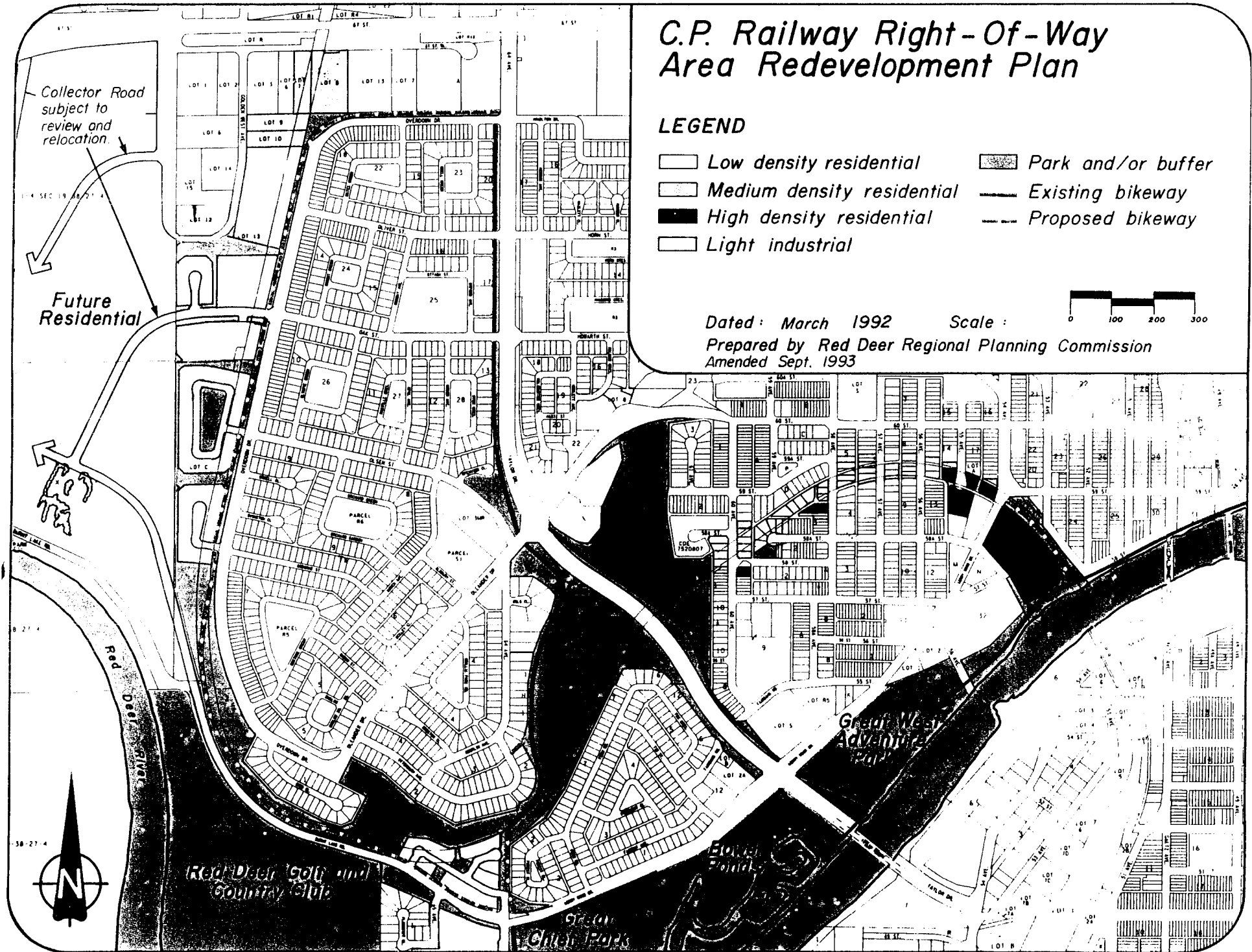
- | | |
|--|--|
|  Low density residential |  Park and/or buffer |
|  Medium density residential |  Existing bikeway |
|  High density residential |  Proposed bikeway |
|  Light industrial | |

Dated: March 1992

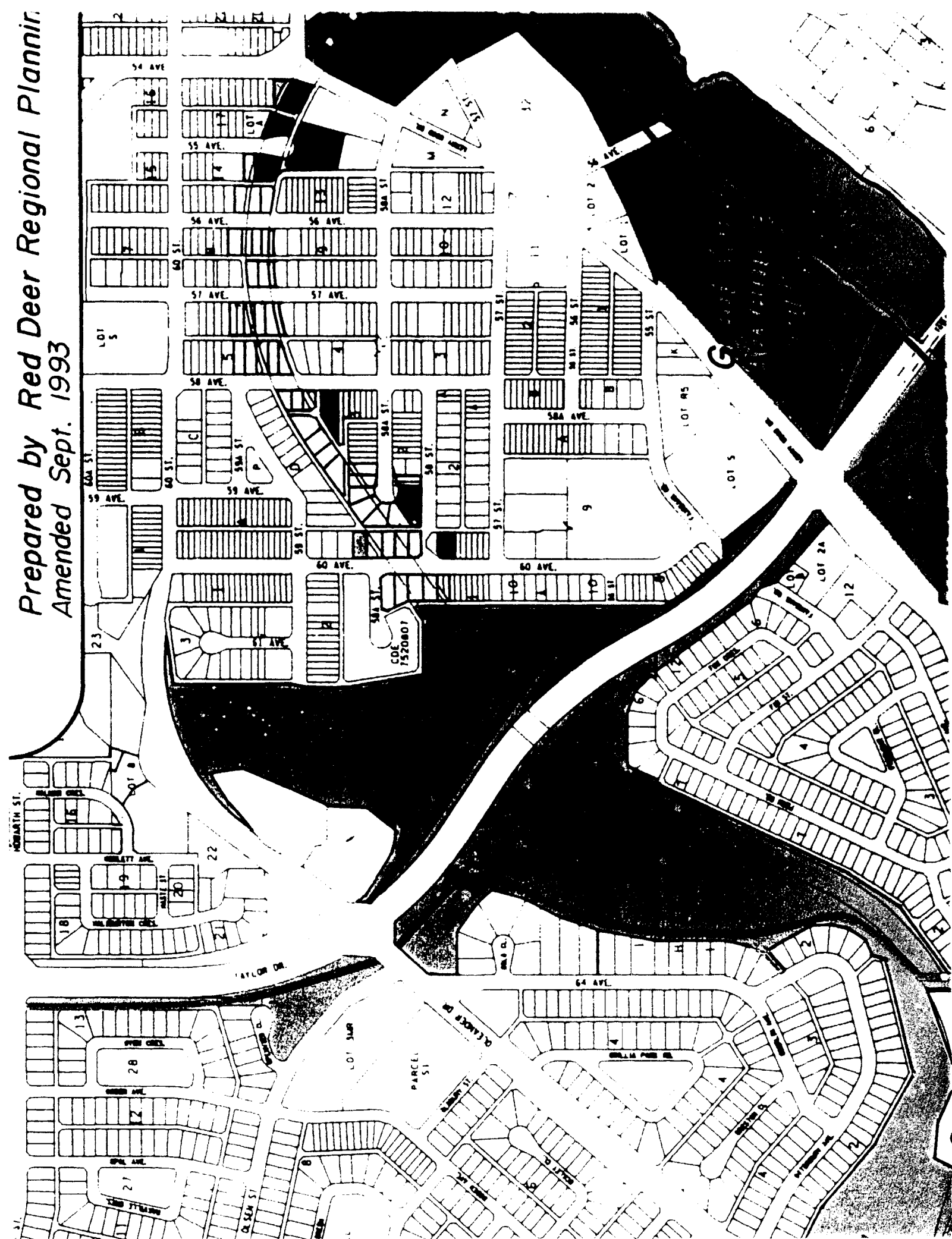
Scale:



Prepared by Red Deer Regional Planning Commission
Amended Sept. 1993



*Prepared by Red Deer Regional Planning
Amended Sept. 1993*



FILE

DATE: July 30, 1996

TO: Frank Wong
Planning Assistant

FROM: City Clerk

RE: LAND USE BYLAW AMENDMENT 3156/H-96, C.P.R. RIGHT OF WAY
AREA REDEVELOPMENT PLAN - AREA #7, 58A STREET AND 58
AVENUE, LOWER FAIRVIEW

At the City of Red Deer Council Meeting held on July 29, 1996, consideration was given to your report dated July 15, 1996 concerning the above topic, and at which meeting first reading was given to Land Use Bylaw Amendment 3156/H-96, a copy of which is attached hereto.

Land Use Bylaw Amendment 3156/H-96 provides for the development of a portion of abandoned C.P.R. Right of Way to be developed as Future Single Family, in accordance with the C.P.R. Right of Way Area Redevelopment Plan - Area #7.

This office will now proceed with the advertising for a Public Hearing to be held in the Council Chambers of City Hall on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.



KELLY KLOSS
City Clerk

KK/fm

att.

- c. Director of Community Services
Director of Development Services
Land & Economic Development Manager
Council & Committee Secretary, S. Ladwig
C. Rausch

BYLAW NO. 3156/H-96

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

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

- 1 The "Use District Map" as referred to in Section 5 is hereby amended in accordance with the Use District Map No. 6/96 attached hereto and forming part of the Bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

FILE

DATE: August 27, 1996
TO: Principal Planner
FROM: Assistant City Clerk
RE: LAND USE BYLAW AMENDMENT 3156/H-96

At the Council Meeting held on August 26, 1996, following the Public Hearing, second and third reading were given to Land Use Bylaw Amendment 3156/H-96, a copy of which is attached hereto.

Land Use Bylaw Amendment 3156/H-96 provides for the development of a portion of the abandoned C.P.R. Right of Way to be developed as future single family housing in accordance with the C.P.R. Right of Way Area Redevelopment Plan - Area #7.

This office will now be updating the consolidated copy of the Land Use Bylaw and circulating said changes in due course.

At the Public Hearing, a number of citizens raised concerns regarding the opening of 58 Avenue across the abandoned C.P.R. Right of Way and Council agreed that prior to consideration of the opening of 58 Avenue citizens in this area be given the opportunity to voice their concerns to Council in this regard. Upon consideration of, and prior to, any rezoning of the abandoned C.P.R. Right of Way to the east of 58 Avenue, you will be required to notify the residents in this area and to provide for the opportunity for public input.

Mr. Dan Hagarty (5827 58 Avenue, T4N 4T9) was the person present in Council Chambers and is considered to be the contact person regarding this matter. Please have his name referenced on your files so that future planning considerations in this area are communicated to his attention.


JEFF GRAVES
Assistant City Clerk
JG/fm

att.

c Director of Community Services
 Director of Development Services
 Engineering Department Manager
 Land & Economic Development Manager
 T. Lindhout, Associate Planner
 C. Rausch

ITEM 2

DATE: July 30, 1996
TO: City Council
FROM: City Clerk
RE: ROAD CLOSURE BYLAWS 3175/96 AND 3176/96 - LOWER FAIRVIEW,
NORTH RED DEER


A Public Hearing has been advertised for the above noted road closure bylaws, to be held in Council Chambers on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

Road Closure Bylaw 3175/96 provides for the closure of all that portion of 58A Street as shown on Plan 1030 NY lying east of Plan 952-0065 contained with Lot 18, Block 2, Plan 962 _____, and containing 0.165 hectares more or less, excepting thereout all mines and minerals.

Road Closure Bylaw 3176/96 provides for the closure of all that portion of lane as shown on Plan 934 AJ lying north-west of Block 3, Plan 934 AJ and lying east of the production northerly of the west boundary of Lot 20, Block 3, Plan 934 AJ containing 0.100 hectares more or less, excepting thereout all mines and minerals.

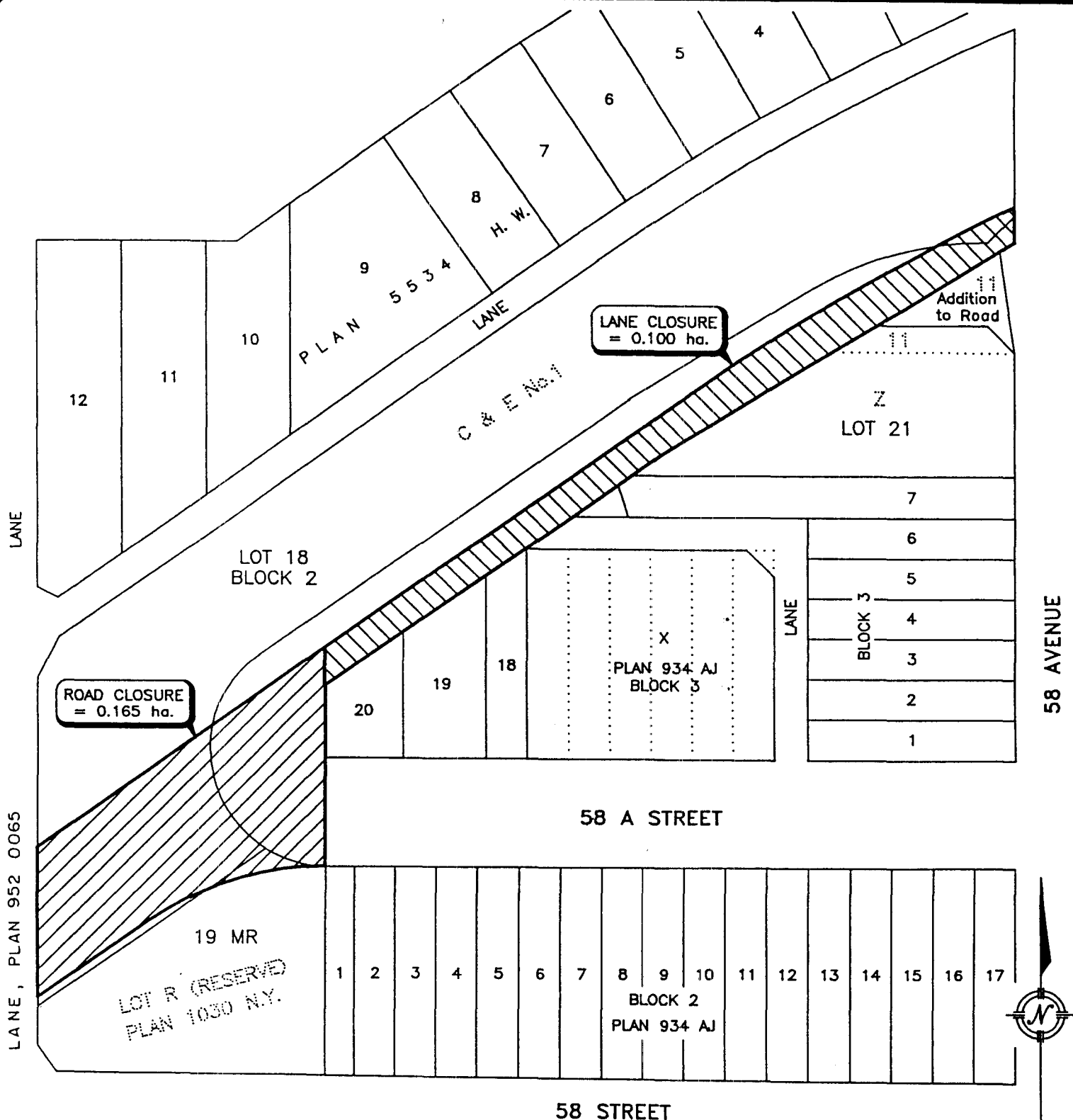
RECOMMENDATION

That following the Public Hearing, Council may proceed with second and third readings of Road Closure Bylaws 3175/96 and 3176/96.



KELLY KLOSS
City Clerk

KK/fm



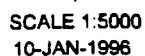
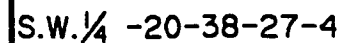
RED DEER

SKETCH SHOWING AREAS OF CLOSURES OF
 Part of LANE, PLAN 934 AJ
 Part of 58 A STREET, PLAN 1030 NY
 IN THE S.1/2 Sec.20-38-27-4

DISTANCES ARE IN METRES AND DECIMALS THEREOF.

SCALE = 1:1000

SNELL & OSLUND SURVEYS (1979) LTD.
 RED DEER - ROCKY MOUNTAIN HOUSE
 25-175 JULY 16, 1996



DATE: July 19, 1996
TO: Kelly Kloss, City Clerk
FROM: Alan Scott, Land and Economic Development Manager
RE: **PARTIAL ROAD AND LANE CLOSURE BYLAW
IN LOWER FAIRVIEW, NORTH RED DEER
(SEE ATTACHED DRAWING)**
BYLAW NO. 3175/96 AND BYLAW NO. 3176/96



To facilitate the City of Red Deer's proposed development in the area known as CPR 7, the following Road and Lane Closure Bylaw requires City Council approval.

RECOMMENDATION

We recommend that Red Deer City Council approve the following Road and Lane Closure Bylaw:

- "1. All that portion of 58A Street as shown on Plan 1030 NY lying east of Plan 952-0065 contained within Lot 18, Block 2, Plan 962 _____, and containing 0.165 hectares more or less excepting thereout all mines and minerals.
2. All that portion of lane as shown on Plan 934 AJ lying north-west of Block 3, Plan 934 AJ and lying east of the production northerly of the west boundary of Lot 20, Block 3, Plan 934 AJ containing 0.100 hectares more or less excepting thereout all mines and minerals."

A handwritten signature of Alan V. Scott.

Alan V. Scott

PAR/mm

Att.


FILE

DATE: July 30, 1996
TO: Land & Economic Development Manager
FROM: City Clerk
RE: ROAD CLOSURE BYLAWS 3175/96 AND 3176/96 - LOWER FAIRVIEW,
NORTH RED DEER

At the Council Meeting of July 29, 1996, consideration was given to your report dated July 19, 1996 concerning the above topic, and at which meeting first reading was given to the above noted Road Closure bylaws, copies of which are attached hereto.

This office will now proceed with the advertising for a Public Hearing for these Road Closure bylaws, to be held on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

Please provide Sandra Ladwig with the appropriate account the advertising should be charged to.



KELLY KLOSS
City Clerk

KK/fm

att.

- c. Director of Development Services
Public Works Manager
Principle Planner
Council & Committee Secretary, S. Ladwig
C. Rausch

BYLAW NO. 3175/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of 58A Street as shown on Plan 1030 NY lying east of Plan 952-0065 contained within Lot 18, Block 2, Plan 962 _____, and containing 0.165 hectares more or less, excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

BYLAW NO. 3176/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of lane as shown on Plan 934 AJ lying northwest of Block 3, Plan 934 AJ and lying east of the production northerly of the west boundary of Lot 20, Block 3, Plan 934 AJ containing 0.100 hectares more or less, excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

FILE

DATE: August 27, 1996
TO: Land & Economic Development Manager
FROM: Assistant City Clerk
RE: ROAD CLOSURE BYLAWS 3175/96 AND 3176/96

At the Council Meeting held on August 26, 1996, a Public Hearing was held with regard to the above noted Road Closure Bylaws. Following the Public Hearing, second and third reading were given to both bylaws.

Road Closure Bylaw 3175/96 provides for the closure of all that portion of 58A Street as shown on Plan 1030 NY lying east of Plan 952-0065 contained within Lot 18, Block 2, Plan 962 _____, and containing 0.165 hectares more or less, excepting thereout all mines and minerals.

Road Closure Bylaw 3176/96 provides for the closure of all that portion of lane as shown on Plan 934 AJ lying north-west of Block 3, Plan 934 AJ and lying east of the production northerly of the west boundary of Lot 20, Block 3, Plan 934 AJ containing 0.100 hectares more or less, excepting thereout all mines and minerals.

Attached are certified copies of Road Closure Bylaws 3175/96 and 3176/96 for your records.



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

c Director of Development Services
 Engineering Department Manager
 Public Works Manager
 Principal Planner
 Council & Committee Secretary, S. Ladwig
 C. Rausch

ITEM 3

DATE: July 30, 1996
TO: City Council
FROM: City Clerk
RE: **PARTIAL DISPOSAL OF LOT R (RESERVE), PLAN 1030 NY - LOWER FAIRVIEW, NORTH RED DEER**

At the Council Meeting of July 29, 1996, the following resolution was passed relative to the above topic:

"RESOLVED that Council of The City of Red Deer hereby agrees that the following resolution be considered at the Council Meeting of Monday, August 26, 1996 to allow for the advertising of a Public Hearing to be held on August 26, 1996 for the disposal of municipal reserve lands as noted hereunder:

'RESOLVED that Council of The City of Red Deer, having considered the report from the Land and Economic Development Manager dated July 19, 1996, re: Partial Disposal of Lot R (Reserve), Plan 1030 NY, hereby approves the disposal of Municipal Reserve lands described as:

All that portion of Lot R (Reserve), Plan 1030 NY within the limits of subdivision Plan 962 _____ containing 42 square metres more or less excepting thereout all mines and minerals.

and as presented to Council August 26, 1996."

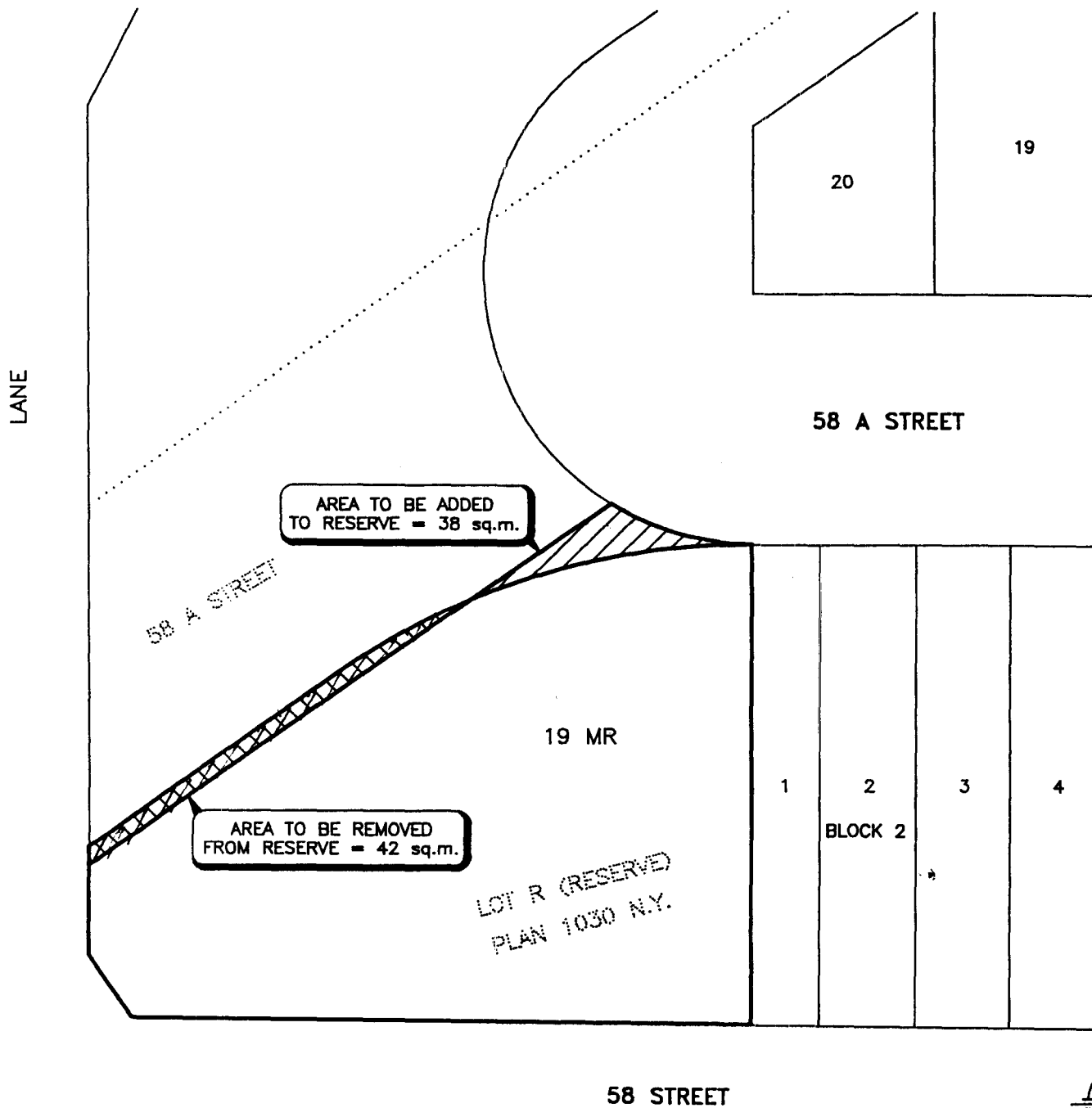
As a result of the above resolution, a Public Hearing has been advertised to be held in Council Chambers on Monday, August 26, 1996 at 7:00 p.m., or as soon thereafter as Council may determine.

RECOMMENDATION

Following the Public Hearing, Council may pass a resolution to dispose of the municipal reserve as described above.


KELLY KLOSS
City Clerk

KK/fm



RED DEER

SKETCH SHOWING AREAS TO BE
ADDED/REMOVED FROM RESERVE

AREA OF LOT R, BLOCK 2, PLAN 1030 NY = 1588 sq.m.
 AREA TO BE REMOVED = 42 sq.m.
 AREA TO BE ADDED = 38 sq.m.
 AREA OF LOT 19MR, BLOCK 2, PLAN 962 — = 1584 sq.m.

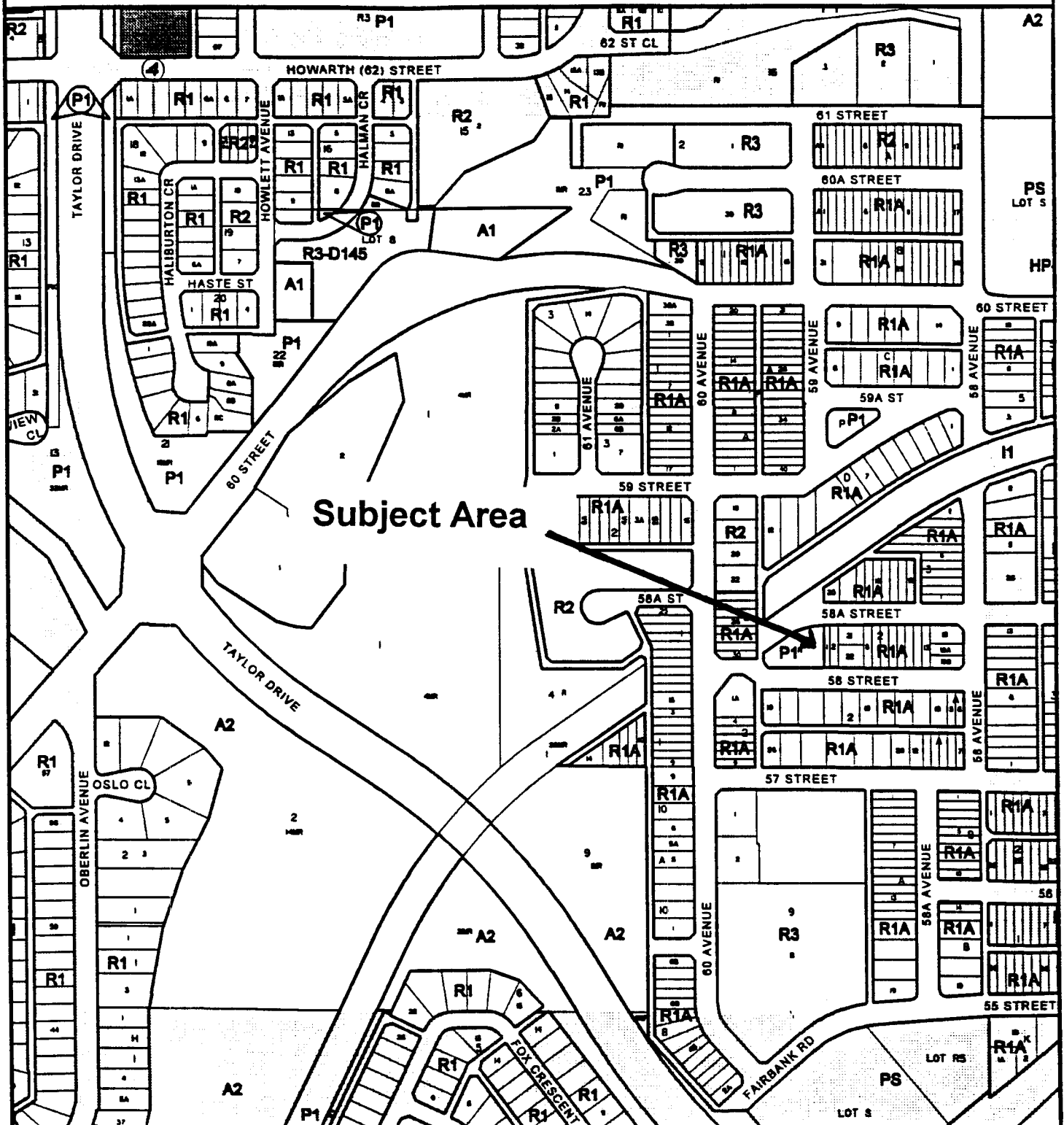
SCALE = 1:500

SNELL & OSKUND SURVEYS (1979) LTD.
 RED DEER - ROCKY MOUNTAIN HOUSE
 25-175 JULY 16, 1996

THE CITY OF RED DEER - LAND USE BYLAW

LAND USE DISTRICTS

E10



BYLAW NUMBER - 3156/96

AMENDMENTS:

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

D11	E11	F11
D10	E10	F10
D9	E9	F9

SCALE 1:5000
10-JAN-1996

S.W.¼ -20-38-27-4

FILE

DATE: August 27, 1996
TO: Land & Economic Development Manager
FROM: Assistant City Clerk
RE: **PARTIAL DISPOSAL OF LOT R (RESERVE), PLAN 1030 NY - LOWER FAIRVIEW, NORTH RED DEER**

At the Council Meeting held on August 26, 1996, following the Public Hearing, Council passed the following resolution relative to the above topic:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Land and Economic Development Manager dated July 19, 1996, re: Partial Disposal of Lot R (Reserve), Plan 1030 NY, hereby approves the disposal of Municipal Reserve lands described as:

All that portion of Lot R (Reserve), Plan 1030 NY within the limits of subdivision Plan 962 _____ containing 42 square metres more or less excepting thereout all mines and minerals.

and as presented to Council August 26, 1996."

The decision of Council in this instance is submitted for your information and appropriate action.


JEFF GRAVES
Assistant City Clerk

JG/fm

c Director of Development Service

ITEM 1

DATE: August 14, 1996

TO: Kelly Kloss, City Clerk

FROM: Alan Scott, Land and Economic Development Manager

RE: **ROAD CLOSURE BYLAWS**
LOT A, PLAN 4411 HW (see attached plan)

At the Council meeting of July 2, 1996, Red Deer City Council approved the land exchange between the City and Vellner Leaseholds Ltd. To facilitate this land exchange and consolidation, it is necessary to request the following road closure bylaws.

RECOMMENDATION

We recommend that Red Deer City Council approve the following:

1. All that portion of Road as shown on Plan 832-2581, lying within Plan 962 _____ containing 0.010 ha. more or less.

Excepting thereout all mines and minerals.

2. All that portion of addition to Highway as shown on Plan 4411 HW, lying within Plan 962 _____ containing 0.232 ha. more or less.

Excepting thereout all mines and minerals.



Alan V. Scott

PAR/mm

Att.

BYLAW NO. 3177/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of Road as shown on Plan 832-2581, lying within Plan _____ containing 0.01 hectares more or less,

excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

29

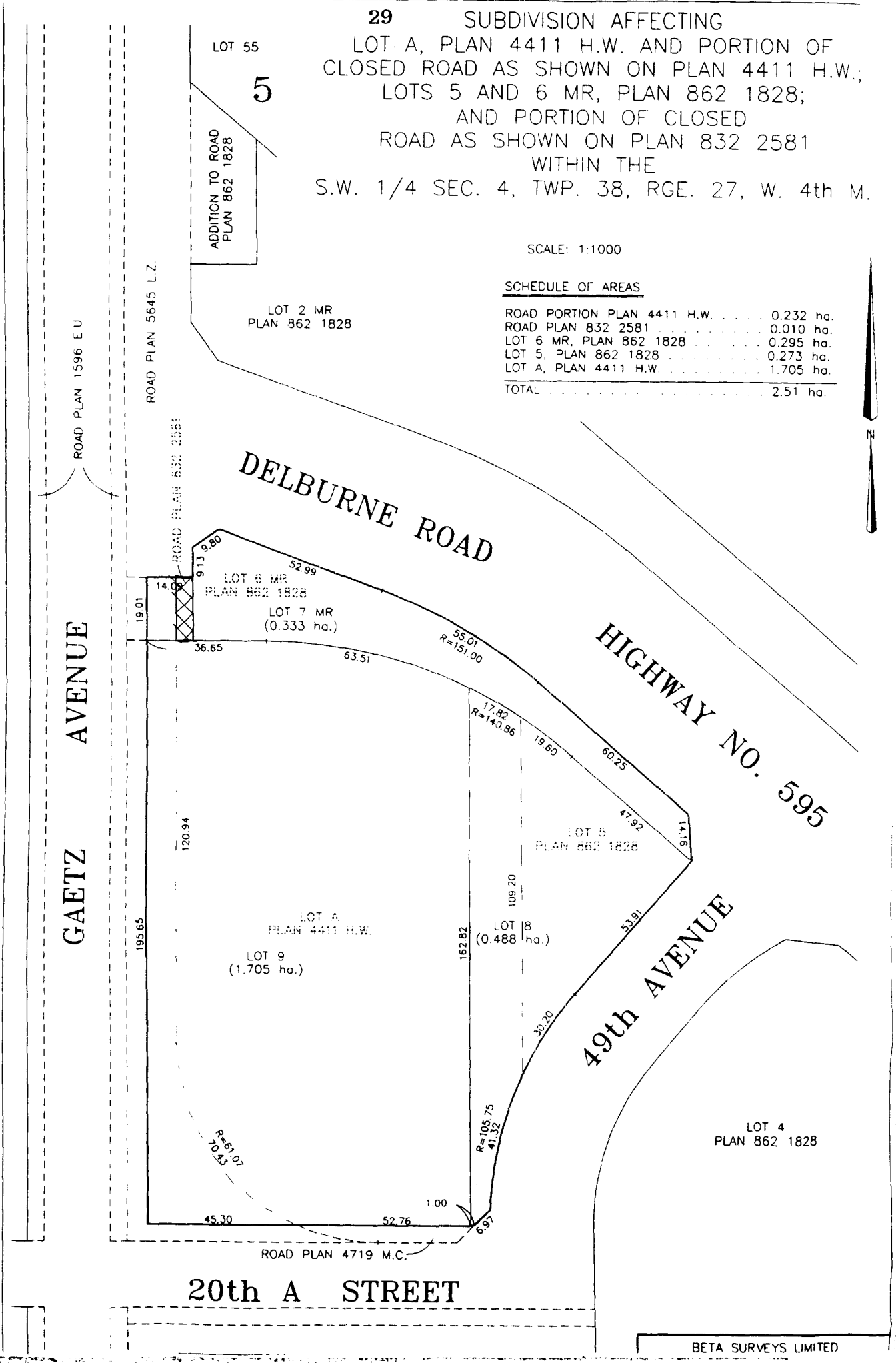
SUBDIVISION AFFECTING

LOT A, PLAN 4411 H.W. AND PORTION OF
CLOSED ROAD AS SHOWN ON PLAN 4411 H.W.;
LOTS 5 AND 6 MR, PLAN 862 1828;
AND PORTION OF CLOSED
ROAD AS SHOWN ON PLAN 832 2581
WITHIN THE
S.W. 1/4 SEC. 4, TWP. 38, RGE. 27, W. 4th M.

SCALE: 1:1000

SCHEDULE OF AREAS

ROAD PORTION PLAN 4411 H.W.	0.232 ha.
ROAD PLAN 832 2581	0.010 ha.
LOT 6 MR, PLAN 862 1828	0.295 ha.
LOT 5, PLAN 862 1828	0.273 ha.
LOT A, PLAN 4411 H.W.	1.705 ha.
TOTAL	2.51 ha.



BYLAW NO. 3178/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of addition to Highway as shown on Plan 4411 HW, lying within Plan _____ containing 0.232 hectares more or less,

excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

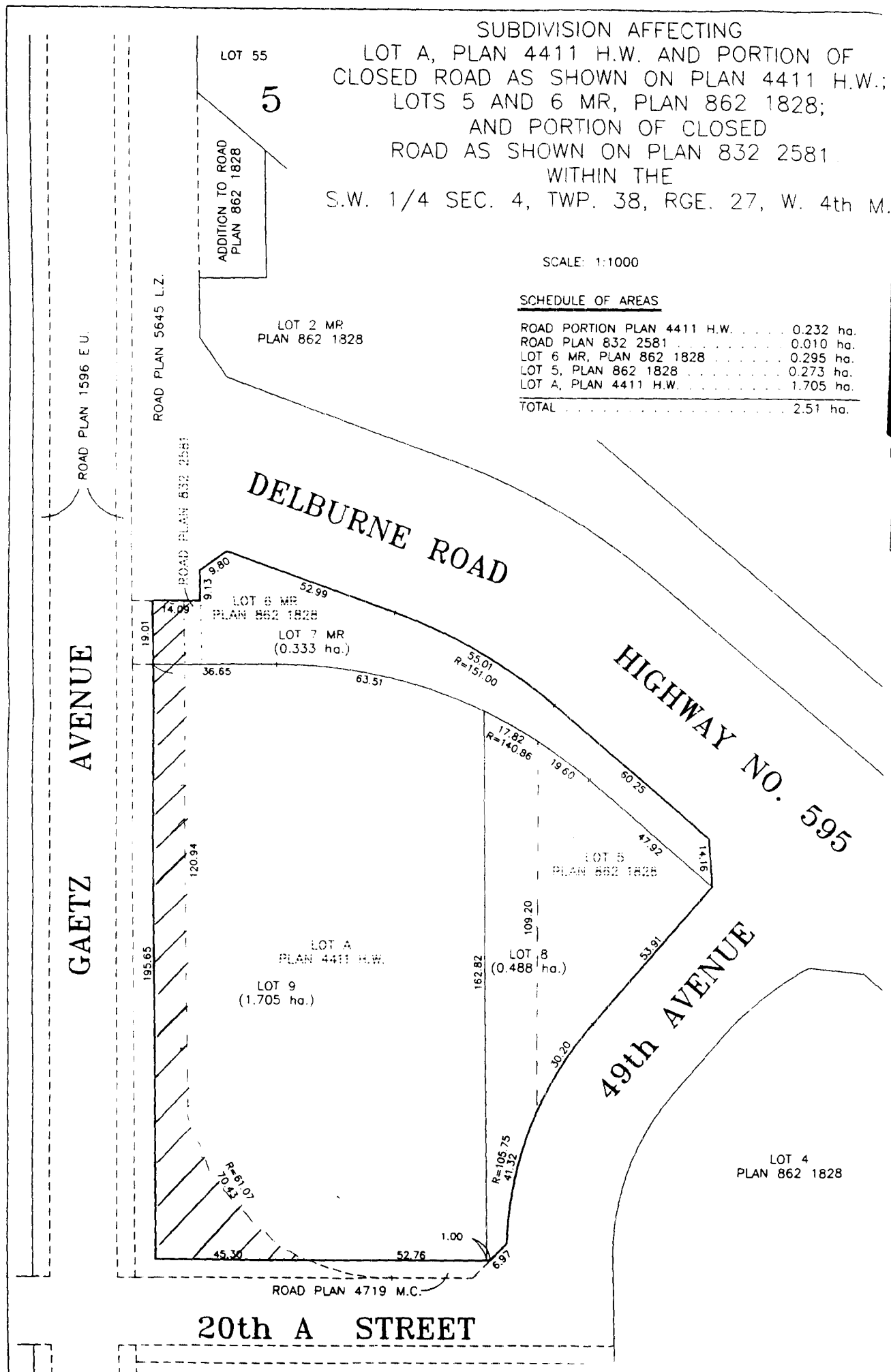
CITY CLERK

SUBDIVISION AFFECTING
 LOT A, PLAN 4411 H.W. AND PORTION OF
 CLOSED ROAD AS SHOWN ON PLAN 4411 H.W.;
 LOTS 5 AND 6 MR, PLAN 862 1828;
 AND PORTION OF CLOSED
 ROAD AS SHOWN ON PLAN 832 2581
 WITHIN THE
 S.W. 1/4 SEC. 4, TWP. 38, RGE. 27, W. 4th M.

SCALE: 1:1000

SCHEDULE OF AREAS

ROAD PORTION PLAN 4411 H.W.	0.232 ha.
ROAD PLAN 832 2581	0.010 ha.
LOT 6 MR, PLAN 862 1828	0.295 ha.
LOT 5, PLAN 862 1828	0.273 ha.
LOT A, PLAN 4411 H.W.	1.705 ha.
TOTAL	2.51 ha.



COMMENTS:

I concur with the recommendation of the Land and Economic Development Manager and recommend that Council proceed with 1st Reading of the two road closure bylaws.

"H.M.C. DAY"

City Manager

ITEM 2

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

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

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

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

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

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

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

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

.../2


City Council
August 19, 1996
Page 2

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

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

RECOMMENDATION

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



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

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

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

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

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

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

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
428		Incentive Program for the Renovation of Existing Buildings in the Downtown BRZ	X		Approved by Council June 17, 1996. Content unchanged - housekeeping and formatting changes made.	
DEVELOPMENT SERVICES - includes E.L. & P (600 series); Emergency Services (700); Engineering (500); Inspections & Licensing (800); Land & Economic Development (800); Planning Services (800); Public Works (500)						
501		Local Improvements		X	Covered in New M.G.A.	K. Haslop
502	Renumber to keep P. W. policies together	Sidewalk Construction Repair and Replacement	X		Revised	K. Haslop, P. Goranson, G. Stewart
503	Renumber to keep P. W. policies together	Wheelchair Crossing		X	Moved to City Administration Manual	K. Haslop, P. Goranson
504		Snow and Ice Control Program	X		Revised	K. Haslop, P. Goranson
505		Previously Repealed				
506		Hiring Engineering Consultants		X	Engineering Administration Policy Manual	K. Haslop

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
507		Transit Route Extension/Implementation		X	Covered in Transit Department Business Plan	K. Joll
508		Transit		X	Administrative	K. Joll
509		Land Development Agreement		X	Covered in New M.G.A. & Planning Act	K. Haslop
510		Prepayment of Levies		X	Delete as included in Development Agreements.	K. Haslop
511		Private Forces within City Rights of Way		X	Delete as covered in Traffic Bylaw as well as in Underground Permit Regulations approved by Council.	K. Haslop
512		Previously Repealed				
513	Renumber to keep P. W. policies together	Use of City Owned Equipment	X		Revised	K. Haslop, P. Goranson, G. Stewart
514		Use of Speed Bumps	X			K. Haslop
515		Bridge Maintenance Responsibility		X	Move to Engineering Administration Policy Manual	K. Haslop

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
516		Removal of Unused Driveway Crossings		X	Move to Engineering Administration Policy Manual	K. Haslop
517		Paving Over City Easements	X		Revised	K. Haslop
518		Approaches in Rural Type Road Areas		X	Move to Engineering Administration Policy Manual	K. Haslop
519	Renumber to keep P. W. policies together	Unimproved Lanes and Streets	X		Revised	K. Haslop, P. Goranson
520		Road Oiling		X	Move to Public Works Administration Policy Manual	P. Goranson
521		Fence Encroachment Lanes	X		Revised	K. Haslop
522		Curb and Sidewalk Crossing Application		X	Move to Engineering Administration Policy Manual	K. Haslop
523		Escarpment Development	X		Revised. Also covered under Environmental Protection Draft for subdivision approvals.	K. Haslop

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
524		Roof Water Leads		X	Move to Engineering Administration Policy Manual	K. Haslop
525		Plugged Sewers	X			P. Goranson, G. Stewart
526		Water Kills Required		X	Move to Engineering Administration Policy Manual	K. Haslop
528		Survey Control Monument Replacement		X	Moved to Engineering Administration Policy Manual	K. Haslop
529		Detailed Specifications		X	Included in Development Agreements	K. Haslop
530		Completion of Utility Servicing		X		K. Haslop
531		Handling Complaints		X		K. Haslop
532	Renum- ber to keep P. W. policies together	Reciprocal Agreements (For Maintenance Purposes)	X		Revised	K. Haslop
533		Traffic Control Devices		X	Covered in Traffic Bylaw	K. Haslop
534		Citizen Requests for Traffic Counts		X	Administrative in nature	K. Haslop
535		Cross Walk Painting & Signing	X		Revised	K. Haslop

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
536		Warrants for Flashing Operation of Traffic Signals		X	Covered in a technical guideline	K. Haslop
537		Previously Repealed				
538		Previously Repealed				
539	Renumber to keep P. W. policies together	Municipal Airport		X	Responsibility of Airport Authority	K. Kloss
540		Previously Repealed				
541		Development in Flood Plain	X		Revised	K. Haslop
542		Snow Routes - Previously Repealed		X	Covered under Policy #504	K. Kloss
543		Guide and Information Signs Installation Warrant	X		Revised	K. Haslop
544		Utilization of Water and Sanitary Services	X		Revised	P. Goranson, K. Haslop
545		Colour of City Vehicles and Equipment		X	Move to Public Works Administration Policy Manual	P. Goranson
546		Previously Repealed				
547		Previously Repealed				

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
548		Arterial Roadway Standards Relative to Right of Way Width and Noise Attenuation	X		Revised	K. Haslop
549		Water Servicing		X	Move to Engineering Administration Policy Manual	K. Haslop
550		On-Site Catch Basins and Storm Sewer Connection		X	Move to Engineering Administration Policy Manual	K. Haslop
551		Stormwater Management	X		Revised	K. Haslop
552		Previously Repealed				
553		Previously Repealed				
554		Use of Water Well	X		Revised	K. Haslop
555		Off-Site Levies	X		Revised	K. Haslop
556		Sidewalk Snow Clearing	X		Revised	P. Goranson, G. Stewart
557		Traffic Noise Attenuation	X		Revised	K. Haslop
601		Supply and Use of Electricity		X	Provided for in Utility Bylaw	A. Roth
602		Electric Utility Financing		X	Considered annually in conjunction with the budget	A. Roth

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
603		Electrical Upgrading in Downtown Area (Map Attached)	X		Revised	A. Roth
604		Advising Public of Overhead Line Rebuilds	X			A. Roth
701		Mutual Aid Agreements	X		Move to Development Services Section	B. Oscroft
702		Ambulance Agreements	X		Moved to Development Services Section	B. Oscroft
703		Siren Renewal Leases		X	Sirens are no longer in service	B. Oscroft
704		Fire Protection	X		Revised	B. Oscroft
705		Crime Prevention		X	Covered in R.C.M.P. Administration Manuals	Insp. S. Sutton
706		Municipal Policing Contracts	X		Move to Community Services Section Covered under Provincial legislation, also reflects policy of Council	Insp. S. Sutton
707		Dangerous Goods Transportation	X		Move to Development Services Section	B. Oscroft

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
708 (Old 820)		Bylaw Enforcement	X		Moved from Development Services Section to Community Services Section (RCMP)	K. Kloss
800 (Old 417)		Lease of City Owned Farm Lands	X		Moved to Development Services Section from Corporate Services Section Revised	
801		Economic Development	X		Revised	A. Scott
802		Land Banking / Development Program	X		Revised	A. Scott
803		Real Estate Expenses	X		Revised	A. Scott
804		Industrial/Commercial Land Sales		X	Building commitment often not required	A. Scott
805 (Old)		Previously Repealed				
805 (Old 527)		Property Pins and Lines	X		Moved from Engineering Section to Land and Economic Development Section	K. Haslop, A. Scott

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
806		General Municipal Plan		X	Provided for in General Municipal Plan Bylaw	P. Meyette
806 (Old 411)		Survey Firms	X		Revised Moved from Corporate Services Section to Development Services Section	K. Kloss
807		Previously Repealed				
807 (Old 418)		Delinquent Land Sales Agreements	X		Moved from Corporate Services Section to Development Services Section	K. Kloss
808		Land Use Bylaw		X	Provided for in Land Use Bylaw 3156/96	P. Meyette
809		Area Plans/General Municipal Plan		X	Redundant	P. Meyette
810		County of Red Deer General Municipal Plan		X	Provided for through Joint General Municipal Plan	P. Meyette
811		Municipal Planning Commission		X	Provided for in Committees Bylaw	P. Meyette
812		Development Officer: Condominium Property Act	X		Revised	R. Strader

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
813		Accessibility of Buildings and Other Facilities to the Physically Handicapped		X	Covered under Alberta Safety Codes Act	R. Strader
814		Social Care Residence, Day Care Facilities		X	Provided for in other planning documents	P. Meyette
815		Senior Citizens Housing		X	This information should be part of the Subdivision Planning Guidelines.	C. Jensen
816		Lease of City Land for Oil Drilling in an Industrial Area		X	Move to City Administration Manual	A. Scott
817		Oil and Gas Situation Near the City of Red Deer		X	Move to City Administration Manual	A. Scott
818		Residential Land Sales	X		Revised	A. Scott
819		Billboards on City Property	X			R. Strader
821		Assessment and Taxation on the Sale of City Owned Newly Developed Lots		X	Covered in Section 368 of New M.G.A.	A. Knight
822		Tourism Policy		X	Is obsolete, with agreement with Red Deer Visitor and Convention Bureau	L. Hodgson

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
823		City of Red Deer Planning and Subdivision Guidelines	X		Policy to be retained and has been revised. The document referred to in Policy will no longer form part of the Council Policy Manual. The document entitled "City of Red Deer Planning and Subdivision Guidelines" is presently being updated by Paul Meyette and will be available through Parkland Community Planning Services.	P. Meyette, K. Kloss
824		Inspections - Single Family Dwellings, Duplexes and Multi Family Buildings	X		Revised	R. Strader
825		Propane Installations	X		Revised	R. Strader
826		Commercial Land Use Districts / Conversion of C4 to C2	X		Revised	P. Meyette
827		Parking	X		Revised - now provides only for Courtesy Parking Permits	R. Strader, K. Kloss

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
828		Handicap Parking Zones (Downtown)	X		Revised	R. Strader
829		City Operated Off Street Parking Staff - Monthly Passes	X		Revised	R. Strader, K. Kloss
830		Parking - City Business	X		Revised	R. Strader, K. Kloss
831		Handicap Parking Zones (Residential)	X		Revised	R. Strader, K. Kloss
832		Downtown Loading Zones	X		Revised	R. Strader
833		Licenses to Occupy (Rights of Way, Lease of Utility Lots)	X		Revised	A. Scott
834		Handicap Parking Permits (Metered Stalls - Downtown)	New		This is the procedure currently being followed. There has never been a formal Council Policy.	K. Kloss
COMMUNITY SERVICES - includes Community Services; Recreation, Parks & Culture; Social Planning; R.C.M.P.						
901		Recreation Board		X	Policy is obsolete	L. Hodgson
902		Community Services Division: Mission Statements		X	Approved as part of the Three Year Business Plan cycle	L. Hodgson

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
903		Regional River Valley Concept		X	Provided for in Community Services Master Plan	D. Batchelor, K. Kloss
904		Community Services Master Plan		X		L. Hodgson
905		Community Rinks		X	Administrative matter provided for through contracts.	L. Hodgson
906		Sunday and Holiday Policy	X		Revised	L. Hodgson, D. Batchelor
907		Historic Preservation		X	Heritage Preservation Committee. Mandated in agreement with Normandeau Cultural and Natural History Society.	L. Hodgson
908		Fees and Charges	X		Revised	L. Hodgson
909		G.H. Dawe Management Board		X	Board was dissolved in 1994.	L. Hodgson
910		Social Planning		X	Covered in the Social Planning Department's Business Plan.	C. Jensen
911		Child Care Program: Policy Objectives	X		Revised	C. Jensen

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
912		Red Deer Child Care Society		X	Covered by Council Policy #911 and the Day Care Management Agreement.	C. Jensen
913		Local 20% Costs on F.C.S.S. Projects	X		Revised by deleting clause #2 under the policy statement.	C. Jensen
914		F.C.S.S. Project Advance Funds		X	Move to the City Administration Manual	C. Jensen
915		F.C.S.S. Project Budget Procedure		X	Move to City Administration Manual	C. Jensen
916		Normandeau Cultural and Natural History Society		X	Covered through agreement.	L. Hodgson
917		Red Deer and District Archives		X	Policy is obsolete.	L. Hodgson
918		Restrictions on Use of Former Exhibition Grounds		X	Covered in agreement with Westerner Exposition Association.	L. Hodgson
919		Gaetz Lakes Sanctuary Waskasoo Park	X		Retain, with deletion of reference to Community Services Master Plan	L. Hodgson
920		Previously Repealed				

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
921		Reservation of Park Facilities		X	Administrative policy - unique to Recreation, Parks and Culture Department and will be incorporated into their policy manual.	L. Hodgson
922		Staff Use of City-Owned Facilities	X			L. Hodgson
923		Municipal Integration Strategy	X		Revised. Policy Statement now reflects what the Strategy is intended to do and how it will be maintained. Recommendation s will now become an administrative document.	C. Jensen

Current Policy No.	New Policy No.	Policy Title	Retain in Council Policy Manual, as Amended	Delete Policy	Moved To, Explanations (Revised: Includes policies where formatting & numbering changes have been made only)	On Advice Of
924		Red Deer and District F.C.S.S. Board	X		Retained with minor revisions. This is an important policy as the F.C.S.S. Board is not covered in the Committees Bylaw as it is a multi-municipality partnership.	C. Jensen
925		Environmental Advisory Board		X	Now Covered In Committees Bylaw	L. Hodgson
926		Red Deer Library Board		X	Obsolete.	L. Hodgson
927		River Bend Golf and Recreation Society		X	Obsolete.	L. Hodgson
928		Downtown Street Tree Maintenance		X	Will become part of the Recreation, Parks and Culture Administration Policy Manual.	L. Hodgson

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

COMMENTS:

As indicated in the attached report, I requested a thorough review of our Council Policy Manual as the manual was first put into place in 1985 and has been periodically amended since that time. In addition, with the passing of the new Municipal Government Act many of our policies need to be reviewed for conformance to this Act and to the City's bylaws. Therefore, a thorough review is timely.

As this review and indeed the document are extensive, I would recommend Council accept this report for information only at this meeting and consider adopting it at the following meeting. This will provide Council the opportunity to thoroughly review the content.

Only the index to the Policy Manual is included with the Agenda. The Council Policy Manual is being forwarded as an attachment.

"H.M.C. DAY"

City Manager

COUNCIL MEETING OF AUGUST 26, 1996

ATTACHMENT TO REPORT ON OPEN AGENDA

RE: Revised Council Policy Manual

THE CITY OF RED DEER

COUNCIL POLICY

MANUAL

DRAFT

First Draft Prepared By:

City Clerk's Office

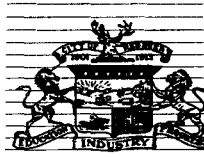
August 26, 1996

THE CITY OF RED DEER COUNCIL POLICY MANUAL

Table of Contents

1. General
 - policies 101 - 120
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3. Corporate Services
 - policies 401 - 428
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 - E.L. & P. - policies 603, 604
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 - Land & Economic Development - policies 800 series
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 - Public Works - policies 500 series
5. Community Services
 - policies 901 - 931

GENERAL



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. **101**

Page 1 of 1

TITLE: **Council Agendas**

Date of Approval:

SECTION: **General**
 (City Clerk's Department)

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for the distribution of Council agendas.

1. Council agendas shall be distributed as follows, on the Thursday afternoon preceding Council Meetings:
 - (a) Council Members,
 - (b) Administration, and
 - (c) Media.
2. Council agendas will be made available to the public on the Friday morning preceding Council Meetings, at the City Clerk's Department.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

105

Page 1 of 1

TITLE:

**Broadcasting and Taping
of Council Meetings**

Date of Approval:

SECTION:

**General
(City Clerk's Department)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide guidelines for the taping and broadcasting of Council Meetings.

1. The news media shall be granted the right to tape record for broadcast purposes, or to broadcast directly, open Council Meetings, subject to suitable arrangements being made to ensure that electronic equipment does not, by its presence, interfere in any way with normal Council proceedings.
2. Prior to the commencement of any live broadcast, and prior to the commencement of the meeting, the chair person shall be given notice of any intention to broadcast live.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.	107	Page 1 of 1
TITLE:	Council Remuneration	Approval:
SECTION:	General (Council)	Dates of Revision:

POLICY STATEMENT

A. REVIEW

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

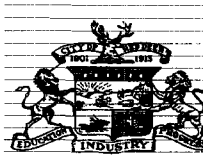
B. ADJUSTMENTS

The annual remuneration for Council Members shall be adjusted on January 1st of each year by the same percentage increase as exempt staff salaries are adjusted unless otherwise directed by Council.

C. PER DIEM

Councillors are entitled to a fixed per diem rate and vouchered expenses while on City business, concerning matters for which they have been appointed and/or authorized by Council to attend. Unless otherwise provided for by Council, the per diem rate does not apply to attendance at Council and Committee meetings.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

109

Page 1 of 1

TITLE:

**Civic Recognition for
Council Members**

Date of Approval:

SECTION:

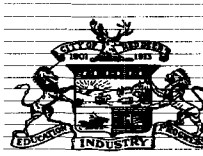
**General
(Mayor)**

Dates of Revision:

POLICY STATEMENT

1. Council shall formally recognize the service provided to the City and the citizens of Red Deer by members who have been elected to serve on Council of the City.
2. This recognition shall be in the form of a:
 - (a) gold ring; or
 - (b) brooch; or
 - (c) bracelet; or
 - (d) necklace.

to be presented at an appropriate time following the swearing-in of the newly elected member of Council.
3. Council further reserves the right to withhold the recognition if a member is relieved of his/her office.
4. A permanent record of this formal recognition of Council Members shall be kept in the City Clerk's Department.

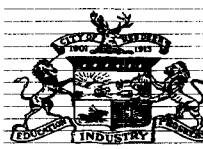


**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.	110	Page 1 of 1
TITLE:	<i>Civic Recognition for Committee, Board & Commission Members</i>	<i>Date of Approval:</i>
SECTION:	<i>General (Mayor)</i>	<i>Dates of Revision:</i>

POLICY STATEMENT

Council shall formally recognize the service provided by citizens to Council appointed committees, commissions and boards by hosting a Volunteer Appreciation Reception every two years.

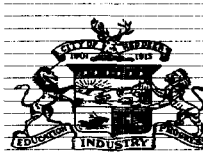


**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.	111	Page 1 of 1
TITLE:	Expenses for Council Committee, Board & Commission Members	Date of Approval:
SECTION:	General (Treasurer)	Dates of Revision:

POLICY STATEMENT

Members of Council committees, boards and commissions attending conferences, seminars or special meetings on behalf of such bodies, will be reimbursed for reasonable, direct or out of pocket expenses, providing adequate budget provisions have been made for such expenses.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

112

Page 1 of 1

TITLE:

**Utilization of City of Red Deer
Logo and Slogan**

Date of Approval:

SECTION:

**General
(Red Deer Visitor and Convention
Bureau)**

Dates of Revision:

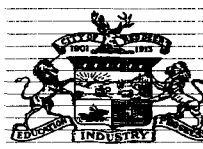
POLICY STATEMENT

1. At The City of Red Deer's Council Meeting held July 25, 1988, Council passed a resolution adopting the following as The City's official logo and slogan:



2. The above logo and slogan have been copyrighted in the name of The City of Red Deer. The Red Deer Visitor and Convention Bureau have been licensed to use the official logo and slogan, and are hereby delegated the power to authorize the use of same.

Cross Reference: *City of Red Deer Administration Manual*



THE CITY OF RED DEER COUNCIL POLICY MANUAL

POLICY NO.

113

Page 1 of 1

TITLE:

**Utilization of City of Red Deer
Crest (Coat of Arms)**

Date of Approval:

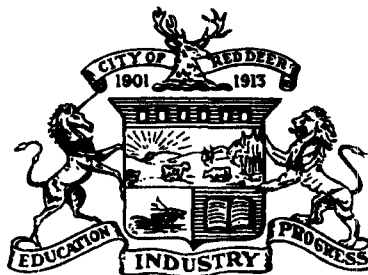
SECTION:

**General
(Mayor)**

Dates of Revision:

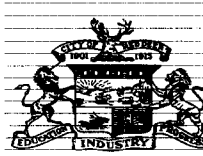
POLICY STATEMENT

The City of Red Deer's Municipal Crest
(Coat of Arms)



1. The Mayor and/or City Manager of the City are hereby delegated the power to authorize the use of the City's Municipal Crest (Coat of Arms).
2. The City's Crest (Coat of Arms) may be utilized by City Departments in the normal course of City business.

Cross Reference: *City of Red Deer Administration Manual*



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

114

Page 1 of 1

TITLE:

**City of Red Deer Employee
Eligibility on Council Committees,
Boards and Commissions**

Date of Approval:

SECTION:

**General
(Council)**

Dates of Revision:

POLICY STATEMENT

1. No City employee shall be eligible to serve as a voting member on any Council committee, commission or board established by bylaw, unless:
 - (a) such committee, commission or board is solely of a technical nature; and
 - (b) appointment of the City employee is embodied within the bylaw.
2. As authorized by the City Manager, a City employee may serve as an advisory member without vote, on any Council committee, commission, or board established by bylaw.
3. Where deemed appropriate by Council, a City employee may serve on an ad hoc committee established by resolution of Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.	115	Page 1 of 2
TITLE:	Council Inquiries	Date of Approval:
SECTION:	General (Council)	Dates of Revision:

POLICY STATEMENT

The purpose of this policy is:

- 1. to ensure that there is a mechanism for individual Council Members to obtain information on issues of particular concern to them, and*
- 2. to identify procedures to be followed by the Administration when providing information to Council Members in response to their inquiries.*

A. VERBAL INQUIRIES

Verbal inquiries from Council Members not requiring a written response, may be responded to verbally by any staff member with the Department Manager's approval.

B. MISCELLANEOUS INQUIRIES

1. All inquiries from Council Members requiring a written response or photocopied material, shall be submitted in writing by the Council Member to the respective Department Manager.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.	115	Page 2 of 2
TITLE:	Council Inquiries	Date of Approval:
SECTION:	General (Council)	Dates of Revision:

2. The Department Manager shall provide the written response directly to the Council Member making the inquiry with a copy to the City Manager.
3. If the inquiry, verbal or written, is for highly sensitive, controversial, personal or confidential information, or if the response would be very costly or time consuming, the inquiry shall be submitted to the City Manager for a decision as to:
 - (a) whether to proceed with the response, and/or
 - (b) whether to refer the inquiry to Council.
4. Any inquiry referred to Council shall be in accordance with the Procedure Bylaw.
5. Responses to all inquiries shall be supplied as soon as possible.
6. If it is not possible to supply the response within one week from the date the inquiry is lodged, the City Manager shall be notified upon receipt of the request by the Department Head, and in turn, the City Manager shall notify the Council Member.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

116 (Old 310)

Page 1 of 1

TITLE:

**Acceptance of
Faxed Documents**

Date of Approval:

SECTION:

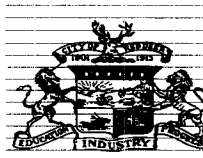
**General
(City Clerk's Department)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to set guidelines to determine when faxed documents will be accepted as originals.

1. Faxed documents and faxed signatures will be accepted as legally valid.
2. The following circumstances will be excluded from this policy and only original documents will be considered as legally valid:
 - (a) When payment is required along with the notice, e.g. accepting an option or right of first refusal;
 - (b) Payments;
 - (c) Execution of contracts and agreements;
 - (d) Requests for sealed quotations or tenders to be publicly opened at 2:00 p.m.;
 - (e) Submission of nomination forms relative to General Municipal Elections.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

117 (Old 311)

Page 1 of 1

TITLE:

***Delivery of Mail to
The City of Red Deer***

Date of Approval:

SECTION:

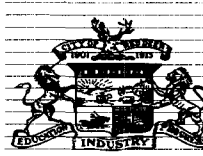
***General
(City Clerk's Department)***

Dates of Revision:

POLICY STATEMENT

To provide a policy for the receiving, opening and distribution of mail delivered to the City.

1. All mail delivered to the City shall be considered municipal mail and therefore, municipal property.
2. All mail delivered to the City shall be opened and date stamped by the appropriate personnel in the City Clerk's Department Mail Room. Mail will then be distributed to the appropriate City department/personnel with the exception of mail clearly marked "Personal" and/or "Confidential".
3. Mail marked "Personal" and/or "Confidential" shall not be opened, however, is to be date stamped and forwarded to the appropriate addressee.
4. City employees, elected officials or affiliated agencies shall not use the City's address for personal mail unless authorization has been received by the Mayor and/or City Manager.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**118
(Old 306)**

Page 1 of 1

TITLE:

Property Vandalism

Date of Approval:

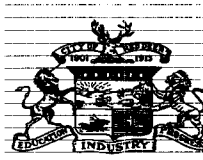
SECTION:

**General
(City Solicitor)**

Dates of Revision:

POLICY STATEMENT

Civil action shall be taken for recovery of losses in cases involving vandalism of City property where the Courts do not order restitution, and rewards may be offered for information leading to the arrest and conviction of persons involved in such vandalism.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**119
(Old 307)**

Page 1 of 1

TITLE:

Civic Hospitality

Date of Approval:

SECTION:

**General
(Mayor and Council)**

Dates of Revision:

POLICY STATEMENT

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

- (a) National conventions held in Red Deer directly involving municipal government;
- (b) Provincial or regional conventions held in Red Deer directly involving municipal government;
- (c) Other conventions, competition events, or groups in exceptional circumstances;
- (d) Youth groups under special circumstances.

(CURRENTLY UNDER REVIEW BY MAYOR AND COUNCIL)



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**120
(Old 314)**

Page 1 of 3

TITLE:

Public Participation

Date of Approval:

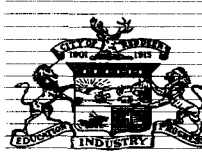
SECTION:

**General
(Senior Management Team)**

Dates of Revision:

POLICY STATEMENT

1. This policy recognizes that:
 - (a) *governance is a partnership of citizens, elected officials and administration, and*
 - (b) *there is an ever-growing interest and need by the citizens to know and to participate in decisions that affect them and their community, and*
 - (c) *Council is committed to foster and encourage public participation in the business of governance and has documented this in both our Vision 2020 report and our Strategic Plan,*
2. Council of the City will commit to encourage citizen involvement through various and appropriate public participation processes.
3. Public participation is a systematic process that provides an opportunity for citizens, administrators and elected representatives to share their experience, knowledge and goals, and to combine their energy to create a plan or to develop a course of action. This policy is to ensure that the citizens of Red Deer have that opportunity to be involved in municipal issues and decision making. It is recognized that different situations and different issues require different levels of participation, yet, ultimately, the final decision must always rest with the elected officials. However, whenever and wherever it is practical, citizens who could be directly affected will be advised and given opportunity for input.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**120
(Old 314)**

Page 2 of 3

TITLE:

Public Participation

Date of Approval:

SECTION:

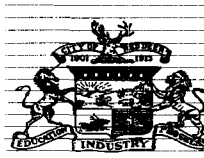
**General
(Senior Management Team)**

Dates of Revision:

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

Levels include:

- (a) Information dissemination, awareness building
 - e.g., press releases, advertisement, signage
- (b) Validation of, or reaction to, a proposed plan or options
 - e.g., public meetings/open houses to present information and invite reaction and/or validate a decision already made
- (c) Information sharing, with feedback to be used in developing a course of action
 - e.g., public meeting/open house, inviting input and discussion leading toward a decision or plan of action
- (d) Joint planning, consultation and problem solving
 - e.g., public meeting/open house, with an issue simply being placed before the group, with discussion and input leading toward resolution by the group



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**120
(Old 314)**

Page 3 of 3

TITLE:

Public Participation

Date of Approval:

SECTION:

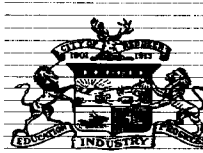
**General
(Senior Management Team)**

Dates of Revision:

-
- (e) Facilitation of self-planning or community development
- e.g., City staff serving as facilitators in assisting the community to identify their own issues and develop their own plans

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

PERSONNEL



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. **301**

Page 1 of 1

TITLE: **Personnel Management**

Date of Approval:

SECTION: **Personnel**

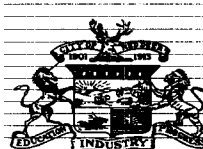
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for the extent of Council's involvement in personnel decisions.

Administration of Personnel

1. Council shall only become involved in the administration of City personnel in the following matters:
 - (a) Organizational changes that result in the establishment of a new position at the Department Head level or above;
 - (b) Confirmation of appointments of Designated Officers in accordance with the City's Organizational Bylaw;
 - (c) Disciplinary action of Designated Officers;
 - (d) Approval of all collectively bargained agreements;
 - (e) Approval of general salary and benefit changes for exempt staff.
2. The Personnel Committee shall review and make recommendations to Council on those matters listed above. The City Manager or Senior Management Team may present other matters to the Personnel Committee for their review, information and/or advice.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

302

Page 1 of 1

TITLE:

Collective Bargaining

Date of Approval:

SECTION:

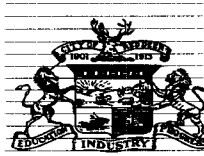
Personnel

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to establish that Council must set a bargaining mandate and ratify any tentative agreement with a union before that agreement is binding on Council.

1. The City Manager shall, prior to the commencement of collective bargaining, obtain from the Personnel Committee a bargaining mandate within which to negotiate the collective agreements. This mandate may be altered by the Personnel Committee as the negotiations progress.
2. Council may delegate to an employee or consultant the responsibility to negotiate, on behalf of Council, a tentative collective agreement with a union and reach a tentative agreement with a union.
3. No collective agreement shall be in any way binding on the City as an employer until such time as the tentative agreement has been ratified by the union membership and a resolution has been passed in an open meeting of Council agreeing to the terms and conditions contained in that agreement.
4. The City Manager may, at his discretion, employ labour relation experts to assist in the solution of labour problems.



THE CITY OF RED DEER COUNCIL POLICY MANUAL

POLICY NO.

305

Page 1 of 1

TITLE:

Employee Recognition

Date of Approval:

SECTION:

Personnel

Dates of Revision:

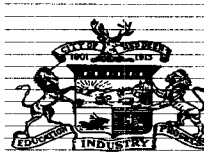
POLICY STATEMENT

The purpose of this policy is to provide guidelines for recognition and appreciation for long service, safety and special merit.

CIVIC EMPLOYEE RECOGNITION

1. A civic employee dinner to be held annually.
2. Long Service Awards to be as follows:

10 years	-	Approximately \$30.00 value
15 years	-	Approximately \$50.00 value
20 years	-	Approximately \$150.00 value
25 years	-	Approximately \$500.00 value
30 years	-	Approximately \$525.00 value
35 years	-	Approximately \$550.00 value



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

308

Page 1 of 1

TITLE:

***Civic Employee Job Descriptions
and Salary Ranges -
Public Availability***

Date of Approval:

SECTION:

Personnel

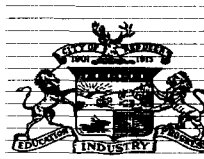
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide guidelines for the availability of job descriptions and salary ranges of City employees to the public.

Job descriptions and salary ranges of City employees are to be made available at normal rates to any elector or owner of land within the City, upon written request to the Personnel Manager.

CORPORATE SERVICES



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

Page 1 of 7

TITLE: Purchasing and Tendering

Date of Approval:

SECTION: Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to identify the procedure to be used by City staff for the purchase of goods and services.

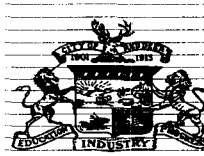
Staff designated by their department head are allowed to use LPO's (Low Dollar Purchase Orders) to a limit of \$1,000.00 (excluding purchases from foreign sources).

A. Purchase of Environmentally Responsible Goods and Services

1. The City is committed to the procurement and use of re-usable, recycled and environmentally responsible products in its operations, wherever possible and practical.
2. Environmentally responsible or "green" products are those which:
 - (a) achieve a reduction in the project or materials usage or in the waste generated,
 - (b) allow for re-use of the original product or material, and
 - (c) contain recycled materials.

B. Quotations and Tenders

1. Quotations may be obtained on an informal basis by telephone or fax when there is an urgent need for an item.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

Page 2 of 7

TITLE: Purchasing and Tendering

Date of Approval:

SECTION: Corporate Services

Dates of Revision:

2. For other than urgent requirement the procedure is to be:

(a) **Purchases under \$10,000**

Discretion may be used in requesting formal quotations by a certain date and time. They may be subject to rejection for late submission.

Unless goods are required urgently, the time to be allowed for return of tenders shall not be less than:

- (i) Where only Red Deer suppliers are involved - 7 days
- (ii) Where in Province suppliers are involved -10 days
- (iii) Where out of Province suppliers are involved -12 days
- (iv) Where foreign suppliers are involved -15 days

(b) **Purchases over \$10,000**

When making purchases of over \$10,000.00, formal purchasing procedures are to be used, as follows:

- (i) All prices to be tendered
- (ii) A specified date and time for submission
- (iii) Tenders received after (ii) above, are to be filed unopened (<\$50,000).



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

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TITLE: Purchasing and Tendering

Date of Approval:

SECTION: Corporate Services

Dates of Revision:

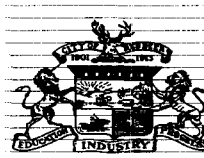
Time to be allowed for submission of tenders shall not be less than as indicated for purchases under \$10,000

(c) Purchases over \$50,000

- (i) Tenders in excess of \$50,000 shall be addressed to the City Clerk and opened after (b)(ii) above, in the presence of the Purchasing Agent and a City representative.
- (ii) Notification shall be given to the City Clerk's Department of all tenders in excess of \$50,000.00.
- (iii) Tenders received after (b)(ii) above, are to be returned to the bidder unopened.

(d) Bids received on FAX Machine

- (i) Bids by FAX for 12:00 o'clock noon openings which are tenders under \$50,000, will be accepted, provided that the FAXED copy is a duly completed and signed copy of The City of Red Deer tender form
- (ii) The bidders use the FAX machine at their sole risk and the City accepts no responsibility in the event of error or omission.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

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TITLE: Purchasing and Tendering

Date of Approval:

SECTION: Corporate Services

Dates of Revision:

(e) Professional Services

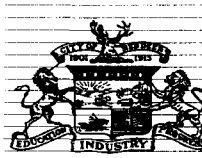
Professional services are not normally tendered; the provisions for the engagement of consultants and other professional services are included in Section "E" of this policy.

C. Selection of Tenders

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

The low bidder shall normally be accepted unless:

- (a) the low bidder does not meet specifications materially;
- (b) the low bidder cannot deliver in time required;
- (c) the past performance of the low bidder is unacceptable;
- (d) acceptance of the low bid would result in a higher overall or end cost. It is recognized that the original purchase price of products rarely reflects the full environmental cost of production and waste disposal. The City will recognize these costs and purchase products of higher environmental value when it can be demonstrated that any reasonable premium paid would be offset by waste disposal costs associated with less environmentally preferable products.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

401

Page 5 of 7

TITLE:

Purchasing and Tendering

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

D. Purchase Order Approvals

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

Amount: **Up to \$10,000.00**

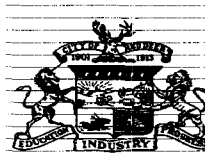
Restriction: Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the Purchasing Agent.

Authority to Purchase: As per the approvals given by the Department Heads, Directors or City Manager.

Amount: **Over \$10,000.00**

Restriction: Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by City Council unless the difference is less than \$500 and/or Council approved a similar purchase in a prior year. To determine the lowest acceptable bidder, the criteria used are:

- (a) must not be significantly deficient on important specifications, or
- (b) must deliver within the required time period, or



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

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TITLE: Purchasing and Tendering

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SECTION: Corporate Services

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- (c) past performance must be acceptable, or
 - (d) must be lowest overall or end cost.

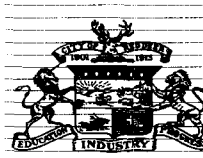
**Authority to
Purchase:**

As per the approvals given by the Department Heads,
Directors or City Manager.

2. After tenders have closed a summary of prices tendered (including unit prices) will be released to any member of the public upon request without charge. If a request for a copy of the whole tender received is requested, it will be provided upon payment of a fee based on the number of pages involved at \$1.00 per page but such fee will not be less than \$10.00.

E. Professional Consultant Services

1. When professional consultant services are required, qualified consultants (normally a minimum of three) shall be requested to submit proposals.
2. In circumstances where it is cost effective to approach only one consultant, and the value of the services exceeds \$10,000, the approval of City Council will be required.
3. City Council approval shall be required if funds for the engagement of a consultant are not provided in a budget approved by Council.
4. A Purchase Order is required to authorize the engagement.
5. This policy will not apply to the engagement of legal survey firms for other than major subdivision development, as the terms of such engagements are provided in Council Policy #806.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 401

Page 7 of 7

TITLE: Purchasing and Tendering

Date of Approval:

SECTION: Corporate Services

Dates of Revision:

F. Availability of Budget Funds

The Department Head is responsible to ensure funding approved by Council is available to fund Purchase Orders and requisitions issued by the department. If approved funding for the expenditure will be exceeded, the Department Head is responsible to request City Council approval for the overexpenditure prior to the Purchase Order requisition being issued, unless:

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

403

Page 1 of 1

TITLE:

Banking Services - Tendering

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide a procedure for the acquisition of banking services.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. **404**

Page 1 of 2

TITLE: **Budget Administration: General**

Date of Approval:

SECTION: **Corporate Services**

Dates of Revision:

POLICY STATEMENT

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

1. Council authorizes the expenditure of funds by resolution, approving budgets in:
 - (a) the annual operating budget,
 - (b) the annual capital budget, or
 - (c) by special resolution as required.
2. If the capital expenditures in (b) above are financed by debenture borrowing, then approval to expend funds is not given until the debenture bylaws have received all approvals.
3. It is the responsibility of each department head to ensure the expenditures the department incurs are within the budget funds approved by Council for the department.
4. Until an operating budget is approved by Council for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year.
5. The administrative procedures for the three year budgets approved by Council are:
 - (a) Expenditures budgeted for the second and third years will not be incurred until the second and third years.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

404

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TITLE:

Budget Administration: General

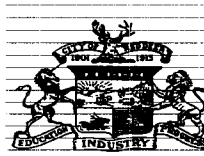
Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

-
- (b) Where reduced rates can be obtained by tendering for two years, such tenders will call for the second year's work not to be done until the second year. Commitments for the second year will not exceed 50% of a department's operating expenditure budget.
- (c) For the second year, when the second year becomes the first year of the three year budget being reviewed by Council, it is anticipated significant budget changes would not normally be made by Council unless:
- (i) changes are required because of unanticipated significant changes in revenues or expenditures, or
 - (ii) the basis on which the budget had been prepared was revised by Council, e.g. prepared based on a 0% tax increase but Council changed it subsequently to a minus 1% tax decrease, or
 - (iii) Council has identified a specific program for review and reconsideration, e.g. Day Care.
6. When purchase orders have been issued for operating budget accounts but the goods or services have not been provided prior to the financial year end (December 31) then the funds will be reserved and carried forward to the following fiscal year. The funds carried forward will offset the payment of the encumbrance. The budget for the following fiscal year will not need to be increased to include the encumbrance because the budget funds were provided in the prior fiscal year.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

405

Page 1 of 6

TITLE:

Budget Administration

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide policies for the preparation and administration of the Capital and Operating Budgets.

A. CAPITAL BUDGET FINANCIAL POLICIES

1. The financial policies to be used in preparing and administering the Capital Budget are:
 - (a) The City will have a Five Year Plan for major capital expenditure and update it annually.
 - (b) The issue of debenture debt for financing major capital will be limited to:
 - (i) 20 years for local improvement projects,
 - (ii) 10 years for all other capital projects.
 - (c) The E. L. & P. Utility should maintain a reserve balance equal to \$3 million for providing financing for Utility capital expenditures to avoid issuing debentures.
 - (d) Local improvements, under local improvement bylaws, will normally be financed by the use of surplus debenture borrowings or the use of accumulated surpluses in order to avoid issuing new debenture borrowings.
 - (e) The Subdivision Fund should finance its capital expenditures from accumulated surpluses.



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COUNCIL POLICY MANUAL**

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TITLE:

Budget Administration

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

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- (f) Increases in debt payments financed from property taxation should not exceed the rate of inflation and increases in tax revenue due to assessment growth.
 - (g) Major renovations of existing facilities should not be financed by long term borrowings.
 - (h) Each Department Head is responsible for ensuring the department's capital projects do not exceed the budget authorized by Council.
 - (i) Reallocation of unspent funds for Capital projects:
 - (i) require only the City Manager's approval if the project was funded 100% by the Operating Budget,
 - (ii) require Council approval if funding is not provided 100% by the Operating Budget.
 - (j) If significant increases in operating expenditures will result from Major Capital expenditures, the Capital budget should disclose the projected increases.

B. OPERATING BUDGET POLICIES

1. The financial policies to be used in preparing and administering the Operating Budget are:
 - (a) Current expenditure should be financed by current revenues. The use of accumulated surpluses to finance continuing operations should be avoided.



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COUNCIL POLICY MANUAL**

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Page 3 of 6

TITLE:

Budget Administration

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

-
- (b) The Operating Budget should provide for the adequate maintenance of capital equipment and facilities and for their orderly replacement by a ten year plan.
 - (c) The Operating Budget should be adopted on a basis of accounting consistent with generally accepted accounting principles. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable and a purchase order has been issued.
 - (d) 50% of the budget savings achieved by a Department for a fiscal year can be carried forward to the following fiscal year and would be in addition to the budget approved by Council for the following fiscal year. Funds carried forward are to be used for one-time expenditures which would meet at least one of the following criteria:
 - (i) create staff efficiencies;
 - (ii) improve service delivery;
 - (iii) provide for staff training and development specific to the technical requirements of the department;
 - (iv) fund expenditures that would result in on-going savings in expenditures. The resulting savings would be reduced from the Department's base budget in future years.



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COUNCIL POLICY MANUAL**

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TITLE:

Budget Administration

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

-
- (e) Transfers between departments require the City Manager's approval. Transfers within a department require the Department Head's approval.
 - (f) Utility funds should be self supporting.
 - (g) The Equipment Fund should have a minimum surplus/reserve balance equal to one average year's equipment purchases.
 - (h) The Operating Budget is approved by Council resolution at the department summary level.
 - (i) The budget for investment interest will be based on an assumed 6% interest rate. If the average interest rate exceeds 6%, the excess will be put into accumulated surplus to offset shortfalls when the average interest earnings are less than 6%.
 - (j) The City will consider on an annual basis inflation, market rates and charges levied by other public and private organizations for similar services in establishing fees and charges.
 - (k) A ten year plan for repair and maintenance of City infrastructure should be completed and maintained.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

405

Page 5 of 6

TITLE:

Budget Administration

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

-
- (l) A Department Head is responsible to ensure purchases made by the department will not exceed the budget approved by Council. This responsibility includes monitoring department revenues so that the net of actual expenditures and revenues does not exceed the net budget approved by Council.
 - (m) If a department budget will be overspent, the Director of Corporate Services is to be advised by the Department Head as soon as possible. If the overexpenditure is considered significant, then the Department Head will advise Council of the expected overexpenditure and the reasons, and request Council approval.
 - (n) No later than April 30 of the year following, a report on significant budget variances is to be submitted to Council by the Director of Corporate Services, Mayor and City Manager:
 - (i) identifying significant budget variances, and
 - (ii) explaining the reasons for variances in the previous fiscal year.
 - (o) The Operating Budget will include a three year budget projection.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

Budget Administration

Date of Approval:

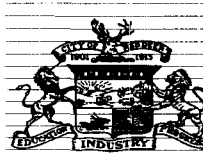
SECTION:

Corporate Services

Dates of Revision:

C. GENERAL BUDGET POLICIES

1. The City Manager may make, or cause to be made, expenditures not included in an operating or capital budget. The expenditures must arise from the ordinary course of the City's business. They must be submitted for inclusion in a subsequent operating or capital budget or in an amendment to an existing operating or capital budget. This includes without limitation expenditures of the following kinds:
 - (a) expenditures for the purpose of acquiring materials and supplies that are recorded as inventory and do not form part of a budget until they are actually used;
 - (b) expenditures for the purpose of prepaying for services or other things that give value over a period of time extending beyond the current budget cycle, e.g. prepaid insurance, maintenance contracts, software licences.
2. The City Manager may also make, or cause to be made, expenditures for the purpose of supplying labour and/or materials to or for the benefit of another party, on an 'as required' or 'as requested' basis, where the other party is obliged to reimburse the City for the expenditures.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

406

Page 1 of 1

TITLE:

Review of Annual Budget

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The City Manager and Director of Corporate Services are responsible for an initial review of City department budget requests. As a result of the review, recommendations are made to the Senior Management Team. Upon review by the Senior Management Team, a budget is recommended to City Council for consideration. City Council is responsible for final review and approval of the Annual budget.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

408

Page 1 of 1

TITLE:

Tax Notice Altered

Date of Approval:

SECTION:

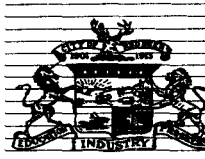
**Corporate Services
(City Assessor)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to disclose on the property tax bills, taxes collected for requisitions from other authorities.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

409

Page 1 of 1

TITLE:

Business Tax Levy Rate

Date of Approval:

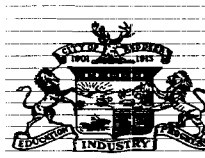
SECTION:

**Corporate Services
(City Assessor)**

Dates of Revision:

POLICY STATEMENT

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

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TITLE:

Payment Options

Date of Approval:

SECTION:

**Corporate Services
(Treasury)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to identify the methods of payment authorized for customers.

Options for Payment by Customers

1. The options available for payment by customers are:
 - (a) City offices where collection is provided for
 - (i) cash,
 - (ii) cheque as provided by Policy #415,
 - (iii) by debit card,
 - (iv) by Visa or Mastercard as provided by Policy #426.
 - (b) At financial institutions for:
 - (i) utility payments,
 - (ii) tax payments,
 - (iii) payment to financial institutions is also authorized to be done by telephone.
 - (c) Automatic withdrawal from customer's bank account upon customer authorization for:
 - (i) utility customers on the EPP (Equal Payment Plan),
 - (ii) property tax payments under the equal monthly payment plan.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

Investment Policy

Date of Approval:

SECTION:

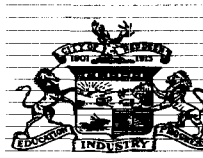
**Corporate Services
(Treasury)**

Dates of Revision:

POLICY STATEMENT

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B.	Scope
C.	Prudence
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TITLE:

Investment Policy

Date of Approval:

SECTION:

**Corporate Services
(Treasury)**

Dates of Revision:

A. POLICY

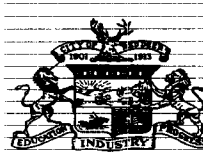
It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all provincial and other statutes governing the investment of public funds.

B. SCOPE

1. This investment policy applies to all funds of the City on deposit or invested in investment securities.
2. The funds are accounted for in the City's Annual Audited Financial Report and include:
 - (a) General Fund
 - (b) Utility Funds
 - (c) Any new fund created by City Council, unless specifically exempted.

C. PRUDENCE

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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412

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TITLE:

Investment Policy

Date of Approval:

SECTION:

**Corporate Services
(Treasury)**

Dates of Revision:

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

D. OBJECTIVE

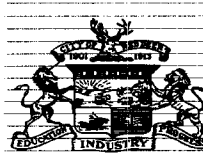
The primary objectives, in priority order, of the City's investment activities, shall be:

(a) Safety

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

(b) Liquidity

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



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TITLE:

Investment Policy

Date of Approval:

SECTION:

***Corporate Services
(Treasury)***

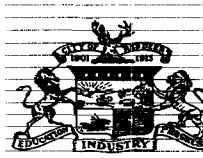
Dates of Revision:

(c) Return on Investment

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

E. DELEGATION OF AUTHORITY

1. Authority to manage the City's investment program is derived from the following:
 - (a) Section 250 of the Municipal Government Act;
 - (b) City Council resolutions;
 - (c) Finance and Audit Committee resolutions.
2. Management responsibility for the investment program is hereby delegated to the Director of Corporate Services, who shall establish written procedures for the operation of the investment program consistent with this investment policy.
3. Procedures should include reference to safekeeping, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.
4. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Corporate Services.



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TITLE:

Investment Policy

Date of Approval:

SECTION:

**Corporate Services
(Treasury)**

Dates of Revision:

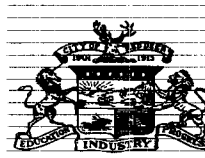
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5. The Director of Corporate Services shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
2. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.
3. Employees and officers shall subordinate their personal investment transactions to those of the City particularly with regard to the time of purchases and sales.

G. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

1. The Director of Corporate Services shall maintain a list of financial institutions authorized to provide investment services. The financial institutions eligible to appear on the list must:
 - (a) Have an office located in the City;
 - (b) Be able to tender investments that meet the requirements of this policy;



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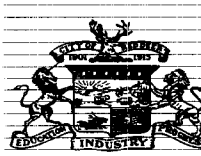
**Corporate Services
(Treasury)**

Dates of Revision:

-
- (c) Provide a copy of the most recent audited financial statement of the financial institution upon request that is deemed acceptable by the Director of Corporate Services.
 - (d) Provide as appropriate:
 - (i) Proof of certification
 - (ii) Proof of registration
 - (iii) Completed broker/dealer questionnaire;
 - (iv) Certification of having read entity's investment policy;
 - (v) Depository contract.
 - 2. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Director of Corporate Services.

H. AUTHORIZED AND SUITABLE INVESTMENTS

- 1. The City is only to invest in short term or marketable investments rated R1 Low or higher by the DBRS, or as authorized by Council resolution. The Finance and Audit Committee is responsible for determining any further limitations within the R1 Low or higher limitation. Investments in the Parkland Savings and Credit Union up to \$5 million are authorized. In addition, up to \$1,000,000 may be invested in the Canadian Western Bank for a six month term conditional upon the deposit being callable without penalty with a one week notice and the City being advised within one week of policy changes.



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**Corporate Services
(Treasury)**

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-
2. The types of investments are further limited to those authorized under Section 250 of the Municipal Government Act.

I. SAFEKEEPING AND CUSTODY

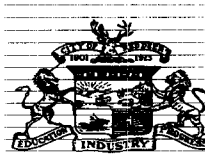
1. Investment certificates may be held by the financial institution for safekeeping but they must be held in the name of the City.
2. Any investment certificates issued to the City shall be issued in the name of the City.

J. DIVERSIFICATION

1. The City will diversify its investments by security type and institution. With the exception of Government of Canada Treasury Bills, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.
2. The Finance and Audit Committee will be responsible for approving industry and institutional limits unless otherwise approved by Council.

K. MAXIMUM MATURITIES

1. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in unmarketable securities maturing more than two years from the date of purchase.
2. Reserve funds may be invested in securities exceeding two years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.



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L. INTERNAL CONTROL

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

M. PERFORMANCE STANDARDS

1. The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.
2. Market Yield (Benchmark)

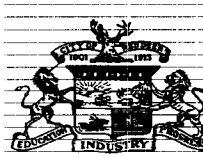
The entity's investment strategy will be active. The three month Federal Treasury Bill rate shall be used as the performance measure to determine whether market yields are being achieved.

N. REPORTING

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

O. INVESTMENT POLICY ADOPTION

1. The City's investment policy shall be adopted by resolution of Council.



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2. The policy shall be reviewed, as required, by the Finance and Audit Committee, and any proposed modifications must be approved by City Council.

GLOSSARY

DBRS :	Dominion Bond Rating Service. A Company that investigates and reports on the credit worthiness of companies using money market instruments.
Diversification:	Dividing investment funds among a variety of securities offering independent returns.
Federal Treasury Bill:	The rate of interest at which Government of Canada funds are traded. This rate is currently pegged by the Government of Canada through open market operations.
Industry Limit:	The total amount that can be invested in a particular industry sector at any time.
Liquidity:	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
Market Value:	The price at which a security is trading and could presumably be purchased or sold.
Maturity:	The date upon which the principal or stated value of an investment becomes due and payable.



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Money Market:	The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.
Portfolio:	Collection of securities held by an investor.
Rate of Return:	The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.
Safekeeping:	A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.
Yield:	<p>The rate of annual income return on an investment, expressed as a percentage.</p> <p>(a) <i>Income Yield</i> is obtained by dividing the current dollar income by the current market price for the security.</p> <p>(b) <i>Net Yield or Yield to Maturity</i> is the current income yield plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the investment.</p>



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

Receiving Cheques

Date of Approval:

SECTION:

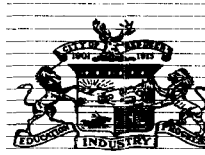
Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide direction for instances when receipt of a cheque is appropriate and to provide for charges for returned cheques.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

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TITLE:

***Invoicing for Third Party
Services***

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide authorization for the levy of an administration charge when invoicing third party services.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

419

Page 1 of 1

TITLE:

Staff Year End Cash Bonuses

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide guidance on the use of year end staff bonuses.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

**Grants to Community Service
Organizations**

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

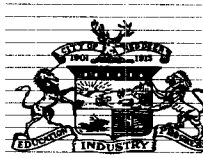
The purpose of this policy is to provide a procedure for the submission of grant requests to City Council.

A. Grant Requests

1. Grant requests to City Council shall be considered in only the following category:
 - (a) Grants for the Hosting of Provincial, National or International Events.
2. Non-profit groups may submit applications for assistance in hosting provincial, national, or international events in the city. Such applications shall include the following additional information:
 - (a) Estimated number of participants,
 - (b) Estimated number of spectators, and
 - (c) Estimated economic benefit to the community.

B. Deadline and Application Requirements

1. Grant applications in both categories shall be submitted to the City Clerk by November 15 of the year prior to the grant being requested.
2. Grant applications shall be evaluated and recommendations made by the following:
 - (a) Recreation, Parks & Culture Board,



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TITLE:

**Grants to Community Service
Organizations**

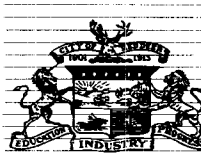
Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

- (b) Red Deer Visitor & Convention Bureau
- 3. Grant applications shall be considered by City Council during the annual budget deliberations.
- 4. Grant applications submitted by organizations shall include:
 - (a) The specific purpose of the application;
 - (b) The amount of funding requested;
 - (c) Proposed budget for the event;
 - (d) In the case of an annual event, the previous year's financial statement, certified correct by two directors, shall be submitted, showing all surpluses and invested funds.
- 5. Grants must be used within the City, unless otherwise authorized by City Council.



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TITLE:

***Calculating Costs of City Forces
In Competition With Tendered
Costs Submitted by Contractors***

Date of Approval:

SECTION:

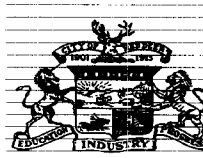
***Corporate Services
(Appropriate Department Heads)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for comparable estimated costs of City forces doing work that has been tendered.

1. When construction work is being tendered and it is intended that the undertaking of the work by City forces should be considered as an alternative if the contractor's tenders submitted are high, then the City's estimated costs shall be calculated as including:
 - (a) All direct labour, material and equipment costs.
 - (b) A provision of 10% of costs calculated in (a) to recover overhead and indirect costs not included in (a).
2. The City's estimate shall be calculated before the close of the tender.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

Use of Bid Depository

Date of Approval:

SECTION:

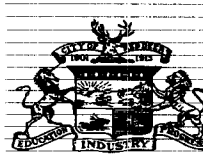
***Corporate Services
(Appropriate Department Head)***

Dates of Revision:

POLICY STATEMENT

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

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



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TITLE:

***Liability Protection for
Non-Union Employees***

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

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

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



**THE CITY OF RED DEER
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POLICY NO.

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TITLE:

Release of Accounts Receivable and Utility Billing Information ***Date of Approval:***

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to identify the parties to whom information can be released from general accounts receivable and utility billing records.

A. Account Information

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



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COUNCIL POLICY MANUAL**

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TITLE:

Release of Accounts Receivable and Utility Billing Information

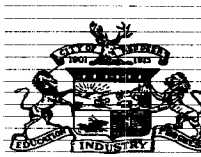
Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

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4. Before release of information to the parties authorized in (3), the identity of the party must be confirmed.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

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TITLE:

**Penalty for Non-Payment
of Utility Bills**

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for the administration of the penalty for non-payment of utility bills provision in the City's Utility Bylaw.

Procedures for Administering Penalties - Utility Bills

In administering the penalty for non-payment of utility bills in the City's Utility Bylaw, the following procedures are to be followed:

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



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TITLE:

***Use of Visa and Mastercard
for Payments to The City***

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for circumstances when VISA or MASTERCARD can be used by City operations to accept payments.

Visa and Mastercard

Visa and Mastercard will only be used by The City to accept payments when:

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

***Possible Reduction of Penalties
Levied On Unpaid Taxes
After June 30***

Date of Approval:

SECTION:

***Corporate Services
(City Assessor)***

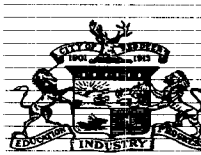
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for a reduction to the penalty payable on unpaid taxes after the June 30th due date to a lesser penalty if in the opinion of the City Assessor a reduction is appropriate.

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

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

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TITLE:

***Incentive Program for the
Renovation of Existing Buildings
in the Downtown BRZ***

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

POLICY STATEMENT

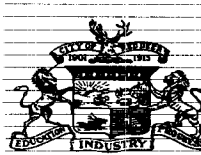
The purpose of this policy is to encourage the renovation of existing downtown commercial buildings in the BRZ and provide a source of funding to assist in the implementation of the Downtown Concept Plan.

This policy shall be subject to Section 643 of the Municipal Government Act.

Definition:

“Renovation” *The cosmetic or minor structural alteration of a building but does not include its replacement.*

1. This policy will apply to existing buildings located in the Downtown BRZ that are used for commercial or combined commercial/residential purposes. Eligible projects will be limited to:
 - (a) renovation of an existing building,
 - (b) renovation of an existing building that includes an addition,
 - (c) renovation of an existing non-conforming building to a conforming commercial use.
2. The policy will not apply to new buildings or additions to existing buildings that do not include a renovation of the existing building.
3. This policy will be for a three year trial period for eligible renovation projects that have an occupancy permit issued between January 1, 1996 and December 31, 1998.



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TITLE:

***Incentive Program for the
Renovation of Existing Buildings
in the Downtown BRZ***

Date of Approval:

SECTION:

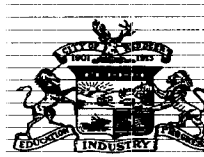
Corporate Services

Dates of Revision:

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4. For eligible projects, the additional municipal portion of property taxes resulting from an assessment increase because of a renovation will be transferred to a reserve. The transfer will start in the year following the issue of the occupancy permit and continue for a total period of five years.
 5. The reserve fund will be called the "Downtown Revitalization Reserve". Interest will be accrued and added to the reserve at the end of each year based on the average short term interest rate earned by the City for that year on short term investments.
 6. Expenditures from the reserve will be for projects recommended in the Downtown Concept Plan. The Downtown Planning Committee will be responsible for recommending projects to City Council for Council's approval. City Council will be responsible for approving expenditures from the reserve.
 7. The Downtown Planning Committee will be responsible for submitting projects to City Council by July 1, 1998 a detailed evaluation of this policy.
 8. In the event of termination of this policy the Downtown Planning Committee will be responsible for making recommendations to City Council on how any funds remaining in the reserve will be spent.
 9. City staff will have the following responsibilities related to this policy:

(a) *Inspections and Licensing Manager:*

Prepare and forward to the City Assessor and the Downtown Planning Committee a list of eligible projects after the end of each year. It shall be the Manager's responsibility to identify eligible projects based on this policy.



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TITLE:

***Incentive Program for the
Renovation of Existing Buildings
in the Downtown BRZ***

Date of Approval:

SECTION:

Corporate Services

Dates of Revision:

(b) *City Assessor:*

Calculate the additional assessment and municipal property taxes resulting from eligible renovation projects, as determined by the Inspections and Licensing Manager and transfer the additional taxes to the reserve account when the taxes are due.

DEVELOPMENT SERVICES



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COUNCIL POLICY MANUAL**

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TITLE:

**Sidewalk Construction
Repair and Replacement**

Date of Approval:

SECTION:

**Development Services
(Public Works)**

Dates of Revision:

POLICY STATEMENT

1. All sidewalk repair and replacement shall be charged to the Operating Budget. All new sidewalk construction will be constructed as a local improvement and is to be at the expense of the adjacent property owner.
2. The Public Works Department shall inspect sidewalks to determine their condition. Areas where sidewalks are cracked shall be rated on the following basis:
 - Priority 1 Sidewalks which are broken or uneven and have a vertical separation greater than 25 mm when inspected.
 - Priority 2 Sidewalks which have a significant amount of cracking, but where vertical separation is less than 25 mm when inspected or where there are drainage problems.
 - Priority 3 Sidewalks which are cracked, but display no vertical separation.
3. All Priority 1 conditions will be repaired or replaced before any Priority 2 sidewalks are repaired.
4. The Public Works Department will endeavour to repair all Priority 1 locations. Where funds are insufficient to repair all Priority 1 locations, those locations not repaired will be placed at the top of the list for the following year.
5. When all Priority 1 locations are repaired work may take place on Priority 2 locations.



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COUNCIL POLICY MANUAL**

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TITLE:

**Sidewalk Construction
Repair and Replacement**

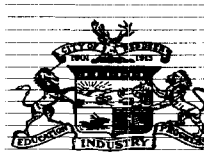
Date of Approval:

SECTION:

**Development Services
(Public Works)**

Dates of Revision:

-
6. Priority 3 locations will not be repaired, but will be monitored for further deterioration.



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COUNCIL POLICY MANUAL**

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TITLE:

***Snow and Ice Control
Program***

Date of Approval:

SECTION:

***Development Services
(Public Works)***

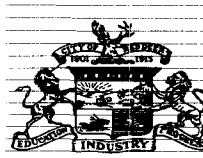
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for snow and ice control within the City.

The City shall undertake a *Snow & Ice Control Program* on City streets, lanes, walks and parking lots, as approved by the Public Works Manager, involving the following key items:

1. Plowing and/or snow removal and/or sanding of all roadways designated under the current emergency snow clearing route map. The emergency snow clearing route map shall be updated as required and approved by the City Manager.
2. Plowing and/or snow removal and/or sanding of all roadways, lanes and walkways designated under the current supplemental snow clearing route map. The supplemental snow clearing route map shall be updated as required and approved by the City Manager.
3. Plowing and/or snow removal and/or sanding of roadways, laneways, parking lots in spot locations throughout the City where unreasonable or unsafe driving conditions exist. Included in this item are requests from other City departments or ratepayers to do work in isolated areas within the City on a work order basis.
4. Plowing usually late February or early March depending on snow accumulation and driving conditions, of all remaining subdivision roadways. This operation is to be considered once each season to minimize driving difficulty and flooding problems during spring melt conditions.



**THE CITY OF RED DEER
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TITLE:

**Snow and Ice Control
Program**

Date of Approval:

SECTION:

**Development Services
(Public Works)**

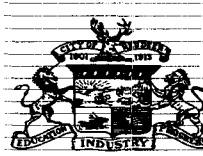
Dates of Revision:

Plowed windrows to be left at the curb until dissolved by melting temperatures. Windrows are to be placed on alternate sides of the roadway after each major plowing. Where long blocks are plowed and there are no front driveways, at mid-block between two properties an opening will be made in the windrow. Road, lane, marked crosswalks and private driveway intersections are to be cleared as soon as possible if blocked by City operations defined in Items #1 to #4. Consideration may be given to licensed day cares, physically challenged residents and for moving vans to provide an access through the windrow. Generally, lanes shall be plowed and a windrow left on both sides of the lane. It will be the residents' responsibility to clear out any access required.

5. First priority is to be assigned to Item #1 followed by Item #2, #3, and finally #4. Should the City be faced with continuous or closely followed storms, the priority will remain with Item #1 until those roadways are operating freely.
6. The City will use its best efforts to follow the emergency snow route system as defined in the Traffic Bylaw. Upon the signing of the necessary declaration by the Mayor and/or City Manager, the Public Works Department will issue a news release to the media advising of the effective dates and times.

The R.C.M.P. are to be contacted by the Public Works Department each time the Page Avenue bus restriction is to be used for snow hauling vehicles engaged by the City.

7. Snow fences may be erected at the discretion of the Public Works Manager on public or private land with approval, to alleviate drifting conditions on public roads and lanes.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

504

Page 3 of 3

TITLE:

**Snow and Ice Control
Program**

Date of Approval:

SECTION:

**Development Services
(Public Works)**

Dates of Revision:

-
8. Salt is to be incorporated in the sanding material only during active temperature conditions to reduce ice formation on bridges and roadways and to prevent snow from sticking to pavement. The concentration may be varied depending upon temperature conditions.
 9. Sanding operations will normally be limited to those roadways defined in the emergency and supplemental snow clearing route maps but will be extended to all City roadways and lanes if conditions warrant.
 10. The Public Works Department is to provide for 24 hour response to road conditions and to have standby personnel available on call, with the exception of Sundays from 4:30 a.m. to 7:30 a.m. and statutory holidays, every day of the week from the beginning of November to the end of March.
 11. The Public Works Department will manage snow storage locations for snow removal operations by complying with requirements in the Alberta Environmental Protection and Enhancement Act.

Private contractors will be permitted to deposit snow at these storage sites in designated areas, provided they register with the Public Works Department each year. Once registered, they will be required to call prior to the snow being hauled and again with the total number of loads once the haul is completed.

The City Manager will establish rates that contractors will be charged for depositing snow at a snow storage site.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

513

Page 1 of 1

TITLE:

**Use of City Owned
Equipment**

Date of Approval:

SECTION:

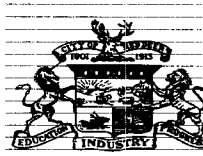
**Development Services
(Public Works)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to define the use of City equipment by non-City agencies.

1. The City will endeavour to co-operate with other government agencies, such as the Province, County or other towns, by making City equipment available through a third party work order providing it does not adversely affect City operations.
2. For private citizens, businesses and contractors, the use of private equipment is to be encouraged unless other arrangements have been authorized by the Public Works Manager.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

514

Page 1 of

TITLE:

Use of Speed Bumps

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The use of speed bumps on City streets will not be considered; however, depending on circumstances, bumps may be considered on paved lanes subject to Council approval.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

517

Page 1 of 1

TITLE:

Paving Over City Easements

Date of Approval:

SECTION:

***Development Services
(Engineering)***

Dates of Revision:

POLICY STATEMENT

1. All easements located on residential lots will be permitted to have asphalt or concrete driveways over an easement perpendicular to it.
2. Other types of driveways and parking pads which are parallel or cover more of the easement will be permitted by signing a standard Indemnification Agreement.
3. Persons requesting permission to asphalt an easement on commercial or industrial lots will be required to sign a standard Indemnification Agreement prior to paving.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

519

Page 1 of 1

TITLE:

**Unimproved Lanes and
Streets**

Date of Approval:

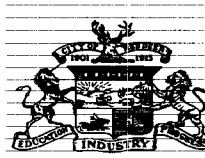
SECTION:

**Development Services
(Public Works)**

Dates of Revision:

POLICY STATEMENT

1. The City shall not place gravel or other improvements on roads and lanes that have not been properly constructed. Improvement can only be made through petition to City Council as either a local improvement or a general benefit project.
2. The construction of unimproved lanes shall be considered by Council upon receipt of a request or petition for same with each request or petition being considered on its own merits.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

521

Page 1 of 1

TITLE:

Fence Encroachment Lanes

Date of Approval:

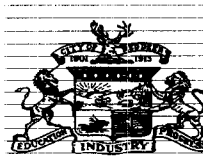
SECTION:

**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

1. Private fences, whether residential or commercial, shall be constructed on or inside the private property line.
2. A tolerance of 300 mm (1.0 ft) will be permitted.
3. Any encroachment exceeding this measurement will have to be relocated by the landowner at his cost.
4. Notwithstanding clause 2, the City may require any encroachment to be removed at any time, at the land owners cost.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

523

Page 1 of 1

TITLE:

Escarpment Development

Date of Approval:

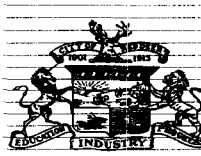
SECTION:

**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

525

Page 1 of 1

TITLE:

Plugged Sewers

Date of Approval:

SECTION:

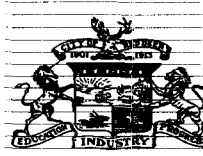
**Development Services
(Public Works)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for dealing with plugged sewer services.

1. A private plumbing firm is to be called first when a sewer blockage occurs.
2. Plumbers are to bill the City directly if blockages occur on City property, using rates established in the City's Utility Bylaw.
3. The City is to respond if a plumber is unable to clear a blockage on City property.
4. The City will pay for blockages on City property provided that the blockage is not caused by tree roots from trees on private property.
5. The City will re-lay the City portion of the pipe if repeated blockages occur, assuming the grade is not a problem.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

532

Page 1 of 1

TITLE:

***Reciprocal Agreements
(For Maintenance Purposes)***

Date of Approval:

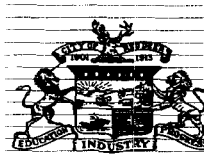
SECTION:

***Development Services
(Public Works)***

Dates of Revision:

POLICY STATEMENT

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

535

Page 1 of 2

TITLE:

**Crosswalk Painting
& Signing**

Date of Approval:

SECTION:

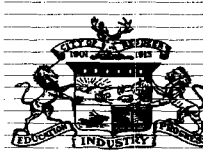
**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

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

1. Crosswalk pavement markings will only be installed to connect sidewalks at signalized intersections.
2. Crosswalk pavement markings and signs may be installed at the discretion of the Engineering Department Manager at unsignalized or uncontrolled intersections that meet the following criteria:
 - (a) Immediately adjacent to convenience stores, movie theatres, care homes, medical institutions, and other locations where the engineering department (or designated person) is satisfied there is a demonstrated need;
 - (b) Along the preferred routes leading from all elementary and junior high schools to the general area of residences.
3. The continuous crossing routes which may be designated and marked by the Engineering Department will be based on the following criteria:
 - (a) The route should be within 300 m of the school;
 - (b) There should not be more than one major route leading from the school entrance to residences in each direction (north, south, east, and west);
 - (c) Most students should travel on this route;



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

535

Page 2 of 2

TITLE:

**Crosswalk Painting
& Signing**

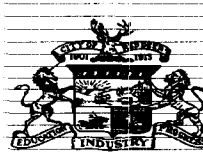
Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

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- (d) Any location with limited visibility or other potential hazards will not be marked.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

541

Page 1 of 1

TITLE:

Development In Flood Plain

Date of Approval:

SECTION:

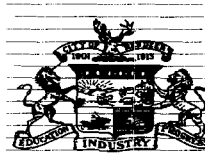
**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to control development in the flood plain.

1. In general, low risk activities such as temporary outside storage or parks use, may be permitted in the Flood Fringe at the discretion of the Director of Development Services and Parkland Community Planning Services.
2. Industrial, commercial, institutional, or residential development will not be permitted in the Flood Fringe unless the area is flood proofed by filling to a level equivalent to the 1:100 year flood level plus 0.3 m.
3. Development in the Flood Way, other than bridge structures and related roadways, will not be permitted.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

543

Page 1 of 1

TITLE:

**Guide and Information Signs
Installation Warrant**

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to ensure that signs are installed to fulfil the needs of motorists and that a consistent set of criteria are used in considering all requests for Guide and Information Signs.

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

Cross Reference: Council Agenda of April 28, 1986



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

544

Page 1 of 1

TITLE:

**Utilization of Water and
Sanitary Services**

Date of Approval:

SECTION:

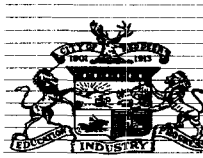
**Development Services
(Engineering))**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to control the utilization of waste and sanitary services relative to redevelopment.

1. In the case of redevelopment, which for the purpose of this policy shall be defined as the construction of a new building, the developer will be required to pay for the installation of new service connections and disconnection of existing services, if the existing sanitary sewer is less than the present standard of 150 mm diameter or if the water service is less than the present standard of 25 mm in diameter, unless otherwise approved by the Director of Development Services.
2. In the case where the redevelopment consists of a new single family residential house replacing an existing single family residential house, new services will be installed and the developer will be required to pay 50% of the cost for the installation of new service connections and the disconnection of existing services. The remaining 50% of the cost will be borne by the applicable utility.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

548

Page 1 of 1

TITLE:

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

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to establish an arterial roadway right of way width and noise attenuation standards for new development areas.

1. Where the subdivision or development of land requires the extension or construction of arterial roadways, the width of the right of way to accommodate such arterial roadways shall be 60 m.
2. At the discretion of the Engineering Department Manager, the right of way width may be reduced to 45 m through non-residential development areas where noise attenuation berming is not deemed necessary.
3. Earth berming and/or fencing, when deemed necessary by the Engineering Department Manager, may be constructed adjacent to new arterial roadways to provide a visual screen for residential development and attenuate traffic noise according to Council's "Traffic Noise Attenuation Policy".
4. Berming may be constructed along the boulevard within the road right of way and extend beyond the right of way where necessary.
5. Fencing must be constructed of durable material and should be located on private property where possible.
6. Berm and fence construction is subject to the approval of the Engineering Department Manager. Boulevard areas shall be landscaped with trees, shrubs and grass according to the standards set out by the Recreation, Parks, and Culture Manager.
7. The developer of the adjacent land shall be responsible for the cost of berming, noise modelling, fencing, and boulevard landscaping as required above.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

551

Page 1 of 5

TITLE:

Stormwater Management

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

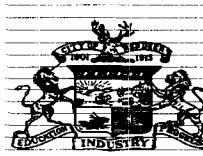
POLICY STATEMENT

The purpose of this policy is:

- (a) to define the conceptual requirements for stormwater management in the City;*
- (b) to define where municipal reserve land may be utilized for major drainage systems versus public utility or private land; and*
- (c) to define how and what parts of the stormwater management system will be funded through development off-site levies.*

A. Major/Minor System

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 551

Page 2 of 5

TITLE: Stormwater Management

Date of Approval:

**SECTION: Development Services
(Engineering)**

Dates of Revision:

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- (b) The **major system** comprises the street system, detention facilities, parkland, and any other routes required to convey run-off during rainfall events up to a 1 in 100 year return period (in accordance with Alberta Environment Standards), to the receiving water body.
2. Design standards for major and minor stormwater management systems are included in the City's current Design Guidelines. These standards are intended to prevent or reduce flooding that causes significant property damage where reasonably attainable.

B. Storage Facilities

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

C. Dry Detention Ponds

1. Dry detention ponds are generally situated in park-like settings and may incorporate sports fields or other facilities which are not prone to flood damage. Unlike wet retention ponds, which permanently retain a portion of the stormwater, dry ponds drain completely between rainfall events.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

551

Page 3 of 5

TITLE:

Stormwater Management

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

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

D. Municipal Reserve/Detention Pond Joint Use

1. Where park facilities (e.g. sports fields, passive areas) can be placed within a dry detention pond without compromising the desired location or effectiveness of the park facility, a portion of the detention pond area may be designated municipal reserve (MR). The remaining area would generally be designated as public utility lot (PUL).
2. The area that may be designated municipal reserve shall be negotiated with the Community Services Division and will be based on the space which can be effectively used for the school and park facilities. A maximum of 1 ha of municipal reserve (MR) land may be utilized for stormwater storage during minor storm events (1:5 year frequency). Other minor system storage requirements must be contained within a public utility lot (PUL). Storage for major storm events (greater than a 1 in 5 year frequency) may extend onto other portions of the adjoining municipal reserve (school and park site) subject to the approval of the Director of Community Services. When seeking such approval, the developer should provide a preliminary site grading plan showing minor and major flood level contours for the pond.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. 551

Page 4 of 5

TITLE: Stormwater Management

Date of Approval:

**SECTION: Development Services
(Engineering)**

Dates of Revision:

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3. Factors to be considered when utilizing municipal reserve lands for stormwater storage include:
- (a) Site location (e.g. central to neighbourhood);
 - (b) Existing topography and vegetation;
 - (c) Recreational and park facility requirements;
 - (d) School and parking lot to be above major storage level;
 - (d) Proposed site grading and water level contours for major and minor stormwater storage in relation to school and park facilities.

E. Funding of Stormwater Management Facilities

1. Where the developer is next in line, following a logical extension of services, he will be reimbursed from development off-site levies collected in the service basin, for constructing trunk storm sewers and stormwater detention ponds, if such facilities have been previously designated by the City as trunk storm management facilities and included in the calculation of the off-site levy rate for the service basin.
2. A storm sewer which would generally qualify as a trunk facility would have an internal diameter of at least 1200 mm, unless a stormwater detention pond has been used to reduce the downstream pipe size below 1200 mm (e.g. where a 1200 mm pipe would otherwise have been required); in which case the detention pond outlet pipe may also qualify as trunk for the size of pipe required to carry the pond(s) outflow only. Reasonable costs for supply and installation of the trunk sewer pipe and manholes, as well as related engineering fees, are normally reimbursable.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

551

Page 5 of 5

TITLE:

Stormwater Management

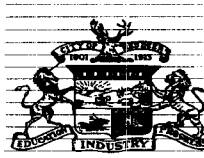
Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

-
3. A detention pond, which would generally qualify as a trunk facility, would store more than 5,000 m³ of stormwater, cover more than 0.4 ha of area, and be required to reduce downstream flows to an existing pipe system or water course, for economical or environmental reasons.
 4. Reimbursement may be made for reasonable costs of land, removing and replacing topsoil, excavating the detention area, constructing an outlet structure, seeding the public utility lot, and associated engineering fees, as required to construct the detention facility in an efficient, economical manner. The developer should excavate the detention pond as part of his subdivision pregrading operation. Whereas the developer can use the excavated material to fill low areas in his subdivision, he will be responsible for at least 50% of the cost of excavating the detention pond, as determined by the Engineering Department Manager.
 5. Land costs for the detention pond area designated as public utility lot (PUL) may be eligible for compensation based upon the average market value of raw, unserviced land in the City. The rate of compensation for detention pond land will be set by the City's Director of Corporate Services and updated from time to time as required. Development levies will not be assessed against that portion of the detention pond area designated as PUL.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

554

Page 1 of 1

TITLE:

Use of Water Well

Date of Approval:

SECTION:

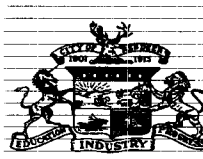
**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to control the use of water wells.

1. In circumstances where a property has been previously serviced with an existing water well and upon connection to the City's water system, the owner or developer of the property must disconnect the water well from the building's water system so that no possibility for cross connection exists.
2. The water well may be retained for irrigation purposes or other uses as approved by the Engineering Department Manager.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

555

Page 1 of 2

TITLE:

Off-Site Levies

Date of Approval:

SECTION:

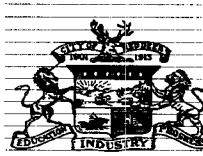
**Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to define the administration and application of off-site levies.

1. Off-site levies are defined as those charges payable to the City by the developer or owner of a property, based on the net area of the development or property, for the use of and benefit received from the existing or proposed major roadways, trunk water mains, trunk sanitary mains, and trunk storm mains.
2. Authority to implement off-site levies for subdivisions and developments is covered in the City's Off-site Levy By-law and Section 648 of the *Municipal Government Act*.
3. Off-site levies must be paid by the owner or developer of any parcel of land within the City involving subdivision or development, where there is no record that off-site levies have been paid, except properties located within the area outlined on the attached map entitled "Area Exempt from Payment of Off-site Levy". This may involve subdivision or consolidation of one or more lots into duplex, single family, or other types of lots. For example:
 - (a) Upon subdivision, if the parcel had previously been serviced, off-site levies will be required on all the new lots created, except the one new lot that was originally serviced. The original lot may be subject to a redevelopment levy.
 - (b) Upon subdivision or redevelopment, where the parcel was not previously serviced, off-site levies must be paid on the entire development area.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

555

Page 2 of 2

TITLE:

Off-Site Levies

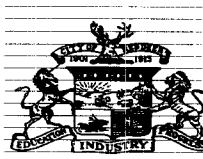
Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

556

Page 1 of 1

TITLE:

Sidewalk Snow Clearing

Date of Approval:

SECTION:

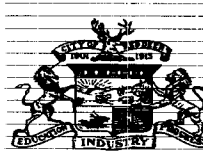
***Development Services
(Public Works)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to define which sidewalks The City will clear of snow.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO. **557**

Page 1 of 3

TITLE: **Traffic Noise Attenuation**

Date of Approval:

SECTION: **Development Services
(Engineering)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is:

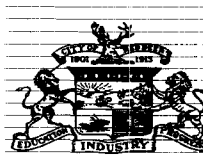
- (a) *to define the maximum design criteria for noise levels adjacent to roadways constructed in new development areas, and*
- (b) *to define a warrant system for constructing retro-fit noise attenuation facilities in older existing areas.*

A. *Maximum Design Criteria for Noise Levels Adjacent to New Roadways*

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

B. *Warrant System for Retro-fit Noise Attenuation in Existing Areas*

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

557

Page 2 of 3

TITLE:

Traffic Noise Attenuation

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

-
2. The following criteria should be met for retro-fit noise attenuation in existing areas:
- (a) Residential dwelling units must be exposed to noise levels greater than 60 dBA Leq (24 hr) at ground level.
 - (b) Installation of a noise barrier must be technically and economically feasible, as determined by the Engineering Department Manager.
 - (c) Noise barriers must achieve at least a 5 dBA noise level reduction.
 - (d) Noise barrier installation should be addressed at the time of road reconstruction for roadways scheduled to be upgraded.
 - (d) Evaluation of noise attenuation facilities should consider the number of affected residents, the severity of the noise problem, the amount of noise reduction provided by the barrier, the total cost of the barrier, and other benefits and problems.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

557

Page 3 of 3

TITLE:

Traffic Noise Attenuation

Date of Approval:

SECTION:

**Development Services
(Engineering)**

Dates of Revision:

-
- (e) The result of the following benefit-cost equation should be greater than 1.0:

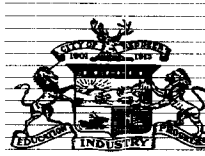
$$\frac{R \times (NL-60) \times NR \times 1,000}{\$}$$

where: R = The number of residential units affected by the traffic noise

NL = The existing 24 hour, continuous noise equivalent (Leq)

NR = The estimated reduction in noise level (24 Hr Leq) with the noise barrier installed

\$ = Cost of the noise barrier



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

603

Page 1 of 2

TITLE:

***Downtown Electrical
Underground Grid Charges
(Map Attached)***

Date of Approval:

SECTION:

***Development Services
(Electric, Light & Power)***

Dates of Revision:

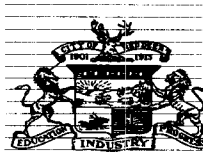
POLICY STATEMENT

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

1. Definition:

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

- 2.** The E. L. & P. Department customer contribution for a new or increased electrical service in the Downtown area is to be the same as the customer contribution for an equivalent new or increased electrical service supplied from an underground line in any other area of the City.
- 3.** All new and increased electrical services in the Downtown area will be connected to the totally underground Downtown electric utility system.
- 4.** The existing overhead lines and services in the Downtown area will be removed and the services connected to the underground system over a period of time to avoid having to maintain two electric utility systems. The cost of this work will be paid for entirely by the E. L. & P. Department from its annual Operating Budget or Reserve Fund as annually approved by Council.
- 5.** The totally underground electric utility system will be expanded only in instances where this type of system is deemed by the E. L. & P. Department Manager to be the most appropriate means of servicing new or expanded electrical loads. (This will automatically increase the size of the area defined as "Downtown".)



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

603

Page 2 of 2

TITLE:

***Downtown Electrical
Underground Grid Charges
(Map Attached)***

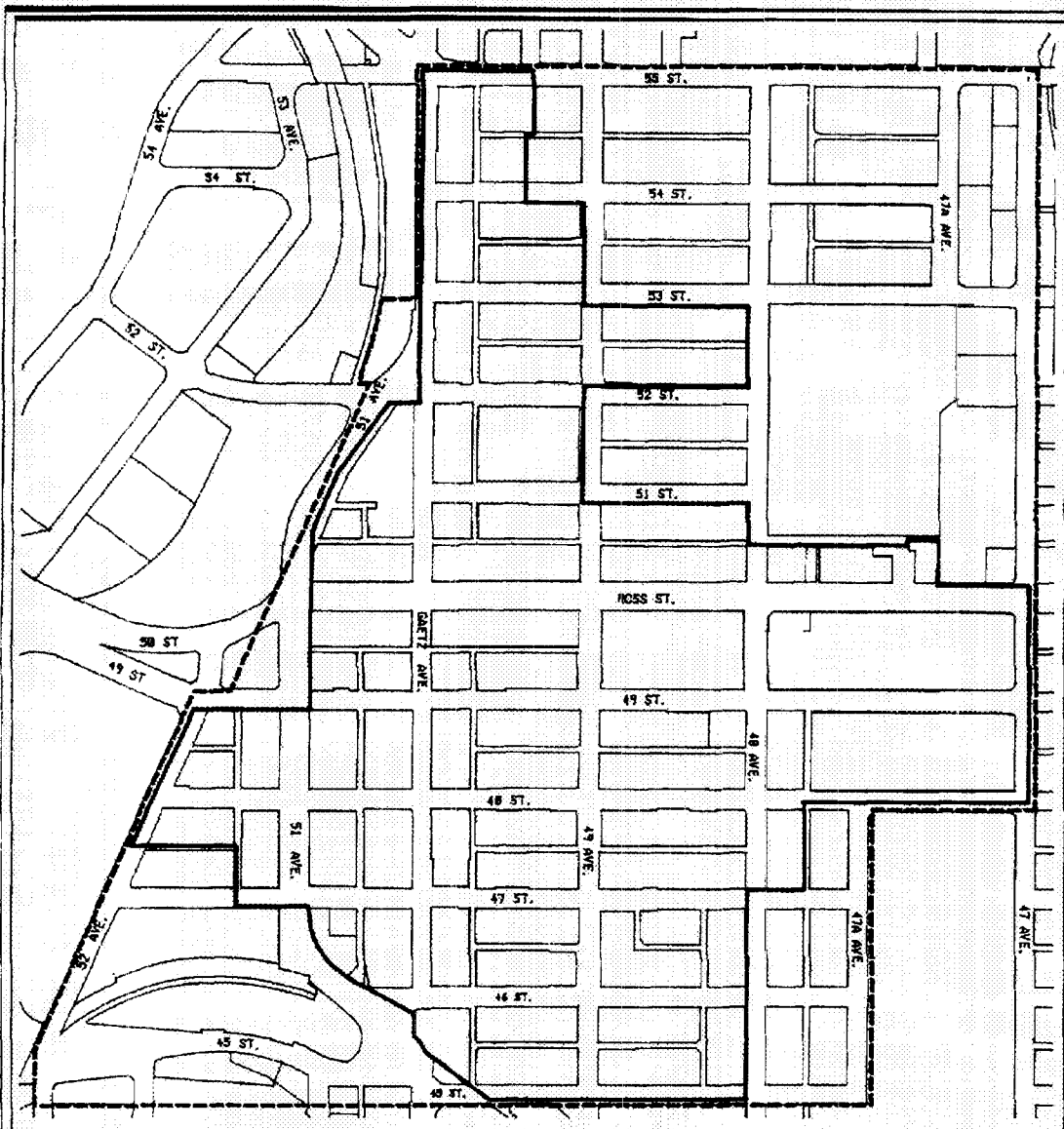
Date of Approval:

SECTION:

***Development Services
(Electric, Light & Power)***

Dates of Revision:

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

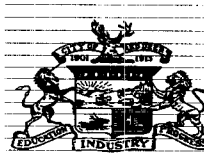


DOWNTOWN ELECTRIC SYSTEM AREA

PRESENT DOWNTOWN BOUNDARY -----

PROPOSED DOWNTOWN BOUNDARY _____

Date: July 6, 1994



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

604

Page 1 of 2

TITLE:

**Advising Public of
Overhead Line Rebuilds**

Date of Approval:

SECTION:

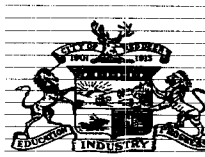
**Development Services
(Electric, Light & Power)**

Dates of Revision:

POLICY STATEMENT

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

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

604

Page 2 of 2

TITLE:

**Advising Public of
Overhead Line Rebuilds**

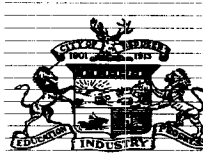
Date of Approval:

SECTION:

**Development Services
(Electric, Light & Power)**

Dates of Revision:

-
4. In the determination of the assessment rate to be incorporated into the Uniform Rate Bylaw for the local improvement, the estimated cost of rebuilding the overhead system, which is an Electric, Light and Power Department service obligation, shall be applied as a credit to the estimated cost of the local improvement.
 5. The cost, if any, of replacing the overhead telephone and cable television lines shall be included in the estimated cost of the local improvement.
 6. The Electric, Light and Power Department's responsibility for the supply of material, labour, and equipment with respect to the local improvement is confined to public property only, with no responsibility for any facility changes or additions required on private property.
 7. The terms and conditions under which the Electric, Light and Power Department will continue to provide electricity, upon completion of the local improvement on the public property, will be for the owner of the property receiving service to install the appropriate electrical service lines upon his property to connect to the Electric, Light and Power Department supply lines at the property line.
 8. This Policy does not apply to minor improvements to individual system components randomly spaced throughout the area.
 9. In the interests of retaining an orderly and efficient electric utility system which can be safely and properly operated and maintained, any local improvement project undertaken under the terms of this policy must include the entire area which is affected by the system rebuild project and not separate isolated sections only.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

701

Page 1 of 1

TITLE:

Mutual Aid Agreements

Date of Approval:

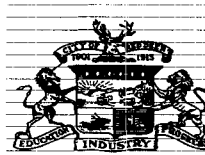
SECTION:

**Development Services
(Emergency Services)**

Dates of Revision:

POLICY STATEMENT

1. The City will enter into Mutual Aid Agreements for fire protection and rescue services with other municipal jurisdictions as approved from time to time by City Council.
2. The Fire Chief, or in his absence, the Deputy Fire Chief will determine what equipment may be sent out of the City in response to a request made under Mutual Aid Agreements.
3. Any actions taken by the Fire Chief shall be reported to the Mayor and/or City Manager as soon as possible.
4. User fees shall be established and reviewed on an annual basis.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

702

Page 1 of 1

TITLE:

Ambulance Agreements

Date of Approval:

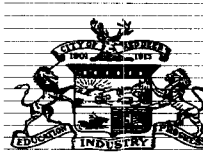
SECTION:

**Development Services
(Emergency Services)**

Dates of Revision:

POLICY STATEMENT

1. The City may provide ambulance service outside City limits, through an agreement with other municipal jurisdictions to whom the City is providing ambulance services as approved by City Council.
2. The agreement will specify that the host community will make a per capita contribution each year towards the operating deficit of the ambulance service and the patient(s) will pay in accordance with the fee schedule as approved by City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

704

Page 1 of 1

TITLE:

Fire Protection

Date of Approval:

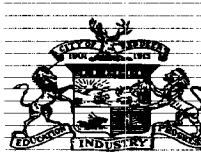
SECTION:

**Development Services
(Emergency Services)**

Dates of Revision:

POLICY STATEMENT

The City will provide fire protection and ambulance services in the City and operate a number of fire stations in the City to provide reasonably prompt service having regard to all the circumstances of each event.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

706

Page 1 of 1

TITLE:

Municipal Policing Contracts

Date of Approval:

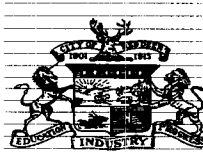
SECTION:

**Community Services
(R.C.M.P.)**

Dates of Revision:

POLICY STATEMENT

The R.C.M.P. will be responsible for enforcing laws, preventing crime and maintaining the peace, order and security within the City limits, in accordance with the Municipal Policing Agreement.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

707

Page 1 of 1

TITLE:

***Dangerous Goods
Transportation***

Date of Approval:

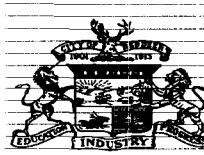
SECTION:

***Development Services
(Emergency Services)***

Dates of Revision:

POLICY STATEMENT

The City shall designate a Dangerous Goods Transportation system, including routes, fines and prohibitions.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**708
(Old 820)**

Page 1 of 1

TITLE:

Bylaw Enforcement

Date of Approval:

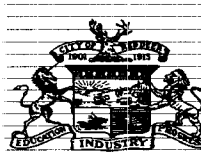
SECTION:

**Community Services
(R.C.M.P.)**

Dates of Revision:

POLICY STATEMENT

1. All complaints received by the City, alleging a breach of a requirement of any City bylaw, will be investigated.
2. The Traffic Bylaw of the City shall be enforced by the Canadian Corps of Commissionaires pursuant to their contract.
3. Except as noted in clause 2, the enforcement and the laying of charges for the breach of provisions of any City bylaw, shall be at the discretion of the City Administration.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**800
(Old 417)**

Page 1 of 1

TITLE:

**Lease of City Owned
Farm Lands**

Date of Approval:

SECTION:

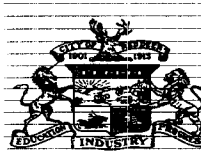
**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide direction for the lease of City owned land.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

801

Page 1 of 1

TITLE:

Economic Development

Date of Approval:

SECTION:

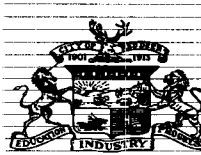
**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

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

1. The encouragement of local businessmen and entrepreneurs in their efforts to expand their existing businesses, and undertake new endeavours. Efforts are to be directed in all areas of economic development, including retail and office development, tourism, conventions and manufacturing.
2. External economic development activity is to be concentrated in attracting business and industry to Red Deer.
3. The continuation of a Land Bank for industrial, commercial and residential development.
4. The marketing of industrial and commercial land.
5. The general promotion of the City.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

802

Page 1 of 1

TITLE:

**Land Banking /
Development Program**

Date of Approval:

SECTION:

**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for the continuance of the City's Land Banking and Land Development Programs.

1. The function of the Land Bank will vary with the type of land, however, the main purposes will be:
 - (a) to ensure an adequate supply of lots on an economical basis; and
 - (b) to ensure progressive, orderly development of land within the City.
2. These programs will be carried out in a manner that will compliment and encourage private development, while promoting the broader goals of economic and orderly development.
3. All residential and industrial lands are to be sold at market value, as directed by Council.
4. Profits from land sales will be used to offset development costs, or as directed by City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

803

Page 1 of 1

TITLE:

Real Estate Expenses

Date of Approval:

SECTION:

**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

1. The City shall pay real estate commissions on municipally owned industrial and commercial land.
2. Arrangements with respect to listings and the payment of commissions shall be through the Red Deer Real Estate Board.
3. It will be the responsibility of the Red Deer and District Real Estate Board Co Op Ltd. to circulate the information and arbitrate any disputes which may arise over the payment of commissions. Any disputes between the City and the Red Deer and District Real Estate Board Co Op Ltd. will be handled initially by the Land and Economic Development Department, subject to review by City Council.
4. Representations to Council on behalf of a purchaser introduced by an agent, shall be made by the Land and Economic Development Department.
5. The City shall extend commissions to include lease arrangements, consistent with the standard within the industry, but not to exceed in total the commission normally paid on an outright sale.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**805
(Old 527)**

Page 1 of 1

TITLE:

Property Pins and Lines

Date of Approval:

SECTION:

**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**806 (New)
(Old 411)**

Page 1 of 1

TITLE:

Survey Firms

Date of Approval:

SECTION:

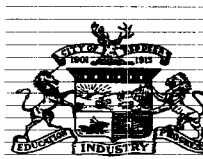
**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide a policy for the acquisition of services from legal survey firms.

1. The City shall use the services of the local legal survey firms which have handled City work in the past.
2. With the exception of tendering for major subdivisions where it may be advantageous to hire a firm that has been previously working in a general area, this practice will be continued.
3. Proposal calls shall be revised to exclude therefrom any requests for a fixed price reference and in its place the firms making submissions shall be requested to provide various item costs such as per diem costs for various employees, and an estimate as to the length of time required to perform the work.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

**807
(Old 418)**

Page 1 of 1

TITLE:

**Delinquent Land Sales
Agreements**

Date of Approval:

SECTION:

**Development Services
(Land and Economic
Development)**

Dates of Revision:

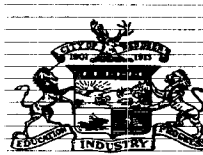
POLICY STATEMENT

The purpose of this policy is to provide authorization for amendments to land sale agreements when considered appropriate to do so.

The Mayor and City Manager are authorized to approve or disapprove requests pertaining to the following items:

- (a) Assignment of agreements;
- (b) Addition and/or deletion of names of purchasers;
- (c) Extension of option dates subject to a penalty, as set out in the Land Sale Agreement.
- (d) Extension of commencement of construction dates for these agreements that are in default of starting on time subject to a penalty as set out in the Land Sale Agreement.

The Mayor and City Manager's decisions may be appealed to City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

812

Page 1 of 1

TITLE:

**Development Officer:
Condominium Property Act**

Date of Approval:

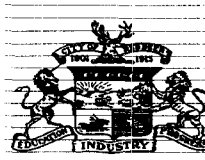
SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

The Development Officer of the City is authorized to approve and sign, if satisfactory, applications for certificates under the provisions of Section 8(1)(b)(ii) of the Condominium Property Act.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

818

Page 1 of 1

TITLE:

Residential Land Sales

Date of Approval:

SECTION:

**Development Services
(Land and Economic
Development)**

Dates of Revision:

POLICY STATEMENT

1. The Land and Economic Development Department shall collaborate with Parkland Community Planning Services and all City departments concerned with development, to determine and formulate proposals to City Council, for their approval, on where and when new subdivisions should and/or will be located and developed to maintain an adequate supply of residential lots for sale in the City.
2. The Land and Economic Development Department shall analyze trends to determine market values of residential land throughout the City, as determined by an independent fee appraiser, and shall make recommendations to City Council for approval of sale prices.
3. The Land and Economic Development Department shall make recommendations to City Council for their approval, regarding lot draw sales and/or lot sales, to be advertised and sold to purchasers on a first come basis.
4. City policy, as approved by Council, establishes terms of sale, dates that construction must commence and be completed, and procedures for return of lots should purchaser(s) not proceed with development as agreed to in Land Sale Agreements.
5. Residential land sales are all handled through the Land and Economic Development Department.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

819

Page 1 of 1

TITLE:

Billboards on City Property

Date of Approval:

SECTION:

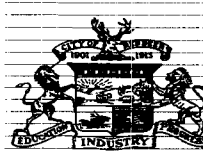
**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to control the placement of billboards on City property.

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



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

823

Page 1 of 1

TITLE:

***City of Red Deer Planning and
Subdivision Guidelines***

Date of Approval:

SECTION:

***Development Services
(Parkland Community
Planning Services)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide guidelines for developers relative to land development within the City.

The document entitled, "City of Red Deer Planning and Subdivision Guidelines" contains requirements which must be applied in the development of outline plans and in applications for subdivisions within the City.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

824

Page 1 of 2

TITLE:

**Inspections:
Single Family Dwellings/
Duplexes and Multi Family
Buildings**

Date of Approval:

SECTION:

**Development Services
(Inspections & Licensing)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide general regulations and guidelines pertaining to inspections of single family dwellings, duplexes, and multiple family buildings.

1. On a final inspection of a single family dwelling/duplex/multiple family building, the attic space and the roof are not inspected.
2. An inspection of a sewer and/or water line is a visual inspection done at grade level.
3. If some portion of a construction is covered over (e.g. plumbing), the Inspections and Licensing Manager may waive having the work uncovered, subject to:
 - (a) a letter from the installer or contractor indicating the work was done in accordance with the applicable code; and
 - (b) and a letter from the property owner stating he is aware of and accepts the situation.
4. If an inspector is not available for an inspection, then the Inspections and Licensing Manager may, at his discretion, waive the inspection.
5. When an *Unsatisfactory Condition Notice* related to the heating system has been sent to the property owner, a telephone confirmation from the installer that the condition has been rectified, is acceptable.
6. The Inspections and Licensing Manager may allow construction to proceed to grade without a permit, subject to such conditions as he sees fit.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

824

Page 2 of 2

TITLE:

**Inspections:
Single Family Dwellings/
Duplexes and Multi Family
Buildings**

Date of Approval:

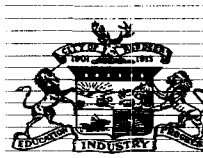
SECTION:

**Development Services
(Inspections & Licensing)**

Dates of Revision:

-
7. The City endorsement on a real property report applies only to the location of permanent buildings on a site. Temporary buildings, retaining walls, moveable sheds and fences are not included in the endorsements.

Cross Reference: Safety Codes Act



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

825

Page 1 of 1

TITLE:

Propane Installations

Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide responsibility for propane installations and propane dispensing facilities within the City limits (excluding automobile conversions).

1. Propane installations within City limits which are limited to temporary heat at construction sites, will not be inspected or authorized by permit.
2. Propane distributions centres are required to obtain necessary permits and inspections. The permit fee is set out in the City's Permit Fee Bylaw.

Cross Reference: Safety Codes Act



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

826

Page 1 of 1

TITLE:

**Commercial Land Use
Districts - Conversion of
C-4 to C-2**

Date of Approval:

SECTION:

**Development Services
(Parkland Community
Planning Services)**

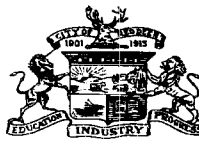
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide guiding criteria for redesignation of shopping malls from C-4 (Major Arterial) District to C-2 (Regional & District Shopping Centre) District.

Any property being considered for redesignation from C-4 (Major Arterial) District to C-2 (Regional & District Shopping Centre) District must approximate the following minimum standards:

- | | | |
|-----|----------------------------|--|
| (a) | Minimum Parcel Size: | 1.0 ha |
| (b) | Minimum Floor Area: | 3333 m ² (35,878 ft. ²) |
| (c) | Maximum Floor Area: | one third of the site area |
| (d) | Landscaping: | 15% of site area |
| (e) | Parking: | 5.1 spaces per 93 m ²
(gross leasable floor area) |
| (f) | District Shopping Centres: | shall back directly onto a
residential area and serve a dual
neighbourhood convenience and
retail function. |



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

826

Page 1 of 1

TITLE:

**Commercial Land Use
Districts - Conversion of
C-4 to C-2**

Date of Approval:

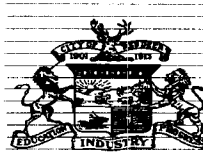
SECTION:

**Development Services
(Parkland Community
Planning Services)**

Dates of Revision:

-
- (g) Aesthetics: The development shall be of a high standard in appearance and shall have design features characteristic of a shopping mall development.
- (h) Standards: Other characteristics in the C-2 District shall be used as a guide in considering the suitability of the site for a C-2 designation.

NOTE: Any existing bylaw exceptions related to the property will be eliminated when the property is redesignated from C-4 to C-2.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

827

Page 1 of 1

TITLE:

Parking

Date of Approval:

SECTION:

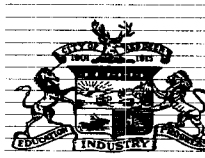
**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

COURTESY PARKING PERMITS

1. The purpose of these permits is to provide free parking on City owned parking lots and at all on street parking meters. All other parking restrictions shall apply.
2. Courtesy Parking Permits may be issued by the Red Deer Visitor and Convention Bureau to visiting non-resident delegates attending conventions in the City.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

828

Page 1 of 1

TITLE:

***Handicapped Parking
Zones (Downtown)***

Date of Approval:

SECTION:

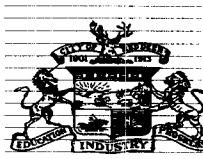
***Development Services
(Inspections and Licensing)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide on street handicap parking stalls in the downtown area.

1. Handicapped parking stalls in the downtown area will be provided only upon request.
2. Requests for a handicapped parking zone are to be made in writing and be submitted by the businesses or residents directly affected by the installation.
3. Handicapped parking stalls are to be located at block end or where room permits, mid-block, in order to provide ease of access.
4. The standard width of a handicapped parking stall in an angled parking design shall be 3.5 metres.
5. Parking in handicapped parking stalls is to be free of charge (i.e. no parking meters).
6. A time restriction is to be placed on the handicapped parking stall to coincide with the regulated parking meter zones downtown (i.e. two hour zone).
7. Stalls are to be identified by the standard on street "No Parking Except Handicapped" sign (i.e. RB-71), with the handicap symbol painted on the roadway.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

829

Page 1 of 2

TITLE:

***City Operated Off Street
Parking Stalls - Monthly
Passes***

Date of Approval:

SECTION:

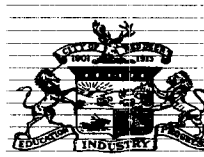
***Development Services
(Inspections and Licensing)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for a monthly parking program for City operated off street parking stalls.

1. The number of parking stalls available in each lot will be determined by the Inspections and Licensing Manager after surveying the lot's peak period occupancy in relation to the lot's intended use (i.e. short or long term parking).
2. Parking passes will be sold monthly by the City Hall Cashier on a first come basis, and will become available for sale on the 20th of the month preceding which they become valid.
3. Payment for monthly passes must be made in full, regardless of whether the space is being used by the purchaser for the entire month or for only a portion thereof.
4. Monthly parking stall passes are sold for specific lots only and are not transferable between lots.
5. Monthly parking lot passes will not have assigned stall numbers and parking will be at random. There is no guarantee of a particular parking space.
6. Persons sold passes for lots where a parking attendant is on duty, will be required to stop and show the pass to the attendant upon entering and exiting the parking lot.
7. The parking pass is to be visibly displayed on the driver's side dash of the vehicle at all times when utilizing the parking lot for which the parking pass has been purchased.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

829

Page 2 of 2

TITLE:

***City Operated Off Street
Parking Stalls - Monthly
Passes***

Date of Approval:

SECTION:

***Development Services
(Inspections and Licensing)***

Dates of Revision:

-
8. The City will assume no liability whatsoever for any loss or damage, from any cause, to the parker's vehicle or other property.
 9. The City reserves the right:
 - (a) to make rate changes;
 - (b) to amend the number of parking passes available; and/or
 - (c) to terminate the pass program without written notice.
 10. Notwithstanding clause 2 above, parking stalls may be leased for a period of up to six months and will be subject to all other provisions of this policy.
 11. The Inspections and Licensing Manager has the authority to make changes to this parking program, including pricing.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

830

Page 1 of 1

TITLE:

Parking: City Business

Date of Approval:

SECTION:

***Development Services
(Inspections and Licensing)***

Dates of Revision:

POLICY STATEMENT

1. All employees using their own vehicles on City business are required to deposit the appropriate coinage in parking meters or to purchase a ticket while using a spitter lot.
2. If an employee on City business is delayed in returning to his or her vehicle and has received a tag for parking violation, such employee shall:
 - (a) pay the voluntary penalty stated on the tag,
 - (b) and may, with the approval of his or her Department Head, claim such expense on a monthly travel expense form.
3. No reimbursement of tag penalties shall be granted where the tag was issued outside of the normal working hours of the employee unless it can be shown that such employee was in fact involved in City business.
4. A Council Member who receives a parking tag while involved in City business shall either:
 - (a) submit the parking tag directly to the City Clerk for payment from the Council Expense Account, or
 - (b) pay the penalty outlined on the parking tag and submit a receipt for same to the City Clerk for reimbursement from the Council Expense Account.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

831

Page 1 of 1

TITLE:

**Handicap Parking Zones
(Residential Areas)**

Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for handicap parking stalls outside of the Downtown area.

1. The handicap must be of a **permanent nature**. Handicap stalls are to be designated only for individuals with continuing disabilities.
2. Consideration will only be given to requests for handicap parking stalls that are located *directly in front* of the residence of the disabled person and shall be 7 m in length.
3. Handicap stalls will be designated on City roadways only if no driveway or other suitable parking areas are available on site.
4. Consideration will only be given to applications from property owners. Household occupants (i.e. renters, boarders, apartment dwellers, etc.) requiring a handicap stall must submit their application through the property owner.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

832

Page 1 of 2

TITLE:

**Loading Zones -
Downtown**

Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

POLICY STATEMENT

Upon determination of need, the City will provide a network of 10 minute curbside loading zones in the Downtown area, to allow for quick pick-up and delivery on each long block face in the commercial core.

Loading Zone Location Guidelines

1. On street loading zone stalls shall be provided with the understanding that they be used only for quick pick-up and delivery of:
 - (a) passengers;
 - (b) courier services;
 - (c) bank services (i.e. armoured cars, etc.);
 - (d) taxis; and/or
 - (e) minor commercial services utilizing vehicles of (6 metres or less (as per The City of Red Deer's Traffic Bylaw)).
2. Stall sizes shall be the same as that of a standard metered parking stall (i.e. 2.6 m wide x 6.7 m long).
3. Use of loading zones are to be free of charge.
4. All loading zones shall be signed "10 Minute Loading Zone".



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

832

Page 2 of 2

TITLE:

**Loading Zones -
Downtown**

Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

-
5. Loading zones are to be provided only on an "as needed" basis, with requests to be reviewed and approved in accordance with the City's Traffic Bylaw.
 6. Adjacent businesses which will be affected by the installation of loading zones shall be made aware of loading zone requests.
 7. Loading zones are to be located mid-block, or as near as possible to mid-block.
 8. Only one loading zone per block face will be allowed.
 9. Where new development or redevelopment occurs Downtown, all loading activity with heavy vehicles (vehicles over 6 m in length) is to be accommodated on site.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

833

Page 1 of 2

TITLE:

***Licenses to Occupy
(Rights of Way /
Lease of Utility Lots)***

Date of Approval:

SECTION:

***Development Services
(Land and Economic
Development)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to simplify procedures associated with the granting of licenses to occupy rights-of-way and, where appropriate, leases of utility lots.

1. The Land and Economic Development Manager shall approve applications for licenses to occupy rights of way in the City.
2. This authority shall also include the lease of public utility lots under standard terms approved by City Council.
3. Upon receipt of a first time application to lease a utility lot, and in cases where the utility lot is bordered on both sides by separate property owners, each shall be given equal opportunity to lease all or a portion of the lot. In cases where agreement cannot be reached, an appeal may be made to City Council.
4. Should the City offer for sale the public utility lot currently under lease, the present lease holder will be granted first right of refusal.
5. Effective on approval of this policy, all new licenses to occupy and new leases of utility lots shall include clauses which provide:
 - (a) that the City Land and Economic Development Manager has the authority to terminate the agreement upon 30 days written notice, without cause; and
 - (b) if the lessee sells his or her property, the lease may not be transferred to the new property owner without the prior approval in writing of the Land and Economic Development Manager; and



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

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TITLE:

***Licenses to Occupy
(Rights of Way /
Lease of Utility Lots)***

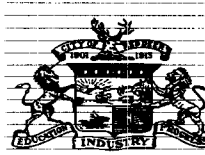
Date of Approval:

SECTION:

***Development Services
(Land and Economic
Development)***

Dates of Revision:

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- (c) if, at the time of a sale by the lessee or licensee, a second property owner also owning the land adjacent to the utility lot or right of way desires to lease a portion of such lot or right-of-way from the City, then, upon request of such adjacent owner, the license or lease of public utility lot in question shall be divided between the two adjacent properties, provided that:
- (i) all costs associated with the termination of the prior license or lease, including the placement and discharges of caveats, title searches, relocation of fencing, and all incidental costs, shall be paid by the property owner requesting the change. Such property owner shall make payment to the City of the full amount of such estimated costs before entering into any lease or license agreement.
6. An applicant may appeal the decision of the Land and Economic Development Manager to City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

834

Page 1 of 4

TITLE:

**Handicap Parking Permits
(Metered Stalls - Downtown)**

Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

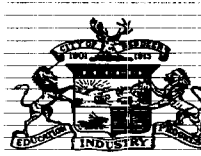
Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for parking at metered stalls in the Downtown area to those permanently disabled persons who operate their own vehicles, to allow them to be exempt from the requirement of placing coins in parking meters.

A. Requirements (Yellow Permits)

1. Handicap Parking Permits will be issued to eligible persons to enable them to park at metered stalls in Downtown Red Deer without the requirement to place coins in those meters, subject to the following conditions. Applicants must:
 - (a) apply *in person* to the City Clerk's Department;
 - (b) be permanently handicapped;
 - (c) operate his/her own vehicle;
 - (d) be confined to a wheelchair.
2. These types of Handicap Parking Permits shall be **yellow** in colour.
3. Permits shall be reissued annually. (i.e. a permit purchased on March 1, 1996 will expire March 1, 1997).
4. Permits are valid only:
 - (a) when used by persons operating motor vehicles to whom permits have been issued;



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

834

Page 2 of 4

TITLE:

**Handicap Parking Permits
(Metered Stalls - Downtown)**

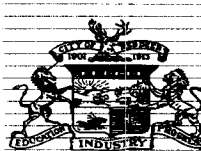
Date of Approval:

SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

-
- (b) when used by the person whose picture appears on the left side of the Permit.
5. Permits shall be displayed on the driver's side dash of the vehicle.
 6. Misuse of a Permit will result in the Permit being revoked.
 7. All parking restrictions, other than the requirement to place coins in parking meters, must be obeyed.
 8. Permits are not valid on Red Deer Regional Hospital Centre parking lots or other private property.
 9. Permits are issued and are subject to cancellation by the City without cause or notice.
 10. The applicant need not be a resident of the City.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

834

Page 3 of 4

TITLE:

**Handicap Parking Permits
(Metered Stalls - Downtown)**

Date of Approval:

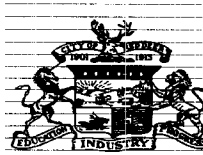
SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

B. Exceptions (Red Permits)

1. Any person who suffers from a permanent disability causing them to suffer extreme difficulties with mobility, may apply to the City Clerk for a Red Handicap Parking Permit.
2. The issuance of this type of Permit shall be subject to the following conditions:
 - (a) must comply with A(1)(a),(b) and (c), as noted above;
 - (b) may or may not be confined to a wheelchair;
 - (c) must be employed in Downtown Red Deer; and
 - (d) approval by the Mayor and/or City Manager.
3. In addition to the holder of a Red Handicap Parking Permit being exempt from the requirement to place coins in parking meters, the holder of this type of Permit is also exempt from overtime parking restrictions (i.e. two hour parking time limit), while occupying a metered parking stall in Downtown Red Deer.
4. Consideration of requests for Red Handicap Parking Permits will be given on an individual basis by the Mayor and/or City Manager. Requests shall be reviewed each year by the Mayor and/or City Manager, prior to reissuing the Permit.
5. These types of Handicap Parking Permits shall be **red** in colour.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

834

Page 4 of 4

TITLE:

**Handicap Parking Permits
(Metered Stalls - Downtown)**

Date of Approval:

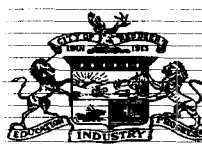
SECTION:

**Development Services
(Inspections and Licensing)**

Dates of Revision:

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6. All other requirements and restrictions as noted in (A) above, shall be adhered to.

COMMUNITY SERVICES



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

906

Page 1 of 2

TITLE:

Sunday and Holiday Policy

Date of Approval:

SECTION:

***Community Services
(Recreation, Parks and
Culture)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to establish the hours of Recreation, Parks & Culture facilities operations for Sundays and holidays and to regulate holiday operating costs of facilities.

1. The City does not sanction or endorse youth group activity prior to 12:00 noon on Sunday, but will accept bookings for use of recreation and culture facilities from community organizations who wish to use this time for their programs.
2. The Recreation, Parks & Culture Department will not generally sponsor Sunday activities other than afternoon public skating and swimming, however, City Council has the authority to authorize activity prior to 12:00 noon, and the Recreation, Parks & Culture Manager has the authority to authorize activity after 12:00 noon, if circumstances warrant.
3. Recreation, Parks & Culture Department facilities operated by private enterprise under a formal agreement are not governed by this policy, and the hours of operation are as stipulated in the agreement, or as approved from time to time by City Council. These facilities include Bower Ponds Pavilion, Heritage Ranch Visitors and Equestrian Centre, Lions Campground, Memorial Centre, Old Court House Cultural Centre, Cronquist House, Fort Normandeau, Kerry Wood Nature Centre, Community Shelters and the River Bend Golf Course/Recreation Area.
4. Recreation, Parks & Culture Department sponsored special events will be discouraged on Sunday unless they are with a family orientation.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

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Page 2 of 2

TITLE:

Sunday and Holiday Policy

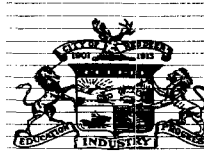
Date of Approval:

SECTION:

***Community Services
(Recreation, Parks and
Culture)***

Dates of Revision:

-
5. All Recreation, Parks & Culture Department facilities will be closed on Good Friday.
 6. All Recreation, Parks & Culture Department facilities will remain closed until 12:00 noon on Remembrance Day.
 7. All Recreation, Parks & Culture Department facilities will be closed at 5:00 p.m. on Christmas Eve and remain closed Christmas Day.
 8. All Recreation, Parks & Culture Department facilities will be closed at 5:00 p.m. New Year's Eve and, subject to the provisions in Clause 9.
 9. Bookings for special events will be accepted for any Recreation and Culture Department facility on all holidays except Christmas Day, Good Friday, and Remembrance Day morning; however, there will be a premium rental charge applied, sufficient to cover all additional staff costs in excess of the normal rate.
 10. The City may open some facilities for public skating and swimming on all holidays, excluding New Year's Day and excluding the holidays stated in Clause 9.
 11. All requests for special considerations in contravention of the Sunday & Holiday Policy shall be directed to the Recreation, Parks & Culture Board and City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

908

Page 1 of 1

TITLE:

Fees and Charges

Date of Approval:

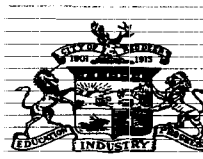
SECTION:

Community Services

Dates of Revision:

POLICY STATEMENT

1. The City's Vision 2020 policy and Strategic Plan require the departments in the Community Services Division to assess the appropriate degree of subsidy for all community service programs and facilities and adopt the "user pay" principle where appropriate. It is also necessary for the departments to regularly evaluate the costs/benefits of all programs to ensure that limited financial resources are best utilized.
2. Each department within the Community Services Division will maintain a fees and charges policy that shall address:
 - (a) Which programs and services shall be made available free of charge;
 - (b) Which programs and services shall be subsidized, and the identification and rationale for the level of services to be provided;
 - (c) Which programs and services shall be provided on a fully user-pay basis;
 - (d) Which programs and services shall generate a profit.
3. Where common services/facilities are being offered, an attempt should be made to ensure consistency throughout the division and associated agencies.
4. Annual fees and charges are approved by respective boards and City Council during annual budget deliberations.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

911

Page 1 of 1

TITLE:

**Child Care Program:
Policy Objectives**

Date of Approval:

SECTION:

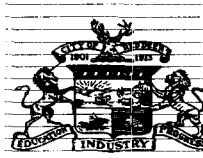
**Community Services
(Social Planning)**

Dates of Revision:

POLICY STATEMENT

1. The Child Care Program involves the provision of limited funding which allows low income families and families with children with special needs to access affordable child care.
2. This is accomplished through:
 - (a) A Day Care Management Agreement with Red Deer Child Care Society which clearly outlines the role of the Red Deer Child Care Society, expectations in operations, and expectations in the tenancy of the two City owned facilities.
 - (b) Individual agreements with other licensed child care program operators which clarify roles and expectations.

Cross References: Day Care Management Agreement dated December 1995 and Community Services Master Plan



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

913

Page 1 of 1

TITLE:

**Local 20% Costs on F.C.S.S.
Projects**

Date of Approval:

SECTION:

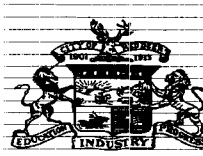
**Community Services
(Social Planning)**

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to clarify the role and responsibility of the City relating to the 20% local matching share that is necessary in order to access the Provincial Family and Community Support Services Grant.

The City believes that the “deficit” incurred by ongoing F.C.S.S. projects should be cost shared between the Province and the Municipality under the F.C.S.S. Program. The City, along with other municipalities that are part of the Red Deer and District F.C.S.S. Program, will continue to provide the 20% local share of costs for these projects out of general revenue.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

919

Page 1 of 2

TITLE:

**Gaetz Lakes Sanctuary,
Waskasoo Park**

Date of Approval:

SECTION:

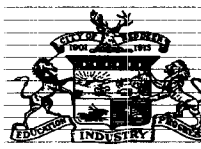
Community Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to recognize restrictions imposed on the City as a result of the transfer of the Gaetz Lakes Sanctuary to the City.

1. The Federal Bird Sanctuary was transferred to the City in 1983, subject to the following terms and conditions, which are maintained by the Gaetz Lakes Sanctuary Committee.
 - "(a) The land shall be used primarily for the protection of wildlife in its natural habitat;
 - (b) No activity that conflicts with the protection of wildlife shall be permitted on the land;
 - (c) The Council of the City shall establish and maintain a committee that should include a representative of the Fish & Wildlife Division of the Department of Energy & Natural Resources, to ensure that the purchaser complies with the conditions and restrictions on the use of the land set forth in this agreement;
 - (d) Access to the land and movement within the boundaries of the land shall be restricted;
 - (e) No boats or canoes shall be permitted on any lakes within the boundaries of the land;
 - (f) No vehicles of any type shall be allowed in, on or about the land, except for the purpose of an emergency;
 - (g) No horses or pets shall be allowed in, on or about the land;



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

919

Page 2 of 2

TITLE:

**Gaetz Lakes Sanctuary,
Waskasoo Park**

Date of Approval:

SECTION:

Community Services

Dates of Revision:

-
- (h) No camping, picnicking or partying shall be permitted in, on or about the land."
2. Gaetz Lakes Sanctuary shall continue to be operated subject to the above conditions and in accordance with the terms and conditions established by the Province and monitored by Gaetz Lakes Sanctuary Committee.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

922

Page 1 of 1

TITLE:

**Staff Use of City-Owned
Facilities**

Date of Approval:

SECTION:

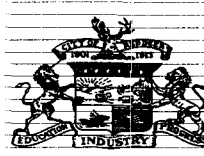
Community Services

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to provide for the staff use of City-owned facilities.

Any City department, board and/or society which operates a City-owned facility shall ensure that if any free or subsidized use of said facilities is granted to staff the cost of this benefit shall be included in its budget and reviewed by City Council on an annual basis.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

923

Page 1 of 2

TITLE:

Municipal Integration Strategy

Date of Approval:

SECTION:

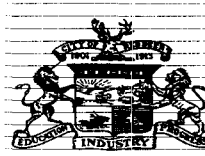
***Community Services
(Social Planning)***

Dates of Revision:

POLICY STATEMENT

The purpose of this policy is to promote the positive integration of persons with physical and mental disabilities into programs and services for which the City is responsible.

1. The City will promote the positive integration of persons with disabilities in a systematic way through three major areas:
 - (a) Employment - The City will endeavour to work towards increasing employment opportunities for persons with disabilities in City departments;
 - (b) Accessibility/Mobility - The City will endeavour to improve access to facilities and programs and reduce barriers to mobility for persons with disabilities;
 - (c) Education/Awareness - The City will promote a greater community awareness of ways to integrate persons with disabilities into many facets of living in the community.
2. The City Manager will appoint a Municipal Integration Strategy Committee consisting of at least one representative from each of the following:
 - (a) Community Services Division;
 - (b) Corporate Services Division;
 - (c) Development Services Division;
 - (d) Personnel Department.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

923

Page 2 of 2

TITLE:

Municipal Integration Strategy

Date of Approval:

SECTION:

**Community Services
(Social Planning)**

Dates of Revision:

-
- (e) An Outside Department.
3. The Committee will be responsible for facilitating initiatives which will educate City staff and assist in the implementation of the corporate and departmental objectives.
 4. The Committee will monitor the implementation of the Municipal Integration Strategy and report annually to the Senior Management Team.
 5. Department Heads will implement the corporate and departmental objectives outlined in the administrative policy entitled the "Municipal Integration Strategy".
 6. Department Heads will annually review and update their departmental objectives.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

924

Page 1 of 2

TITLE:

**Red Deer and District
F.C.S.S. Board**

Date of Approval:

SECTION:

**Community Services
(Social Planning)**

Dates of Revision:

POLICY STATEMENT

To clarify the role of the Red Deer and District Family and Community Support Services (F.C.S.S.) Board.

1. The operation of the Red Deer and District F.C.S.S. Board is governed by an agreement between The City of Red Deer, the County of Red Deer, the Village of Delburne, the Village of Elnora, the Town of Penhold and the Town of Bowden, dated June 20, 1994.
2. In terms of this agreement, the Board shall:
 - (a) Assist in formulating plans and priorities regarding Family and Community Support Services with a view to the establishment of a comprehensive program;
 - (b) Advise on the establishment of such relationships with other municipal, provincial and federal departments and community agencies as will promote the orderly development of Family and Community Support Services;
 - (c) Review all applications for cost-sharing under the Family and Community Support Services Act and make recommendations as to their acceptance, deferment or rejection.
3. The Social Planning Department provides administrative support to the Board and ensures compliance with the agreement. Staff recommendations to the Board are made by the Social Planning Manager. The Director of Community Services may comment on all Board recommendations directly to the City Manager and City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

924

Page 2 of 2

TITLE:

**Red Deer and District
F.C.S.S. Board**

Date of Approval:

SECTION:

**Community Services
(Social Planning)**

Dates of Revision:

-
4. The City should maintain the Red Deer and District F.C.S.S. Board to act in an advisory capacity to City Council on all matters pertaining to preventative social services.
 5. The Social Planning Department should continue as unit authority and will be responsible for the administration of the Red Deer and District Family and Community Support Services Board, and ensure compliance with the joint agreement between the partners in the regional F.C.S.S. program.

Cross Reference Municipal F.C.S.S. Agreement dated June 20, 1994 and
Community Services Master Plan 1996



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

930

Page 1 of 4

TITLE:

Public Art Work

Date of Approval:

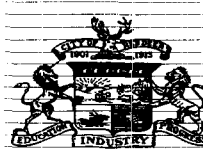
SECTION:

Community Services

Dates of Revision:

POLICY STATEMENT

1. The City believes that public art can enhance the quality of life for a community by contributing a healthy, vibrant sense of place; and
2. The City is committed to planning, which is responsive to the unique aspects of our community; and
3. The City supports public art of quality and integrity, recognizing freedom of expression; and
4. The "Ghosts" Program of the Towne Centre Association has been launched and is intended to serve as a focal point for public art on public property in downtown Red Deer;
5. A Public Artwork Policy is hereby developed for The City of Red Deer:
 - (a) To establish procedures for the installation of permanent artwork on public property. Artwork on private property in public view is outside the domain of this policy;
 - (b) To ensure that permanent public artwork compliments the architecture, site and setting, and existing public art, while respecting artistic freedom;
 - (c) To encourage an inclusive and collaborative process in the development of public art that enhances the quality of life for the community;



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

930

Page 2 of 4

TITLE:

Public Art Work

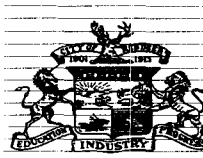
Date of Approval:

SECTION:

Community Services

Dates of Revision:

-
- (d) To encourage public art of quality and integrity;
 - (e) To determine ownership, safety considerations and maintenance agreements for all permanent art works on public property.
6. An application for the installation of permanent art on public property is to be completed on designated forms, available from the City Recreation, Parks & Culture Department, Culture Services Section. Application forms are to be submitted to the Culture Development Superintendent. Installation of non-permanent public artwork shall be part of the Special Events Application.
 7. Ownership, insurance and maintenance agreements will be part of the application and recommendation procedures.
 8. A Public Art Committee (PAC) will review all applications for recommendation to the Recreation, Parks & Culture Board.
 9. All applications for installation of permanent public art must be approved by City Council.



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

930

Page 3 of 4

TITLE:

Public Art Work

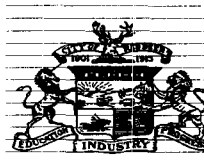
Date of Approval:

SECTION:

Community Services

Dates of Revision:

-
10. The Public Art Committee shall be appointed by the Recreation, Parks & Culture Board for a two-year term, and will consist of:
- (a) Culture Development Superintendent of the Recreation, Parks & Culture Department (Chairman);
 - (b) General Manager of the Towne Centre Association, when the location for the artwork is downtown;
 - (c) Municipal Planner, as designated by Parkland Community Planning Services;
 - (d) Two citizens-at-large, as recommended by the three standing members, one for a two-year term and one for a three-year term the first year, and two-year terms thereafter.
11. The application for the installation of permanent public art will be routed to any/all of the following departments, as applicable for comment, prior to the PAC review:
- (a) Engineering Department;
 - (b) Inspections and Licensing Department;
 - (c) Public Works Department;
 - (d) Electric, Light & Power Department;
 - (e) Emergency Services;
 - (f) Recreation, Parks & Culture Department;



**THE CITY OF RED DEER
COUNCIL POLICY MANUAL**

POLICY NO.

931 (new)

Page 1 of 1

TITLE:

**Development of
Municipal Reserves**

Date of Approval:

SECTION:

**Community Services
(Recreation, Parks and
Culture)**

Dates of Revision:

POLICY STATEMENT

To purpose of this policy is to identify a procedure and time schedule for the dedication and development of municipal reserves in new residential subdivisions in accordance with the City Council resolution of November 18, 1987.

1. The City shall work with developers to ensure that the development of a quarter section of residential land is planned for in a timely manner, such that park and recreational facilities are available for use by residents at an early stage of development.
2. Prior to fifty percent (50%) of the quarter section of a neighbourhood being developed, a substantial portion of the municipal reserve should be subdivided and developed using funding from the respective recreation levy.

FILE

DATE: August 28, 1996
TO: City Clerk
FROM: Assistant City Clerk
RE: COUNCIL POLICY MANUAL

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

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

The decision of Council in this instance is submitted for your information and for you to schedule on the Agenda for the Council Meeting of September 9, 1996.



JEFF GRAVES
Assistant City Clerk

JG/fm

c City Manager
Director of Corporate Services
Director of Community Services
Director of Development Services

ITEM 3

PATH: paul\memos
MASTERFILE: 1230.001

DATE: August 20, 1996

TO: City Clerk

FROM: Acting Public Works Manager

RE: WATER UTILITY - REQUEST FOR APPROVED OVER-EXPENDITURE

Currently the budgeted funds used for Water Distribution Maintenance and Repair is 90% spent. This compares to 58% in 1995 and 53% in 1994, for the same period. Water leaks, service line repairs, frozen water services, testing and inspection of the water distribution system are all included in this cost centre.

Factors contributing to the large increase of budget funds spent are:

- 51 water leaks have already been repaired in 1996. The five year average for this time of year is 31, while the yearly average is 51.
- There were 18 water leaks from November 24, 1995 through to December 31, 1995. This compared to an average of 6 for this time frame during the past five years. The repair costs for these water leaks come from the 1995 budget, but all of the restoration costs have come from the 1996 budget and amounted to \$40,300.
- Between January 31, 1996 and March 5, 1996 there were 13 frozen water services that could not be thawed internally and required excavation at a cost of \$34,130. There was only one frozen water service that required excavation in 1994 and zero in 1993.

We suspect the increased frequency of water main breaks during the past 9 months, from our five year average of 4.25 per month to 7.67 per month, is due to:

- An extreme winter that also involved many freeze/thaw cycles.
- Certain areas of the city had the pressure increased in late November, 1995. Iron water mains with corrosion, that would have leaked eventually over the next few years, have had their failures accelerated due to the increase in pressure. There have been 41 leaks in this area since the pressure increase on November 27, 1995.
- Cast iron and ductile iron water mains have been in service from 20 to 50 years plus, and many may be nearing the end of their service life. As a result, we may be experiencing an increase in the general trend in the annual number of breaks in the city. We expect this trend to continue, at least to the end of 1996, and that our budgeted amounts will be exceeded prior to the end of 1996.

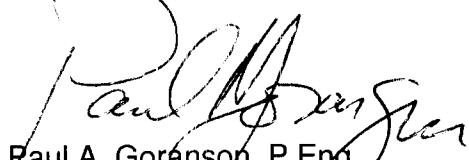
... 2

August 20, 1996
City Clerk
Page 2 of 2

A budget shortfall of \$174,000 is anticipated in the 1996 water distribution maintenance accounts. \$34,000 of the valve and fire hydrant replacement funds can be used to help lessen the shortfall, but an anticipated shortfall of \$140,000 remains.

RECOMMENDATION

We respectfully recommend that Council approve an over-expenditure in the amount of \$140,000 in the Public Works Water Utility Operating Budget to cover the anticipated costs of future water main breaks and distributions system repairs to the end of 1996.



Paul A. Goranson, P.Eng.
Acting Public Works Manager

/blm

c Director of Development Services
 Water and Wastewater Superintendent

COMMENTS:

As can be seen from the attached report, we have experienced an abnormal number of water leaks over the last 12 months and regrettably, anticipate an over expenditure in the water utility operating budget.

We recommend Council approve an over expenditure in the amount of \$140,000.00 to be funded first from any generated surplus in the utility in 1996, with any balance to come from the Water Utility Stabilization Fund..

As indicated in the report, we have a number of cast iron and ductile iron water mains which are nearing the end of their service life, particularly the ductile iron mains. We currently have a program for the replacement of these mains and in view of this experience, we will review that program to see if there is a need for accelerated replacement.

"H.M.C. DAY"

City Manager

FILE

DATE: August 28, 1996
TO: Acting Public Works Manager
FROM: Assistant City Clerk
RE: WATER UTILITY - REQUEST FOR APPROVED OVER-EXPENDITURE

At the Council Meeting held on August 26, 1996, consideration was given to your report dated August 20, 1996 concerning the above topic, and at which meeting the following resolution was introduced and passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Acting Public Works Manager dated August 20, 1996, re: Water Utility - Request for Approved Over-Expenditure, hereby approves an over-expenditure in the amount of \$140,000.00 in the Public Works Utility Budget to cover the anticipated costs of future water main breaks and distribution system repairs to the end of 1996, and further, Council agrees that the over-expenditure be funded first from any generated surplus in the utility in 1996 with any balance to come from the Water Utility Stabilization Fund, and as presented to Council August 26, 1996."

The decision of Council in this instance is submitted for your information and appropriate action.



JEFF GRAVES
Assistant City Clerk

JG/fm

c Director of Corporate Services
Director of Development Services
Water & Waste Water Superintendent

ITEM 4

MEMO

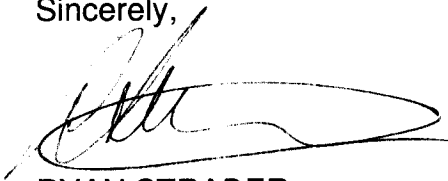
DATE: August 19, 1996**File No. 6.504****TO: KELLY KLOSS**
City Clerk**FROM: RYAN STRADER**
Inspections and Licensing Manager**RE: FARMERS MARKET**

Could the following item be placed before City Council for their consideration?

The City Licensing Bylaw does not contain a provision applying to the "FARMERS MARKET," consequently any of the vendors that sell items not of their own manufacture or that are grown by them are subject to either a resident license fee of \$55.00 or a non-resident fee of \$330.00. The non-resident vendors feel the fee is onerous because they are selling only at the market. To deal with their concern, we felt that a license structured similar to that applied to the Westerner would be appropriate. The Westerner fee is \$1,000.00 per year, and covers the various events and promotions occurring at their site.

Recommendation: That a \$300.00 annual license fee be assessed to the holder of the provincial market approval. This would cover all vendors when selling at the market only. Other locations would require the appropriate licensing.

Sincerely,



RYAN STRADER
Inspections and Licensing Department

RS:yd

COMMENTS:

As a result of complaints from the local business community the Inspections & Licensing Department attended the Farmer's Market and ascertained that there were in fact a number of people operating without a license. Needless to say, there was reluctance on behalf of many of these people to pay a license fee for conducting business on only one morning a week in the summer months.

The solution proposed by the Inspections & Licensing Manager is the same as that which addressed similar problems at the Westerner.

I concur with the recommendation that we establish an annual license fee for the Farmer's Market to cover those out of town businesses who would not have paid for a business license in the normal course of their business. As this matter has been under discussion for some time, I recommend that the fee be made applicable for 1996.

"H.M.C. DAY"

City Manager

FILE

DATE: August 28, 1996
TO: Inspections & Licensing Manager
FROM: Assistant City Clerk
RE: FARMER'S MARKET

At the Council Meeting held on August 26, 1996, consideration was given to your report dated August 19, 1996, re: Farmer's Market, and at which meeting the following resolution was introduced and passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Inspections and Licensing Manager dated August 19, 1996, re: Farmer's Market, hereby agrees to direct the Administration to prepare the necessary license bylaw amendment to provide for a \$300.00 annual license fee to be assessed to the holder of the provincial market approval, and as presented to Council August 26, 1996.

The decision of Council in this instance is submitted information. I would request that you initiate the necessary License Bylaw Amendment in order to incorporate this change, and provide same to this office for inclusion on the Agenda for the Council Meeting of September 9, 1996.

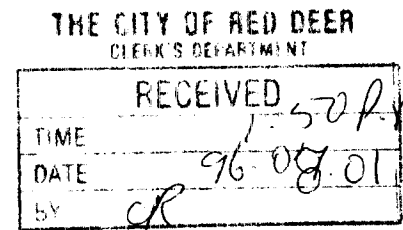


JEFF GRAVES
Assistant City Clerk

JG/fm

c Director of Development Services

ITEM 1



City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T7Z 1X2

Attention: City Clerk

Re: 4753-54 Street
Lt 12, Bl 34, Pl 6925 E.T.

With regards to your letter of July 10, 1996 I wish to inform you of some history on the property.

My parents purchased the home approximately 9 years ago and I recently purchased it from them. When they bought it at that time they where informed that the suite had been there for quite some time and rented out for as long as anyone can remember. They continued with this arrangement as I also have.

I request that this use be allowed to continue as there are apartments directly beside the home and the suite has been there for a very long time.

Thank-you for your attention to this matter.

Niels Nielsen

MEMO

DATE: August 6, 1996

File No. 6.361

TO: KELLY KLOSS
City Clerk

FROM: RYAN STRADER
Inspections and Licensing Manager

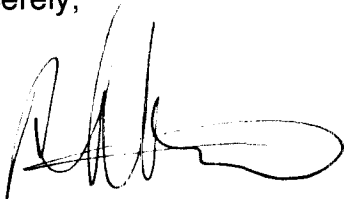
RE: NEILS NEILSEN
4753 - 54 STREET

In reply to your memo regarding the above referenced, we have the following comments for Council's consideration.

The site is designated as R3 in the Land Use Bylaw. This zoning lists various types of multiple family dwellings, but not including basement suites. Therefore, when a complaint was received, we were obligated to contact the owners. The neighborhood has a number of multi-family uses which the basement suite would be compatible.

Recommendation: That the use be permitted as a exception for this site only, subject to it meeting the applicable requirements of the Alberta Building Code.

Sincerely,



RYAN STRADER
Inspections and Licensing Department

RS:yd

MEMO

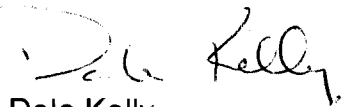
DATE: August 12, 1996

TO: Kelly Kloss
City Clerk

FROM: Dale Kelly
Emergency Services

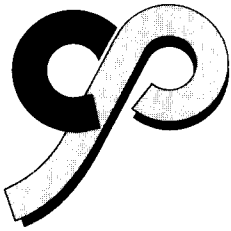
RE: Niels Nielsen Bsmt. Suite
4753 - 54 St.

This department has no objection to the existing basement suite.



Dale Kelly
Safety Codes Officer

DK/ks



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 500, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570

Date: August 16, 1996

To: Kelly Kloss, City Clerk

From: Frank Wong, Planning Assistant

Re: Niels Nielsen - Basement Suite
Lot 12, Block 34, Plan 6925 E.T. (4753 - 54 Street)

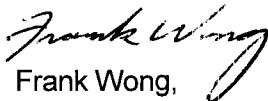
Mr. N. Nielsen is requesting that the basement suite at the above address, located in the R3 District, be allowed because it has been in existence for a very long time and the site is located near a couple of apartment buildings.

The subject area was redesignated to R3 Residential (Multiple Family) District in the late 1970's to promote and encourage high density development in the City Centre fringe. A number of apartments are located to the west and north of the subject property, and there are predominately single family dwellings to the east and south. Although the R3 District allows the highest density of development, it does not permit a basement suite. Basement dwelling units are allowed in a R2 Residential (Medium Density) District. Since the R2 and R3 Districts are both intended to promote higher density, there is merit in adding "basement dwelling unit" as a discretionary use in the R3 District.

Recommendation

Planning staff recommend that "basement dwelling unit" be considered as a discretionary use in the R3 District. While Council could consider approving this application for a basement suite as an Exception to the Bylaw (affecting this property only), a more comprehensive bylaw change is preferred.

Sincerely,


Frank Wong,
Planning Assistant

THE CITY OF RED DEER - LAND USE BYLAW

LAND USE DISTRICTS

G9



BYLAW NUMBER - 3156/96

AMENDMENTS:



SCALE 1:5000
29-APR-1996

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

F10	G10	H10
F9	G9	H9
F8	G8	H8

N.W.¼ -16-38-27-4

COMMENTS:

I concur with the recommendations of the Parkland Community Planning Services that Council consider a more comprehensive bylaw change to allow basement suites in the R3 district as a discretionary use, as opposed to an exception to the bylaw.

"H.M.C. DAY"

City Manager



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

FILE No.
FILE

City Clerk's Department
(403) 342-8132 FAX (403) 346-6195

August 28, 1996

Niels Nielsen
c/o Peter Nielsen
RR 2
Clive, AB T0C 1Y0

Dear Mr. Nielsen:

**RE: 4753 - 54 STREET, LOT 12, BLOCK 34, PLAN 6925 ET / REQUEST FOR
REZONING TO ALLOW FOR A BASEMENT SUITE**

At The City of Red Deer Council Meeting held on August 26, 1996, consideration was given to your correspondence requesting the rezoning of the above noted address to allow for an existing basement suite. At this meeting Council passed the following resolution:

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Niels Nielsen , re: 4753 - 54 Street, Lot 12, Block 34, Plan 6925 E.T. / Request for Rezoning to Allow for a Basement Suite, hereby directs the Administration to draft the necessary land use bylaw amendment to allow for basement suites in R3 Districts as a discretionary use, and as presented to Council August 26, 1996."

Council also proceeded with first reading of Land Use Bylaw Amendment 3156/K-96, a copy of which is attached hereto.

Land Use Bylaw Amendment 3156/K-96 allows for basement suites in R3 Districts as a discretionary use.

This office will now proceed with preparation of the advertising of a Public Hearing for Land Use Bylaw Amendment 3156/K-96, to be held in Council Chambers of City Hall on Monday, September 23, 1996, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

.../2



*a delight
to discover!*

Niels Nielsen
August 28, 1996
Page 2

Advertising is scheduled to appear in the Red Deer Advocate on Friday, September 6 and September 13, 1996.

If you have any questions, or require additional information, please do not hesitate to contact the undersigned.

Sincerely,



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

- c. Principal Planner
Inspections & Licensing Manager
Council & Committee Secretary, S. Ladwig
C. Rausch
Gundhild Palulis

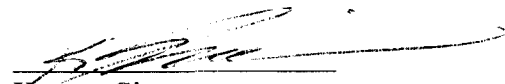
ITEM 2

MEMO

To: Mayor and Council
From: Kwang Sin, 4217-50 Avenue, Red Deer, Alberta T4N 3Z4
Subject: Rezoning of the Red Deer Inn from C4 to C1 (Lot 4, Block D, Plan 882-1422 - 4217 - 50th Avenue, Red Deer)
Date: August 9, 1996

I would like to rezone the Red Deer Inn site from C4 to C1; the legal description of the site is Lot 4, Block D, Plan 882-1422 (4217- 50th Avenue). My purpose in rezoning the site is to allow residential use of the site. I am intending at looking a seniors' housing on this site, through renovations on the existing building. As you are aware, this use would not be allowed in the C4 District. A multiple family building is however a discretionary use in the C1 District.

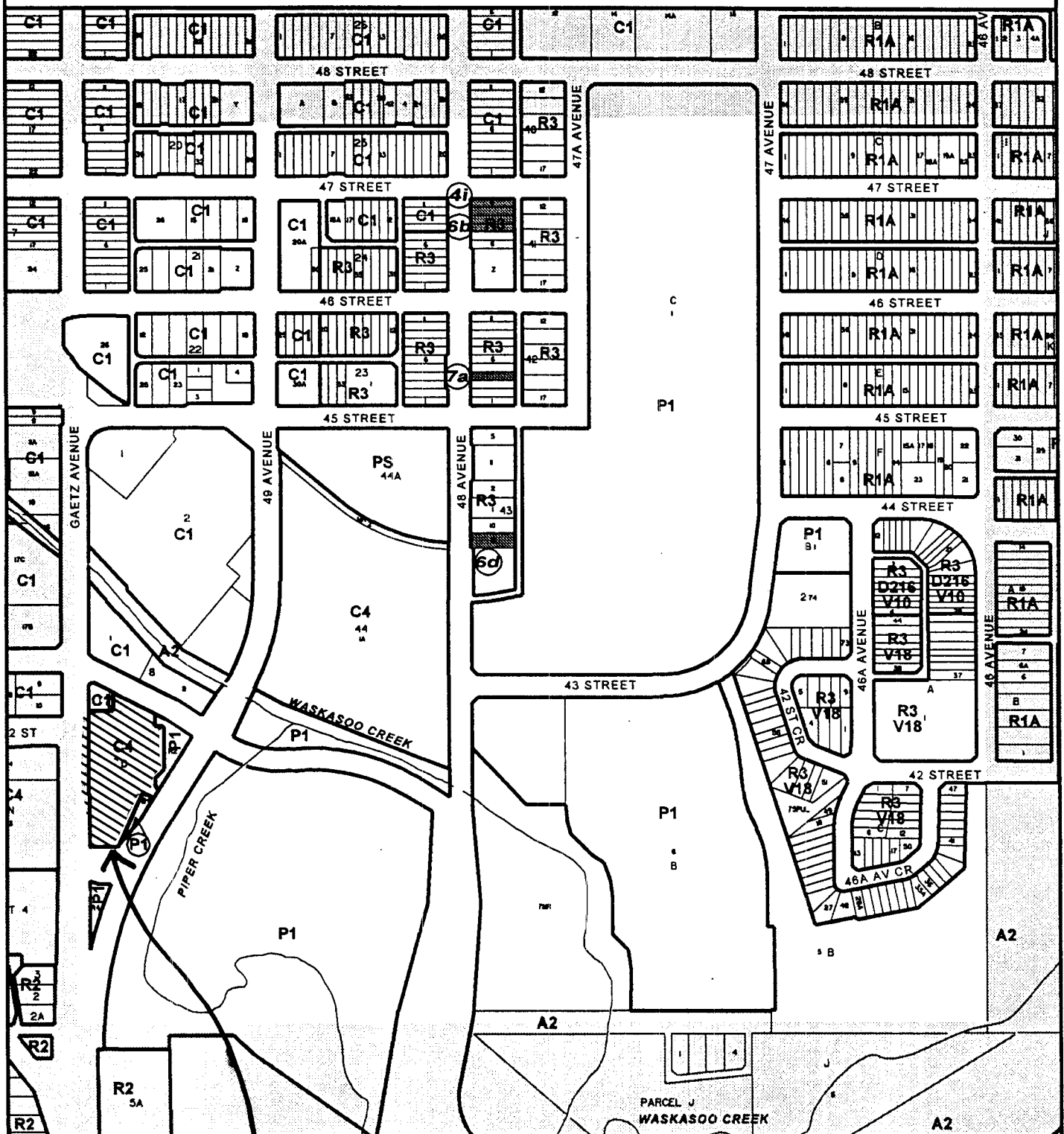
I am enclosing a map of the area. You will note that a corner of my property is already designated C1 (Lot 1, Plan 4631KS). Most of the surrounding properties are also in the C1 District.


Kwang Sin
Telephone: 346-6671

THE CITY OF RED DEER - LAND USE BYLAW

LAND USE DISTRICTS

G8



BYLAW NUMBER - 3156/96

AMENDMENTS:

SUBJECT PROPERTY
 Lot 4, Block D, Plan 822-1422
 (4217 - 50th Ave)

SEE SECTION SIX FOR
LANDUSE DISTRICT DEFINITIONS

F9	G9	H9
F8	G8	H8
F7	G7	H7

S.W. 1/4 -16-38-27-4

SCALE 1:5000
29-APR-1996

MEMO

DATE: August 12, 1996

TO: City Clerk

FROM: E. L. & P. Manager

RE: REZONING REQUEST - RED DEER INN FROM C4 TO C1

The E. L. & P. Department has no comments or objections to the rezoning proposal.

A handwritten signature in black ink, appearing to be 'A. Roth', with a stylized, cursive script.

A. Roth,
Manager

AR/jjd

DATE: August 14, 1996
TO: City Clerk
FROM: City Assessor
RE: REZONING REQUEST - RED DEER INN (FROM C4 TO C1)

The Assessment and Tax Department has no comment on the application for rezoning of this site.

Present utilization of this site is residential in nature, with the contemplated use being residential. If the site can be marketed as proposed, we see no significant effect on amenities and/or values to the area.



Al Knight, A.M.A.A.
City Assessor

AK/ngl

c.c. Director of Community Services
Director of Development Services
E. L. & P. Manager
Engineering Department Manager
Fire Chief (Emergency Services)
Inspections & Licensing Manager
Land & Economic Development Manager
Principal Planner

MEMO

DATE : August 13, 1996

TO : CITY CLERK
KELLY KLOSS

FROM : DALE KELLY

RE : **RED DEER INN
REZONING REQUEST
C4 TO C1**

THIS DEPARTMENT HAS NO OBJECTION TO THE PROPOSED ZONING CHANGE.



DALE KELLY
SAFETY CODES OFFICER
RED DEER EMERGENCY SERVICES DEPARTMENT

Please find attached the following

- ☐ Development drawings
- ☐ Construction drawings
- ☐ Other

DATE: August 14, 1996

TO: KELLY KLOSS
City Clerk

FROM: LOWELL R. HODGSON
Community Services Director

RE: REZONING REQUEST: RED DEER INN

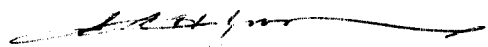
The Community Services Division offers these comments concerning the request for rezoning of the Red Deer Inn in order to accommodate seniors' housing.

- From a zoning perspective, we would not be opposed to C1 zoning of this site, based on its location and proximity to the downtown.
- This location might be attractive for a seniors' development with its close proximity to the bus depot, the hospital, grocery shopping and access to the Golden Circle, Recreation Centre, Rotary Park, etc., however, we wonder about the significant traffic on 49th and Gaetz Avenues and whether or not this might be a noise issue.
- Of equal concern is the site with no landscaping features, and a building that has had many additions over the years and, perhaps, in need of major upgrading (e.g., elevators) to make it suitable for the proposed development.

The above issues might be addressed if and when a development proposal is put forward.

RECOMMENDATION

THAT Council of The City of Red Deer support the application from the Red Deer Inn to rezone that property (Lot 4, Block D, Plan 882-1422, 4217 50th Avenue) from C4 to C1, and that issues surrounding the building, landscaping, etc., are to be dealt with when an application for development is received.



LOWELL R. HODGSON

:dmg

MEMO

DATE: August 19, 1996 **File No. 6.504**

TO: KELLY KLOSS
City Clerk

FROM: RYAN STRADER
Inspections and Licensing Manager

RE: REZONING RED DEER INN

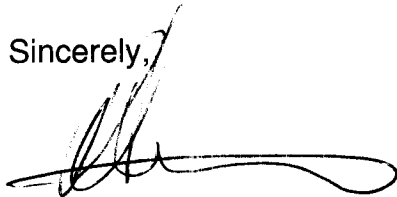
In response to your memo regarding the above referenced, we have the following comments for Council's consideration.

C1 zoning mentions "dwelling units above the ground floor" as a permitted use, and multiple family buildings as a discretionary use. The location of more housing in the downtown area has been mentioned as a goal in the downtown plan. The applicant's proposal is certainly in accordance with the plan for the district.

We are concerned however because of the use of the entire building. It is our understanding that existing lounge area will be reopened, and the basement will be renovated for commercial purposes. A seniors complex would not be compatible with entertainment type uses.

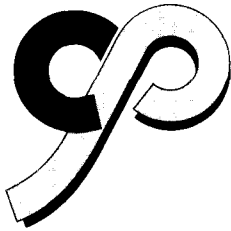
RECOMMENDATION: Unless there is some undertaking by the owner to ensure that the uses are compatible, we cannot support this application.

Sincerely,



RYAN STRADER
Inspections and Licensing Department

RS:yd



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Suite 500, 4808 Ross Street
Red Deer, Alberta T4N 1X5
Phone: (403) 343-3394
FAX: (403) 346-1570

Date: August 19, 1996

To: City Council

From: Frank Wong, Planning Assistant


Re: Rezoning Request - Red Deer Inn from C4 to C1
Lot 4, Block D, Plan 882 1422 (4217 - 50 Avenue)
Kwang Sin

Mr. Kwang Sin is requesting to rezone or redesignate the above property from C4 to C1 in order to redevelop the existing building for senior's housing use. The C1 District would allow the existing use of a hotel/motel as well as dwelling units above the ground floor, and multiple family building as a discretionary use. A portion of the applicant's site as well as some neighbouring properties are already in the C1 District. This site would make a logical addition to the C1 District. The use of the site for senior housing is a development issue and should be addressed by the Municipal Planning Commission.

Recommendation

Planning staff have reviewed the request and inspected the subject site and have no objection to redesignating the above site from the C4 District to the C1 District. Planning staff further suggest however that the applicant meet with the Social Planning Manager to discuss plans for a senior's housing development prior to submitting a redevelopment application to the Municipal Planning Commission.

Sincerely,


Frank Wong,
Planning Assistant

cc. Colleen Jensen, Social Planning Manager

COMMENTS:

We concur with the comments of the administration and have no objection to redesignation of this site to C1. However, we do have concerns about the nature of the development, many of which have been expressed by the administration.

We therefore recommend that Council approve the rezoning to C1 with a clear indication to the applicant that the inclusion of senior's accommodation will be subject to the nature of the development, a matter which will be dealt with by the Municipal Planning Commission.

"H.M.C. DAY"

City Manager



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

FILE No
FILE

City Clerk's Department
(403) 342-8132 FAX (403) 346-6195

August 28, 1996

Kwang Sin
4217 - 50 Avenue
Red Deer, AB T4N 3Z4

Dear Mr. Sin:

RE: REZONING OF THE RED DEER INN FROM C4 TO C1

At The City of Red Deer Council Meeting held on August 26, 1996, consideration was given to your correspondence dated August 9, 1996, requesting rezoning of the above noted property. At this meeting Council passed the following resolution:

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Kwang Sin dated August 9, 1996, re: Rezoning of the Red Deer Inn from C4 to C1 (Lot 4, Block D, Plan 882-1422 - 4217 - 50th Avenue), hereby agrees as follows:

1. That Council approve the application for the rezoning of the subject site from C4 to C1 subject to the passage the necessary land use bylaw amendment;
2. That the applicant be advised that any development on this site that includes senior's accommodation will be subject to consideration of a redevelopment application by the Municipal Planning Commission;

and as presented to Council August 26, 1996."

Council proceeded with first reading of Land Use Bylaw Amendment 3156/J-96, a copy of which is attached hereto.

Land Use Bylaw Amendment 3156/J-96 provides for the rezoning of the Red Deer Inn site from C4 to C1 to allow for development on said site that could include senior's accommodation.

.../2



*a delight
to discover!*

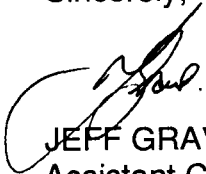
Kwang Sin
August 28, 1996
Page 2

This office will now proceed with preparation of the advertising of a Public Hearing for Land Use Bylaw Amendment 3156/J-96, to be held in Council Chambers of City Hall on Monday, September 23, 1996, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Advertising is scheduled to appear in the Red Deer Advocate on Friday, September 6 and September 13, 1996. In accordance with the Land Use Bylaw you are requested to deposit with the City Clerk, prior to public advertising, an amount equal to the estimated cost of advertising which in this instance is six hundred dollars (\$600.00). We require this deposit no later than Wednesday, September 4, 1996 in order to proceed with the advertising scheduled above. Once the actual costs are known you will be either invoiced for, or refunded, the balance.

If you have any questions, or require additional information, please do not hesitate to contact the undersigned.

Sincerely,



JEFF GRAVES
Assistant City Clerk

JG/fm

att.

- c. Principal Planner
Inspections & Licensing Manager
Council & Committee Secretary, S. Ladwig
C. Rausch

ITEM 3

July 26 1996

Dear City Council

RE: Roll # 96-86810

The Tattoo Shop - Business Tax

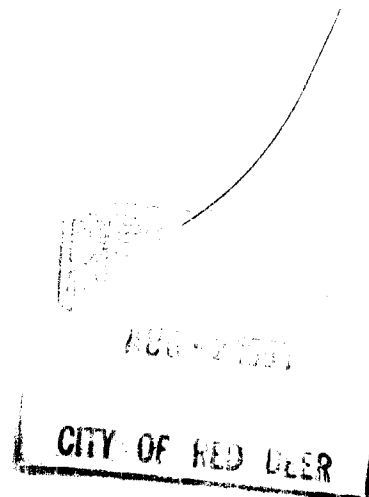
With Reference to the letter I recieved from you, July 16, I do not feel I should be exempt from paying for the parking levy. But I do not feel I should pay more for the parking levy than I do for Buisness Tax. I am a two person buisness. We pay for parking behind us, at the five hour meters. My clients also park back there because they are in here more than an hour. City Counsil should of taken in to account that small buisness like myself have little or no use for the free one hour parking. I believe that the billing for the parking levy should of been done based on square footage the same as the tax system. I would believe that this account should be reviewed.

Sincerely



Rose Berkelaar

Owner





• RED DEER'S • ORIGINAL • BUSINESS DISTRICT •

• TOWNE CENTRE ASSOCIATION • B3, 4901 - 48 ST. • RED DEER, ALTA. • T4N 6M4 • (403) 340-TOWN (8696) • FAX (403) 340-8699 •

August 6, 1996

Kelly Kloss
City Clerk
City of Red Deer

Re: Letter of August 6/ The Tattoo Shop

Dear Mr.Kloss,

In response to the letter forwarded by your office, as requested by you, we have the following comments to make;

- To date, less than 5 complaints have been brought to our attention, from businesses.
- Only three complaints from customers have been brought to our attention, and to our knowledge all have been resolved.
- Virtually all of the businesses concerns to date, have dealt with the method of assessment for the parking levy.

As a result of responses to date, the Association does not have an alternative suggestion to the assessment system or the success of the one hour free parking program. We are concerned that the assessment system is viewed as slanted in favor of large business, however we would offer the following points for consideration;

- On any given 100' of street, there are only X number of parking spaces. This number does not change regardless of the size of business, and virtually every business has equal access to the spots.
- The larger businesses pay a premium in both assessed values and actual tax dollars spent, and yet at the same time are the primary traffic generators for the downtown. They also contribute the overwhelming , majority of marketing dollars for the downtown.
- Businesses requiring more than one hour of free parking for their clients can apply to the Association for a special extended parking permit for their clients. This special program has been established in co-operation with parking administration to address the very real problems one hour parking can create for specialized businesses. Since this program has been offered, only one business (a bank) has requested the special permits, making it impossible for us to produce the permits so far.

In a regional mall, virtually every tenant subsidizes the anchor businesses by virtue of the rental rates they pay. From the smallest key cutter, to hair shops to garment retailers, they pay as much as 10 times the cost per square foot as the major anchors. This is justified because the anchors are the principal traffic generators. While the traditional mall system does everything they can to support the major anchors, the typical downtown model does exactly the opposite, with the net

(cont'd)

(cont'd from pg.1)

result being that our anchors pay premium rates for everything to be located in the heart of the community.

That is one of the primary differences between private ownership of mall properties and the open independent ownership of downtowns. Having said this, with the dramatic changes occurring in retail in North America, we better start looking at how we treat downtowns major anchors.

The Association will begin a survey of businesses in the free parking zones in late October, allowing the next significant sales period (back to school) to be completed before gauging response on the one hour free parking program.

It may very well be that we will make several recommendations to the one hour program including a modification of the assessment system, or we may be able to confirm that the system as presently designed should be retained or eliminated.

Sincerely yours,

Towne Centre Association

A handwritten signature in black ink, appearing to read 'John P. Ferguson', with a long horizontal flourish extending to the right.

John P. Ferguson, General Manager.

DATE: August 14, 1996
TO: City Clerk
FROM: Al Knight, City Assessor
RE: ROSE BERKELAAR - PARKING LEVY

Sections 53 and 381 of the Municipal Government Act authorize Business Revitalization Zone (BRZ) Regulations.

The Minister of Municipal Affairs has passed Regulation 377/94. Pursuant to this regulation, Council approved the revitalization zone as requested of them by the Towne Centre Association and the budget as presented annually.

A proposal was also made by the Towne Centre Association to implement a parking program in a specified area within the BRZ. This proposal was publicized to ensure that businesses that would be affected were aware of the proposal and their financial obligations. Very little feedback was received. Council then approved the parking proposal that results in each business, regardless of size and/or amount of business tax paid, paying \$180.00 annually. This bylaw must be followed by the Tax Department. Therefore, the levy is added as noted.

If it is the wish of the public, the Towne Centre Association, or City Council to provide a different base for calculating this specific tax, the proper requests and bylaw amendments need to be approved.

RECOMMENDATION

The bylaw requires that each business be taxed \$180.00. We respectfully submit that this account cannot be reviewed, pursuant to the existing bylaw.



Al Knight, A.M.A.A.
City Assessor

AK/ngl

c.c. Director of Corporate Services
Inspections and Licensing Manager
J. Ferguson, Towne Centre Association Manager

MEMO

Date: August 20, 1996**File No. 6.507****TO:** JEFF GRAVES
City Clerk**FROM:** RYAN STRADER
Inspections and Licensing Manager**RE:** ROSE BERKELAAR - PARKING LEVY

In response to your memo regarding the above referenced, we have the following comments for Council's consideration.

Council will recall that earlier this year a "free one hour parking" program in the downtown area was approved. In order to offset the loss of revenue to the parking fund, the parking levy referred was approved by City Council based on a recommendation from the Downtown Planning Committee. Before the method of calculating the levy was recommended to Council, various methods for calculating the amount assessed to applicable business were considered after considerable debate both at the Committee level and at Council, a flat fee per business was approved.

Arguments pro and con can be made for any method of calculating the fees, and no method will be acceptable to everyone. We appreciate the points made in the submission, however we cannot support the request for changing the parking levy.

Recommendation: That the method for calculating the parking levy not be changed.

Sincerely,


RYAN STRADER
Inspections and Licensing Department

RS:yd

COMMENTS:

The attached request from the Tattoo Shop is requesting a review of their account with respect to the Parking Levy to offset the cost of the 1 hour free parking in the downtown area.

As Council will recall, at the time this issue was discussed and approved by Council, arguments were made for many different methods of calculating this Levy, with advantages and disadvantages to each. Clearly, there is no perfect solution and Council chose the method considered most equitable.

The implementation of this program was done on an 18 month trial basis commencing January 1, 1996. We would therefore recommend that no review be done with this account until such time as the general review has been completed.

"H.M.C. DAY"
City Manager



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

Assessment and Tax Department
(403) 342-8119 FAX (403) 342-7665

September 19, 1995

FIELD(1) SENT TO BUSINESSES ON ATTACHED LIST

Dear Sirs:

RE: EXPANSION & EXTENSION ONE-HOUR FREE PARKING
DOWNTOWN SATURDAY ENFORCEMENT
TAX ROLL NO: FIELD(2)

The Towne Centre Association/Downtown Planning Committee made a proposal to City Council to expand and extend the one-hour free parking downtown and to implement Saturday enforcement of parking meters in the Business Revitalization Zone. Council agreed to implement this on an 18-month trial basis, commencing January 1, 1996, to be reviewed after 12 months, subject to:

"The levy of \$180.00 per year on adjacent businesses be levied annually at the same time the BRZ tax is levied. The levy would commence in 1996."

To initiate this, the Business Tax Bylaw requires amendment. At the Council meeting September 11, 1995, an amendment to Bylaw #3128/95 was given first and second readings. Third reading is scheduled for the Council meeting November 6, 1995, at 7:00 p.m., at which time an opportunity will be given to anyone interested in commenting in support of or opposition to third reading of the bylaw.

Your business is included in the area designated for payment of the \$180.00 parking fee. This fee is a flat rate in addition to all other business and property taxes payable annually, and will be included on the Business Tax Notice annually, mailed in February and due by the end of March.

This is forwarded for the information of all business owners/operators in the area affected.

Sincerely,

Al Knight, A.M.A.A.
City Assessor/Tax Collector

AK/ngl

c.c. Towne Centre Association
Downtown Planning Commission
City Clerk
Director of Corporate Services
Assessment Supervisor
Tax Coordinator



RED DEER

COMMENTS:

We concur with the recommendation of the City Assessor.

"G. SURKAN"
Mayor

"M.C. DAY"
City Manager

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to discover!*

DATE: August 2, 1995

TO: Councillor R. Schnell, Chairman
Downtown Planning Committee

FROM: Assistant City Clerk

RE: EXPANSION AND EXTENSION OF ONE HOUR FREE PARKING
DOWNTOWN AND SATURDAY ENFORCEMENT

At the Council meeting of July 31, 1995, consideration was given to your report dated July 4, 1995 concerning the above topic, and at which meeting the following resolution was passed:

"RESOLVED that Council of The City of Red Deer, having considered the report from the Downtown Planning Committee dated July 4, 1995, re: Expansion and Extension of One Hour Free Parking Downtown and Saturday Enforcement, hereby agrees to implement on an 18 month trial basis commencing January 1, 1996 the expansion of the one hour free parking zone and Saturday enforcement of parking meters in the Business Revitalization Zone. The contracting to the private sector, of one hour free parking signs with paid advertising with a right of first refusal to businesses on the block the sign is located. This program being subject to the following conditions:

- 1) The trial be reviewed after 12 months to determine if the changes have been successful, the actual costs of the program and whether any changes are required. The review can be undertaken by the Bylaw & Inspection Manager;
- 2) That the Downtown Planning Committee be requested to develop a revised strategy for future parking development should the program be incurring a significant deficit at the end of the trial period, as well as a strategy for the future financing of the program once the Parking Fund is exhausted (alternately, the committee may wish to consider recommending the termination of the program);
- 3) The levy of \$180.00 per year on adjacent businesses be levied annually, at the same time the BRA tax is levied. The levy would commence in 1996;

Councillor Schnell, Chairman
August 2, 1995
Page 2

- 4) Any revenue from the signing contractor would accrue to The City and the "free parking" signs are to be included with the advertising sign specifications to reduce costs;
- 5) The Towne Centre Association should work with The City staff on the design of the signs;

and as presented to Council July 31, 1995."

The decision of Council in this instance is submitted for your information. By way of copy of this memo I am asking the Inspections & Licensing Manager and the Towne Centre Association Manager to initiate the implementation of this program, in order that it will be ready to commence on January 1, 1996.

Please contact the Licensing and Inspections Manager should you require any further information regarding this matter.



JEFF GRAVES
Assistant City Clerk

JG/fm

cc. Director of Development Services
Director of Corporate Services
Director of Community Services
Inspections & Licensing Manager
John Ferguson, General Manager, Towne Centre Association
City Assessor
Land & Economic Development Manager
Council & Committee Secretary, S. Ladwig

COMMENTS:

We concur with the recommendation of the City Assessor.

"G. SURKAN"
Mayor
"M.C. DAY"
City Manager



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department
(403) 342-8132 FAX (403) 346-6195

August 6, 1996

Rose Berkelaar
The Tattoo Shop
115, 4818 - 50 Avenue
Red Deer, AB T4N 4A3

Dear Ms. Berkelaar:

I am in receipt of your letter dated July 26, 1996 re: The Tattoo Shop - Request for Review of Parking Levy.

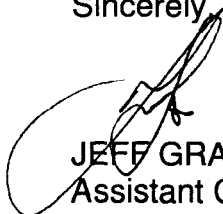
This item will be discussed and possibly a decision made at the meeting of Red Deer City Council on Monday, August 26, 1996.

Your request has been circulated to City administration for comments. Should you wish to receive a copy of the administrative comments prior to the Council Meeting, they may be picked up at our office on the second floor of City Hall on Friday, August 23, 1996.

In the event you wish to be present at the Council Meeting, would you please telephone our office on August 23rd and we will advise you of the approximate time that Council will be discussing this item. Council meetings begin at 4:30 p.m., and adjourn for the supper hour at 6:00 p.m., reconvening at 7:00 p.m. When arriving at City Hall, please enter City Hall at the park side entrance and proceed to the Council Chambers on the second floor.

If you have any questions in the meantime, please do not hesitate to contact the writer.

Sincerely,



JEFF GRAVES
Assistant City Clerk

JG/fm



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to discover!*

DATE: AUGUST 6, 1996

TO: DIRECTOR OF COMMUNITY SERVICES

X DIRECTOR OF CORPORATE SERVICES

DIRECTOR OF DEVELOPMENT SERVICES

X CITY ASSESSOR

E. L. & P. MANAGER

ENGINEERING DEPARTMENT MANAGER

FIRE CHIEF (EMERGENCY SERVICES)

INFORMATION TECHNOLOGY SERVICES MANAGER

X INSPECTIONS AND LICENSING MANAGER

LAND AND ECONOMIC DEVELOPMENT MANAGER

PERSONNEL MANAGER

PUBLIC WORKS MANAGER

R.C.M.P. INSPECTOR

RECREATION, PARKS & CULTURE MANAGER

SOCIAL PLANNING MANAGER

TRANSIT MANAGER

TREASURY SERVICES MANAGER

PRINCIPAL PLANNER

CITY SOLICITOR

X JOHN FERGUSON, TOWNE CENTRE ASSOCIATION MANAGER

FROM: CITY CLERK

RE: Rose Berkelaar - Parking Levy

Please submit comments on the attached to this office by August 19, 1996 for the Council Agenda of August 26, 1996.

"Kelly Kloss"
City Clerk

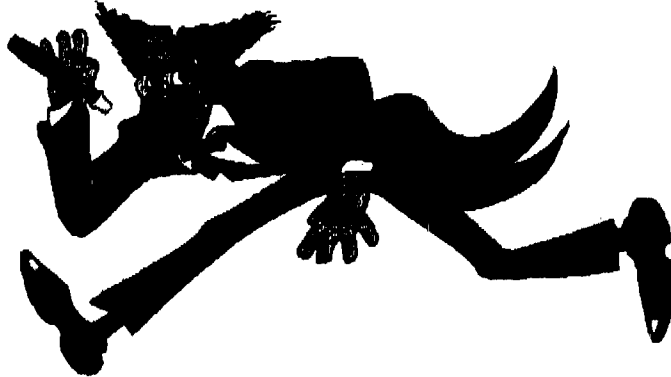
and
the magic word is...

FAX !

Towne Centre Association

FAX # (403) 340-8699

Phone # (403)340-8696



Number of pages with cover; 3 Date; August 6'96

Fax To; City Clerk From; J.Ferguson

For Your File; ☒ Please Reply; ☐ FYI ☐

If you do not receive all copies, please call 340-8696 and advise.

NOTES:

[illegible]



THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

FILE No.
FILE

City Clerk's Department
(403) 342-8132 FAX (403) 346-6195

August 28, 1996

The Tattoo Shop
#115 4818 - 50 Avenue
Red Deer, AB T4N 4A3

Attention: Rose Berkelaar

Dear Ms. Berkelaar:

RE: THE TATTO SHOP - BUSINESS TAX

At The City of Red Deer Council Meeting held on August 26, 1996, consideration was given to your correspondence dated July 26, 1996, requesting a review of your business tax account as it relates to the parking levy. At this meeting Council passed the following resolution agreeing not to review your account:

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Rose Berkelaar dated July 26, 1996, re: The Tattoo Shop - Business Tax, Roll #96-86810, hereby agrees not to review the account of the Tattoo Shop as it relates to the Parking Levy charged under the Business Tax Bylaw until such time as a general review of the Parking Levy is undertaken following completion of the 18 month trial of this program which commenced January 1, 1996, and as presented to Council August 26, 1996."

As indicated in the above resolution, the Parking Levy charges under the Business Tax Bylaw will be reviewed at the completion of the 18 month trial period. You may wish to contact Mr. John Ferguson, General Manager of the Towne Centre Association, prior to the completion of the review to express your concerns and suggestions regarding this levy.

.../2

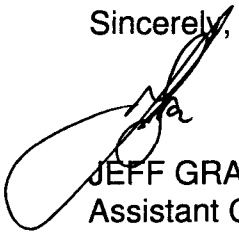


*a delight
to discover!*

The Tattoo Shop
August 28, 1996
Page 2

If you have any questions, or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "JEFF GRAVES", is written over the printed name and title.

JEFF GRAVES
Assistant City Clerk

JG/fm

c John Ferguson, General Manager Towne Centre Association
Inspections & Licensing Manager
City Assessor

BYLAW NO. 3170/96

Being a bylaw of the City of Red Deer, in the Province of Alberta, to permit the City to provide enhanced 9-1-1 Emergency Service to the citizens of Red Deer and to enter into agreements to provide such service to the citizens of other municipalities;

WHEREAS section 7(a) of the *Municipal Government Act*, permits Council to pass bylaws for municipal purposes relating to the safety, health, and welfare of people and the protection of people and property and with respect to services provided by or on behalf of the municipality;

AND WHEREAS Alberta Government Telephones ("AGT") and the Municipality have entered into an Agreement to Provision Provincial E9-1-1 Service (the "Provisioning Agreement");

AND WHEREAS all Local Subscribers within the Municipality's jurisdiction will have access to Provincial E9-1-1 Service provided by AGT;

AND WHEREAS the Municipality will incur costs to deliver and utilize, themselves or through a third party, a centralized Call Answer service designed to receive 9-1-1 calls made by Local Subscribers in the Municipality;

AND WHEREAS the Municipality wishes to charge Local Subscribers a user fee for each Exchange Service equipped for outward calling, with the said user fee to be known as a Call Answer Fee, to recover part of the E9-1-1 Call Answer Costs;

AND WHEREAS the Municipality intends to use AGT as billing and collecting agents for this Call Answer Fee;

AND WHEREAS section 54 of the *Municipal Government Act* permits a municipality to provide any service or thing that it provides in all or part of the municipality in another municipal authority, by agreement with that other municipal authority;

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

- 1 This Bylaw shall be called the "E9-1-1 Services Bylaw".
- 2 The preambles form part of this Bylaw.
- 3 The Provisioning Agreement is hereby ratified and confirmed.

- 4 The City of Red Deer is hereby authorized to enter into an agreement with AGT for the purpose of collecting municipal charges for providing an E9-1-1 service to the citizens of Red Deer. The terms of such agreement shall be in accordance with the draft agreement submitted, together with the report to Council dated August 16, 1996.
- 5 A monthly system service fee in the amount set forth in Item 250 of AGT's General Tariff, as amended from time to time by the Canadian Radio-Television and Communications Commission ("CRTC") for each exchange service in the City equipped for outward dialing is imposed upon each AGT customer subscribing to such exchange service in the City.
- 6 A monthly call answer fee in the amount set forth in Item 250 of AGT's General Tariff, as amended from time to time by the CRTC for each exchange service in the City equipped for outward dialing is imposed upon each AGT customer subscribing to such exchange service.
- 7 The City shall be entitled to enter into contracts to provide E9-1-1 service to other municipalities, provided that the provision of such services shall not adversely affect the provision of E9-1-1 services to the citizens of Red Deer and further provide that the cost of such services shall not be less than the cost of the services to the citizens of Red Deer.

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

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

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

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 19 .

MAYOR

CITY CLERK

ITEM 2

BYLAW NO. 3156/H-96

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

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

- 1 The "Use District Map" as referred to in Section 5 is hereby amended in accordance with the Use District Map No. 6/96 attached hereto and forming part of the Bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

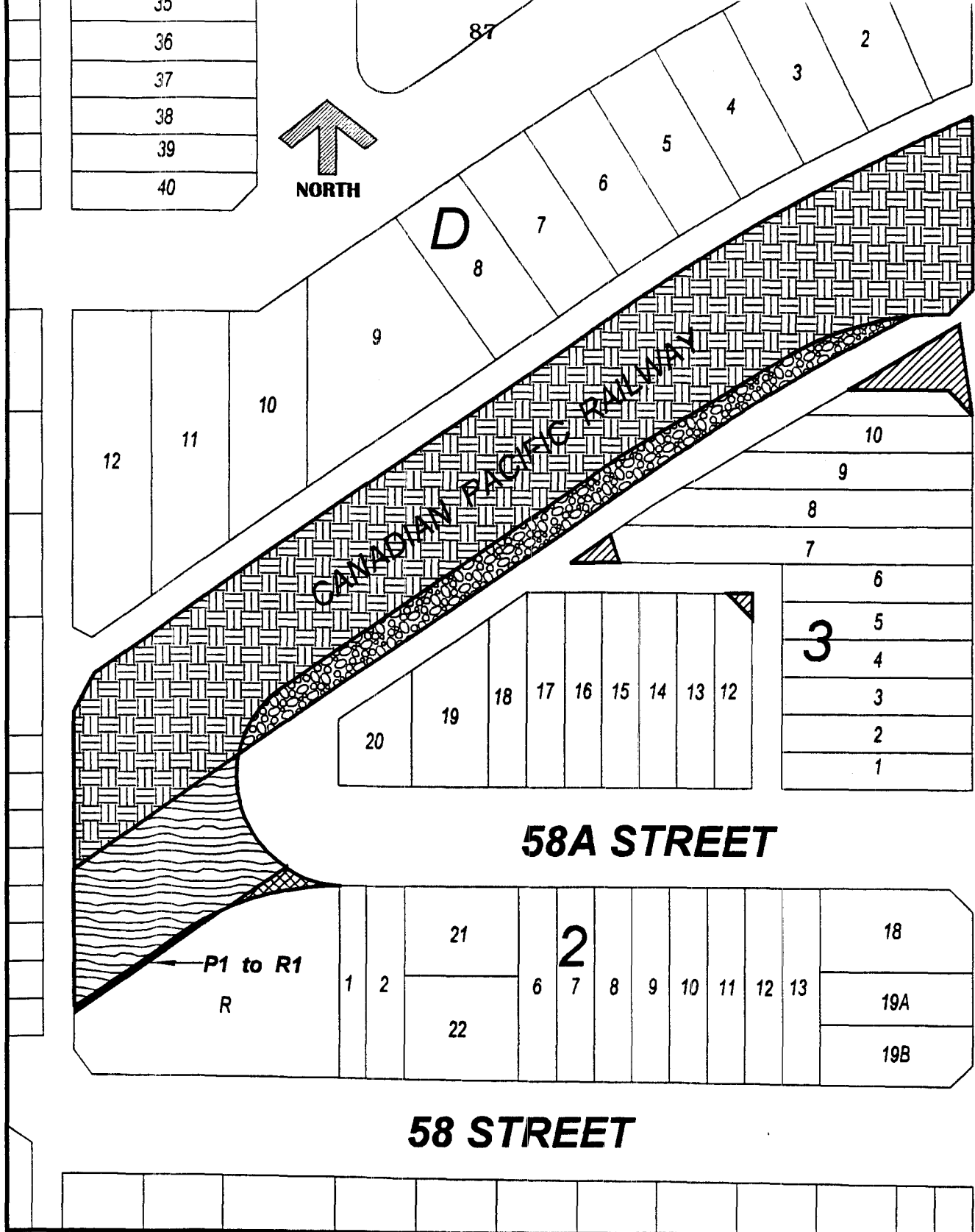
READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK



58 AVENUE

Change from : I1 to R1

I1 to Road

Road to R1

R1A to Road

Road to P1

(as labelled) P1 to R1

Bylaw No. - 3156 / H-96
Map No. 6 / 96

JULY 19 1996

ITEM 3

BYLAW NO. 3175/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of 58A Street as shown on Plan 1030 NY lying east of Plan 952-0065 contained within Lot 18, Block 2, Plan 962 _____, and containing 0.165 hectares more or less, excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

SKETCH SHOWING AREAS OF CLOSURES OF
Part of LANE, PLAN 934 AJ
Part of 58 A STREET, PLAN 1030 NY
IN THE S.1/2 Sec.20-38-27-4

SCALE = 1:1000

**SNELL & OSLUND SURVEYS (1979) LTD.
RED DEER - ROCKY MOUNTAIN HOUSE
25-175 JULY 16, 1998**

BYLAWS

ITEM 4

BYLAW NO. 3176/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of lane as shown on Plan 934 AJ lying northwest of Block 3, Plan 934 AJ and lying east of the production northerly of the west boundary of Lot 20, Block 3, Plan 934 AJ containing 0.100 hectares more or less, excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

SNELL & OSUND SURVEYS (1979) LTD.
RED DEER - ROCKY MOUNTAIN HOUSE
25-175 JULY 16, 1996

ITEM 5

BYLAW NO. 3177/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

“All that portion of Road as shown on Plan 832-2581, lying within Plan _____ containing 0.01 hectares more or less,

excepting thereout all mines and minerals.”

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

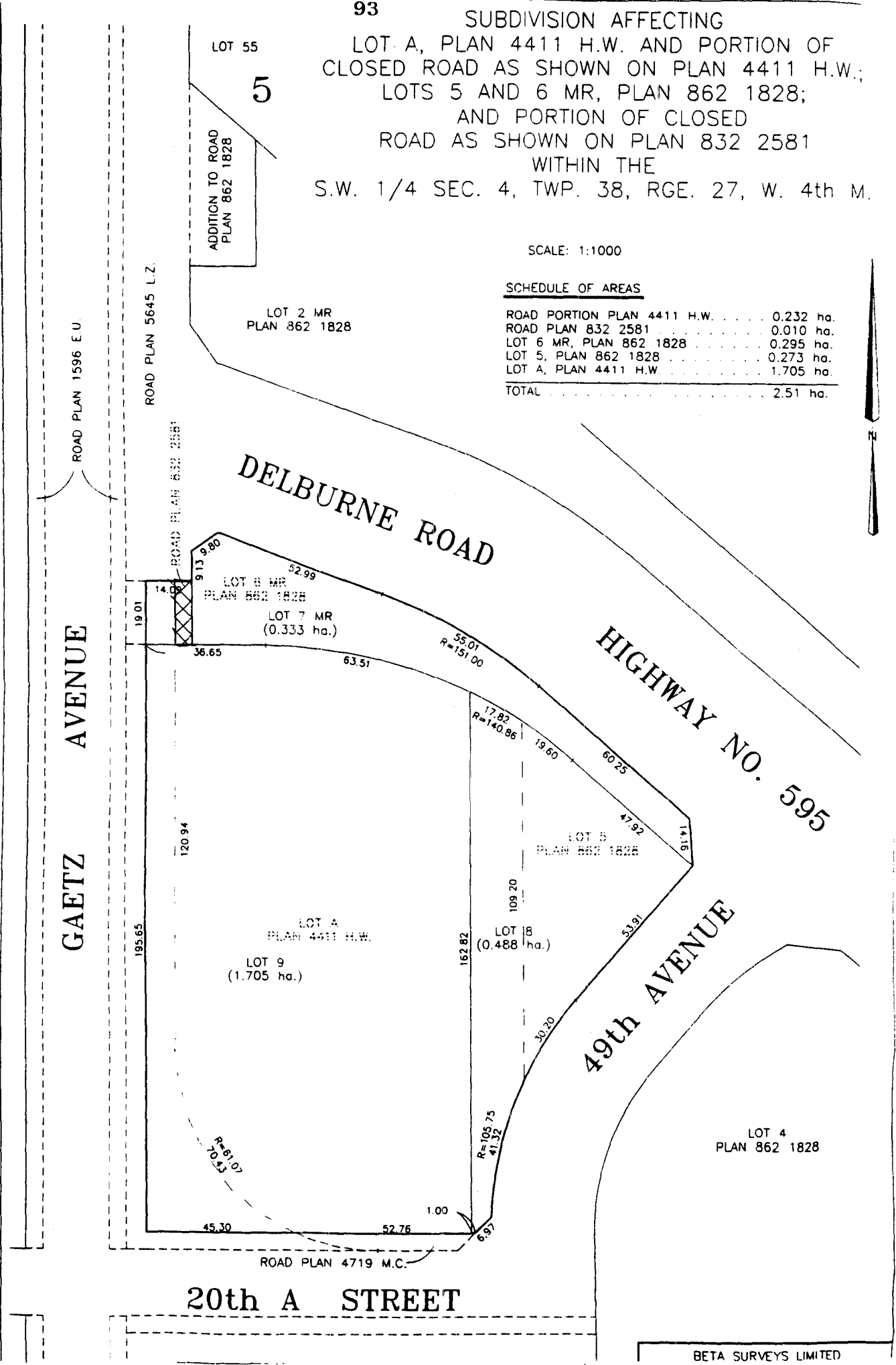
93

SUBDIVISION AFFECTING
 LOT A, PLAN 4411 H.W. AND PORTION OF
 CLOSED ROAD AS SHOWN ON PLAN 4411 H.W.;
 LOTS 5 AND 6 MR, PLAN 862 1828;
 AND PORTION OF CLOSED
 ROAD AS SHOWN ON PLAN 832 2581
 WITHIN THE
 S.W. 1/4 SEC. 4, TWP. 38, RGE. 27, W. 4th M.

SCALE: 1:1000

SCHEDULE OF AREAS

ROAD PORTION PLAN 4411 H.W.	0.232 ha.
ROAD PLAN 832 2581	0.010 ha.
LOT 6 MR, PLAN 862 1828	0.295 ha.
LOT 5, PLAN 862 1828	0.273 ha.
LOT A, PLAN 4411 H.W.	1.705 ha.
TOTAL	2.51 ha.



ITEM 6

BYLAW NO. 3178/96

Being a Bylaw to close a portion of road in The City of Red Deer as described herein.

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

1 The following portion of roadway in The City of Red Deer is hereby closed:

"All that portion of addition to Highway as shown on Plan 4411 HW, lying within Plan _____ containing 0.232 hectares more or less,

excepting thereout all mines and minerals."

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1996.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1996.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 1996.

MAYOR

CITY CLERK

SUBDIVISION AFFECTING
 LOT A, PLAN 4411 H.W. AND PORTION OF
 CLOSED ROAD AS SHOWN ON PLAN 4411 H.W.;
 LOTS 5 AND 6 MR, PLAN 862 1828;
 AND PORTION OF CLOSED
 ROAD AS SHOWN ON PLAN 832 2581
 WITHIN THE
 S.W. 1/4 SEC. 4, TWP. 38, RGE. 27, W. 4th M.

SCALE: 1:1000

SCHEDULE OF AREAS

ROAD PORTION PLAN 4411 H.W.	0.232 ha.
ROAD PLAN 832 2581	0.010 ha.
LOT 6 MR, PLAN 862 1828	0.295 ha.
LOT 5, PLAN 862 1828	0.273 ha.
LOT A, PLAN 4411 H.W.	1.705 ha.
TOTAL	2.51 ha.

