

DATE: February 29, 1994
TO: All Departments
FROM: City Clerk
RE: PLEASE POST FOR THE INFORMATION OF EMPLOYEES

SUMMARY OF DECISIONS

FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL,
MONDAY, FEBRUARY 28, 1994,
COMMENCING AT 4:30 P.M.

- (1) Confirmation of the Minutes of the Regular Meeting of February 14, 1994.

DECISION - CONFIRMED MINUTES

PAGE

- (2) **UNFINISHED BUSINESS**

- 1) Red Deer Regional Planning Commission - Re: City of Red Deer Land Use
Bylaw Residential Standards Review and Bylaw 2672/H-94 .. 1

DECISION - BYLAW GIVEN 1ST READING

- 2) City Clerk - Re: Capri Centre/Zoning Change C4 to C2/Land Use Bylaw
Amendment 2672/I-94 .. 14

DECISION - BYLAW GIVEN 1ST READING

(3) **PUBLIC HEARINGS**

- 1) City Clerk - Re: Land Use Bylaw Amendments:
- A) 2672/B-94 - Rezoning of Phases 13 and 14 in Eastview from A1 (Future Urban Development District) to R1 (Residential Low Density District), R1A (Residential Low Density District - Duplex allowed as a discretionary use) and P1 (Parks and Recreation District)
 - B) 2672/E-94 - Designation of proposed municipal reserve land as Park and Environmental Preservation District along portions of the newly constructed Taylor Drive .. 16
- 2) City Clerk - Re: Bylaw 3087/A-94, Amendment to the Downtown West Redevelopment Plan Bylaw .. 19

DECISION - BYLAW GIVEN 2ND & 3RD READINGS

- 3) City Clerk - Re: Road Closure Bylaw 3104/94/Bower Place Shopping Centre/Purchase of Part of Lot 1, Block 7A, Plan 862-0189 and Part of Barrett Drive .. 21

DECISION - BYLAW GIVEN 2ND & 3RD READINGS

(4) **REPORTS**

- 1) Parks Manager - Re: Clean World Award/City of Red Deer .. 23

DECISION - RECEIVED AS INFORMATION

- 2) E.L. & P. Manager - Re: Public Utilities Board/Trans Alta Utilities Corporation - TAU 1993 General Rate Application/1992 EEMA Adjustment/1994 EEMA Forecast .. 27

DECISION - RECEIVED AS INFORMATION

- 3) Land & Economic Development Manager - Re: Request to Lease with Option to Purchase Lot 4, Block 13, Plan 6084 HW (4323 Michener Drive) .. 30

DECISION - AGREED TO LEASE WITH OPTION TO PURCHASE

- 4) Director of Financial Services - Re: Council Policy 401/Purchasing and Tendering .. 37

DECISION - APPROVED REVISED POLICY

- 5) Land & Economic Development Manager - Re: Request to Purchase Part of Lot 5 MR, Plan 812-1748 SE Corner 77 St. and Northey Ave. (Northwood Estates) .. 47

DECISION - AGREED TO SELL LAND

- 6) Public Works Manager - Re: Public Works Department 1993 Annual Report .. 62

DECISION - RECEIVED AS INFORMATION

- 7) City Assessor - Re: 1994 Business Assessment/Tax .. 63

DECISION - RECEIVED AS INFORMATION

- 8) Red Deer Regional Planning Commission - Re: Land Use Bylaw Amendment 2672/J-94/Part of Lot 5 MR, Plan 812-1748/Northwood Estates Mobile Home Park .. 64

DECISION - BYLAW GIVEN 1ST & 2ND READINGS

- 9) Recreation & Culture Manager - Re: Farmers' Market/Charge for Use of
Arena Parking Lot .. 65

DECISION - AGREED TO CHARGE OF \$2.50 PER STALL PER WEEK

- 10) City Clerk - Re: Corporate Planning Process .. 69

DECISION - AGREED TO CORPORATE PLANNING FLOW CHART

(5) **CORRESPONDENCE**

- 1) Hook Outdoor Advertising - Re: Request for Land Use Bylaw Amendment
to allow the placement of a new billboard in the C1 District on 51st
Avenue .. 70

DECISION - DENIED REQUEST

- 2) CBC Television - Re: Request for support for license renewal application .. 79

DECISION - AGREED TO SUPPORT

- 3) Alberta Municipal Affairs - Re: Discussion Paper on Municipal Financial
Reporting Requirements .. 80

DECISION - AGREED TO SUPPORT DISCUSSION PAPER

(6) **PETITIONS & DELEGATIONS**

(7) **NOTICES OF MOTION**

(8) **WRITTEN ENQUIRIES**

(9) **BYLAWS**

- 1) 2672/B-94 - Rezoning of Phases 13 and 14 in Eastview from A1 (Future Urban Development District) to R1 (Residential Low Density District), R1A (Residential Low Density District - Duplex allowed as a discretionary use) and P1 (Parks and Recreation District) - 2nd & 3rd readings .. 16

DECISION - BYLAW GIVEN 2ND & 3RD READINGS

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- 3) 2672/H-94 - Land Use Bylaw Amendment/Red Deer Regional Planning Commission - Re: City of Red Deer Land Use Bylaw Residential Standards Review and Bylaw 2672/H-94 - 1st reading .. 1
.. 82

DECISION - BYLAW GIVEN 1ST READING

- 4) 2672/I-94 - Land Use Bylaw Amendment/Capri Centre/Zoning Change C4 to C2 - 1st reading .. 14
.. 88

DECISION - BYLAW GIVEN 1ST READING

- 5) 2672/J-94 - Land Use Bylaw Amendment/Part of Lot 5 MR, Plan 812-1748/Northwood Estates Mobile Home Park - 3 readings .. 64
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DECISION - BYLAW GIVEN 1ST & 2ND READINGS

- 6) City Clerk - Re: Bylaw 3087/A-94, Amendment to the Downtown West
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- 7) City Clerk - Re: Road Closure Bylaw 3104/94/Bower Place Shopping
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DECISION - BYLAW GIVEN 2ND & 3RD READINGS

ADDITIONAL AGENDA

REPORTS

- 1) Commissioners Commendations (Verbal)

**DECISION - HUMAN RESOURCES IMPLEMENTATION TEAM GIVEN
COMMENDATIONS**

- 2) Director of Financial Services - Re: Procedure for Utility Account Cutoffs

DECISION - RECEIVED AS INFORMATION

- 3) Director of Financial Services - Re: Province of Alberta Business Plan

DECISION - RECEIVED AS INFORMATION

- 4) Director of Financial Services - Re: Federal Infrastructure Program

DECISION - AGREED TO SEND LETTER OF INTENT

- 5) Red Deer Twilight Homes Foundation/Appointment of City Representative

DECISION - APPOINTED MRS. DORIS BURRINGTON

- 6) Changes to Aldermanic Appointments to Committees

**DECISION - A) Piper Creek Foundation - Alderman Guilbault to
replace Alderman Statnyk**

- B) Special Transportation Advisory
Board - Alderman Statnyk to
replace Alderman Guilbault**

A G E N D A

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8) PERSONNEL MANAGER - Re: Commissioner's commendations -
E.I.S. PROTECT TEAM

Committee of the Whole

- 1) Land Matter
- 2) Citizen-at-Large Appointment
- 3) Land Matter



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

No. 1

DIRECTOR: W. G. A. Shaw, ACP, MCIP

Telephone: (403) 343-3394
Fax: (403) 346-1570

MEMORANDUM

DATE: February 22, 1994

TO: City Council

CC: P. Stewart
B. Jeffers, Director of Engineering Services
R. Strader, Bylaws and Inspections Manager
Red Deer Real Estate Board
Red Deer Home Builder's Association
Urban Development Institute

FROM: Paul Meyette, Principal Planner

SUBJECT: **CITY OF RED DEER LAND USE BYLAW RESIDENTIAL STANDARDS REVIEW
AND BYLAW 2672/H-94**

At the request of the Red Deer Home Builders Association, Council directed that the Red Deer Regional Planning Commission review the residential standards in the Land Use Bylaw.

The report which is enclosed and the accompanying Bylaw (Bylaw 2672/H-94) stress the following principles:

- streamlined approvals
- simple rather than complex standards
- protection of an individual homeowner's investment

In order to prepare the enclosed report, Planning staff have consulted with the Home Builders Association, the Urban Development Institute and representatives of the Red Deer and District Real Estate Board as well as with individual home builders and City staff. It would be fair to say that there is no clear agreement among all of the parties involved as to the specific standards which should be applied to residential development. This report therefore represents an amalgam of the different positions related to residential standards.

In order to meet the deadline established by Council, Planning staff have not had an opportunity to receive any public feedback regarding the proposals contained in the Residential Standards Review. If Council concurs with the need to provide an opportunity for public comment, planning staff would be prepared to host a public open house prior to second and third reading of the Land Use Bylaw.

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLE No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINT EARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLE
TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE
VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE
OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLINWOLD
SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS
SUMMER VILLAGE OF BURNSTICK LAKE

**CITY COUNCIL
BYLAW/H-94
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RECOMMENDATION:

Planning staff recommend the following action by City Council:

1. That City Council accept the "City of Red Deer Land Use Bylaw Residential Standards Review" report for information only.
2. That City Council proceed with first reading of Bylaw 2672/H-94 which proposes to implement the standards contained in the aforesaid report.
3. That City Council direct the Red Deer Regional Planning Commission to solicit public input regarding the standards proposed. This input is to be provided to City Council prior to the public hearing for Bylaw 2672/H-94.



Paul Meyette, Principal Planner

Commissioners' Comments

We concur with the recommendation of the Red Deer Regional Planning Commission.

"G. SURKAN"
Mayor

"H.M.C. DAY"
City Commissioner

CITY OF RED DEER LAND USE BY-LAW RESIDENTIAL STANDARDS REVIEW

Red Deer Regional Planning Commission
February 15, 1994

The Red Deer Home Builders Association has written to Red Deer City Council requesting that the residential standards within the City of Red Deer Land Use By-law be reviewed. In response to this request the Red Deer Regional Planning Commission has prepared this report which recommends some changes to the residential standards. The report has been prepared in consultation with various City Departments as well as the Red Deer Home Builders Association and representatives of the Red Deer Real Estate Board. This report represents a compromise between the different positions related to standards for residential development. Each standard is addressed individually in this report.

MINIMUM FRONT YARD

The minimum front yard requirement is proposed to be reduced in the City of Red Deer Land Use By-law R1 Single Family District from 7.5 metres to 6.0 metres to correspond with the single family dwelling setbacks in the R2 and R4 Districts. This change also reflects the City's practice of allowing a 6.0 metre setback in multiple lot development within the R1 District. The 6.0 metre setback allows for sufficient room for the parking of a vehicle in the front yard. Notwithstanding the reduction of the minimum front yard to 6.0 metres, corner lots will be required to provide an additional 1.0 metre setback for vehicular visibility purposes. The proposed 6.0 metre front yard setback is the average setback used by municipalities in Alberta (see Table 1). In streets of more than 5 lots in length, there will still be a requirement to stagger the housing setbacks. In order to shorten the approval process it is proposed that the By-laws and Inspections Department approve setback plans rather than the Municipal Planning Commission.

It is proposed that the minimum front yard be retained at 7.5 metres in the R3 Multiple Family District for apartments in order to reduce the impact of these larger buildings on the streetscape, however the setback could be reduced to 6.0 metres for single family, duplex or townhouse development in the R3 Multiple Family District. Apartments in the R2 District would be required to have a setback of 7.5 metres. There are no changes proposed for the R4 District (see Table 3 for summary of proposed changes).

Table 1: EXISTING L.U.B. REGULATIONS

Municipality	Land Use District	Minimum Side Yard	Minimum Front Yard	Maximum Site Cov.	Maximum Height	Additional Regulations
Calgary	Low Density R-1	1.2 m (3.0 for laneless) (3.0 for corners)	3.0 m or 6.0 - garage	45%	10.0 m (each bldg elev)	Single Family
	General R-2	1.2 m (3.0 for laneless) (3.0 for corners)	3.0 m	40%	10.0 m	Min. lot depth 22.75 m
	Multiple RM-6	3.0 m	3.0 - 6.0 m	—	16.0 m	Min. lot width 12.0 m
	Mobile Home R-MH	1.2 m	3.0 m	45%	—	Min. lot area 370 m ²
Edmonton	Low Density RF-1	20% of site width/min 1.2 m (2 m for bldgs over 7.5 m) (3.0 for laneless) (4.5 for corners)	6.0 m	40%	10.0 m (2½ storeys)	Single Family
	General RF-4	same as RF-1	6.0 m	40%	10.0 m	Min. lot depth 30.0 m
	Multiple RA-8	2 m - 4.5 m (4.5 for corners)	6.0 m	Amenity Rq.	23.0 m (6 storeys)	Min. lot width 12.0 m
	Mobile Home RMH	1.2 m (4.5 m between units)	4.5 m (3.0 in Parks)	45%	—	Min. lot area 360 m ²
Grande Prairie	Low Density R-1	1.2 for 1 storey/1.5 for 2 storey (3 m if no garage)	6.0 m	40%	8.5 m	Single Family
	General R-2	1.2 for 1 storey/1.5 for 2 storey (3 m if no garage)	6.0 m	40%	8.5 m	Min. lot depth —
	Multiple R-5	4.5 m for ½ height of building	6.0 m	45%	46.0 m	Min. lot width 14.0 m
	Mobile Home R-6	1.2 m with 3.0 m on other side	6.0 m	40%	—	Min. lot area 464.5 m ² Max. Density 10 units/ha
Leduc	Low Density R-1C	20% - side width/min 1.5 m for 1 storey/2.3 for 2 storey (3.8 for corner) (3.2 m for laneless)	6.5 - 7 m	40%	—	Single Family
	General R-2	same as R-1C	6.5 - 7 m	40%	10.0 m	Min. lot depth 34 m
	Multiple R-4	3-5 m min 1.6 for 1 storey/2.3 for 2 storey	6 m	Amenity Rq.	28.0 m	Min. lot width 15-18 m
	Mobile Home R-MHC	2.3 m	3 m	40%	—	Min. lot area —
Lethbridge	Low Density R-L	1.2 m (3.0 for laneless)	6.0 m	45%	8.5 m (2½ storeys)	Single Family
	General R-37	1.2 m (3.0 for laneless)	6.0 m	45%	8.5 m (2½ storeys)	Min. lot depth 30 m
	Multiple R-100	1.2 m (3.0 for laneless)	6.0 m	70-100%	45.0 m	Min. lot width 11-13 m
	Mobile Home R-MH	1.2 m with 3.0 on the other side	3.7 m	45%	8.5 m (2½ storeys)	Min. lot area 320-360 m ²
Medicine Hat	Low Density R-1	1.4 m (3 m for corner)	5.5 m - 7.5 m	45%	8.0 m (2 storeys)	Single Family
	General R-2	1.5 m (3 m for corner)	5.5 m - 7.5 m	—	8.0 m (2 storeys)	Min. lot depth —
	Multiple R-4	as required by MPC	6.0 m	50%	—	Min. lot width 12-15 m
	Mobile Home	—	—	—	—	Min. lot area 372-465 m ²
Sherwood Park	Low Density R-1	1.5 for one story, 2.0 for 2 storey (3.0 m for laneless) (4.0 for corner)	6.0 m	40%	10.0 m (2½ storeys)	Single Family
	General R-2	same as R-1	6.0 m	40%	10.0 m (2½ storeys)	Min. lot depth 34 m
	Multiple R-5	2.0 for 1 storey, 3.0 for laneless/6 m for corner)	6.0 m	50%	40.0 m	Min. lot width 9 m
	Mobile Home	—	—	—	—	Min. lot area 306 m ²
St. Albert	Low Density R-1	3.0 m	6.0 - 9.0 m	35%	10.0 m	Single Family
	General R-2	1.5 m (1 storey), 2.25 (2 storey) and 3.0 m for laneless	6.0 m	40%	10.0 m	Min. lot depth 33.5 m min
	Multiple R3A	1.5 m plus 1 m for each storey above first	6.0 m	40%	12.0 m	(30.5 m if backing onto park)
	Mobile Home	—	—	—	—	Min. lot width 15.0 m + (60%) 11.5-13 m (40%)
Red Deer	Low Density R-1	1.5 m (3.0 m for laneless)	7.5 m	25% main bldg	8.0 m (2 storeys)	Single Family
	General R-2	1.5 - 2.4 m	6.0 m	landscaping	10.0 m (2 storeys)	Min. lot depth —
	Multiple R-3	66% of building height	6.0 - 7.5 m	landscaping	—	Min. lot width 12.0 m
	Mobile Home R-4	1.5 m R., 2.35 m. L.	6.0 m	landscaping	—	Min. lot area 360 m ²

NOTE: Minimum front yard is measured from the property line in all cases except where there is a garage; the setback in this instance is 6.0 metres from the back of walk

MINIMUM SIDE YARD

Single Family Dwellings

The minimum side yard requirement is proposed to be retained at 1.5 metres for single family dwellings. The 1.5 metre side yard is a straight forward measurement which provides an adequate separation distance between residential dwellings. Some other municipalities throughout Alberta use a more complex series of side yard measurements (see Table 1) which result in the side yard being varied depending on the height of a building, its location on a corner, laneless lots, and the width of lot. These complexities would make the bylaw more complex to administer and are therefore not recommended. In addition, the City of Red Deer Fire Department has indicated that a reduction in the minimum side yard from 1.5 metres would require an increase in standards for fire hydrant placement and thus higher development costs.

A comparison of the side yard setback standards used in other municipalities indicates that existing single family sideyard setbacks in the City of Red Deer are below the average total setback for eight other Alberta communities (see Table 2). During the preparation of this study, the real estate industry has indicated strong concern with any reduction in the minimum side yard below 1.5 metres. Representatives of the Red Deer Real Estate Board feel that any lowering of the side yard setback requirement would decrease the attractiveness of neighbourhoods by creating a congested or closed in feeling in neighbourhoods.

Duplex

The minimum side yard requirement is proposed to be reduced to 1.5 metres for duplex development without a side entry; this is the same side yard requirement as single family dwellings. The side yard requirement for duplex or semi detached developments with side entries is proposed to remain at 2.4 metres in order to ensure access to the rear yard for lawn equipment. Where a duplex side yard entry is at grade level (no steps), the Municipal Planning Commission may consider lowering the side yard requirement below 2.4 metres; if access to the rear yard can be assured.

Rowhouses and Townhouses

The minimum side yard is also proposed to be reduced from 2.4 metres to 1.8 metres for rowhouses and townhouses in the R2 and R3 District where the units have no side entry.

MAXIMUM BUILDING HEIGHT

The maximum building height is proposed to be increased from 8.0 metres to 10.0 metres for Single Family homes. This change would bring Red Deer in line with other Alberta municipalities. The calculation of the height needs to be clarified however; it is proposed that the measurement of height be the vertical distance from the average of the lowest finished grade and the highest finished grade immediately adjacent to the building to the peak of the building. Presently the height is measured from the front elevation. This methodology is a variation of the calculation used by the City of Calgary and would result in a more uniform appearance of residential dwellings and would prevent the grade

differences from exaggerating the height of a residential dwelling. This revision in the way height is measured would address some of the concerns in the Anders Park neighbourhood.

GRADE

At the present time, the engineering department does not approve grade levels for residential construction. In some private developments, the developers set grade levels; in City developments, and the remaining private development the individual house builder establishes a grade. In order to ensure uniform drainage and to ensure that grade levels are not artificially built up beyond a reasonable level, it is recommended that the City of Red Deer Engineering Department be required to establish grade elevations for any multi-lot development. This change could partially alleviate concerns in the Anders East neighbourhood.

MAXIMUM SITE COVERAGE

The maximum site coverage is to be increased from 25% to 40% for single family and duplex developments in the R1, R2 and R3 residential districts. The total of 40% will now include garages (attached or detached) and any accessory building. The proposed methodology to be used in calculating maximum site coverage will now be consistent with the methodology used in other Alberta municipalities.

MINIMUM LOT AREA/MINIMUM DEPTH

The City of Red Deer does not have any requirements related to minimum depth. As a consequence several lots have been recently created which cannot meet front and rear yard setbacks. It is proposed that a new standard be added which would require a minimum lot depth of 30 metres.

The minimum lot areas of 360 m² (single family) and 232 m² (duplex) are proposed to be retained. These standards are consistent with other municipalities. Where specialized types of housing are proposed, these standards could be varied by the Municipal Planning Commission.

INNOVATIVE HOUSING OR DIRECT CONTROL RESIDENTIAL DISTRICT

The Red Deer Home Builders Association has requested that standards be developed for innovative housing. The Red Deer Regional Planning Commission suggests that any innovative housing development should be assessed on its merits. Any innovative housing development should be subject to review through the public meeting process with each development being approved by the Municipal Planning Commission. Innovative housing should be done on a planned development basis with streetscapes and housing designs preselected for the development. The new Kensington Grove (Laebon) neighbourhood has been approved using the foregoing principles.

COMPARISON of MINIMUM SIDE YARD STANDARDS

The first row of Table 2 lists the total number of metres of side yard required by the City of Red Deer's Land Use By-law for three residential developments in Red Deer. Table 2 also includes total side yard requirements for the same developments if the developments had occurred in other cities (and therefore required to comply with their respective Land Use By-laws). Note that Red Deer's total side yard requirements are less than the average of the other cities surveyed.

TABLE 2: COMPARISON OF MINIMUM SIDE YARD REQUIREMENTS

<i>MUNICIPALITY</i>	TOTAL NUMBER OF METRES of SIDE YARD REQUIRED		
	<i>AREA 1</i> ELLIOT CRESC. 16 - 2 STOREY 16 - SPLIT LEVEL	<i>AREA 2</i> CASTLE CR. 8 - 2 STOREY 12 - SPLIT LEVEL	<i>AREA 3</i> ANQUETEL ST. 8 - 2 STOREY 4 - SPLIT LEVEL 5 - BUNGALOW
RED DEER	96.0	66.0	51.0
CALGARY	82.2	58.2	48.0
EDMONTON	102.4	84.8	60.0
GRANDE PRAIRIE	96.0	64.8	48.0
LEDUC	121.6	78.8	63.8
LETHBRIDGE	76.8	52.8	40.8
MEDICINE HAT	91.2	64.8	50.8
SHERWOOD PARK	112.0	74.0	59.0
ST. ALBERT	144.0	96.0	69.0
AVERAGE TOTAL SIDEYARD (does not include Red Deer)	103.3	71.8	54.9

Compiled June 28, 1993

**TABLE 3: PROPOSED LAND USE BYLAW CHANGES
RESIDENTIAL DISTRICTS**

	EXISTING STANDARD		PROPOSED CHANGES	
	R1		R1	
Minimum Front Yard		7.5 metres		6.0 metres
Minimum Side Yard		1.5 metres 3.0 metres (laneless/no garage)		1.5 metres 3.0 metres (laneless/no garage)
Maximum Building Height		8.0 metres (front elevation)		10 metres (from average grade)
Maximum Site Coverage		25% (does not include garage)		40% (includes garage)
Minimum Lot Depth		-		30 metres
Minimum Lot Area	Single Family Duplex	360 ² metres 232 ² metres	Single Family Duplex	360 ² metres 232 ² metres
	R2		R2	
Minimum Front Yard		6.0 metres		6.0 metres 7.5 metres (for apartment)
Minimum Side Yard	Detached Dwelling Duplex	1.5 metres 2.4 metres	Detached Dwelling Duplex (no side entry) Duplex (side entry)	1.5 metres 1.5 metres 2.4 metres
	Multi-attached	2.4 metres	Multi-attached (no side entry) Multi-attached (side entry)	1.8 metres 2.4 metres
	Multi Family	66% of building height	Multi Family	66% of building height
Maximum Building Height		10 metres	Residential (except apartment) Apartments	10 metres (from average grade) 3 storey
Maximum Site Coverage		-		40% (includes garage)
Minimum Lot Depth		-		30 metres
Minimum Lot Area	Single Family Duplex	360 ² metres 232 ² metres	Single Family Duplex	360 ² metres 232 ² metres

	EXISTING STANDARD	PROPOSED CHANGES
	R3	R3
Minimum Front Yard	7.5 metres 6.0 m (multi-attached)	6.0 metres 7.5 metres (apartment)
Minimum Side Yard	66% of building height 2.4 metres (multi-attached)	Detached dwelling 1.5 metres Duplex 1.5 metres (no side entry) Duplex (side entry) 2.4 metres Multi Attached (no side entry) 1.8 metres Multi Attached (side entry) 2.4 metres Multi Family 66% of building height
Maximum Building Height	N/A	Residential 10 metres (from average grade) (except Apartments) Apartment N/A
Maximum Site Coverage	-	40%
	R4	R4
Minimum Front Yard	6 metres	6 metres
Minimum Side Yard	1.5 metres (right side) 2.35 metres (left side)	1.5 metres (right side) 2.35 metres (left side)
Maximum Building Height	1 storey	1 storey
Maximum Site Coverage	-	-
	All Residential Districts	All Residential Districts
Setback Plans	Municipal Planning Commission approves setback plans and any amendments.	Development Officer approves setback plans and any amendments.

DATE: MARCH 2, 1994
TO: RED DEER REGIONAL PLANNING COMMISSION
FROM: CITY CLERK
RE: LAND USE BYLAW AMENDMENT 2672/H-94

At its meeting of February 28, 1994, Council of the City of Red Deer gave first reading to the above noted Land Use Bylaw, a copy of which is attached hereto. Also at the above noted meeting, Council passed the following resolutions:

"RESOLVED that Council of The City of Red Deer, having considered report from the Red Deer Regional Planning Commission dated February 22, 1994 re: City of Red Deer Land Use Bylaw Residential Standards Review, hereby agrees as follows:

1. That said review be received as information.
2. That the Red Deer Regional Planning Commission solicit public input regarding the standards as outlined in the above noted review,

and as presented to Council February 28, 1994."

Bylaw Amendment 2672/H-94 pertains to the implementation of standards contained within the report entitled "City of Red Deer Land Use Bylaw Residential Standards Review".

This office will now proceed with advertising for a Public Hearing to be held on Monday, March 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine. In addition, as outlined in the above resolution, I ask that you now solicit public input regarding said standards so that same will be available for the March 28, 1994 Council Meeting.

Trusting you will find this satisfactory.


KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Engineering Services
Director of Community Services
Bylaws and Inspections Manager
City Assessor
Fire Chief
E. L. & P. Manager
Council and Committee Secretary - Sandra

**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

March 2, 1994

Mr. J. Paul Stewart
72 Anquetel Close
Red Deer, Alberta
T4R 1G7

Dear Sir:

Further to my letter of July 20, 1993 wherein I advised that Council agreed to expand its current review of the Residential Standards in the Land Use Bylaw to address the concerns identified by yourself, I wish to advise as follows.

At the Council Meeting of February 28, 1994, Land Use Bylaw Amendment 2672/H-94 was given first reading, a copy of which is attached hereto.

Our office will be proceeding with advertising for a Public Hearing for said bylaw to be held on Monday, March 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine. If you would like to address Council regarding this bylaw, please feel free to attend the Public Hearing. If you have any questions about the bylaw prior to the Public Hearing, please do not hesitate to contact the undersigned.

Trusting you will find this satisfactory.

Sincerely,

KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Principal Planner
Council and Committee Secretary - Sandra



*a delight
to discover!*

NO. 2

DATE: February 18, 1994
TO: City Council
FROM: City Clerk
RE: CAPRI CENTRE - ZONING CHANGE C4 TO C2

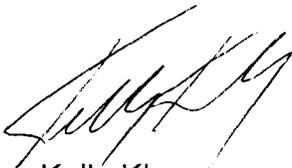
At the Council Meeting of February 14, 1994, consideration was given to correspondence from the Capri Centre dated January 20, 1994, concerning the above. At this meeting, the following motion was passed.

"RESOLVED that Council of The City of Red Deer, having considered correspondence from the Capri Centre, dated January 20, 1994, re: Request to Rezone Capri Centre from C4 to C2, hereby agrees that said request be approved in principle subject to the following conditions:

1. The appropriate Land Use Bylaw Amendment being passed;
2. That the Capri Centre meet all C2 requirements (ie: landscaping and parking requirements);
3. That the calculation of office space in relation to the Capri Centre exclude all square footage devoted to hotel rooms,

and as presented to Council February 14, 1994."

Council can now give consideration to first reading of the appropriate Land Use Bylaw Amendment which is included with this agenda.



Kelly Kloss
City Clerk

KK/ds



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

Telephone: (403) 343-3394
Fax: (403) 346-1570

DIRECTOR: W. G. A. Shaw, ACP, MCIP

MEMORANDUM

TO: Kelly Kloss, City Clerk

DATE: February 18, 1994

FROM: Frank Wong, Planning Assistant

**RE: PROPOSED LAND USE BYLAW AMENDMENT 2672/I-94
LOT E, PLAN 5009 KS, LOT 8, BLOCK 10 (unregistered plan) &
LOTS G1 AND F1, PLAN 5253 MC
3310 - 50TH AVENUE (CAPRI CENTRE)**

Pursuant to City Council resolution of February 14, 1994 which conditionally approved in principle the request to rezone the Capri Centre from C4 (Major Arterial District) to C2 (Regional and District Shopping Centre) District, we are submitting this land use amendment for Council's consideration.

Planning staff recommend that City Council proceed with the first reading of the proposed land use amendment.

Frank Wong

Frank Wong
Planning Assistant

FW/eam

Enc.

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLE No. 8 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINTEARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLE • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLIWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS • SUMMER VILLAGE OF BURNSTICK LAKE

**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

March 2, 1994

Capri Convention Centre
3310 - 50 Avenue
Red Deer, Alberta
T4N 3X9

Attention: Mr. A.R. Pasutto

Dear Sir:

RE: CAPRI CENTRE - LAND USE BYLAW AMENDMENT 2672/I-94

Further to my letter of February 16, 1994, regarding the above topic, Council gave first reading to Land Use Bylaw Amendment 2672/I-94, which proposes to rezone the Capri Centre from C4 to C2. A copy of the above noted bylaw is attached herewith.

This office will now proceed with preparation of advertising for a Public Hearing to be held in the Council Chambers of City Hall on Monday, March 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine. The advertising is scheduled to appear in the Red Deer Advocate on Friday, March 11 and Friday, March 18, 1994.

In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk, prior to advertising, an amount equal to the estimated cost of advertising, which in this instance is \$600.00. We will require this deposit by Tuesday, March 8, 1994, in order to proceed with the advertising scheduled above. Once the costs are known you will be either invoiced for or refunded the balance.

*a delight
to discover!*

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

Sincerely,



Kelly Kloss
City Clerk

KK/ds

Encl.

c.c. Director of Community Services
Fire Chief
Principal Planner
Council & Committee Secy., Sandra
Director of Engineering Services

E.L. & P. Manager
Bylaws & Inspections Manager
City Assessor
Land & Economic Development Mgr.

DATE: March 2, 1994
TO: Red Deer Regional Planning Commission
FROM: City Clerk
RE: LAND USE BYLAW AMENDMENT 2672/I-94

At its meeting of February 28, 1994, Council of The City of Red Deer gave first reading to the above noted bylaw, a copy of which is attached herewith.

Land Use Bylaw Amendment 2672/I-94 provides for the rezoning of the Capri Centre from C4 to C2.

This office will now proceed with advertising for a Public Hearing to be held on Monday, March 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Trusting you will find this satisfactory.



Kelly Kloss
City Clerk

KK/ds

Encl.

c.c. Director of Community Services
Director of Engineering Services
Bylaws & Inspections Manager
City Assessor
Land & Economic Development Manager
E.L. & P. Manager
Fire Chief
Council & Committee Secy., Sandra

NO. 1

DATE: February 18, 1994
TO: City Council
FROM: City Clerk
RE: LAND USE BYLAW AMENDMENTS 2672/B-94 AND 2672/E-94

A Public Hearing has been advertised in regard to each of the above noted Land Use Bylaw Amendments. The Public Hearings are scheduled to be held in the Council Chambers on Monday, February 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Land Use Bylaw Amendment 2672/B-94 provides for the rezoning of Phases 13 and 14 in Eastview Estates from A1 (Future Urban Development District) to R1 (Residential Low Density District), R1A (Residential Low Density District - Duplex Allowed as a Discretionary Use) and P1 (Parks and Recreation District).

Land Use Bylaw Amendment 2672/E-94 provides for the designation of proposed municipal reserve land as Park and Environmental Preservation District along portions of the newly constructed Taylor Drive.

Attached are maps relative to each of the above noted Land Use Bylaw Amendments.

Following the Public Hearings, Council may choose to give the bylaw amendments second and third readings.

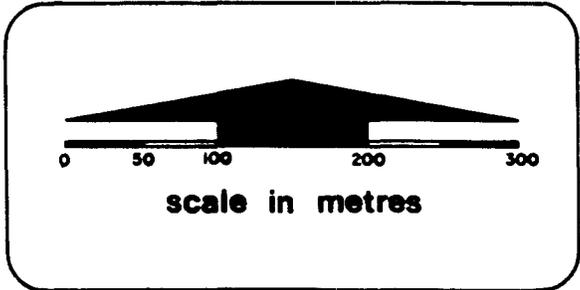
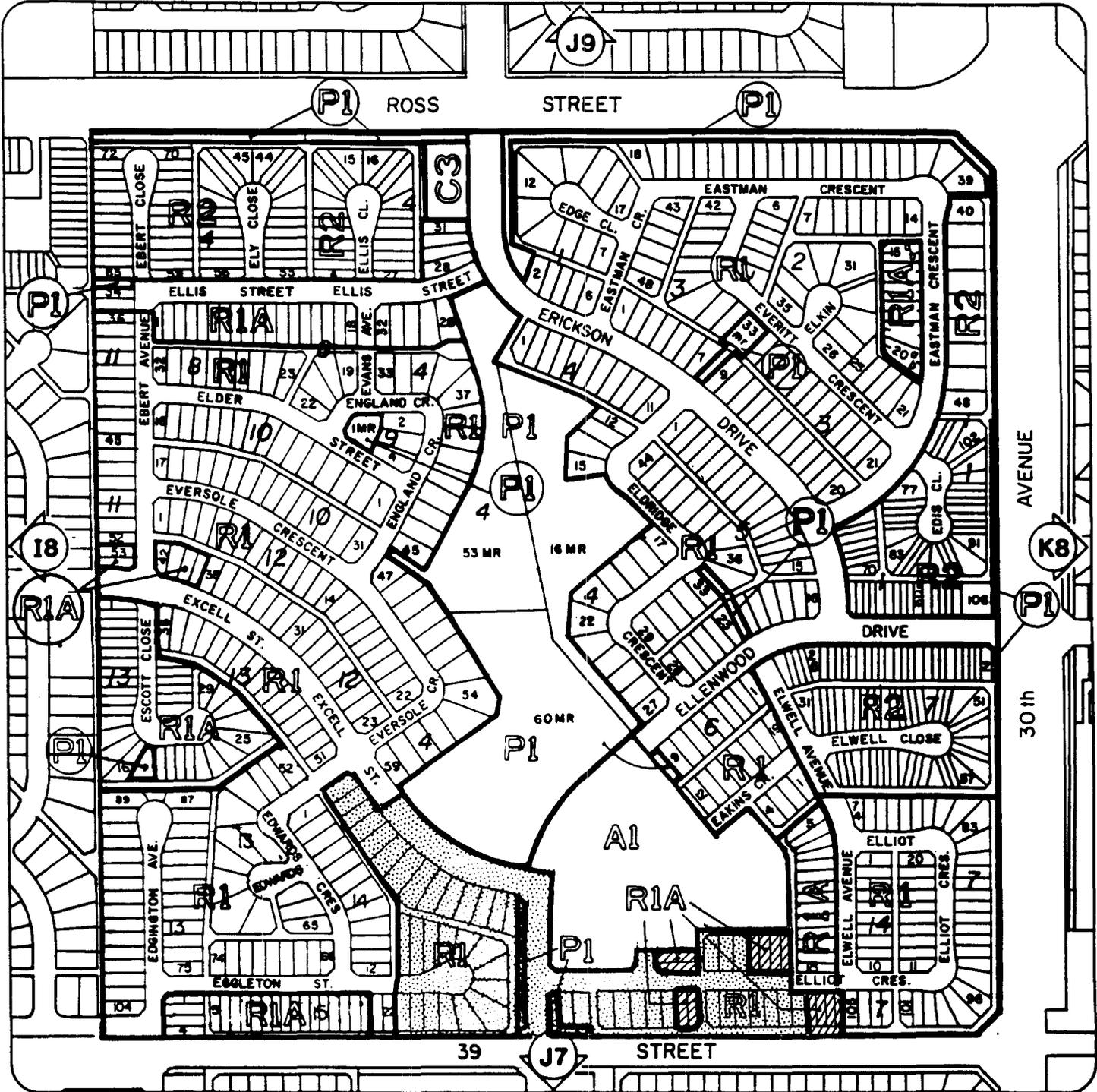


Kelly Kloss
City Clerk

KK/ds

City of Red Deer --- Land Use Bylaw Land Use Districts

J8



Revisions :

MAP NO. 2/94
Bylaw No. 2672/B-94

Change from A1 to R1 [stippled], R1A [diagonal lines] & P1 [cross-hatched].

18

11

12

P1

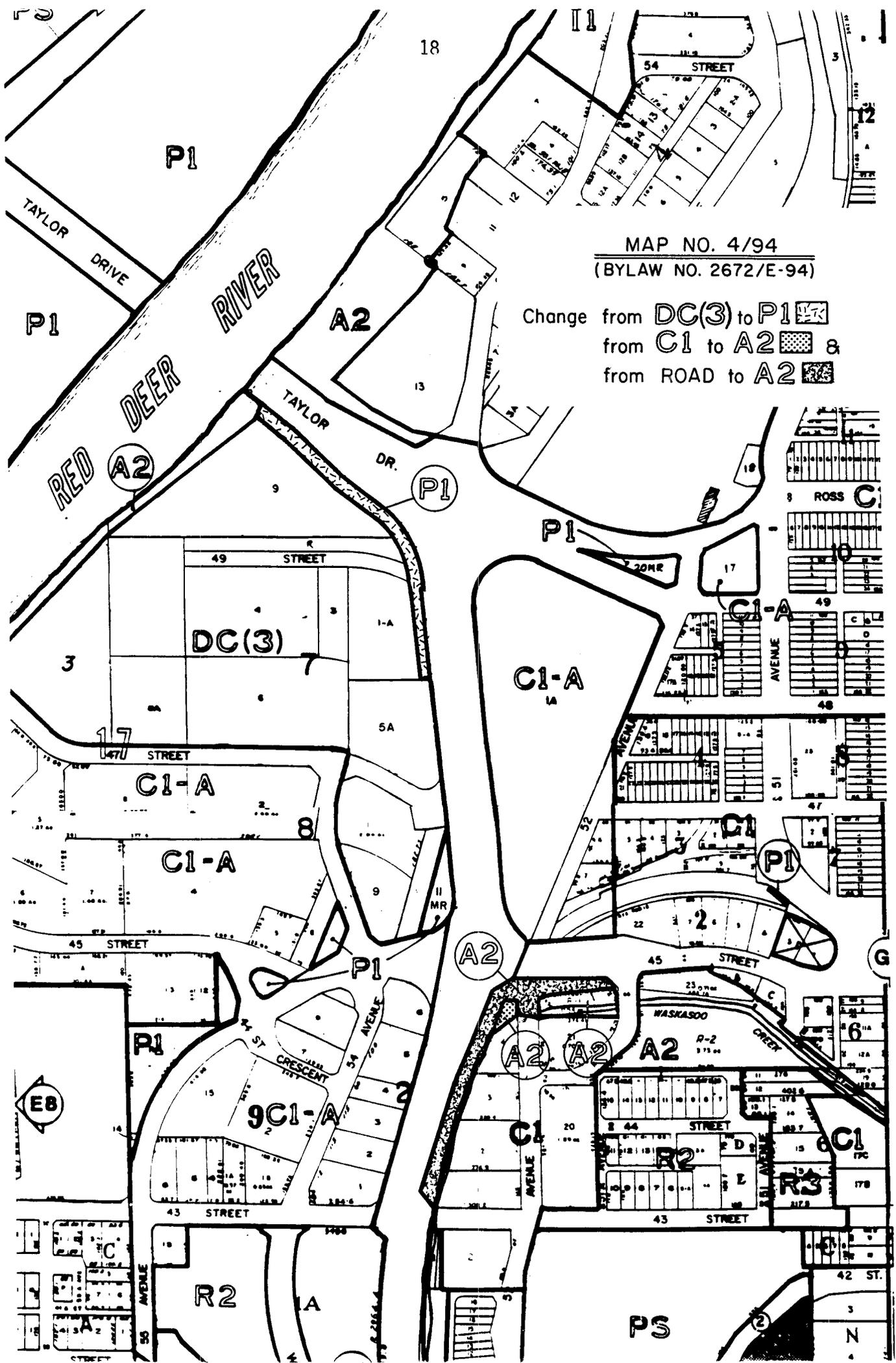
P1

A2

MAP NO. 4/94

(BYLAW NO. 2672/E-94)

Change from DC(3) to P1 
from C1 to A2  &
from ROAD to A2 



TAYLOR DRIVE
RED DEER RIVER

TAYLOR DR.

DC(3)

C1-A

C1-A

C1-A

A2

45 STREET

9C1-A

A2

A2

A2

43 STREET

R2

PS

E8

G

42 ST.

N

ROSS C

17

49

48

C1

P1

22

2

23

WASKASOO CREEK

R-2

3750

20

44 STREET

R2

D

E

R3

178

43 STREET

42 ST.

N

P.H.
[Signature]

DATE: FEBRUARY 1, 1994
TO: RED DEER REGIONAL PLANNING COMMISSION
FROM: CITY CLERK
RE: LAND USE BYLAW AMENDMENTS: 2672/B-94 AND 2672/E-94

At its meeting of January 31, 1994, Council of The City of Red Deer gave first reading to each of the above noted bylaws.

Land Use Bylaw Amendment 2672/B-94 provides for the rezoning of Phases 13 and 14 in Eastview Estates from A1 (future urban development district) to R1 (residential low density district), R1A (residential low density district duplex allowed as a discretionary use) and P1 (parks and recreation district).

Land Use Bylaw Amendment 2672/E-94 provides for the designation of proposed municipal reserve land as park and environmental preservation district along portions of the newly constructed Taylor Drive.

Enclosed herewith are copies of each of the aforementioned bylaws.

This office will now proceed with advertising for a public hearing to be held on Monday, February 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Trusting you will find this satisfactory.


KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
City Assessor
Land and Economic Development Manager
E. L. & P. Manager
Fire Chief
Council and Committee Secretary - Sandra



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

February 1, 1994

Melcor Developments Ltd.
400, 4804 Ross Street
Red Der, Alberta
T4N 1X5

Att: Fred Lebedoff

Dear Sir:

RE: EASTVIEW ESTATES OUTLINE PLAN AND LAND USE BYLAW AMENDMENT
2672/B-94 (MELCOR DEVELOPMENTS LTD.)

At the City of Red Deer Council Meeting held on Monday, January 31, 1994, consideration was given to the Eastview Estates Outline Plan revisions and Land Use Bylaw Amendment 2672/B-94. At the above noted meeting, Council gave first reading to Land Use Bylaw Amendment 2672/B-94, a copy of which is enclosed herewith.

In addition, Council passed the following motion relative to the revised Outline Plan:

"RESOLVED that Council of The City of Red Deer, having considered report from the Red Deer Regional Planning Commission dated January 24, 1994, re: Eastview Estates: Outline Plan Revisions and Land Use Bylaw Amendment 2672/B-94 (Melcor Developments Ltd.), hereby approves the revised Outline Plan for Eastview Estates as submitted to Council January 31, 1994."

This office will now proceed with preparation of advertising for a Public Hearing to be held in the Council Chambers of City Hall on Monday, February 28, 1994, commencing at 7:00 pm. or as soon thereafter as Council may determine. The advertising is scheduled to appear in the Red Deer Advocate on Friday, February 11, 1994 and Friday, February 18, 1994.

... / 2



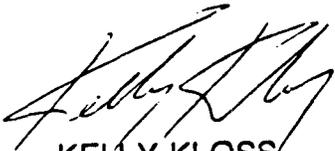
a delight to discover!

Melcor Developments Ltd.
February 1, 1994
Page 2

In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk, prior to public advertising, an amount equal to the estimated cost of advertising, which in this instance is \$600.00. We will require this deposit by Tuesday, February 8, 1994 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.

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

Sincerely,



KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
City Assessor
Land and Economic Development Manager
E. L. & P. Manager
Fire Chief
Principal Planner
Council and Committee Secretary - Sandra



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

NO. 8

DIRECTOR: W. G. A. Shaw, ACP, MCIP

Telephone: (403) 343-3394
Fax: (403) 346-1570

TO: Kelly Kloss,
City Clerk **DATE:** 94 01 24

FROM: Phil Newman,
Associate Planner **OUR FILE:** 17.30

**RE: EASTVIEW ESTATES : OUTLINE PLAN REVISIONS & LAND USE BY-LAW
AMENDMENT 2672/B-94 (MELCOR DEVELOPMENTS LTD.)**

1. Background

An Outline Plan for Eastview Estates was adopted by the Council in 1981 and revised in 1986. As the Plan was adopted prior to the preparation of the City's Planning and Subdivision Guidelines it did not include full details of land use, day care/social care facilities and staging. Melcor Developments Ltd. has now submitted a revised Outline Plan for the final phases of Eastview Estates which meets the new guidelines.

The Council's approval of the attached revised Plan is required together with a first reading of By-law 2672/B-94 to redesignate the area of Phases 13 and 14.

2. Outline Plan Details

The Outline Plan revisions would:

- [1] add six pairs of duplexes,
- [2] detail the proposed lots,
- [3] dedicate additional reserves, and
- [4] adjust details of lane and road alignments.

The yield of the final phases of Eastview Estates would therefore be:

- Phase 13 (Excell Street & Eggleton Street) 28 detached (single family)
1 reserve
- Phase 14 (Eline Street) 17 detached
12 duplex
1 reserve
- Phases 15 & 16 (Eakins Crescent & Ellenwood Drive) 41 detached

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF SETTLER No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINTEARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF SETTLER • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLLENWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS
SUMMER VILLAGE OF BURNSTICK LAKE

3. Community Review

The attached Outline Plan is the result of a series of meetings, as follows:

[1] planning staff attended the Community Associations Annual General Meeting on August 31, 1993 to learn of residents opinions regarding development in Eastview Estates;

[2] a proposed Outline Plan was subsequently discussed between Melcor and RDRPC staff on September 28, 1993 when the concerns of the Community Association were considered;

[3] a further meeting with the developer on November 12, 1993 reviewed an amended Plan and identified outstanding points;

[4] a revised Plan was subsequently the subject of a public meeting on December 2, 1993 which was attended by 23 people. At that meeting, an ad hoc committee of Eastview Estates residents was established to address outstanding community issues with Melcor and RDRPC staff;

[5] on December 9, 1993 the ad hoc committee met with Melcor and RDRPC staff. As a result of these discussions, the Plan was further revised to reduce the number of lots on Excell Street;

[6] planning staff met with Melcor on January 6, 1994 to review the Community Associations response to the revised Plan.

The Community Association has accepted the proposed Outline Plan on the following understanding, which is agreeable to Melcor:

[1] the number of lots on Excell Street, opposite the park, is limited to 14,

[2] the number of duplexes is limited to 6 pairs (ie 12 dwellings),

[3] the Ellenwood Drive entrance off 39 Street will be landscaped to provide an attractive entryway (additional reserve will be dedicated for this purpose and Melcor will also construct a median with tree wells in Ellenwood Drive),

[4] Melcor will ensure varied house designs on lots backing onto 39 Street,

[5] Melcor will guarantee that some houses on Excell Street will have attached garages and the prospective builder will endeavour to ensure varied house designs, including attached garages, on those lots.

These undertakings respond to the residents concerns and are reflected in the revised Outline Plan. The Community Association has acknowledged Melcor's positive actions in this Plan review process. The company's on-going preparedness to enhance the appearance of the subdivision through steps which include additional reserve dedication has been an important factor contributing to this acceptance.

In response to the Community Associations concerns and cognisant of the interests of Melcor, the Outline Plan review process has:

- [1] made provision for an upgraded entryway feature at Ellenwood Drive and 39 Street,
- [2] established assurances on house designs in sensitive locations,
- [3] specified a low limit on the number of duplexes,
- [4] limited the number of lots on Excell Street to enlarge the overall frontages, and
- [5] provided for additional allowances for reserves.

The Outline Plan has been reviewed by the Community Services Division and the Engineering Services, Fire and Land and Economic Development Departments. The Plan has been found to be acceptable, subject to attention to street numbering and clarification of the provision for a social care residence.

4. Phases 13 & 14

Melcor has applied for subdivision approval for Phases 13 and 14, in accordance with the revised Outline Plan. The affected land requires redesignation and the proposed Land Use By-law amendment, No.2672/B-94, is attached.

5. Recommendation

Planning staff recommend that the Council:

- [1] approve the revised Outline Plan for Eastview Estates, and
- [2] give first reading to By-law 2672/B-94.



P. Newman

Attachments: 1. Outline Plan
2. Proposed By-law 2672/B-94

CC B. Jeffers, Director of Engineering Services D. Batchelor, Parks Manager
C. Curtis, Director of Community Services C. Robson, Fire Marshall
A. Scott, Land and Economic Development Manager

LEGEND:

MR LOTS INDICATED THUS.....



DUPLEX LOTS FOR PHASE XIV SHOWN THUS.....



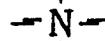
MULTIFAMILY SITE INDICATED THUS.....



COMMERCIAL SITE INDICATED THUS.....

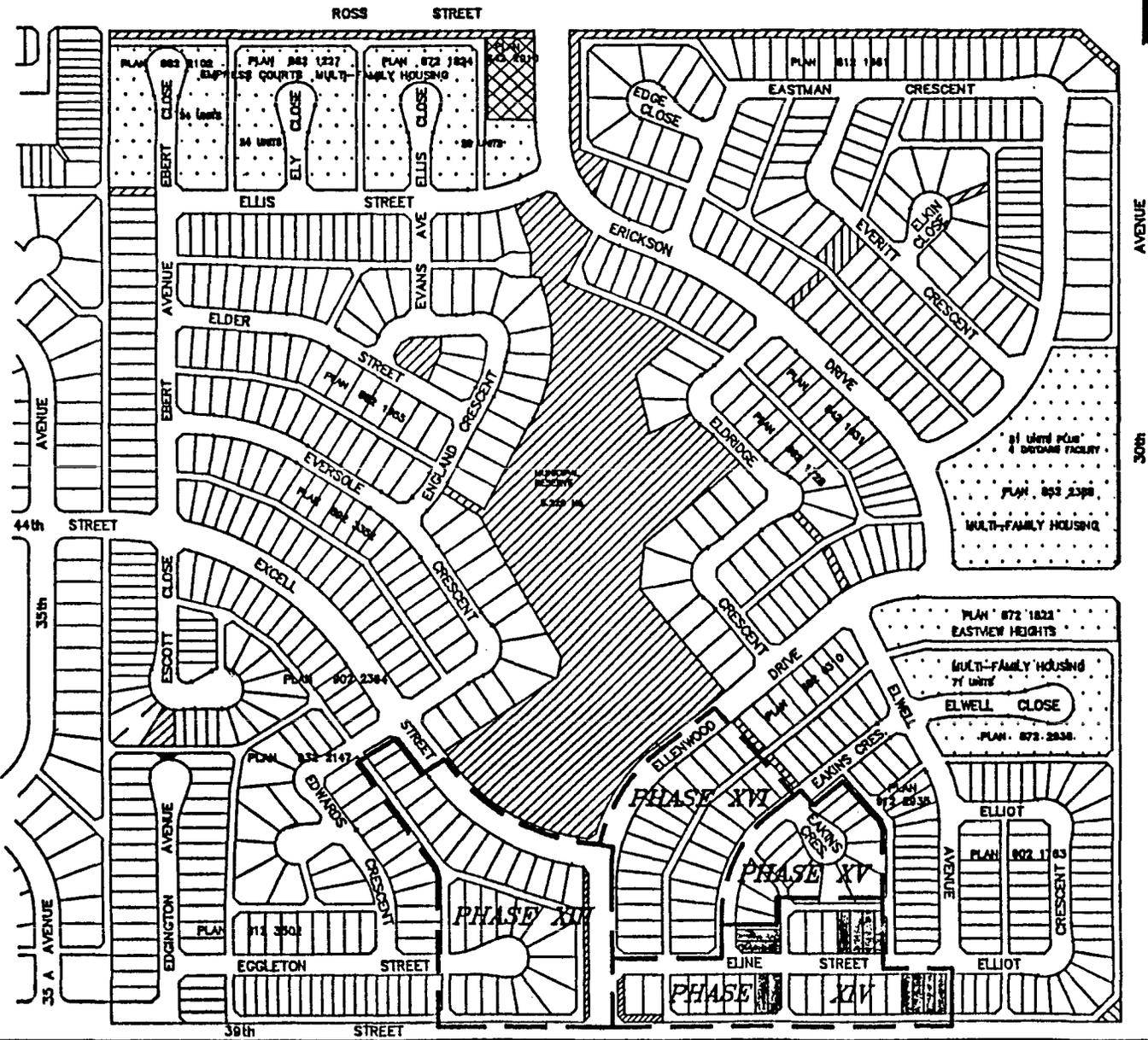


PHASE BOUNDARY SHOWN THUS.....



RED DEER
**EASTVIEW ESTATES
 OUTLINE PLAN**
 SHOWING
SUBDIVISION
 OF THE
S.E.1/4 SEC.15,TWP.38,RGE.27,W.4th.M.
 FOR
MELCOR DEVELOPMENTS LTD.

SCALE: 1:5000m



PREPARED: FEB.12, 1992
 REVISED: FEB. 5, 1993
 REVISED: JAN. 24, 1994

AL-TERRA
 ENGINEERING LTD.
 EDMONTON RED DEER

COMMISSIONER'S COMMENTS

We concur with the recommendations of the Planning Commission and recommend that Council approve the revised outline plan, which as outlined meets the wishes of the community.

"G. SURKAN"

Mayor

"H.M.C. DAY"

City Commissioner



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

NO. 9

DIRECTOR: W. G. A. Shaw, ACP, MCIP

Telephone: (403) 343-3394
Fax: (403) 346-1570

MEMORANDUM

TO: Kelly Kloss, City Clerk

DATE: January 26, 1994

FROM: Frank Wong, Planning Assistant

**RE: PROPOSED LAND USE BYLAW AMENDMENT 2672/E-94
DOWNTOWN WEST - MCC PROJECT**

We are enclosing herewith a proposed land use amendment. This amendment will designate proposed municipal reserve land as park and environmental preservation district along portions of the new constructed Taylor Drive.

Planning staff recommend that City Council proceed with first reading of the proposed land use amendment.

Sincerely,

Frank Wong
Planning Assistant

FW/eam

Commissioners' Comments

We concur with the recommendation of the Planning Assistant.

"G. SURKAN", Mayor
"H.M.C. DAY", City Commissioner

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLER No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINTEARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLER • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLIWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS • SUMMER VILLAGE OF BURNSTICK LAKE

BYLAW NO.2672/B-94

Being a Bylaw to amend Bylaw No.2672/80, the Land Use Bylaw of the City of Red Deer.

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

That By-law No. 2672/80 be amended as follows:

1. The Use District Map as referred to in Section 1.4 is hereby amended in accordance with the Use District Map No. 2/94, attached hereto and forming part of the By-law.
2. This By-law shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

BYLAW NO.2672/E-94

Being a Bylaw to amend Bylaw No.2672/80, the Land Use Bylaw of the City of Red Deer.

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

That By-law No. 2672/80 be amended as follows:

1. The Use District Map as referred to in Section 1.4 is hereby amended in accordance with the Use District Map No. 4/94, attached hereto and forming part of the By-law.
2. This By-law shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

DATE: MARCH 2, 1994
TO: RED DEER REGIONAL PLANNING COMMISSION
FROM: CITY CLERK
RE: LAND USE BYLAW AMENDMENTS 2672/B-94 AND 2672/E-94 /
AMENDMENTS TO THE DOWNTOWN WEST AREA REDEVELOPMENT
PLAN BYLAW 3087/A-94

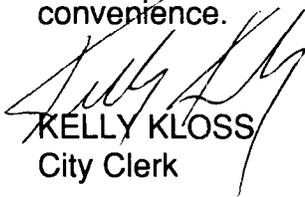
At the City of Red Deer Council Meeting held on Monday, February 28, 1994, Council gave second and third readings to the aforementioned bylaws, copies of which are enclosed herewith.

Land Use Bylaw Amendment 2672/B-94 provides for the rezoning of Phases 13 and 14 in Eastview Estates from A1 to R1, R1A and P1.

Land Use Bylaw Amendment 2672/E-94 provides for the redesignation of proposed Municipal Reserve Land as part of the Environmental Preservation District along portions of the newly constructed Taylor Drive.

Bylaw 3087/A-94 provides for an amendment to the Downtown West Area Redevelopment Plan Bylaw 3087/93. Said amendment reflects Council's direction not to relocate the City's Westyards from the current site and further to allow Pro Collision and Frame to locate on Site A at the corner of 45 Street and 54 Avenue.

Trusting you will find this satisfactory and that you will be sending us the revised pages for inclusion in the Office Consolidation Copy of the Land Use Bylaw, at your earliest convenience.


KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
City Assessor
Land and Economic Development Manager
Fire Chief
Parks Manager
Public Works Manager
Council and Committee Secretary - Sandra



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

March 2, 1994

Melcor Developments Ltd.
400, 4804 Ross Street
Red Deer, Alberta
T4N 1X5

Att: Fred Lebedoff

Dear Sir:

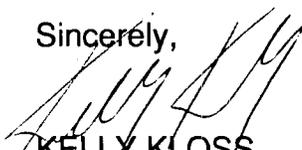
RE: EASTVIEW ESTATES OUTLINE PLAN AND LAND USE BYLAW AMENDMENT
2672/B-94 (MELCOR DEVELOPMENTS)

Further to my letter of February 1, 1994 wherein I advised of a Public Hearing in regard to the above noted Land Use Bylaw Amendment, I wish to advise as follows.

At the Council Meeting of February 28, 1994, Land Use Bylaw Amendment 2672/B-94 was given second and third readings by Council following the Public Hearing. Enclosed herewith is a copy of the above noted Land Use Bylaw as approved by Council.

The decision of Council in this instance is submitted for your information. If you have any questions, please do not hesitate to contact the undersigned.

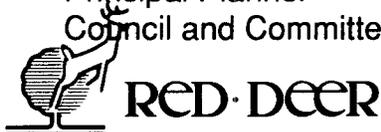
Sincerely,



KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
City Assessor
Land and Economic Development Manager
E. L. & P. Manager
Fire Chief
Principal Planner
Council and Committee Secretary - Sandra



*a delight
to discover!*

NO. 2

DATE: February 18, 1994
TO: City Council
FROM: City Clerk
RE: BYLAW 3087/A-94, AN AMENDMENT TO THE DOWNTOWN WEST
REDEVELOPMENT PLAN BYLAW 3087/94

A Public Hearing has been advertised in regard to the above noted bylaw amendment. The Public Hearing has been scheduled to be held in the Council Chambers on Monday, February 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Bylaw 3087/A-94 provides for an amendment to the Downtown West Area Redevelopment Plan Bylaw 3087/93. Said amendment reflects Council's direction not to relocate the City's West Yards from the current site and further to allow Pro-Collision and Frame Ltd. to locate on Site A at the corner of 45 Street and 54 Avenue.

Following the Public Hearing, Council may choose to give the bylaw amendment second and third readings.

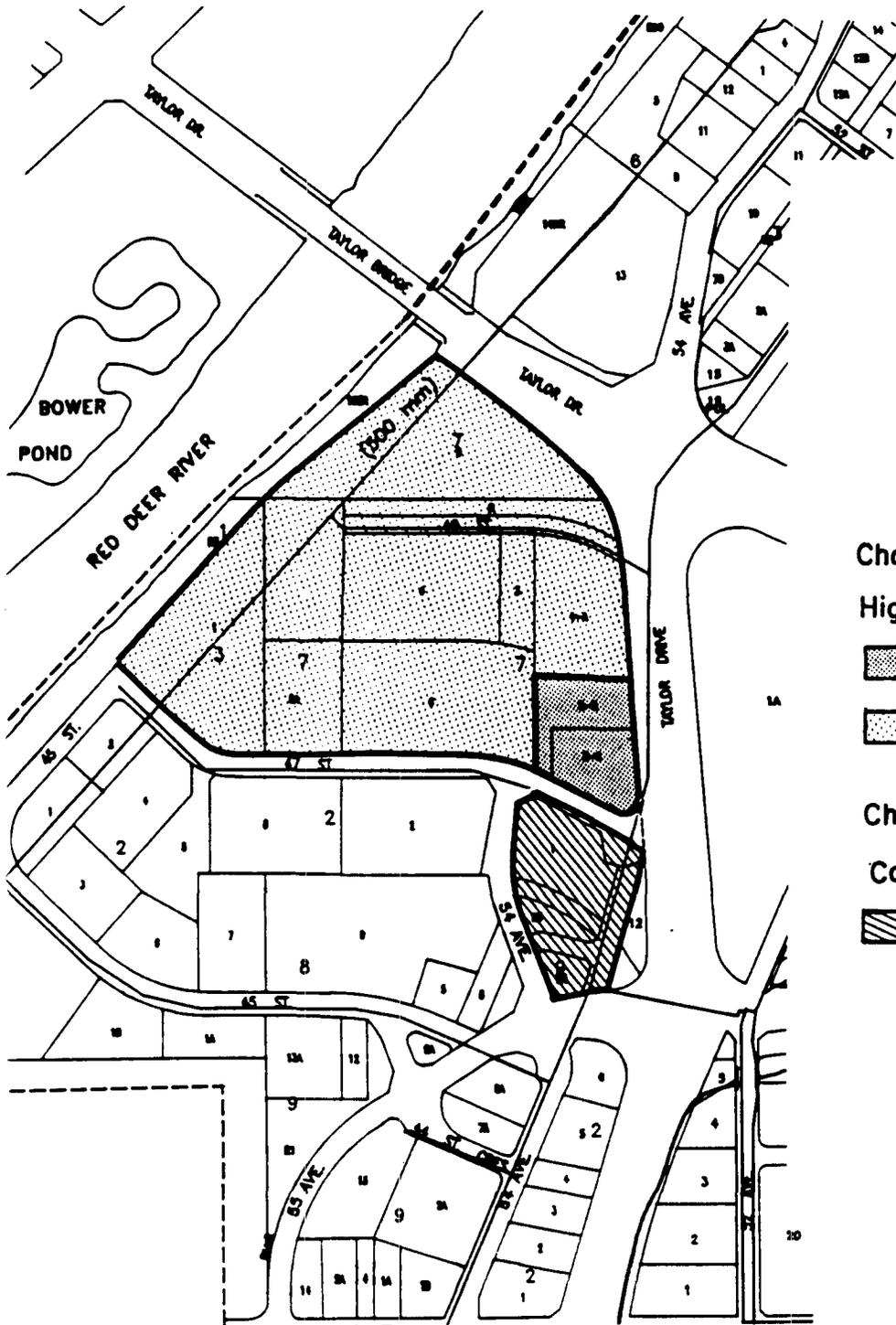


Kelly Kloss
City Clerk

KK/ds

CITY OF RED DEER

DOWNTOWN WEST AREA REDEVELOPMENT PLAN



AREA REDEVELOPMENT PLAN PROPOSED LAND USE

Change from:

High Density Residential to

 COMMERCIAL B

 INSTITUTIONAL

Change from:

Commercial / Residential to

 COMMERCIAL/INDUSTRIAL

DATE: FEBRUARY 1, 1994
TO: RED DEER REGIONAL PLANNING COMMISSION
FROM: CITY CLERK
RE: BYLAW 3087/A-94 (AN AMENDMENT TO THE DOWNTOWN WEST REDEVELOPMENT PLAN BYLAW 3087/93)

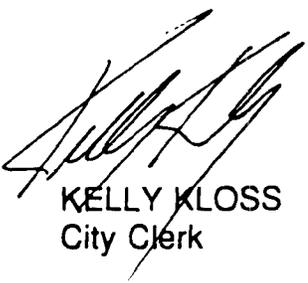
P.H.

At the Council Meeting of January 31, 1994, first reading was given to the above noted bylaw amendment. Bylaw 3087/A-94 provides for an amendment to the Downtown West Area Redevelopment Plan Bylaw 3087/93. Said amendment reflects Council's direction regarding the relocation of the City's Westyards from their current site and further, to allow Pro Collision and Frame Ltd. to locate on Site "A" at the corner of 45 Street and 54 Avenue.

This office will now proceed with advertising for a Public Hearing on Monday, February 28, 1994, at 7:00 p.m. or as soon thereafter as Council may determine.

The advertisement for this Public Hearing will appear in the Friday, February 11th and Friday, February 18th editions of the Red Deer Advocate.

Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr

cc: Director of Engineering Services
Land and Economic Development Manager
Council and Committee Secretary - Sandra

DATE: FEBRUARY 1, 1994

**TO: DIRECTOR OF ENGINEERING SERVICES
LAND AND ECONOMIC DEVELOPMENT MANAGER**

FROM: CITY CLERK

RE: CITY WEST YARDS REDEVELOPMENT

At the Council Meeting of January 31, 1994, consideration was given to your report dated January 25, 1994 concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Director of Engineering Services and Land and Economic Development Manager dated January 25, 1994, re: City West Yards Redevelopment, hereby agrees that the City's West Yards Operations not be relocated until such time as it is economically feasible.

Council further agrees that the Downtown West Area Redevelopment Plan Bylaw 3087/93 and Land Use Bylaw 2672/80 be amended to reflect said change, and as presented to Council January 31, 1994."

In addition to the above resolution, first reading was given to Bylaw 3087/A-94, a copy of which is attached hereto. Bylaw 3087/A-94 amends the Downtown West Area Redevelopment Plan Bylaw 3087/93.

Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr

cc: Director of Community Services
Bylaws and Inspections Manager
Recreation and Culture Manager
Public Works Manager
E. L. & P. Manager
City Assessor
Principal Planner



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

February 1, 1994

The Sutton Group
4819 - 48 Avenue
Red Deer, Alberta
T4N 3T2

ATT: Tom Reynolds

Dear Sir:

RE: REQUEST TO PURCHASE SITE "A" (FORMER CP RAILYARDS) BY
PRO COLLISION AND FRAME LTD.

At the City of Red Deer Council Meeting held on January 31, 1994, consideration was given to your correspondence dated January 25, 1994 regarding the above. At this meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered correspondence from the Sutton Group dated January 25, 1994, re: Request to Purchase Site "A" (Former CP Railyards) by Pro Collision and Frame Ltd., hereby agrees to the sale of Site "A" (45 Street and 54 Avenue) to Pro Collision and Frame Ltd. for \$150,000 subject to the following conditions:

1. Development of site to be to the satisfaction of the Bylaws and Inspections Manager, ie: landscaping, fencing, building design, etc.;
2. An agreement satisfactory to the City Solicitor.
3. Passage of Bylaw 3087/A-94 (Amendment to Area Redevelopment Plan)."



*a delight
to cover!*

The Sutton Group
February 1, 1994
Page 2

As noted in the above resolution, this sale is subject to the passage of Bylaw 3087/A-94 which is an amendment to the Downtown West Area Redevelopment Plan. This bylaw was given first reading at the Council Meeting of January 31, 1994, a copy of which is attached hereto. A Public Hearing is scheduled for Monday, February 28, 1994, at 7:00 p.m. or as soon thereafter as Council may determine.

The cheque from Pro Collision and Frame Ltd. in the amount of \$7500.00 submitted to this office, along with your letter, has been forwarded to our Land and Economic Development Department for processing.

I trust you will now be in contact with the Land and Economic Development Department to make the necessary arrangements for the purchase of said land.

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



KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Director of Financial Services
Land and Economic Development Manager
Bylaws and Inspections Manager
City Assessor
E. L. & P. Manager
Fire Chief
Principal Planner

Pro Collision and Frame Ltd.
2, 5551-45 Street
Red Deer, Alberta
T4N 1L2

NO. 3

DATE: January 25, 1994

TO: Mayor Surkan and Members of Council

FROM: B. Jeffers, Director Engineering Services
A. Scott, Land and Economic Development Manager

RE: **CITY WEST YARDS REDEVELOPMENT**

The Downtown West Area Redevelopment Plan prepared by the Red Deer Regional Planning Commission early in 1993 proposed the staged relocation of what is commonly referred to as the West Yards area and a redevelopment of the vacated area.

The "West Yards" area currently contains a number of City facilities which house major City operations. These operations include the Public Works Department and its associated garage operation, the Transit Department, the Purchasing section of the Treasury Department, and could possibly include the Electric Light and Power Department as well. The facilities associated with these operations are described in detail below.

The plan contemplates the relocation of all or a major portion of these facilities to another site. The existing area would then be redesignated to R3 to accommodate high quality, high density housing. The West Yards is approximately 10.3 ha (25.5 acres) in size, including abandoned road right-of-way and reserve.

At Council's request, City Administration has conducted a preliminary review of the economic feasibility of relocating the West Yards, and subsequently marketing the vacated land for use as high density housing. We have incorporated into the report estimated replacement value for the various City owned facilities, estimated cost of an alternate site in Edgar Industrial Park (a final site has not been determined), estimates of servicing costs for the vacated site, estimates of the site's value for high density housing, and an estimate of the absorption rate on the West Yards site as multi-family redevelopment area based on a study completed four years ago by Urbanics Consultants Limited of Vancouver, B. C. We will endeavour to deal with each of these points separately.

Replacement of City Owned Facilities

We contacted a local contractor to obtain his estimate of replacement values on the various City facilities which presently exists. The estimates are based upon facilities of a similar size to those presently occupied by City operations, but in an alternate location. The City of Red Deer has ample land available in Edgar Industrial Park, and we estimate that a 25 acre site could be made available at a cost of \$1,300,000. This would not include site work, which could quite easily add \$200,000 to \$300,000 to the total. Existing facilities and their replacement values are as follows:

- City Stores: 12,800 sq. ft. including 2,800 sq. ft. of office \$ 770,000
- Transit: 32,461 sq. ft. including 3,089 sq. ft. of office 1,950,000

.../2

Mayor and Members of Council

Page 2

January 25, 1994

• E. L. & P.: 33,624 sq. ft. including 6,000 sq. ft. storage	1,840,000
• Public Works: 35,400 sq. ft. including 5,700 sq. ft. of office	\$ 2,300,000
• Garage: 19,100 sq. ft. including 2,700 of office	1,150,000
• Additional Buildings	250,000
• 25 acre site Edgar Industrial Park	1,300,000
• Estimate of site work	300,000
	<hr/>
Total Replacement Value	\$ 9,860,000

Servicing and Preparation of West Yards Site

The Engineering Department has completed a comprehensive review of the site to determine requirements to convert the site from its present use to high density housing. Specific areas of concern were:

1. Site Access

Some congestion during peak traffic periods already occurs at the intersections of 45 Street/54 Avenue and 45 Street/Taylor Drive, due to the short intersection spacing and lack of east bound queuing length (Figures 1 and 2). The proposed redevelopment is expected to add approximately 600 vehicles per hour during these peak periods, which will aggravate the problem and diminish the level of service. It is anticipated that these intersections would drop to service level "D" (*Level of service D approaches unstable flow. Tolerable average operating speeds are maintained but are subject to considerable and sudden variation. Freedom to maneuver and driving comfort are low because lane density has increased to between 45 and 50 vpm (28 and 31 vpk), and the probability of accidents has increased. Most drivers would probably consider this service level unsatisfactory*), which is considered acceptable, but not a desirable level of service.

Unfortunately, there is very little that can be done to improve this situation. One solution would be to close 54 Avenue to left hand turning movements by extending the median along 45 Street through the intersection. This would extend the queuing length at Taylor Drive intersection, but would restrict access/egress for the new development area, which would have an equally undesirable affect.

The Engineering Department also reviewed the possibility of allowing right turns onto Taylor Drive from 47 Street. Unfortunately, there are three very significant problems with this. Firstly, when Taylor Drive is widened to four lanes, there will be insufficient weaving distance to allow vehicles to safely merge from the inside lane to the outside lane between Ross Street and 47 Street (i.e. for vehicles turning south bound onto Taylor Drive at Ross Street, merging across four lanes to turn west bound onto 47 Street).

Secondly, there is insufficient distance between 47 Street and 45 Street to allow vehicles to safely enter the Taylor Drive traffic stream from 47 Street and merge out of the right turn lane before entering the 45 Street intersection.

Thirdly, the current alignment of 47 Street is connected to Taylor Drive well within the existing left turn bay in advance of 45 Street. This does not allow traffic sufficient weaving distance to cross the south bound Taylor Drive traffic and manoeuvre into the left turn bay to turn left (east bound) at 45 Street.

The Engineering Department assumes, therefore, that the reduction in service level would have to be accepted and that no off-site access improvement is possible or would be undertaken.

2. Water Mains

A 500 mm water trunk extends through the north-west edge of the site (Figure 3) and is able to meet the needs of the proposed development without any off-site improvements. However, an easement will have to be maintained for this water trunk, which may conflict with the proposed development. Relocation of this trunk line closer to the river is not recommended unless the TransAlta right-of-way is relocated, as the two utilities are within the same right-of-way.

3. Sanitary Sewers

Existing sanitary sewers in the area (Figures 4 and 6) can be extended into the site without off-street improvements, with the exception of two lengths of sewer running across the 54 Avenue and Taylor Drive intersection and extending approximately 120 metres north along 53 Avenue. This section would have to be replaced to accommodate the additional flow, at a cost of approximately \$150,000. This cost would include auguring across the intersection to avoid major road repair work. It should be noted that the sewer gets relatively shallow toward the west end of the site. This may limit the development of the west end of the site to some extent.

4. Storm Sewers

Because the new development would be much denser than the existing, we would expect a higher rate of run off would result. A new out fall to the river (Figure 5) would be required to accommodate this extra run off, at a cost of approximately \$50,000 depending on the size of line required. Based on current environmental requirements, no settling pond would be required prior to accessing the river.

5. Shallow Utilities

The Engineering Department briefly discussed the shallow servicing requirements with each of the utility companies and found there would be no extraordinary costs related to this development. Discussions were held with the following individuals:

- a) Darryl Scheelar, Electric Light & Power Department
- b) Larry Bota, AGT Limited
- c) Steve Fladegar, Northwestern Utilities Limited
- d) Steve Cousine, Shaw Cable Systems Limited

6. TransAlta Power Transmission Line

It should be noted that TransAlta has a major overhead power line across the north-west edge of this site that may conflict with development plans (Figure 7). The cost to relocate this line further west, if deemed necessary, has been estimated at nearly \$600,000.

7. Dangerous Goods Issue

It was brought to our attention that the existing AGT and NUL properties located along the south side of 47 Street (south of the subject property) and the E.L. & P. sub-station located north-west of the Taylor Drive and 54 Avenue intersection (north of the subject property), house dangerous goods. This being the case, a 150 metre setback is required to any residential development (Figure 8). This will seriously restrict the development of the site for residential purposes unless AGT, NUL, and the E.L & P. sub-station are relocated. Cost estimates for this were not included, but they would be substantial.

8. Site Contamination

As you were aware, the Public Works yards has been used to store road salts, fuels, lubricants, and other similar products. Although we cannot quantify the degree of contamination this may have caused without extensive geo-technical investigations, we would expect that some site clean-up will be required prior to its development.

9. Development Levies

As this site is presently serviced, and it is not expected to be subdivided, no off-site levies would apply. However, redevelopment levies would be applicable to off set the cost of upgrading existing trunk lines in the city. The current redevelopment rate for sanitary sewer varies between \$60 and \$100 per unit developed. This would total roughly \$100,000 for the 1200 units proposed for the site.

Mayor and Members of Council
Page 5
January 25, 1994

It should be noted that this levy has not been reviewed for many years and could change significantly in the future. No other redevelopment rates exist at present, although we expect to introduce one for water trunk upgrading in the future.

Recreation levies would also be applicable for this site, to enhance the parks and recreational facilities in the area. Although no rate has yet been established for this area, it is anticipated it would be in the order of \$7,500 per hectare, which would equate to approximately \$80,000 for the site.

Land Value

Multiple family sites can vary widely in value, depending upon location and demand. In 1992, the City sold a multiple family site in Deer Park for the equivalent of \$120,000 per acre. The former railway lands, recently marketed for commercial purposes, were sold at the equivalent of \$226,000 per acre. For multiple family development, there is probably no finer site in Red Deer than that occupied by the West Yards because of its proximity to the river and easy access to the downtown area.

For that reason, we believe that a value nearer that which was obtained for the railway lands would be applicable. At \$226,000 per acre, the 25 acre site would be worth \$5,600,000. This would be as a fully serviced site, and it would therefore be necessary for the City to undertake the necessary servicing improvements before marketing the land. The combination of levies and servicing improvements amounts to \$1,000,000, reducing the net return from the land to \$4,600,000.

High Density Absorption Rate

In May 1990, Urbanics Consultants Limited of Vancouver, B.C. completed The City of Red Deer Downtown Marketing Study. This study also saw the West Yards area as being appropriate for high density housing, and went into a detailed analysis which forecasted the absorption rate for apartments in the downtown area. The forecast was for the period 1991 to 2011, and was based on specific population projections of 1.93% annual growth.

We reviewed the forecast and updated it based upon the 1993 City of Red Deer census. Attached is a graph which projects the apartment unit demand for The City of Red Deer, and specifically identifies that portion of the apartment development that could occur in the downtown area. The projections, which were used in making the calculations, were the same as those utilized by Urbanics in 1990 but updated to reflect the 1993 census.

Mayor and Members of Council
 Page 6
 January 25, 1994

Given the projections for population growth, and making the same assumptions made by Urbanics in 1990, it would appear that the absorption of 1200 apartments in the downtown area would not be achieved until the year 2026. This assumes that all downtown apartment construction occurs on the West Yards site. Realistically, this probably would not be the case, resulting in an absorption period of somewhat longer than 33 years.

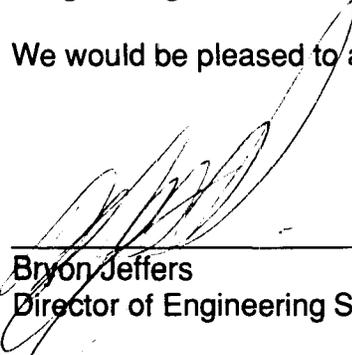
Conclusion

Relocating the entire West Yards operation to another location within the City would require an upfront investment of approximately \$9.9 Million. The various departments of the City, which function out of the general West Yards area, have indicated it is important they remain in close proximity to one another. Because of the newness of the Electric Light & Power facility, it has been suggested that it could remain. This is certainly a possibility, but not one which the E.L. & P. Department favours. Even if E.L. & P. was not included in the calculations, the cost for the remainder of the West Yards operation to relocate would be approximately \$8 Million.

The net return from the sale of the land, after additional servicing is completed, would be approximately \$4.6 Million, with revenue flowing to the City over a period in excess of 25 years. The shortfall to the City, not including any interest costs, would be \$4 Million to \$5 Million, depending upon whether the Electric Light & Power Department is included within the relocation. As much as the proposal offers a great deal of appeal for redevelopment, it simply does not appear to be economically viable from the City's point of view.

If the City remains interested in exploring redevelopment possibilities further, perhaps they should look upon the relocation in the same way as Alberta Transportation and their former facility at the corner of 67 Street and Gaetz Avenue. The City could call for proposals from private sector developers to relocate the West Yards to a new location at no cost to the City. It would require that developers construct the new facilities and in return, would receive the land presently occupied by the West Yards operation. In addition, the issue surrounding dangerous goods would also have to be resolved.

We would be pleased to answer any questions.


 Bryon Jeffers
 Director of Engineering Services

AVS/mm


 Alan V. Scott
 Land and Economic Development Manager

**City of Red Deer Apartment Unit Forecast
1993 - 2026**

	1993	1996	2001	2006	2011	2016	2021	2026
Population ¹	59,826	63,176	69,512	76,484	84,156	92,597	101,885	112,103
Average Household Size	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59
Households	23,396	24,392	26,839	29,530	32,493	35,752	39,338	43,283
Proportion of Households Living in Apartments	24.5%	24.5%	24.5%	24.5%	24.5%	24.5%	24.5%	24.5%
Occupied Apartment Units	5,445	5,677	6,247	6,873	7,563	8,321	9,156	10,074
Apartment Unit Demand ²	5,732	5,976	6,575	7,235	7,960	8,759	9,638	10,604
Existing Apartment Units	5,732	5,732	5,732	5,732	5,732	5,732	5,732	5,732
Warranted Additional Units	-	244	843	1,503	2,228	3,027	3,906	4,872
% of New Units	20%	22%	24%	25%	25%	25%	25%	25%
In Downtown	-	54	202	376	557	757	977	1,218

¹ 1993 figures based on City Census - projections based on Urbanics 1990 Marketing Study using annual growth factor of 1.93%

² Assumes a 5% vacancy factor.

THE CITY OF RED LAKERS

DOWNTOWN WEST
AREA
REDEVELOPMENT PLAN



SCALE 1:7500

18-JAN-1994

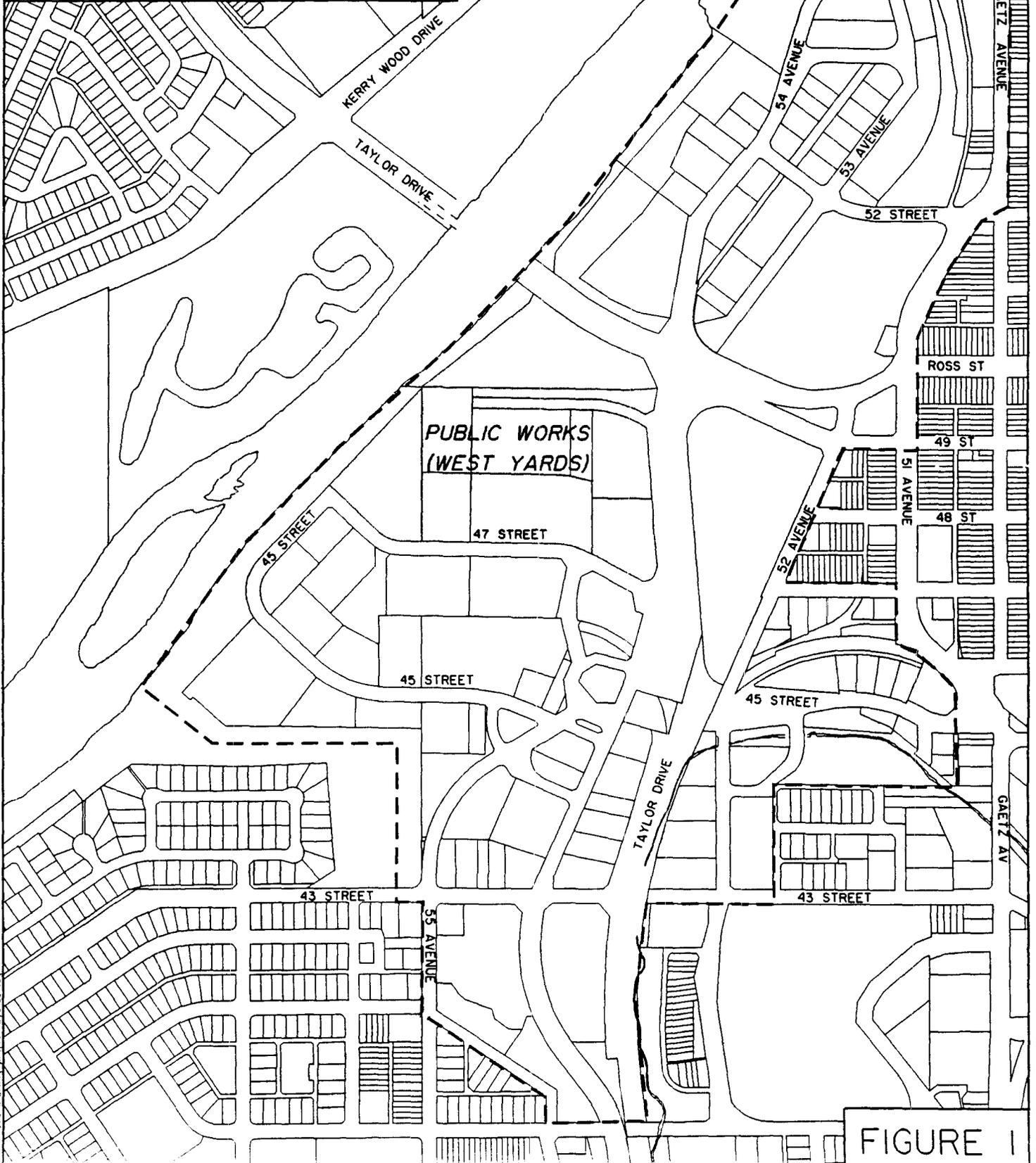
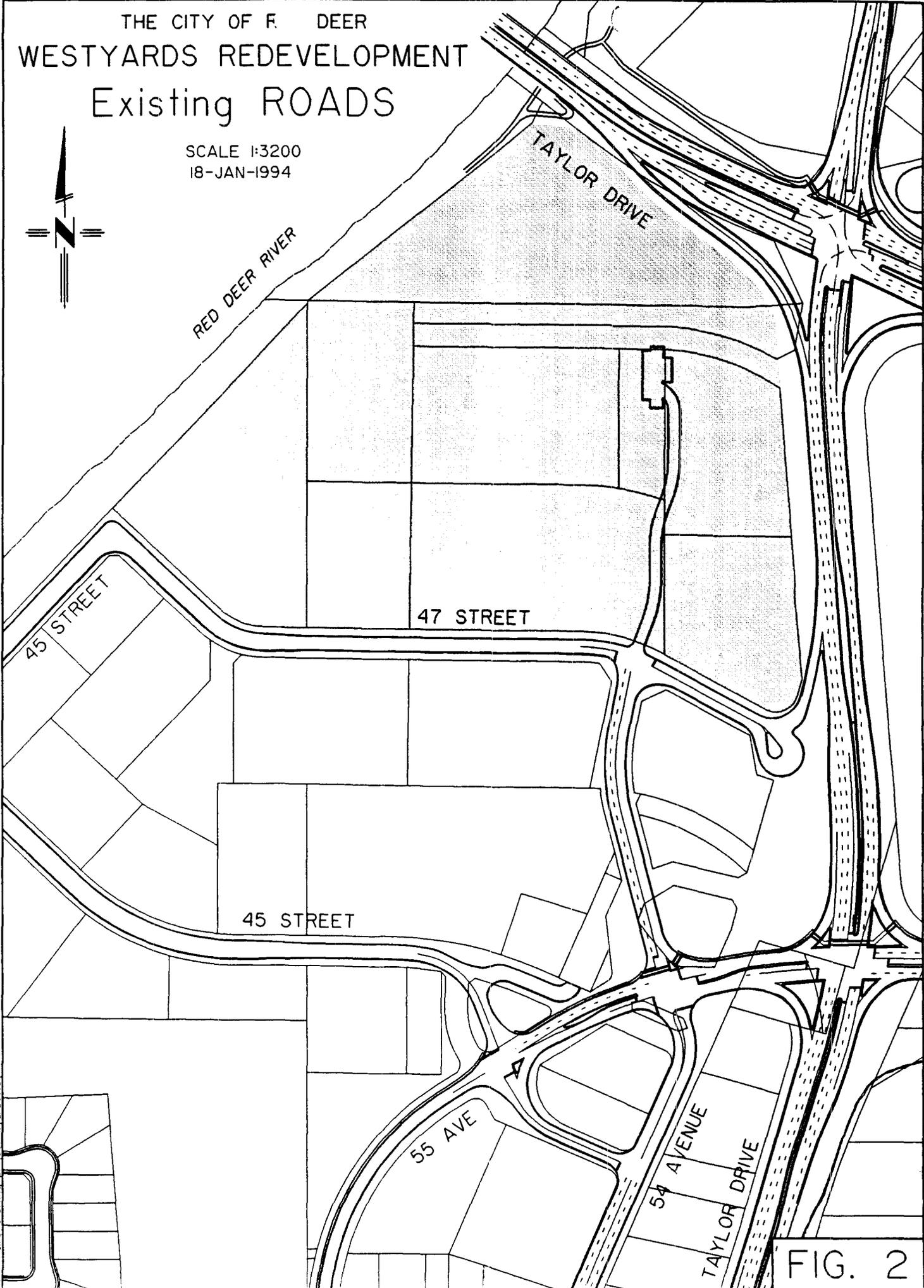


FIGURE 1

City of Red Lake, Michigan

THE CITY OF F. DEER
WESTYARDS REDEVELOPMENT
Existing ROADS

SCALE 1:3200
18-JAN-1994

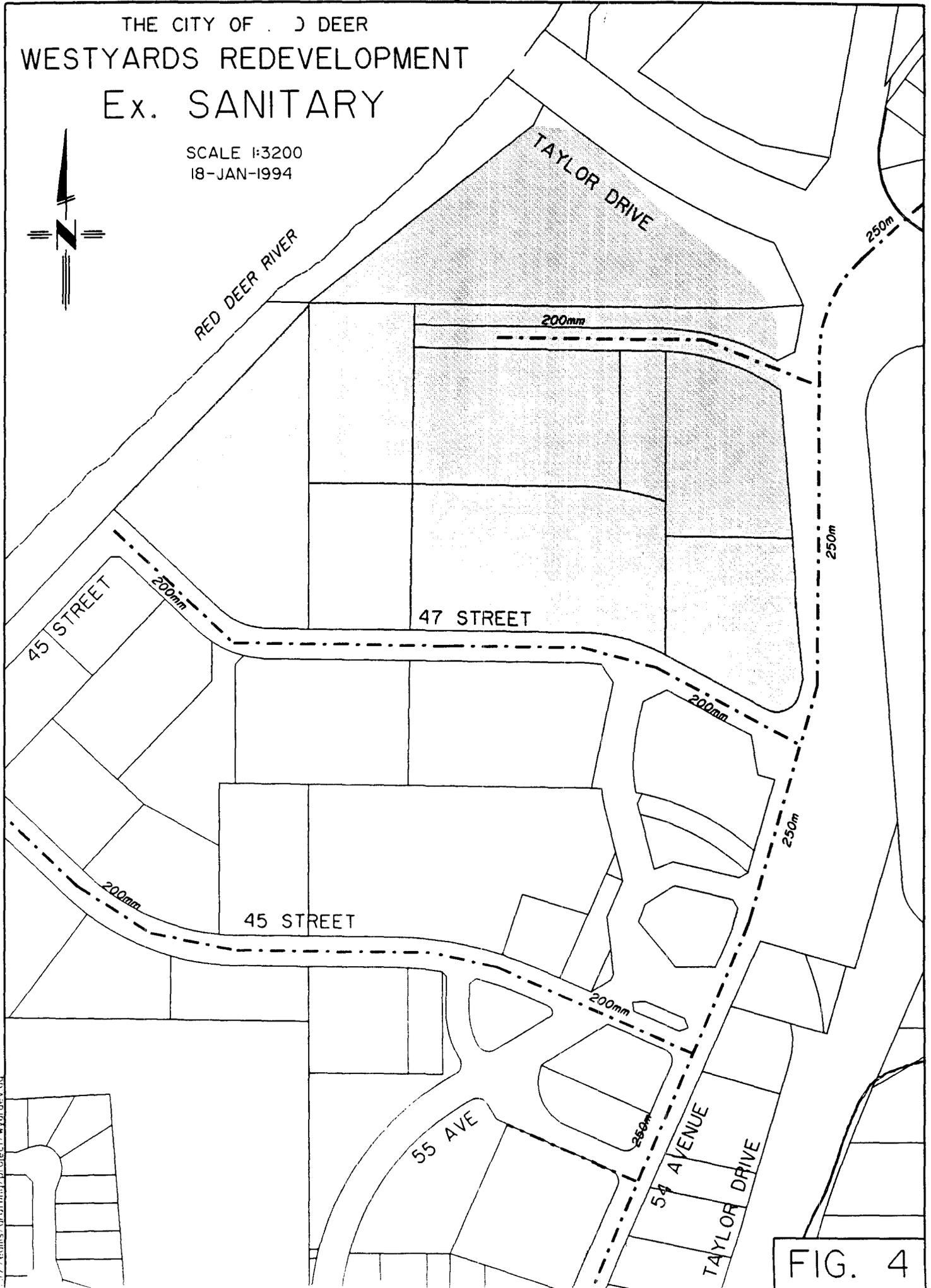


12-1-94 jms / drafting / protect / wyar dev.dwg

FIG. 2

THE CITY OF RED DEER
WESTYARDS REDEVELOPMENT
Ex. SANITARY

SCALE 1:3200
18-JAN-1994



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FIG. 4

THE CITY OF DEER
WESTYARDS REDEVELOPMENT
Existing STORM

SCALE 1:3200
18-JAN-1994

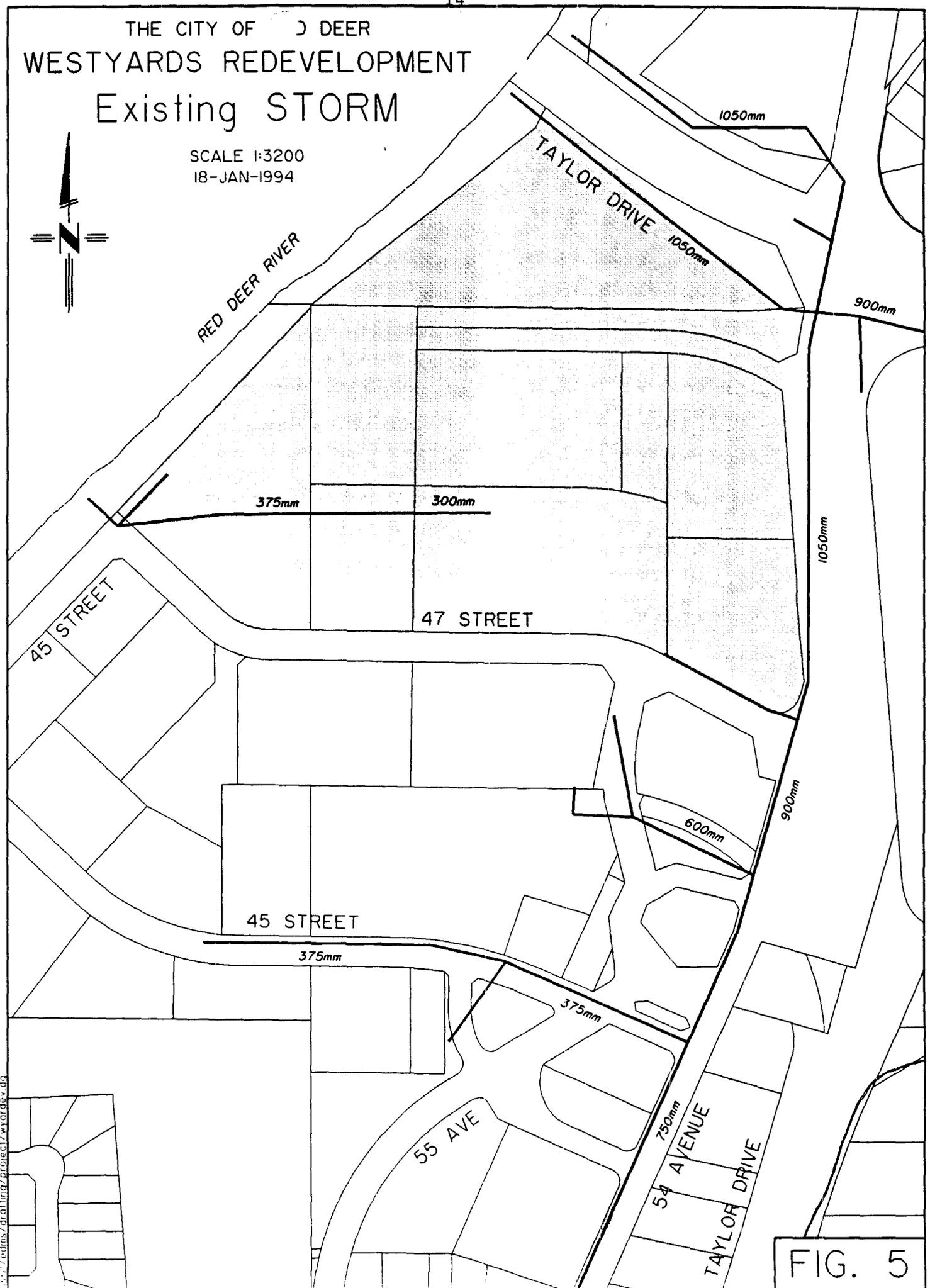


FIG. 5

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THE CITY OF R. DEER
WESTYARDS REDEVELOPMENT
PROPOSED SANITARY
IMPROVEMENTS

SCALE 1/2000
18-JAN-1994

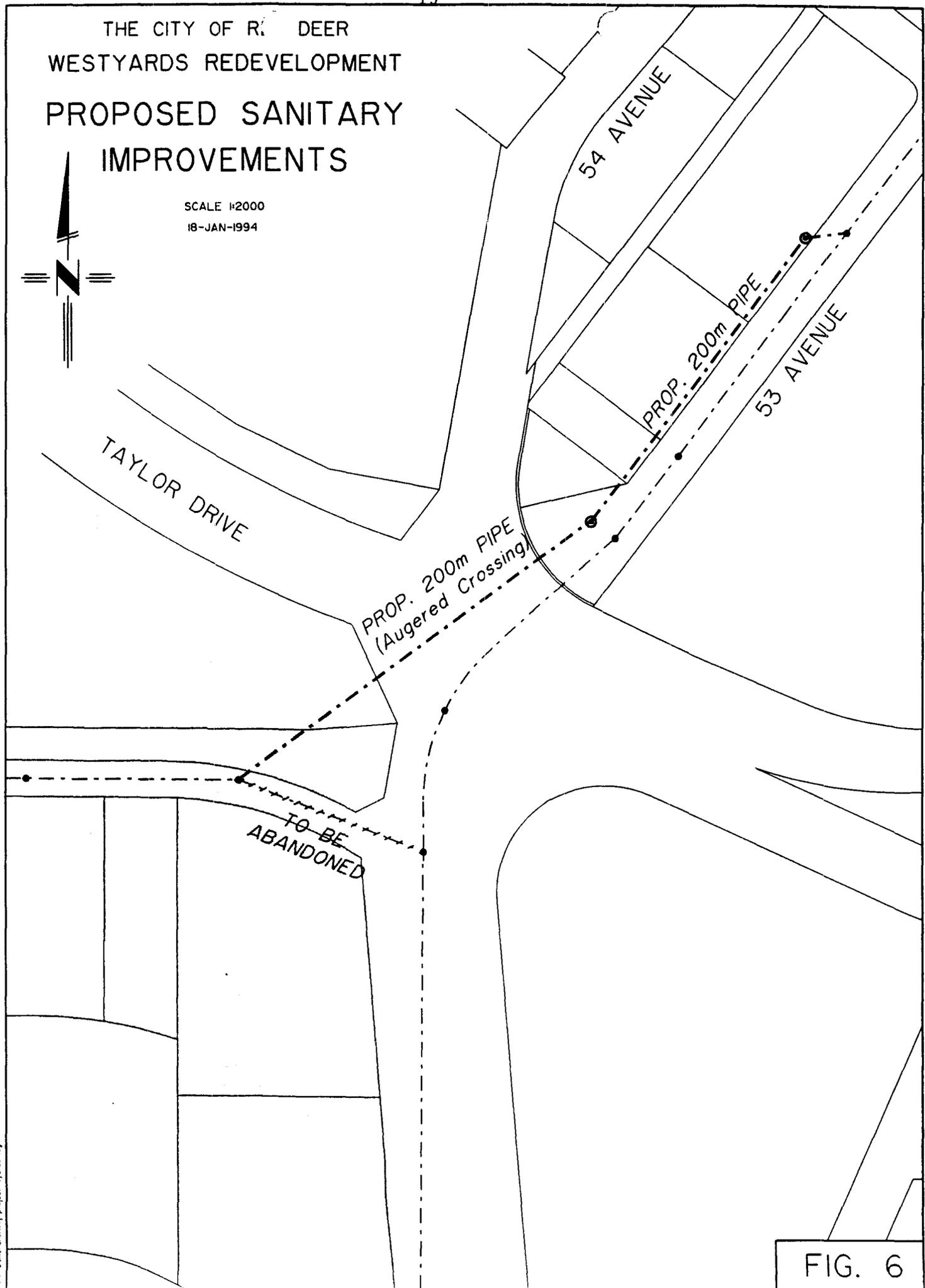
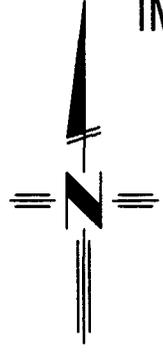
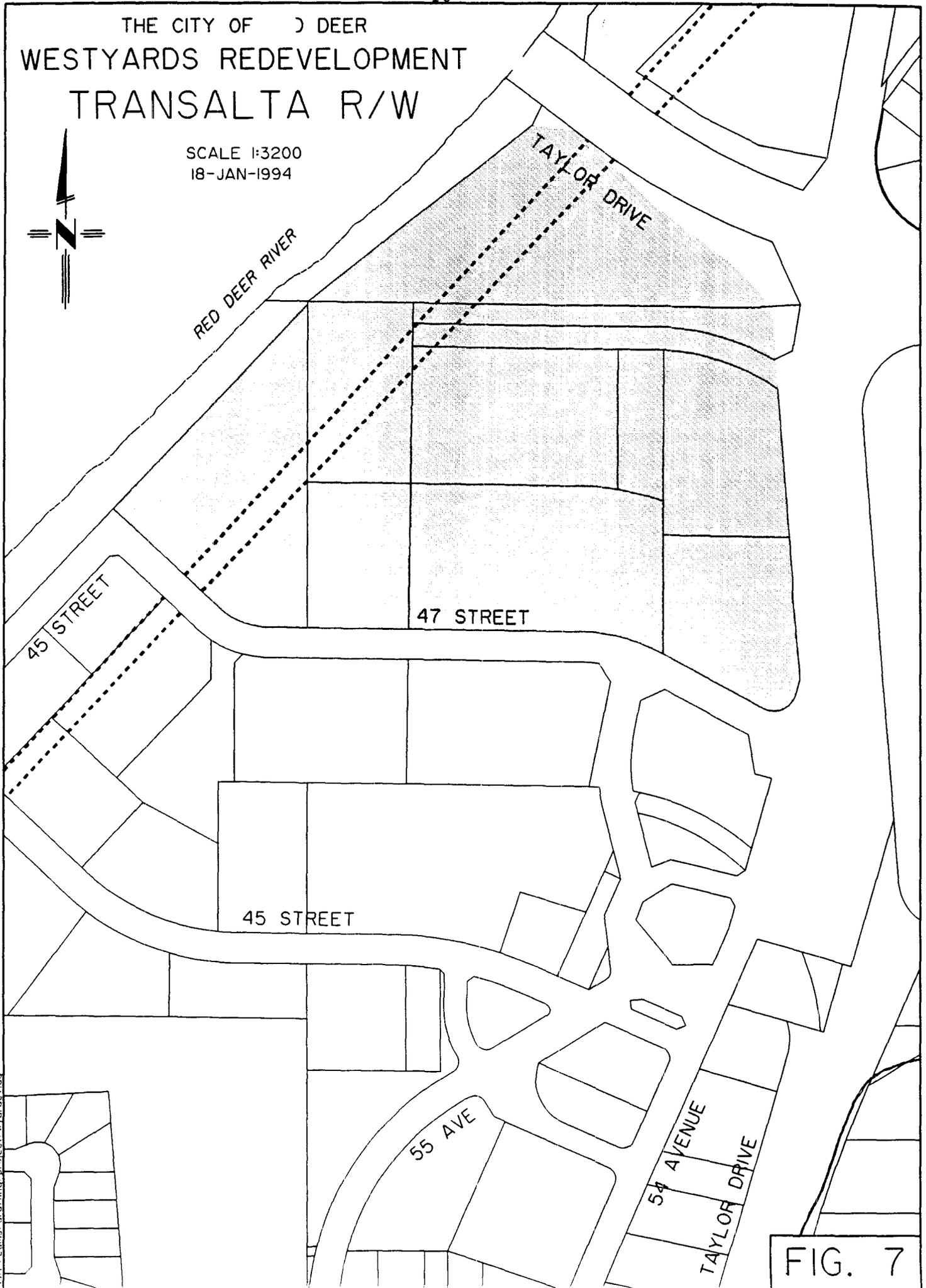


FIG. 6

THE CITY OF DEER WESTYARDS REDEVELOPMENT TRANSALTA R/W

SCALE 1:3200
18-JAN-1994

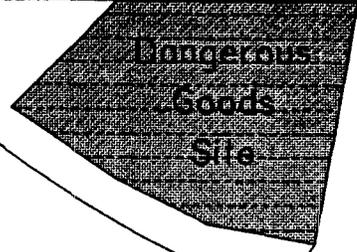


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FIG. 7

THE CITY OF DEER
WESTYARDS REDEVELOPMENT
Dangerous Goods

SCALE 1:3200
18-JAN-1994



RED DEER RIVER

TAYLOR DRIVE

DEVELOPMENT SETBACK

DEVELOPMENT SETBACK

47 STREET

45 STREET

Dangerous Goods Sites

45 STREET

55 AVE

DEVELOPMENT SETBACK

54 AVENUE

TAYLOR DRIVE

FIG. 8

\\s:\utms\drawing\project\w\w\dev.dwg

DATE: January 24, 1994
TO: Land & Economic Development Manager
FROM: Director of Financial Services
RE: WEST YARDS REDEVELOPMENT PROPOSAL

The following factors would appear significant in consideration of the proposal:

- for efficiency it is probably better to have all the West Yards facilities either located at the West Yards or Edgar but not both locations
- to move all facilities would cost about \$10 million
- the shortfall in recovery of the \$10 million by sale of the West Yards would be in excess of \$4 million.

There is significant public pressure now to not increase taxes and even reduce existing taxes by reducing government. Given this direction, it is very difficult to justify the proposal. It should also be noted the existing West Yards facilities would appear to be in good condition and require only normal maintenance over the next few years.

Based on the factors outlined, it would appear the City would be required to:

- finance \$6 million for up to 20 to 25 years
- find \$4 million to finance the shortfall.

There would be a significant risk exposure and cost to the City. For these reasons I would recommend not proceeding further with the proposal.



A. Wilcock, B. Comm., C.A.
Director of Financial Services

AW/jt

c. Director of Engineering Services

COMMISSIONER'S COMMENTS

Council's direction is requested.

"G. SURKAN"

Mayor

"H.M.C. DAY"

City Commissioner

NO. 4

DATE: JANUARY 26, 1994
TO: CITY COUNCIL
FROM: CITY CLERK
RE: SITE "A" ZONED DC(3) 45 STREET & 54 AVENUE
OFFER TO PURCHASE

At the October 12, 1994 Council meeting, the following motion was passed relative to a Feasibility Study for the Downtown West Area:

"RESOLVED that Council of The City of Red Deer, having considered report dated October 6, 1993 from the Director of Engineering Services re: Feasibility Study - Downtown West Area, hereby directs that the Director of Engineering Services and the Land and Economic Development Manager, proceed with a preliminary investigation as outlined in the aforesaid report and as presented to Council October 12, 1993."

Subsequent to the above resolution, Council was approached by A-Tech Contracting and Pro Collision, both independently of one another, to offer to purchase the above noted site. At the October 25, 1993 Council meeting a resolution was passed dealing with A-Tech's offer and at the December 6, 1993 Council meeting a resolution was passed dealing with Pro Collision's offer, both of which are noted hereunder:

"RESOLVED that Council of The City of Red Deer, having considered option to purchase Site "A", 45th Street and 54th Avenue, submitted by Weddell, Mehling, Pander and Associates Realty Ltd. on behalf of A-TECH Contracting Inc., hereby agrees that the price offered on said lot is too low and that there are insufficient details regarding the nature of the development.

Council further agrees that A-TECH Contracting Inc. be approached to provide a more detailed proposal in conformance with the City's original proposal call, and keeping in mind Council's concern over the use of the land, same be considered at a future meeting, and as recommended to Council October 25, 1993."

"RESOLVED that Council of The City of Red Deer, having considered report dated November 24, 1993 from the Land and Economic Development Manager re: Request for Reconsideration to purchase Site A - Former CP Railyards by Pro Collision and Frame Ltd., hereby agrees that Council wait until the study is finished regarding the feasibility of redeveloping the Westyards, at which time Council will consider both current proposals (ie: A-TECH Contracting Inc. and Pro Collision and Frame Ltd.)."

CITY COUNCIL
SITE "A"
JANUARY 26, 1994

Attached is an updated offer from Pro Collision for Site "A". The Land and Economic Development Manager has contacted A-Tech to determine if they are interested in submitting a further offer however no response has been received to date.

This matter is submitted for Council's information.



Kelly Kloss
City Clerk



sutton group - red deer

AN INDEPENDENT MEMBER BROKER

4819 - 48 Avenue, Red Deer, Alberta, Canada T4N 3T2 Telephone: (403) 347-0751 Fax: (403) 340-3390

January 25, 1994

Mr. Kelly Kloss
City Clerk
City of Red Deer
Red Deer, Alberta

RE: Request to Purchase Site A (Former CP Railyards) by ProCollision Frame Ltd.

Dear Sir;

On August 27, 1993 on behalf of ProCollision & Frame Ltd., we submitted a tender to Purchase Site A in response to an advertised proposal from the City of Red Deer. Ours was the only respondent.

Subsequently, through two more council appearances in support of our proposal, it was decided "that Council wait until the study is finished regarding the feasibility of re-developing the West yards."

The feasibility study has been completed and we understand it will be received at Council Monday, January 31, 1994.

We understand there is an open motion tabled by council to consider a sale of lot "A" should the feasibility study indicate there would be an over burden to the taxpayers to consider a relocation of the City yards.

With this possibility in mind, ProCollision & Frame Ltd. resubmits an offer to purchase Site A to be considered if and when the tabled motion is put to consideration.

Our original offer for \$153,940.00 asked for some monetary consideration for land used by the City from Lot A for a storm sewer easement.

In lieu of any prolonged negotiation, ProCollison & Frame Ltd. attached a cheque of \$7,500.00 or 5% (as specified in your advertisement in August, 1993) of their tendered offer of \$150,000.00 for Lot "A".

A copy of the proposed site plan is attached. We thank council for their timed interest and will await your confirmation of our Offer to Purchase.

Yours very truly,

Tom Reynolds
Sutton Group - Red Deer Ltd.

THE CITY OF RED DEER
CLERK'S DEPARTMENT

RECEIVED	
TIME	3:00 PM
DATE	94/01/25
BY	JK

COMMISSIONER'S COMMENTS

As Council will recall, a decision regarding this proposal was delayed pending the West Yard Redevelopment Study due to concern around locating a light industrial use at the entry way of a potential residential development. Resolution of this issue will be dependant on Council's decision relative to the West Yards Redevelopment Study.

For Council's information, the letter from Sutton Group came in too late to provide for administrative comments to be included on the agenda. Comments will be available for the meeting however.

"G. SURKAN"

Mayor

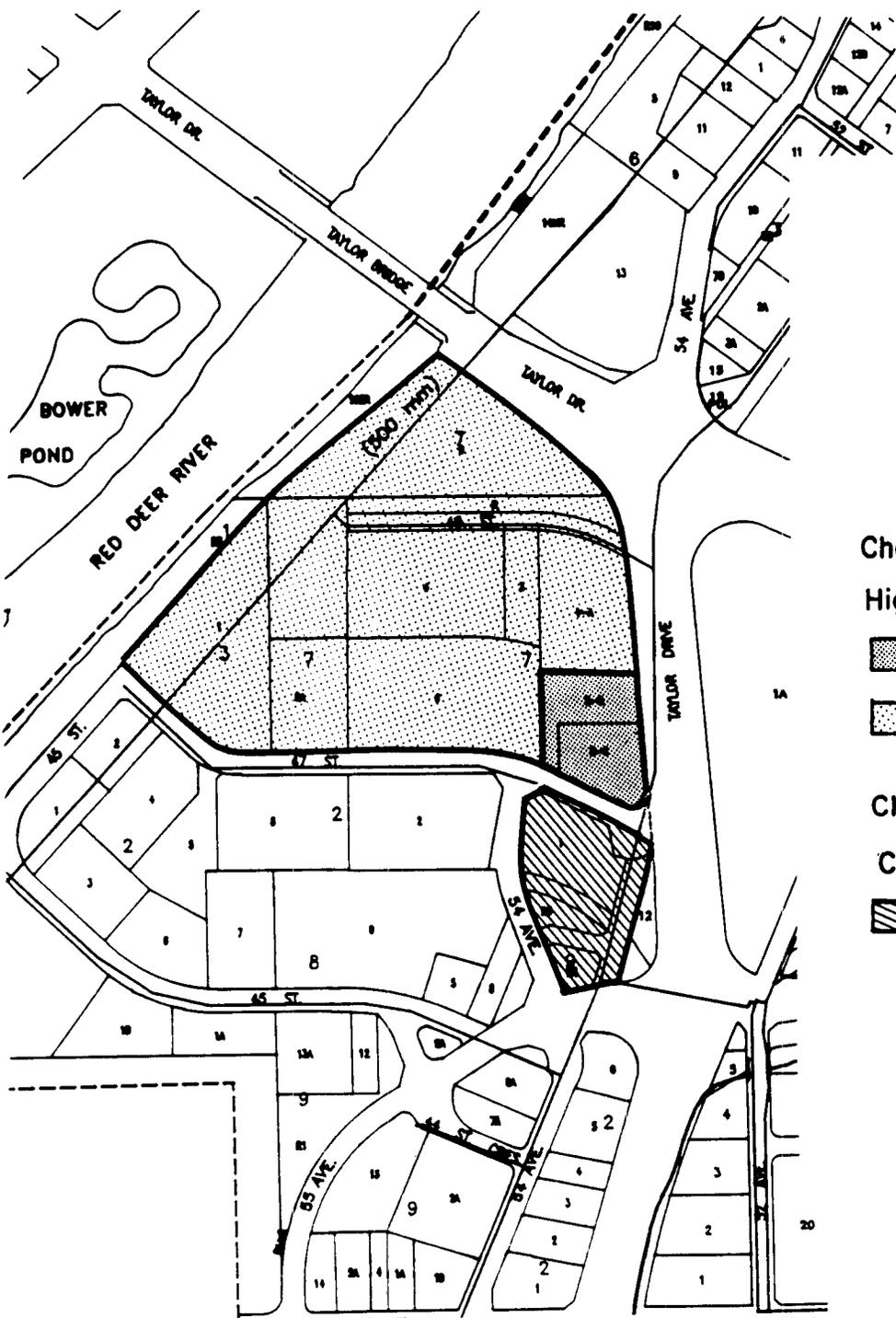
"H.M.C. DAY"

City Commissioner

CITY OF RED DEER

DOWNTOWN WEST AREA REDEVELOPMENT PLAN

AREA REDEVELOPMENT PLAN PROPOSED LAND USE



Change from:

High Density Residential to

 COMMERCIAL &

 INSTITUTIONAL

Change from:

Commercial / Residential to

 COMMERCIAL / INDUSTRIAL

BYLAW NO. 3087/A-94

Being a Bylaw to amend Bylaw No. 3087/93, the Downtown West Area Redevelopment Plan 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:

That Bylaw No. 3087/93 be amended as follows:

- 1 The "Proposed Land Use" referred to as Map 9 is hereby amended in accordance with Map No. A-94 attached hereto and forming part of the Bylaw.
- 2 A portion of the "Downtown West Area Redevelopment Plan" is hereby amended by deleting the following sentence on page 13:

"The long range plan for this block is residential in conjunction with West Yard relocation"

and substituting the following sentence:

"The long range plan for this block is commercial/industrial; particular attention should be paid to the landscaping and architecture of any development at the corner of 45th Street and Taylor Drive."

- 3 The section entitled "Proposal" on pages 16, 17 and 18 of the "Downtown West Area Redevelopment Plan" is hereby amended by deleting the existing section and substituting the following:

"It appears desirable to take advantage of Area 6's excellent location, river frontage, excellent view and the location across from Bower Ponds. Area 6 has great potential for an alternate use to the existing public works yard. However, the high cost of moving these yards, the proximity of dangerous goods, and inadequate access to the site mitigate against any high density residential use of the site. It is also recognized that any other alternate use of the Public Works Yards may not be economically feasible within the next ten years due to the excellent condition of the buildings and therefore, it is recommended that the yards be designated as an Institutional Use, permitting the ongoing operation of the existing yards. The east portion of Area 6 adjacent to Taylor Drive should be designated for commercial use.

Any new development on the west side of Area 6 should include a dedication of additional parkland to be negotiated, as well as additional landscaping."

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

READ A FIRST TIME IN OPEN COUNCIL this 31 day of January A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

DATE: MARCH 2, 1994
TO: PRINCIPAL PLANNER
FROM: CITY CLERK
RE: BYLAW 3087/A-94 - AN AMENDMENT TO THE DOWNTOWN WEST
AREA REDEVELOPMENT PLAN BYLAW

At the City of Red Deer Council Meeting held on February 28, 1994, second and third readings were given to the above noted bylaw. During the Public Hearing of said bylaw, Mr. Ralph Solomons expressed some concern that the Pro Collision and Frame site was being designated for industrial use. Mr. Solomons has suggested that this area be included with the C1A designation so as to ensure uses are compatible in the future.

As you indicated at said Council Meeting, you will be contacting Mr. Solomons to discuss his concerns and possibly will be presenting a further report back to Council in due course.

This is submitted for your information and appropriate action.



KELLY KLOSS
City Clerk

KK/clr

**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

March 2, 1994

The Sutton Group
4819 - 48 Avenue
Red Deer, Alberta
T4N 3T2

Att: Tom Reynolds

Dear Sir:

RE: REQUEST TO PURCHASE "SITE A" BY PRO COLLISION AND FRAME LTD. -
BYLAW 3087/A-94 AN AMENDMENT TO THE DOWNTOWN WEST AREA
REDEVELOPMENT PLAN

Further to my letter of February 1, 1994 wherein I advised of a Public Hearing in regard to the above noted Bylaw Amendment, I wish to advise as follows.

At the Council Meeting of February 28, 1994, Bylaw 3087/A-94 which is an amendment to the Downtown West Area Redevelopment Plan, was given second and third readings by Council following the Public Hearing. Enclosed herewith is a copy of the above noted Bylaw Amendment as approved by Council.

... / 2

*a delight
to discover!*

The Sutton Group
March 2, 1994
Page 2

The decision of Council in this instance is submitted for your information. If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over a horizontal line.

KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
Director of Financial Services
Land and Economic Development Manager
Bylaws and Inspections Manager
City Assessor
E. L. & P. Manager
Fire Chief
Principal Planner
Council and Committee Secretary - Sandra

Pro Collision and Frame Ltd.
#2, 5551 - 45 Street
Red Deer, Alberta
T4N 1L2

NO. 3

DATE: February 18, 1994
TO: City Council
FROM: City Clerk
RE: ROAD CLOSURE BYLAW 3104/94, BOWER PLACE SHOPPING
CENTRE/PURCHASE OF PART OF LOT 1, BLOCK 7A, PLAN 862-0189
AND PART OF BARRETT DRIVE

A Public Hearing has been advertised in regard to the above noted Road Closure Bylaw. The Public Hearing is scheduled to be held in the Council Chambers on Monday, February 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Bylaw 3104/94 provides for the closure of:

"All that portion of Barrett Drive shown on Plan 792-1077 lying to the southeast of the Production Easterly of the North Boundary of Block 6A, Plan 792-1077 and to the Northwest of the Production Northeasterly of the most Southeasterly Boundary of Block 6A, Plan 792-1077 containing 1.10 hectares (2.72 acres) more or less."

Following the Public Hearing, Council may choose to give the bylaw amendment second and third readings.



Kelly Kloss
City Clerk

KK/ds

28th STREET

90m

C2

C2

119hp
14.00pc

BARRETT DRIVE

DRIVE

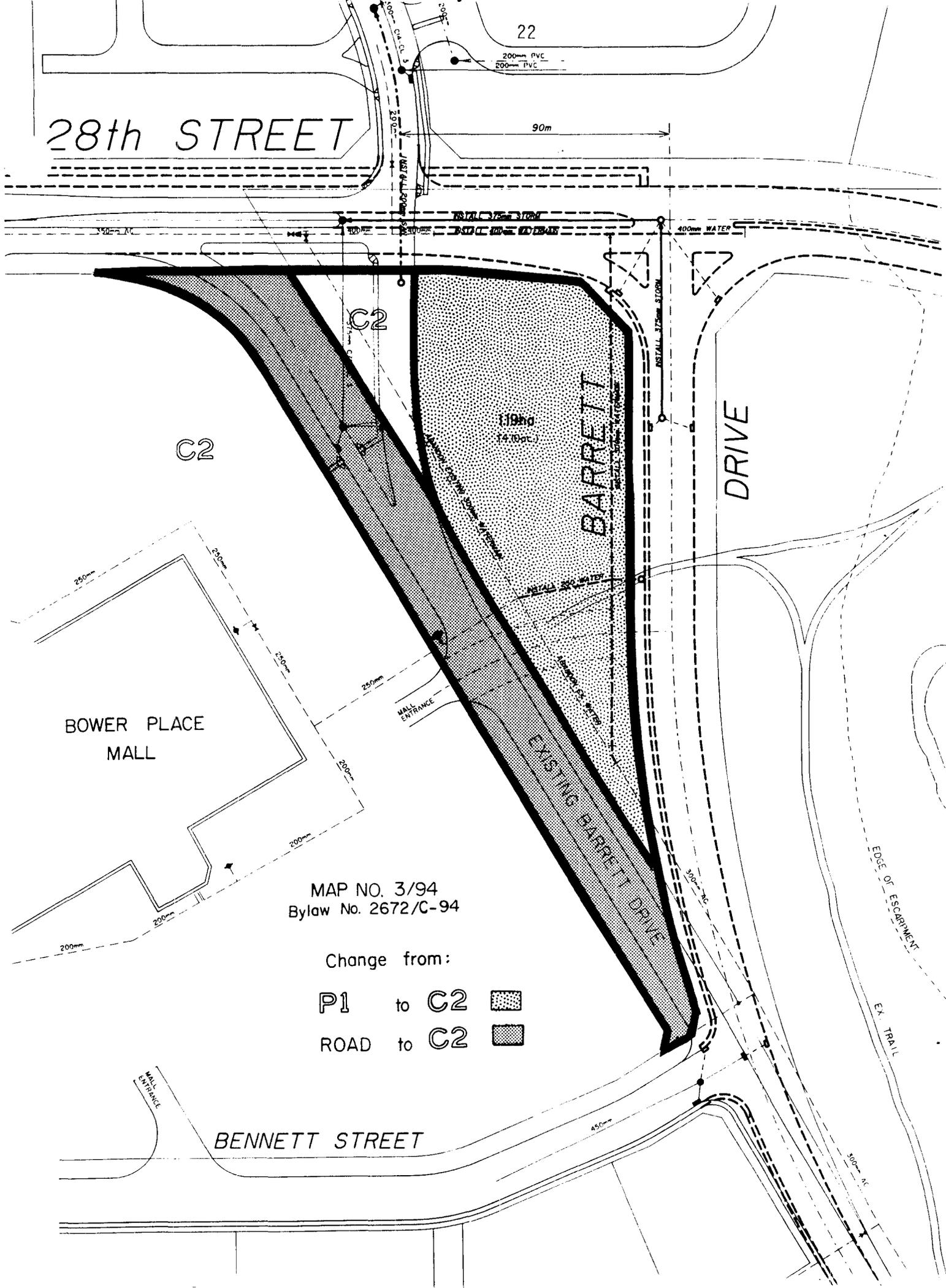
BOWER PLACE MALL

MAP NO. 3/94
Bylaw No. 2672/C-94

Change from:

P1	to	C2	
ROAD	to	C2	

BENNETT STREET



P. H.

DATE: FEBRUARY 1, 1994

TO: LAND AND ECONOMIC DEVELOPMENT MANAGER

FROM: CITY CLERK

**RE: BOWER PLACE SHOPPING CENTRE / PURCHASE PART OF
LOT 1, BLOCK 7A, PLAN 862-0189 AND PART OF BARRETT DRIVE -
ROAD CLOSURE BYLAW 3104/94**

At the Council Meeting of January 31, 1994, consideration was given to your report dated January 21, 1994 concerning the above. At this meeting, first reading was given to the above noted Road Closure Bylaw. Enclosed herewith is a copy of the aforementioned Road Closure Bylaw.

This office will now proceed with advertising for a Public Hearing to be held on Monday, February 28, 1994, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

The advertising is scheduled to appear in the Red Deer Advocate on Friday, February 4, 1994 and February 11, 1994.

Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
City Assessor
Principal Planner
Parks Manager
Public Works Manager
Council and Committee Secretary - Sandra

NO. 4

DATE: January 21, 1994

TO: City Clerk

FROM: Land & Economic Development Manager

RE: **BOWER PLACE SHOPPING CENTRE - PURCHASE OF PART OF
LOT 1, BLOCK 7A, PLAN 862-0189 & PART OF BARRETT DRIVE
(SEE ATTACHED MAP)**

The January 17, 1994, meeting of City Council approved the sale of a portion of Lot 1, Block 7A, Plan 862-0189 and a portion of Barrett Drive, shown as shaded on the attached map.

To facilitate the sale of these lands, a portion of Barrett Drive shown as cross-hatched on the attached map must be closed in accordance with the Municipal Government Act.

We submit for Council's approval the description for that portion of Barrett Drive which is to closed:

"ALL THAT PORTION OF BARRETT DRIVE SHOWN ON PLAN 792 1077 LYING TO THE SOUTHEAST OF THE PRODUCTION EASTERLY OF THE NORTH BOUNDARY OF BLOCK 6A, PLAN 792 1077 AND TO THE NORTHWEST OF THE PRODUCTION NORTHEASTERLY OF THE MOST SOUTHEASTERLY BOUNDARY OF BLOCK 6A, PLAN 792 1077 CONTAINING 1.10 HECTARES (2.72 ACRES) MORE OR LESS"



Alan V. Scott
WFL/pr

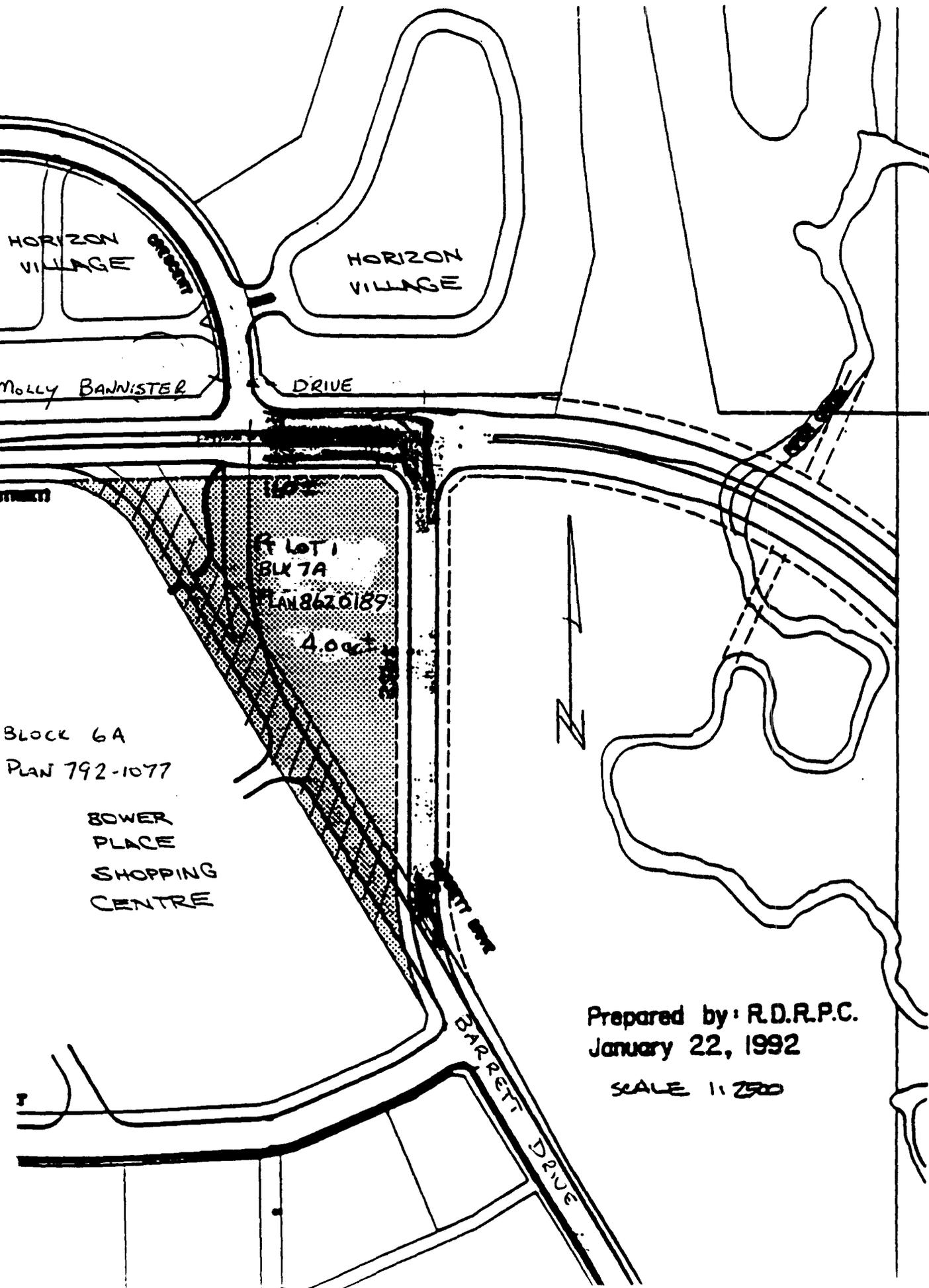
Enc.

Commissioners' Comments

We concur that Council proceed with the 1st reading of the Road Closure Bylaw.

"G. SUPKAN"
Mayor

"H.M.C. DAY"
City Commissioner



Prepared by: R.D.R.P.C.
 January 22, 1992
 SCALE 1:2500

BYLAW NO. 3104/94

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 Barrett Drive shown on Plan 792-1077 lying to the southeast of the Production Easterly of the North Boundary of Block 6A, Plan 792-1077 and to the Northwest of the Production Northeasterly of the most Southeasterly Boundary of Block 6A, Plan 792-1077 containing 1.10 hectares (2.72 acres) more or less."

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

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

DATE: MARCH 2, 1994
TO: LAND AND ECONOMIC DEVELOPMENT MANAGER
FROM: CITY CLERK
RE: BOWER PLACE SHOPPING CENTRE - PURCHASE OF PART OF
LOT 1, BLOCK 7A, PLAN 862-0189 AND PART OF BARRETT DRIVE -
ROAD CLOSURE BYLAW 3104/94

Further to my memo of February 1, 1994 wherein I advised of a Public Hearing in regard to the above noted Road Closure Bylaw, I wish to advise as follows.

At the Council Meeting of February 28, 1994, Road Closure Bylaw 3104/94 was given second and third readings by Council following the Public Hearing. Attached hereto is a certified copy of Road Closure Bylaw 3104/94.

The decision of Council in this instance is submitted for your information. Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr
Encls.

cc: Director of Community Services
Director of Engineering Services
City Assessor
Principal Planner
Parks Manager
Public Works Manager
Council and Committee Secretary - Sandra

NO. 1

CS-P-4.770

DATE: February 15, 1994

TO: KELLY KLOSS
City Clerk

FROM: DON BATCHELOR
Parks Manager

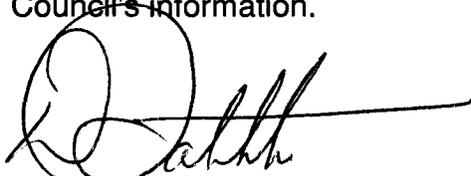
RE: CLEAN WORLD AWARD - CITY OF RED DEER

The Parks Department received a letter dated February 3, 1994, from Pitch-In Canada proclaiming that the City of Red Deer is a recipient of the "Clean World Award". This award is being presented to only 11 recipients in the three Prairie Provinces and 31 recipients from across Canada.

A Certificate will be presented to the City in the near future, signed by His Excellency the Right Honourable Ramon John Hnatyshyn, P.C., C.C., Governor General of Canada.

Mr. Neil Evans, Mr. Jim Woychuk and Mr. Steve Davison of the Parks Department, have been instrumental in the coordination of approximately 8,000 volunteers for this annual cleanup campaign.

I have provided the above and the attached announcements from Pitch-In Canada for Council's information.



DON BATCHELOR

:ad
Atts.

- c. Commissioner H. Michael C. Day
Craig Curtis, Director of Community Services
Environmental Advisory Board
Recreation, Parks & Culture Board
Joyce Boon, Employee Recognition Organizing Committee



PITCH-IN CANADA

Waste management... in action!
February 3, 1994

Our File: 1P01

Mr. Neil Evans
Parks Facilities Superintendent
City of Red Deer
4309 - 48th Avenue
Red Deer, AB T4N 3T4

Dear Mr. Evans:

We are very pleased to be able to inform you that the City of Red Deer has been selected as one of 9 recipients in Alberta of the **CLEAN WORLD AWARD**. This prestigious Award was established in 1993 by the Board of Directors of PITCH-IN CANADA in cooperation with CLEAN WORLD INTERNATIONAL to recognize individuals, educational institutions, communities, or organizations for their sustained action to improve Canada's environment.

We extend our sincere congratulations to your community for being selected for this Award. The Town of Red Deer's dedication to improving Alberta's environment is very much appreciated.

We will be in contact with you in the near future regarding the presentation of the Award, a Certificate personally signed by our Patron, His Excellency the Right Honourable Ramon John Hnatyshyn, P.C., C.C., Governor General of Canada.

All recipients were announced in the Spring, 1994, edition of **PITCH-IN NEWS** (enclosed), distributed to tens of thousands of schools, communities, and organizations across Canada. Also, a media release will be issued across Canada announcing the 31 recipients from across Canada.

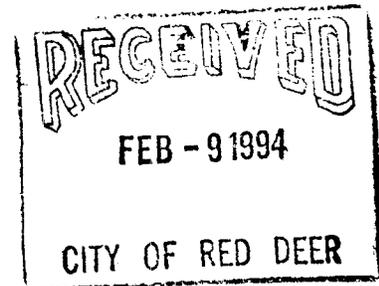
Once again, our sincere congratulations to the City of Red Deer, and our thanks for a job very well done!

Kindest regards,

PITCH-IN CANADA

Allard van Veen
President

AVV/bh
Enc.



National Office: 200 - 1676 Martin Drive, White Rock, B.C., Canada V4A 6E7
Telephone: (604) 538-0577 Fax: (604) 538-3497
PITCH-IN is a registered trademark in Canada





CLEAN WORLD AWARD WINNERS ANNOUNCED

Thirty-one Canadian municipalities, organizations, schools and individuals are the first to receive a **Clean World Award**. They will receive special recognition from PITCH-IN CANADA and signed by His Excellency The Right Honourable **Ramon John Hnatyshyn, P.C., C.C.**, Governor General of Canada and Patron, PITCH-IN CANADA.

Nationally, awards were presented to **Scouts Canada**, the **Girl Guides of Canada** and the **Federated Women's Institutes of Canada** to mark participation by their members in PITCH-IN CANADA'S programs since the 1970's.

In Atlantic Canada, seven awards were presented. In Newfoundland the recipient was **Peacock Valley Elementary School** in Goose Bay, Labrador. In Nova Scotia awards were presented to **Georgina Crowell** and **Barbara Brackett**, **Barrington Passage**; the **Phinney Cove Beachcombers**, **Bridgetown**; **St. Joseph's/A McKay School Environment Committee**, **Halifax**; **The Riverlakers**, **Windsor Junction**; and the **Clean Nova Scotia Foundation**, **Halifax**.

The **Ontario Federation of Anglers and Hunters** was one of six recipients in Ontario. The others receiving recognition were the **Pride Committee**, **Lansdowne**; **Caradoc South School**, **Melbourne**; the **North Bay Mattawa Conservation Authority**; the **Great Lakes Conservation Club**, **Thunder Bay** and **The Clean Hamilton Committee**.

Eleven recipients were identified in the Prairie provinces. In Saskatchewan: the **Town of Elrose** and



Union Bay Elementary School, Union Bay, British Columbia, was one of thirty recipients of PITCH-IN CANADA'S Clean World Award. Shown are some of the teachers and students, from Grade 1 - 6, participating during PITCH-IN '93.

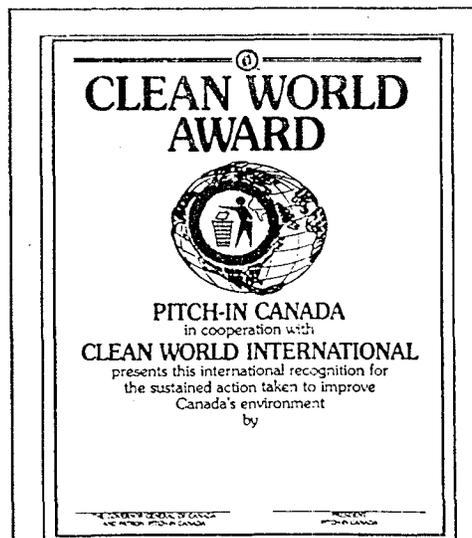
the **Green Meadow Lake Environment Society**, **Meadow Lake**. In

Alberta: the **Town of Airdrie**; the **City of Edmonton**, the **Calgary Canoe Club**; the **Town of Devon**; the **City of Lloydminster**; the **City of Red Deer**; **Sherwood Park Recreation, Parks and Culture**; the **Town of Spirit River**; and the **St. Paul Beautification Committee**.

In British Columbia, awards were presented to the **Union Bay Elementary School**, **Union Bay**; the **City of Fort St. John** and the **Kamloops Trash Bash**.

In Canada's North, the **Lake Lebarge Ta'an Kwach'an Council** was recognized for its long-standing involvement in enhancing the environment.

Clean World Awards are awarded nationally to individuals, communities, schools or organizations to recognize their sustained action to improve Canada's environment. Nominations should be sent to PITCH-IN CANADA, #200 - 1676 Martin Drive, White Rock, British Columbia V4A 6E7 by June 30, 1994.



The prestigious Clean World Award, established in 1992 by **Clean World International** and awarded by PITCH-IN CANADA, recognizes sustained action to improve Canada's environment.

Message from the Governor General



THE GOVERNOR GENERAL
LE GOUVERNEUR GÉNÉRAL

As Governor General, I am once again delighted to offer my support to all those participating in PITCH-IN WEEK.

Canadians are blessed with a country that is spectacular both in its immense variety of landscapes and in its intense beauty. Unfortunately, the great environmental stress which our society has placed on many areas has endangered these vital spaces. Events such as PITCH-IN WEEK not only are proof of the growing awareness that the careful stewardship of our lands, oceans and forests is a responsibility that we all share, but are also opportunities to translate our concerns about the environment into action.

Each of us, in more ways than we recognize, has a direct influence on the well-being of the environment which surrounds us. During PITCH-IN WEEK Canadians are challenged to help ensure that our world remains viable and healthy. Whether it is riverside clean-up campaigns, reclaiming damaged wilderness areas or introducing backyard composting programs, these activities are the first steps along the path towards restoring the environment.

Canadians who are taking part in PITCH-IN WEEK 1994 are working together to preserve the vast physical wealth of our country today so that their children and grandchildren will inherit its wonders tomorrow. As Patron of PITCH-IN CANADA, I am pleased to extend my gratitude to the many people who, by volunteering their time this week, breathe life into the ideals which are at the heart of this laudable initiative.

Ramon John Hnatyshyn



Canadians across the country have been invited to participate in 1994 PITCH-IN WEEK and similar programs taking place in various regions of Canada.

The invitation was extended by PITCH-IN CANADA's Patron, His Excellency the Right Honourable Ramon John Hnatyshyn, P.C., C.C., Governor General of Canada.

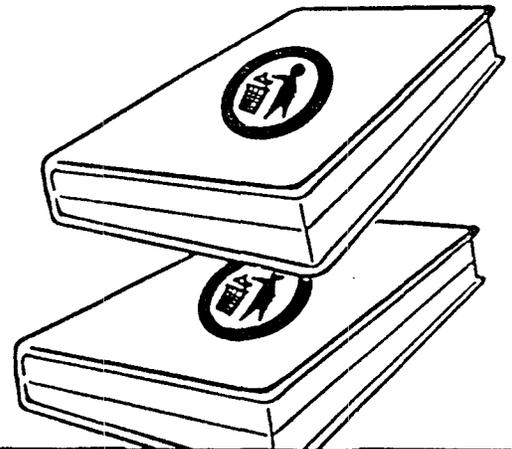
NEW VIDEO RELEASES

PITCH-IN CANADA now offers two new videos to assist groups and schools with their local environmental programs.

Reduce, Reuse, Recycle (15 min., \$29.95), discusses the generation of waste in communities and the need for recycling, composting and waste reduction. The video, which includes "how to" composting tips, is accompanied by an educational activity brochure (elementary) and a flyer about composting.

Programs to Help Clean-Up The Environment (10 mins., \$19.95), provides an overview of the programs offered by PITCH-IN CANADA, including PITCH-IN WEEK, the Clean Beaches Campaign and Civic Pride.

Both videos can be ordered from the Material Order Centre, 9435 - 47th Street, Edmonton, Alberta T6B 2R7.



Pitch-in and recycle this newsletter!

Commissioners' Comments

Submitted for Council's information.

RETURN TO PITCH-IN CANADA:

National Office:
200 - 1676 Martin Drive
White Rock, B.C. V4A 6E7



THIS RECYCLED
PAPER CONTAINS
POST-CONSUMER
WASTE
PITCH-IN
CANADA

"G. SURKAN", Mayor
"H.M.C. DAY", City Commissioner

DATE: MARCH 2, 1994
TO: PARKS MANAGER
FROM: CITY CLERK
RE: CLEAN WORLD AWARD - CITY OF RED DEER

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 15, 1994 concerning the above topic, and at which meeting, Council agreed that said report be filed.

On behalf of Council, I would like to thank you for providing this information.



KELLY KLOSS
City Clerk

KK/clr

DATE: February 16, 1994

TO: City Clerk

FROM: E. L. & P. Manager

RE: Public Utilities Board/TransAlta Utilities Corporation -
TAU 1993 General Rate Application
1992 EEMA Adjustment/1994 EEMA Forecast

Several major decisions were issued by the Public Utilities Board (PUB) in late 1992, during 1993 and in early 1994 which affect the cost of purchasing the City's electricity supply from TransAlta Utilities (TAU).

To properly understand the final affect of all of the PUB decisions, a review of these decisions is presented.

1. Effective January 1, 1993, PUB decision E92070, dated December 8, 1992, approved new TAU base rates for the test year of 1991/1992. This effectively reduced the City's cost by 1.46%.
2. Effective January 1, 1993, PUB Decision E92128, dated December 30, 1992, adjusted the above noted TAU base rates by approving a surcharge rider of 1.2% on an interim and refundable basis.
3. Effective March 1, 1993 and until December 31, 1993, PUB decision E93019, dated February 26, 1993, approved a 1993 EEMA Flow Through Rider of 0.75%.
4. PUB decision E93053, dated October 7, 1993, finalized the Phase I revenue requirements of the TAU 1993 General Rate Application. This decision gave rise to the following orders:
 - a) The surcharge rider of 1.2% (item 2 above) is terminated as of October 31, 1993.
 - b) Effective November 1, 1993 and until April 30, 1994, TAU rates are to be adjusted by a refund rider of 2.14% (This refund was never implemented - see 5 following).

PUB decision E93053 reduced the TAU revenue requirement by \$36.3M from \$1,340.5M to \$1,304.2M. This reduction resulted primarily from the return on common equity being reduced to 11.875% from 13.125% for a reduction of \$17.5M; a reduction in income tax expense of \$13.6M; and a reduction of \$5.4M based on the decision that all \$5.4M in the export deferral account at the end of 1992 should flow to customers. As well, TAU was directed to return to consumers \$13.9M in 1993 revenues which would be collected by October 31, 1993 and which would be in excess of their finalized 1993 revenue requirement.

City Clerk
Page 2
February 16, 1994

5. PUB decision E93090 dated December 10, 1993, resulted from a request by TAU and the Intervenor to review and vary decision E93053 (item 4 above). The decision ordered that the 2.14% refund rider as set out in E93053 is superseded and replaced by a refund rider of 1.1% effective January 1, 1994 and until October 31, 1994. This adjustment fairly allocated the refund to seasonal customers and reduced the amount in the 1992 export deferral account by \$1.8M.
6. PUB decision E93092, dated December 22, 1993 also pertained to the TAU request to review and vary decision E93053 (item 4 above). The PUB denied the TAU request to recover an additional \$5.5M resulting from a delay in the timing of the new January 1, 1992 rates which did not enable TAU to recover the forecast revenue for consumption in the last months of 1992 which was billed in the first three months of 1993.
7. PUB decisions E93094 and E93093, both dated December 10, 1993, determined the 1994 forecast prices and the 1992 adjusted prices respectively of the sale of electric energy to the Electric Energy Marketing Agency (EEMA) by Alberta Power Limited, Edmonton Power and TAU. The major decisions were the exclusion of the second Genesee unit from Edmonton Power's 1994 cost to EEMA, the exclusion of some \$17.4M in Genesee capital costs, reducing the rate applied to allowance for funds used during construction and eliminating some allowance for these funds entirely for a period of time. The net result of these changes was a reduction of \$33.4M in recovery from Alberta electricity consumers in 1994.
8. Effective February 1, 1994 and until December 31, 1994, PUB decision E94005, dated February 4, 1994, applied an EEMA Flow-Through Rider to TAU's rates of 2.0% for the wholesale customers. This rider will recover the increased 1994 EEMA costs of \$21.7M as well as the 1992 EEMA adjustment of \$4.0M which resulted from TAU's EEMA price as determined in the PUB decisions of item 7 above. These additional costs to TAU represent the EEMA costs which are not included in their present base rates.

The impact on Red Deer of the first three items has already been presented to Council.

Items 1 and 2 resulted in a Council resolution on January 18, 1993 which made no changes to the E. L. & P. rates. This was due to the net impact of these two items being negligible and further PUB decisions were pending.

Item 3 resulted in a Council resolution on March 15, 1993 which again made no change to E. L. & P. rates as the net of the first three items was a negligible increase in the City's costs.

City Clerk
Page 3
February 16, 1994

The item 4(b) 2.14% refund was never implemented because of the request by TAU and Intervenors to review and vary PUB decision E93053. The effect of terminating the surcharge rider, item 4(a), is a reduction in the City's 1993 purchase cost of \$46,600. When this amount is offset by the net increase of \$79,200 resulting from the first three items, the 1993 purchase cost is increased by only \$32,600, or 0.1% of the 1993 budget figure. The changes to this point are effectively to the end of 1993 with no change being warranted to the E. L. & P. rates.

The item 5 change resulting from the 1.1% refund rider is an annualized cost reduction of \$256,100 to the 1994 purchase cost.

Item 6 had no effect on the City's purchase cost as the TAU request was denied.

Item 7 and 8 are joint items which result in the City's purchase cost being increased by 2.0% from February 1, 1994 until December 31, 1994. The 1994 increase in cost is \$426,900.

The only decisions which have a continuing affect into 1994 are items 5 through 8. The net impact of these 4 items on the 1994 purchase cost is an increase of \$170,800. This is a 0.7% increase in cost.

The 1994 cost increase is relatively small and falls within the bounds of the probable forecast error contained in the 1994 total forecast cost. The change in the existing E. L. & P. rates to account for this increase would be approximately 26 cents per month for the typical residential customer who uses 750 kWh per month. This cost increase is extremely small and in the interests of maintaining rate stability and avoiding consumer cost increases whenever possible, the E. L. & P. Department should attempt to make the necessary adjustments in its 1994 expenditures to absorb the extra cost.

RECOMMENDATION

It is recommended that no changes be made to the existing E. L. & P. rates as a result of the above outlined Public Utilities Board decisions which affect the price at which the City purchases electricity from TransAlta Utilities Corporation.


A. Roth,
Manager

AR/jjd

p.c. City Commissioner
Director of Finance
Treasury Services Manager

Commissioners' Comments

We concur with the recommendation of the
E.L. & P. Manager.

"G. SURKAN"
Mayor
"H.M.C. DAY"
City Commissioner

DATE: MARCH 2, 1994
TO: E. L. & P. MANAGER
FROM: CITY CLERK
RE: PUBLIC UTILITIES BOARD/TRANSALTA UTILITIES CORPORATION
TAU 1993 GENERAL RATE APPLICATION
1992 EEMA ADJUSTMENT/1994 EEMA FORECAST

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 16, 1994 concerning the above topic and at which meeting Council concurred with your recommendations that no changes be made to the existing E. L. & P. rates.

Thank you for providing Council with this information.



KELLY KLOSS
City Clerk

KK/clr

cc: Director of Financial Services
Utility Billings Supervisor

NO. 3

DATE: February 9, 1994

TO: K. Kloss, City Clerk

FROM: A. Scott, Land and Economic Development Manager

RE: **REQUEST TO LEASE WITH OPTION TO PURCHASE
LOT 4, BLOCK 13, PLAN 6084 HW (4323 MICHENER DRIVE)**

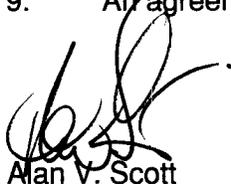
We enclose a copy of a letter and map received from Mr. John D. Holmes. We have also had a couple of telephone conversations, due to the fact that he would eventually like to erect a garage at the top of the lot facing Michener Drive.

The request has been circulated to various City departments and their comments are attached.

Recommendation

That City Council approve the request to lease with option to purchase, subject to the following conditions. An in-house appraisal would substantiate \$1.75/sq. ft. for the top 3000 sq. ft., with additional adjustments given for slope, trees and topography for the remainder.

1. Grant standard lease agreement at \$30.00 per year, with term to expire March 31, 1995.
2. Option to purchase may be taken up at any time prior to March 31, 1995.
3. Purchase price for complete Lot 4 at \$12,500.
4. If option to purchase is exercised, Lot 4 to be consolidated with Lot 5 by registered plan of survey at purchaser's expense.
5. The erection of a garage must meet Building Code and be supported by a certified construction engineer's report, in relation to building and any possible slope slippage.
6. Subject to normal easement provisions for maintenance of utilities.
7. Should Mr. Holmes only wish to purchase the top 3,000 sq. ft., the rate will be \$1.75/sq. ft. = \$5,250, with the remainder to be leased at \$30.00 per year.
8. Subject to all approving authorities.
9. An agreement satisfactory to the City Solicitor.



Alan V. Scott

PAR/mm
Att.

Lot 12 - Plan 3516 H.W.

Avenue

44th

Assumed N.89° 51' E.

6

S. 81° 02' W

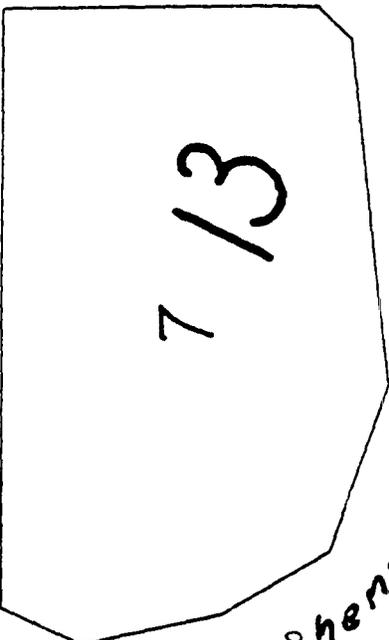
5

S. 73° 11' W

4

S. 68° 02' W

7 13



40

40

8

Lot 14
Plan
3516 H.W.

Drive

S. 84° 12' W

20

20

60.3

65.4

45.4

2

3

15

15.1

North

Plan
6245 S.
6

1

North

18.8

15.1

12.6

382° 57' E.

9.4

18.8

15.1

12.6

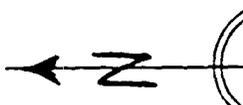
382° 57' E.

50 ft

S. 74° 41' E.

Ross

SUBJECT
LOT



JOHN D. HOLMES
346-3922

4327 Michener Drive
Red Deer, Alberta
Canada T4N 2A9

January 12, 1994

City of Red Deer
Land Department
Red Deer, Alberta

Dear Sirs:

My wife, Kathy, and I reside at 4327 Michener Drive, Red Deer, Alberta. The legal description of our property is Lot 5, Block 13, Plan 6084HW. Adjacent to our property is a City lot, described as Lot 4, Block 13, Plan 6084HW. As we understand it, due to a water main location, it is not possible to build on this lot.

When we bought our lot in October of 1991, it was noted that part of the property belonging to the City had been used for some years as part of the yard of our home.

Upon inquiry, we understand that the City may be able to arrange to lease us the portion of the lot being used for \$1.00 per year, and may additionally provide us with an option to purchase at a certain price.

We would appreciate it if you could contact us concerning the above at your earliest convenience. If you require any further information, please do not hesitate to contact the undersigned.

Yours very truly,

JOHN D. HOLMES

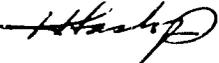
JDH/su

The City Of Red Deer	
Date:	Jan 12/94
Time:	14:35
Rec'd By:	

DATE: January 21, 1994
TO: Land Appraiser
FROM: Engineering Department Manager
RE: **4323 MICHENER DRIVE
LOT 4, BLOCK 13, PLAN 6084 HW**

In reply to your memo of January 13, 1994, we have reviewed our records and have the following comments:

1. A sanitary main and water service are installed in the existing easement across the east side of this lot (see attached plan).
2. The Engineering Department would have no objection to a portion of this site being sold or leased to the adjacent property owner, subject to the normal easement/lease provisions for maintenance of utilities.


Ken Haslop, P. Eng.
Engineering Department Manager

SS/cy
Att.

CS-4.265

DATE: January 21, 1994

TO: PETER ROBINSON
Land Appraiser

FROM: CRAIG CURTIS
Director of Community Services

RE: LOT 4, BLOCK 13, PLAN 6084 HW
4323 MICHENER DRIVE
Your memo of January 13, 1994 refers.

I have discussed the above proposed land lease or sale with the Recreation & Culture and Parks Managers. We prefer the sale option with the funds from the sale credited to the landbank. The sale would also relieve the City of any ongoing liability or maintenance concerns. If this property is sold, it should be consolidated via a plan of subdivision with Lot 5 to ensure that no future housing development can take place on the former Lot 4. This would also provide some assurance that the existing trees would be retained and incorporated as yard area for Lot 5.



CRAIG CURTIS

DB/ad

CRAIG CURTIS

DB/ad



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

Telephone: (403) 343-3394
Fax: (403) 346-1570

DIRECTOR: W. G. A. Shaw, ACP, MCIP

MEMORANDUM

TO: Peter Robinson, Land Appraiser

DATE: January 20, 1994

FROM: Frank Wong, Planning Assistant

**RE: LOT 4, BLOCK 13, PLAN 6084 H.W. (4323 MICHENER DRIVE)
JOHN D. HOLMES**

Please be advised that planning staff have **NO OBJECTION** to the leasing or sale of a portion of the above noted lot to Mr. Holmes.

Frank Wong

Frank Wong
Planning Assistant

FW/eam

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLE No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINT EARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLE • TOWN OF SUNDBURY • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLLENWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS • SUMMER VILLAGE OF BURNSTICK LAKE

DATE: 14 January 1994

FILE NO. 94-1610

TO: Peter Robinson
Land Appraiser

FROM: Bylaws and Inspections Manager

RE: **LOT 4, BLOCK 13, PLAN 6084 H.W.**

In response to your memo of January 13, 1994, we wish to advise that we have no objections to the sale of the above referenced lot, subject to any future building(s) meeting all applicable building code regulations.

Yours truly,



R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

Commissioners' Comments

We concur with the recommendation of the Land & Economic Development Manager.

"G. SURKAN"
Mayor

"H.M.C. DAY"
City Commissioner

DATE: January 14, 1994
TO: Peter Robinson
Land Dept.
FROM: Daryle Scheelar
E. L. & P. Dept.
RE: Lot 4, Block 13, Plan 6084 HW
4323 Michener Drive

Report

E. L. & P. have no objection to the proposed lease or option to purchase this property.

If you have any questions please advise.

Daryle Scheelar

Daryle Scheelar,
Distribution Engineer

GF/jjd

DATE: MARCH 2, 1994
TO: LAND AND ECONOMIC DEVELOPMENT MANAGER
FROM: CITY CLERK
RE: REQUEST TO LEASE WITH OPTION TO PURCHASE -
LOT 4, BLOCK 13, PLAN 6084 HW (4323 MICHENER DRIVE)

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 9, 1994 concerning the above topic. At this meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Land and Economic Development Manager dated February 9, 1994, re: Request to Lease with Option to Purchase Lot 4, Block 13, Plan 6084 HW (4323 Michener Drive - John Holmes), hereby approves said request subject to the following conditions:

1. Grant standard lease agreement at \$30.00 per year, with term to expire March 31, 1995.
2. Option to purchase may be taken up at any time prior to March 31, 1995.
3. Purchase price for complete Lot 4 at \$12,500.
4. If option to purchase is exercised, Lot 4 to be consolidated with Lot 5 by registered plan of survey at purchaser's expense.
5. The erection of a garage must meet Building Code and be supported by a certified construction engineer's report, in relation to building and any possible slope slippage.
6. Subject to normal easement provisions for maintenance of utilities.
7. Should Mr. Holmes only wish to purchase the top 3000 sq. ft., the rate will be \$1.75/sq ft. = \$5250, with the remainder to be leased at \$30.00 per year.
8. Subject to all approving authorities.
9. An agreement satisfactory to the City Solicitor,

and as presented to Council February 28, 1994."

The decision of Council in this instance is submitted for your information and appropriate action. I trust you will now advise the owners of Council's decision in this instance.



KELLY KLOSS
City Clerk

KK/clr

cc: Director of Community Services
City Assessor
Engineering Department Manager
Parks Manager
Bylaws and Inspections Manager
Principal Planner

NO. 4

DATE: February 7, 1994
TO: City Clerk
FROM: Director of Financial Services
RE: COUNCIL POLICY NO. 401
PURCHASING AND TENDERING

Due to the need to:

- do more with less because of reduced staff levels, and
- the desire to improve service

Financial Services has started reviewing City administrative procedures to identify activities that could be considered for deletion.

Council Policy No. 401 covers general purchasing and tendering procedures. This policy has been reviewed with the intent to:

- reduce work required to process purchases,
- speed up the ordering of goods, and
- update City records more quickly.

Policy No. 401 provides for purchases to be made by either an:

- Emergency Purchase Order, or a
- Purchase Order.

Emergency Purchase Order (EPO)

The Emergency Purchase Order (EPO) requires less Purchasing staff time to process because the:

- tendering, and
- purchase order preparation

is the responsibility of the ordering department. The disadvantage of use of the EPO is the possibility purchasers might not obtain competitive bids or award to the lowest acceptable bid in compliance with Council policies. An EPO is presently allowed to be used for purchases up to \$500. It is recommended consideration be given to increasing this to \$1,000.

City Clerk
 Re: Council Policy No. 401
 February 7, 1994
 Page 2

Purchase Order (PO)

Purchase Orders are prepared by the Purchasing Section with the following approvals required on the PO depending on the circumstances:

Approval Required	Purpose
• Purchasing Agent	To confirm the purchase is being awarded in accordance with the purchasing policy
• Treasury Services Manager	To confirm budget funds were approved and are unspent
• Director of Financial Services	To confirm responsibilities identified for the two preceding positions have been followed
• City Commissioner	To confirm the three previous persons have followed their responsibilities

It may appear from the purposes identified above the activities of the Director of Financial Services and City Commissioner are redundant. To some extent this conclusion is correct but it must be recognized these two positions do have a wider knowledge base of City activities than the Purchasing Agent and the Treasury Services Manager. However, the actual instances when a purchase order might require amendment because of this review is very infrequent.

The new purchasing policy proposes to reduce the approvals required to the following:

Position	Responsibility
Purchasing Agent	To confirm the purchase is in conformance with Council's purchasing policy
Department Head or employee authorizing the Purchase Order Requisition	To confirm sufficient funding, approved by Council, is available to fund the purchase

City Clerk
 Re: Council Policy No. 401
 February 7, 1994
 Page 3

The proposed changes place responsibility at lower administrative levels. These changes achieve the following benefits:

- lower level positions are given more responsibility for decision making
- work caused by multi-level approvals is reduced
- purchase orders can be sent out and also entered into the accounting system more quickly.

It must be recognized some financial control over the process is lost but if City staff are to do "more with less" these are the types of activities that must be considered for elimination. It is considered the additional level of risk involved is minimal and sufficient financial controls would remain in place.

The changes described and other responsibility changes made in the attached policy can be identified as follows:

- bold items are items added
- crossed out items are items deleted.

Recommendation

Council approval of the Revised Policy No. 405 - Purchasing and Tendering.



A. Wilcock, B. Comm., C.A.
 Director of Financial Services

AW/jt

Att.

Commissioners' Comments

We concur with the recommendation of the Director of Financial Services.

"G. SURKAN"
 Mayor

"H.M.C. DAY"
 City Commissioner

Policy Section:
Finance

Page:
1 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

1. Purchasing is to be centralized within the Purchasing Agent's Department as opposed to individual direct purchasing by each department.

2. The exceptions to (1) is that each Department Head is authorized to issue "Emergency" Purchase Orders without reference to the Purchasing Department to a limit of ~~-\$500.00-~~ \$1,000.00 (excluding ~~capital items in excess of \$200.00 in value and purchases from suppliers in other countries-foreign sources~~).

3. Purchase of Environmentally Responsible Goods and Services

The City of Red Deer is committed to the procurement and use of re-usable, recycled and environmentally responsible products in its operations, wherever possible and practical.

Environmental responsible or 'green' products are those which:

- achieve a reduction in the project or materials usage or in the waste generated,
- allow for re-use of the original product or material, and
- contain recycled materials.

4. Quotations and Tenders

- a) Purchasing Agent may obtain quotations on an informal basis by telephone or fax when there is an urgent need for an item.

Cross Reference

Remarks

Date of Approval:
June 30, 1980

Effective Date:
June 30, 1980

Date of Revision:
February 22, 1988
June 27, 1988
November 13, 1990
Sept. 30, 1991
April 13, 1993

Policy Section:
Finance

Page:
2 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

- b) For other than urgent requirement the procedure is to be:
- 1) Purchases under \$10,000
 - The Purchasing Agent can use discretion in requesting formal quotations by a certain date and time. They may ~~not~~ be subject to rejection for late submission ~~unless goods are required immediately.~~
 - 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 ~~out of town (but not out of in Province)~~ suppliers are involved ~~or the goods are shelf stock~~ - 10 days
 - iii) Where out of Province suppliers are involved ~~or goods are other than shelf stock~~ - 12 days
 - iv) Where ~~out of country~~ foreign suppliers are involved - 15 days.
 - 2) Purchases over \$10,000
 - Formal purchasing procedures are to be used
 - a) All prices to be tendered
 - b) A specified date and time for submission
 - c) Tenders received after (b) to be filed unopened (<\$50,000)
 - Time to be allowed for submission of tenders shall not be less than as indicated for purchases under \$10,000
 - Tenders in excess of \$50,000 shall be addressed to the City Clerk and opened after (b) above in the presence of the Purchasing Agent and a City representative. Tenders received after (b) to be returned to bidder unopened.

Cross Reference

Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

Policy Section:
Finance

Page:
3 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

- 3) Bids received on FAX machine
- The City of Red Deer will not accept bids by FAX for any 2:00 p.m. Public Tender openings, which are tenders in excess of \$50,000.00
 - 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
 - The bidders use the FAX machine at their sole risk and the City accepts no responsibility in the event of error or omission.

- c) Professional services are not normally tendered; the provisions for the engagement of consultants and other professional services are included in Section 8 of this policy.

5. Selection of Tenders

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

- The low bidder shall normally be accepted unless:
 - a) Low bidder does not meet specifications materially
 - b) Low bidder cannot deliver in time required

Cross Reference

Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991
April 13, 1993

Policy Section:
Finance

Page:
4 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

- c) The past performance of the low bidder is unacceptable.
- d) Acceptance of 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 of Red Deer 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.

6. Purchase Order Approvals

The Purchase Order authorizing the purchase of the good and/or service (except for professional services - see Section 8) requires the following approvals:

<u>Amount</u>	<u>Restriction</u>	<u>Authority to Purchase</u>
Up to \$2,000 \$10,000	Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the City Treasurer.	Purchasing Agent on receipt of written approval by Dept. Head or his designated representative Superintendent as well as budget clearance
Over \$2,000 & up to \$10,000	Where the recommended supplier is other than the low bidder, the purchase must be approved by the City Commissioner.	Purchasing Agent on receipt of written approval by Dept Head, City Treasurer as well as budget clearance.

Cross Reference

Remarks

Date of Approval:

Effective Date:

Date of Revision

May 13, 1991

Sept. 30, 1991

April 13, 1993

Policy Section:
Finance

Page:
5 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

<u>Amount</u>	<u>Restriction</u>	<u>Authority to Purchase</u>
Over \$10,000	Where the recommended supplier is other than the lowest acceptable bidder, the purchase must be approved by the City Council unless the difference is less than \$500 and/or Council has approved a similar purchase in a prior year.	Purchasing Agent on receipt of written approval by Dept. Head, City Treasurer and City Commissioner as well as budget clearance.
	To determine the lowest acceptable bidder the criteria used are:	
	1. must not be significantly deficient on important specifications, or	
	2. must deliver within the required time period, or	
	3. past performance must be acceptable, or	
	4. must be lowest overall or end cost.	
7.	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.	

Cross Reference

Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

Policy Section:
Finance

Page:
6 of 7

Policy Subject:
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

8. Professional Services

When professional services are required:

- a) Qualified consultants (normally a minimum of three) shall be requested to submit proposals.

In circumstances where it is cost effective to approach only one consultant, the Department Head shall be required to submit a recommendation to the ~~City Commissioner~~ Purchasing Agent for approval, and if required by other terms and conditions stated within this policy, to City Council for approval as well.

In the event the Department Head and Purchasing Agent are unable to agree on the recommendation by the Department Head, the City Commissioner will be asked to approve the recommendations.

- b) 1) If the total professional services fees and costs will not exceed \$10,000, and the cost is provided for in the current year's budget, the Department Head may make a selection.
- 2) If the total professional services fees and costs will exceed \$10,000, the Department Head shall select a consultant from the proposals received and make a recommendation to the ~~City Commissioner~~ Purchasing Agent for approval.
- c) City Council approval shall be required if:
- 1) funds for the engagement of a consultant are not provided in ~~the current year's budget, or a budget approved by Council~~
- ~~2) the consulting fee will exceed \$150,000.~~
- d) A purchase order is required to authorize the engagement.

Cross Reference:

Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

April 13, 1993

Policy Section:
Finance

Page:
7 of 7

Policy Subject
Purchasing and Tendering

Policy Reference:
401

Lead Role:
Treasurer

Resolution/Bylaw:
June 30, 1980

PURPOSE

POLICY STATEMENT

- e) 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 #411, dated January 9, 1984.

9. **Availability of Budget Funds**

The department head is responsible to ensure funding approved by Council is available to fund purchase order 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:

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

Cross Reference

Remarks

Date of Approval:

Effective Date:

Date of Revision:

DATE: MARCH 2, 1994
TO: DIRECTOR OF FINANCIAL SERVICES
FROM: CITY CLERK
RE: COUNCIL POLICY NO. 401/PURCHASING AND TENDERING

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 7, 1994 concerning the above. At this meeting, the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Director of Financial Services dated February 7, 1994, re: Council Policy No. 401 - Purchasing and Tendering, hereby approves the revised Council Policy No. 401 as submitted to Council February 28, 1994."

The decision of Council in this instance is submitted for your information. This office will now proceed to update the Council Policy Manual in accordance with the above change.

Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr

cc: Purchasing Agent

DATE: MARCH 1, 1994
TO: SANDRA LADWIG
FROM: CITY CLERK
RE: COUNCIL RESEARCH

Could you please find me information relative to a report that was from either the Director of Financial Services or the Purchasing Agent concerning preference given to local businesses in the tendering process over businesses located outside of Red Deer. This report probably appeared in conjunction with the concern that was expressed approximately a year and a half ago with regard to a chair that the Fire Department had purchased. I need a copy of the information that went to Council in this regard.

Thanks.



KELLY KLOSS
City Clerk

KK/clr

DATE: February 14, 1994

TO: K. Kloss, City Clerk

FROM: A. Scott, Land and Economic Development Manager

RE: **REQUEST TO PURCHASE PART OF LOT 5 MR, PLAN 812-1748
SE CORNER 77 ST. AND NORTHEY AVE. (NORTHWOOD ESTATES)**
(map attached)

Canadian Heritage Homes, a Division of Lansdowne Equity Ventures Ltd., owners of Northwood Estates, have requested the City consider selling to them 1.16 acres more or less out of Lot 5 MR to be consolidated with their present holdings.

We have circulated their request to the various City departments and have received positive comments back (attached). Some departments raised concerns which were passed on to Canadian Heritage Homes. In their reply to these concerns, we feel they can adequately be addressed.

An inhouse appraisal of municipal reserve land would indicate the \$16,500 per acre offered is a fair estimate of land value.

Recommendation

We would recommend Council of The City of Red Deer approve this sale subject to the following conditions:

1. Sale price to be \$16,500 per acre, final price to be established based on registered plan of survey.
2. The portion of Lot 5 MR purchased must be consolidated with Lot A, Plan 782-1023 by plan of survey at purchaser's cost.
3. Approval of sale of municipal reserve by City Council.
4. A minimum of 5.0 metres to be provided by cul de sac to storage area.
5. Purchaser to confirm with City Electric Light and Power re: engineering design, all costs to be paid by purchaser.
6. Parks Manager to approve exact configuration of parcel to be sold, at time of subdivision.

.../2

City Clerk
Page 2
February 15, 1994

7. All costs related to the subdivision including advertising, posting, etc., shall be the responsibility of the purchaser.
8. The area purchased to be fenced in a detail similar to existing on-site fencing, satisfactory to the Development Officer.
9. Common area (3.05 m) at rear of properties within fenced area to be maintained by applicant.
10. The applicant will be responsible for all on site/off site costs and charges as indicated by The City of Red Deer Engineering Department prior to commencement of development.
11. The applicant will plant additional trees along 77 Street to provide higher level of screening and noise attenuation for the site.
12. Subject to all approving authorities.
13. Land sale agreement satisfactory to the City Solicitor.



Alan V. Scott

PAR/mm

Enc.

c: W. Lees, Land Supervisor

DATE: January 19, 1994

TO: Director of Engineering Services
Director of Community Services
Land and Economic Development Manager
Bylaws and Inspections Manager
Electric Light and Power Manager
Fire Chief
Red Deer Regional Planning Commission

FROM: Land Appraiser

RE: **LOT 5 MR, PLAN 812-1748 (0.838 HA - 2.07 ACRES)**
S.E. CORNER 77 STREET - NORTHEY AVENUE (NORTHWOOD ESTATES)

Would you please review the attached letter and advise us of your comments and/or recommendations.

Just to elaborate on this proposal, we bring to your attention the following comments relative to these mobile home trailer park lots.

1. Trees along Northey Avenue within Lot 5 MR will remain untouched and this area will not be part of the purchase.
2. Two lots will be eliminated for the cul de sac (marked A).
3. Two lots will be created in the current storage area (marked B).
4. Five additional lots will be created (area marked C).
5. A lane will be installed from the cul de sac to the storage area (marked D).

Thank you.



Peter Robinson, CRA, A.M.A.A.

PAR/mm

c: W. Lees, Land Supervisor

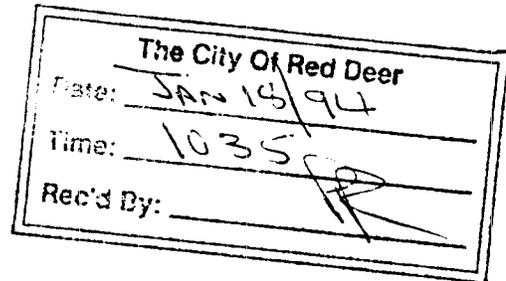
Canadian Heritage Homes

A Division of Lansdowne Equity Ventures Ltd.

#295, 2880 Glenmore Trail S.E.
 Calgary, Alberta T2C 2E6
 (403) 279-9702
 Fax. (403) 236-1539

January 11, 1994

Mr. William (Bill) Lees
 Land & Economic Development Department
 The City of Red Deer
 P.O. Box 5008
 RED DEER, Alberta
 T4N 3T4



Dear Mr. Lees:

**Re: Request to Purchase - Part of Lot 5 MR, Plan 812-1748,
 SE 1/4 Sec. 32, Twp. 38, Rge. 27, W.4M.
Northwood Estates Mobile Home Park Consolidation, Red Deer, AB.**

Further to your letter of November 24, 1992, addressed to Mr. Marvin D. Allen, (copy attached), Lansdowne Equity Ventures Ltd. hereby advises that we wish to proceed with the purchase of the above-noted lands and agree to the following:

- 1) Lansdowne agrees on the land value of ~~\$16,500~~^{\$16,500.00 VF} per acre for 1.16 acres more or less, as will be defined by Snell & Oslund Survey on their final report, and or by the City of Red Deer authority.
- 2) A new detailed proposed boundary, as shown on copies attached. The purpose is to enhance the present storage and parking area in the park, as well as adding some additional lots. The area requested will be consolidated with Lot A, Plan 782-1023.
- 3) Lansdowne agrees that the heavily treed area along Northey Avenue not be included.
- 4) Lansdowne will comply that the proposed intersection must not affect intersection visibility clearance.
- 5) Lansdowne will comply that a fence be installed along the new property line to the satisfaction of the Development Officer.
- 6) Lansdowne will comply with the portion of the Municipal Reserve lot be

officially cancelled and sold at market value, in accordance with City policy and provincial legislation.

- 7) Lansdowne to provide necessary plans for Council approval and approval by all necessary approving authorities.

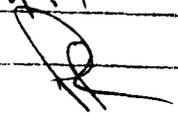
Lansdowne wish to thank you in advance for the information given to date, and look forward to finalizing this transaction in a prompt and expedient manner.

Yours very truly,

LANSDOWNE EQUITY VENTURES LTD.


Victor Forigo
Operations Manager

VF:bc
encl:

The City Of Red Deer	
Date:	JAN 19 1994
Time:	1035
Rec'd By:	

DATE: January 21, 1994
TO: Land Appraiser
FROM: Streets and Utilities Engineer
RE: **LOT 5 MR, PLAN 812-1748
NORTHWOOD ESTATES**

As requested in your memo of January 19, 1994, we have reviewed the proposal and have the following comments:

1. The developer will be required to pay the off-site levy charges on the parcel of land being purchased.
2. The developer should be aware that 77 Street will eventually be widened to four lane, and that traffic volumes will increase significantly as the northwest part of the City develops. We would suggest that the developer consider additional tree planting along 77 Street to provide a higher level of screening and noise attenuation for the site.



Tom C. Warder, P. Eng.
Streets and Utilities Engineer

SS/cy

DATE: January 24, 1994

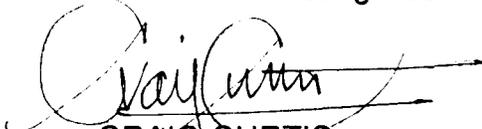
TO: PETER ROBINSON
Land Appraiser

FROM: CRAIG CURTIS
Director of Community Services

RE: LOT 5 M.R., PLAN 812-1748
LANSDOWNE EQUITY VENTURES LTD. (NORTHWOOD ESTATES)
Your memo of January 19, 1994 refers.

I have discussed the proposal by Lansdowne Equity Ventures Ltd. with the Parks and Recreation & Culture Managers. We would support the sale of a portion of Lot 5 M.R. subject to the following conditions:

1. The exact configuration of the parcel to be sold would be subject to the approval of the Parks Manager at the time of subdivision.
2. All costs related to the required subdivision would be the responsibility of the applicant.
3. Advertising and posting on site of the proposed sale of Municipal Reserve would be the responsibility of applicant.
4. All proceeds from the sale of the property would be credited to the Public Reserve Trust Fund.
5. The new east, west and north property lines shall be fenced to a fencing detail similar to existing on-site fencing, satisfactory to the Development Officer. The fencing installation and maintenance shall be the responsibility of the applicant.
6. The common area (3.05m) at the rear of properties shall be within the fenced area and maintained by the applicant.
7. The existing treed area would be excluded from the land sale.


CRAIG CURTIS

DB/ad

DATE: January 19, 1994

TO: Director of Engineering Services
 Director of Community Services
 Land and Economic Development Manager
 Bylaws and Inspections Manager
 Electric Light and Power Manager
 Fire Chief
 Red Deer Regional Planning Commission

FROM: Land Appraiser

RE: **LOT 5 MR, PLAN 812-1748 (0.838 HA - 2.07 ACRES)**
S.E. CORNER 77 STREET - NORTHEY AVENUE (NORTHWOOD ESTATES)

Would you please review the attached letter and advise us of your comments and/or recommendations.

Just to elaborate on this proposal, we bring to your attention the following comments relative to these mobile home trailer park lots.

1. Trees along Northey Avenue within Lot 5 MR will remain untouched and this area will not be part of the purchase.
2. Two lots will be eliminated for the cul de sac (marked A).
3. Two lots will be created in the current storage area (marked B).
4. Five additional lots will be created (area marked C).
5. A lane will be installed from the cul de sac to the storage area (marked D).

Thank you.



Peter Robinson, CRA, A.M.A.A.

PAR/mm

c: W. Lees, Land Supervisor

*Support the sale of
 this parcel subject to
 conditions as outlined
 in Canadian Heritage Homes
 letter of January 11, 1994*



DATE: 21 January 1994

FILE NO. 94-1610

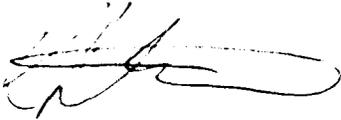
TO: P. Robinson
Land Appraiser

FROM: Bylaws and Inspections Manager

RE: **LOT 5 MR, PLAN 812-1748 (0.838 HA - 2.07 ACRES)
S.E. CORNER 77 STREET - NORTHEY AVENUE (NORTHWOOD
ESTATES)**

In response to your memo of January 19, 1994, we wish to advise that we have no objections to the proposed sale of the above referenced lot.

Yours truly,



R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

DATE: January 24, 1994

TO: Peter Robinson
Economic Dev. & Land

FROM: Daryle Scheelar
E. L. & P.

RE: Northwood Estates - Trailer Court
Proposed Subdivision
2 Lots Eliminated - 7 Lots Created
E. L. & P. File #94-013

E. L. & P. would have no objection to the above mentioned proposal. It would be our intention to supply and/or upgrade the primary power only. The owner/contractor would be responsible for the secondary services, street lighting and meter cabinet changes.

Prior to E. L. & P. estimating our charges the owner/contractor is asked to provide the following:

1. An electrical distribution plan showing the proposed electrical servicing for all new lots and street lighting as well as all other new utilities services.
2. A site plan showing the existing primary alignment in relationship to all proposed changes and new construction.
3. A grade plan indicating all grade changes above or near E. L. & P.'s existing underground alignments and above ground plant.
4. A proposed construction schedule outlining the various stages of construction.

Upon receiving the above information E. L. & P. will complete our cost estimate. We would recommend that the developer/consultant contact our office directly with any questions or comments they have concerning electrical design.

It should be noted that AGT/Shaw Cable are to be contacted directly concerning their requirements.



Daryle Scheelar,
Distribution Engineer

RL/jjd

Attachment

p.c. Victor Forigo, Lansdowne Equity

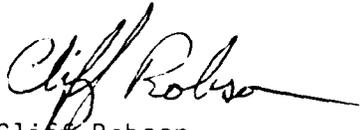
DATE: January 25, 1994
TO: Peter Robinson, CRA, A.M.A.A.
Land Appraiser
FROM: Fire Marshal
RE: LOT 5 MR, PLAN 812-1748 (NORTHWOOD ESTATES)

=====

This proposed subdivision is not acceptable to this department because of improper emergency vehicle access to storage area "D".

The drawing submitted to this department indicates a 3 meter access with a sharp curve at the west end. This department requires a minimum 5 meter access to storage area "D". This is less than the 6 meter width required by City guidelines for lanes.

If you require any further information please contact the writer.



Cliff Robson
Fire Marshal

CR/co



**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

DIRECTOR: W. G. A. Shaw, ACP, MCIP

Telephone: (403) 343-3394
Fax: (403) 346-1570

MEMORANDUM

TO: Peter Robinson, Land Appraiser

DATE: January 28, 1994

FROM: Frank Wong, Planning Assistant

**RE: LOT 5 MR, PLAN 812 1748
S.E. CORNER 77 STREET - NORTHEY AVENUE (NORTHWOOD ESTATES)**

Please be advised that we have no objection to the sale of a portion of the above noted land subject to the following:

- Redesignation of the land to R4 — *Feb 14/94 Frank Wong advised redesignation*
- Disposition of Municipal Reserve by Council *NOT NECESSARY AFTER I TOLD HIM C.U.B.*
- Consolidation of subject land with Lot A, Plan 782 1023 *ALREADY HAS R ZONED R-4*

Sincerely,

*According to Frank this is a
DRAWING ERROR THAT WILL BE CORRECTED
AT TIME OF SALE/CONSOLIDATION*

Frank Wong

Frank Wong
Planning Assistant

FW/eam

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLER No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINT EARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLER • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLINWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS • SUMMER VILLAGE OF BURNSTICK LAKE

January 28, 1994

Victor Forigo,
Canadian Heritage Homes
Div. of Lansdowne Equity Ventures Ltd.
#295, 2880 Glenmore Trail S.E.
Calgary, Alberta
T2C 2E6

Dear Sir:

**RE: YOUR REQUEST TO PURCHASE PART OF
LOT 5MR, PLAN 812-1748, NORTHWOOD ESTATES**

Your request has been circulated to various City departments, and the following are concerns which have been raised, to which we would appreciate your response:

1. Engineer's concerns (attached)
2. Community Services concerns (attached)
3. E.L. & P. Manager's concerned (copy attached, c. directly to you)
4. Fire Marshall's concerns (attached)

Please note that the other departments your request was circulated to you are in agreement with this sale.

Therefore, it would be appreciated if you would kindly respond directly to me with your replies to the above. Until we hear from relative to the attached concerns, we can take this matter no further.

Sincerely,



Peter A. Robinson, CRA, A.M.A.A.
Land Appraiser
PAR/pr
Encl.

c. W. Lees

COPY

Canadian Heritage Homes

A Division of Lansdowne Equity Ventures Ltd.

#295, 2880 Glenmore Trail S.E.
 Calgary, Alberta T2C 2E6
 (403) 279-9702
 Fax. (403) 236-1539

February 09, 1994

Mr. Peter A. Robinson, CRA, A.M.A.A.
 The City of Red Deer
 P.O. Box 5008
 RED DEER, Alberta
 T4N 3T4

Dear Sir:

Re: Purchase Part of Lot 5MR, Plan 812-1748
Northwood Estates, Red Deer, Alberta

We are in receipt of your letter of January 28, 1994, and thank you for your prompt response.

- 1) In response to the letter of Streets and Utilities, Engineering Division, we will comply.
- 2) Regarding the Director of Community Services, we will comply.
- 3) We will contact the E.L. & P. File #94-013, to begin the Electrical Engineering design, immediately after acquisition of the land.
- 4) Regarding the Fire Marshall's concerns, Mr. Gillis of Snell & Osland Survey will change the access to the storage area to 5 M, as requested.

We trust the above meets with your approval and thank you for your early attention to this matter.

Yours very truly,

LANSDOWNE EQUITY VENTURES LTD.


 Victor Florigo
 Site Superintendent

Commissioners' Comments

We concur with the recommendation of the Land & Economic Development Manager.

"G. SURKAN"
 Mayor
 "H.M.C. DAY"
 City Commissioner

SNELL & OS Lund SURVEYS (1979) LTD.

BRANCH OFFICE
P.O. BOX 1930
ROCKY MOUNTAIN HOUSE
ALBERTA T0M 1T0
OFFICE PHONE: (403) 845-4646
FAX: (403) 845-4535
B. HAAGSMA A.L.S. (RES.) 845-4980

LAND SURVEYORS AND PROFESSIONAL ENGINEERS

SUBDIVISION, MUNICIPAL, OILFIELD
SURVEYS AND REPORTS
SPECIAL ATTENTION TO URBAN,
RURAL AND OILFIELD SURVEYS

HEAD OFFICE
P.O. BOX 610
4826 - 47TH STREET
RED DEER, ALBERTA T4N 5G6
OFFICE PHONE: (403) 342-1255
FAX: (403) 343-7025
G. OS Lund A.L.S. PENG. (RES.) 346-6342
D. VANDENBRINK A.L.S. PENG. (RES.) 886-2474
G. ROSS A.L.S. (RES.) 342-0046

February 16, 1994
Our File: 412-002

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

ATTN: Pete Robinson, Land Dept.

Dear Sir:

Re: Disposal of Reserve - Lot 5MR, Plan 812 1748
Northwood Estates

Further to our recent telephone conversation enclosed is a sketch illustrating the area of Lot 5MR being disposed of. The following description can be used for the disposal.

ALL THAT PORTION OF LOT 5MR, PLAN 812 1748 LYING EAST OF THE NORTHERLY PRODUCTION OF THE MOST WESTERLY BOUNDARY OF LOT A, PLAN 782 1023.
CONTAINING .469 HECTARES MORE OR LESS.

Yours truly,

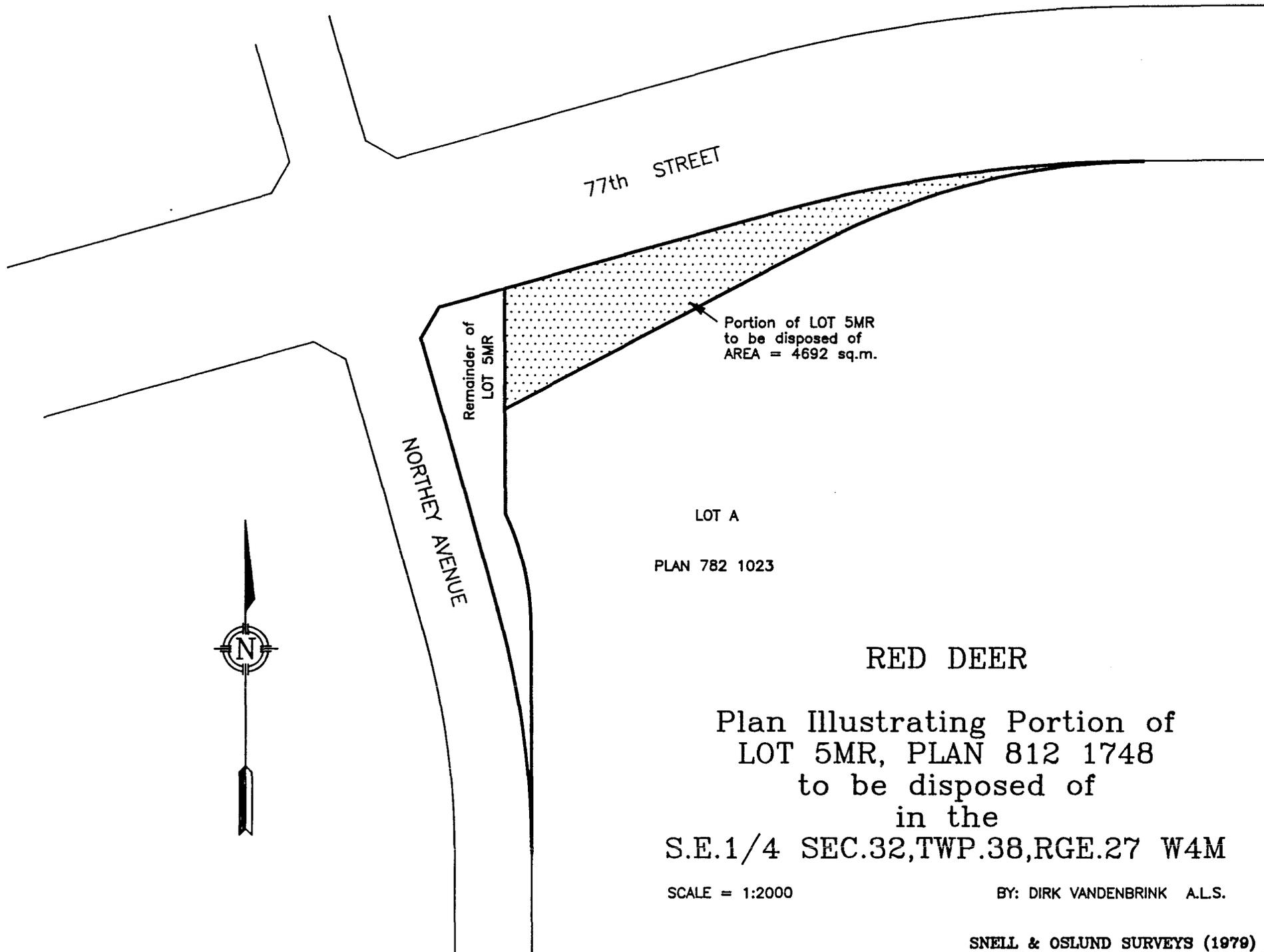
SNELL & OS Lund SURVEYS(1979) LTD.



Dick VandenBrink, A.L.S., P.Eng.

lb/DV
enc

The City Of Red Deer	
Date:	94.02.16
Time:	
Rec'd By:	



LOT A
PLAN 782 1023

RED DEER

Plan Illustrating Portion of
LOT 5MR, PLAN 812 1748
to be disposed of
in the
S.E.1/4 SEC.32,TWP.38,RGE.27 W4M

SCALE = 1:2000

BY: DIRK VANDENBRINK A.L.S.

77 STREET

LOT 514R

EXISTING SIDEWALK

STORAGE AREA

AREA TO BE PURCHASED



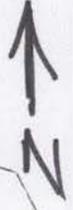
ACCESS TO STORAGE AREA

EXISTING 8" SANITARY SEWER
EXISTING 4" WATER MAIN

CENTERLINE OF EXISTING ROAD

NORTHWOOD
ESTATES
MOBILE HOME
PARK

LOT A
PLAN 742-1023



NORTHERN

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DATE: MARCH 1, 1994

TO: LAND AND ECONOMIC DEVELOPMENT MANAGER

FROM: CITY CLERK

**RE: REQUEST TO PURCHASE PART OF LOT 5 MR, PLAN 812-1748,
S.E. CORNER 77 STREET AND NORTHEY AVENUE
(NORTHWOOD ESTATES)**

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 14, 1994 concerning the above topic and at which meeting the following motions were passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Land and Economic Development Manager dated February 14, 1994, re: Request to Purchase Part of Lot 5 MR, Plan 812-1748, S.E. Corner 77 Street and Northey Avenue (Northwood Estates), hereby agrees that said request be approved subject to the following conditions:

1. Sale price to be \$16,500 per acre, final price to be established based on registered plan of survey.
2. The portion of Lot 5 MR purchased must be consolidated with Lot A, Plan 782-1023 by plan of survey at purchaser's cost.
3. Approval of sale of municipal reserve by City Council.
4. A minimum of 5.0 metres to be provided by cul de sac to storage area.
5. Purchaser to confirm with City Electric Light and Power re: engineering design, all costs to be paid by purchaser.
6. Parks Manager to approve exact configuration of parcel to be sold, at time of subdivision.
7. All costs related to the subdivision including advertising, posting, etc. shall be the responsibility of the purchaser.

8. The area purchased to be fenced in a detail similar to existing on-site fencing, satisfactory to the Development Officer.
9. Common area (3.05 m) at rear of properties within fenced area to be maintained by applicant.
10. The applicant will be responsible for all on site/off site costs and charges as indicated by The City of Red Deer Engineering Department prior to commencement of development.
11. The applicant will plant additional trees along 77 Street to provide higher level of screening and noise attenuation for the site.
12. Subject to all approving authorities.
13. Passage of the necessary Land Use Bylaw Amendment.
14. Land Sale Agreement satisfactory to the City Solicitor,

and as presented to Council February 28, 1994."

"RESOLVED that Council of The City of Red Deer having considered the report from the Land and Economic Development Manager dated February 14, 1994, re: Request To Purchase Part of Lot 5 MR, Plan 812-1748 (Northwood Estates), hereby approves the disposal of municipal reserve lands described as follows:

'All that portion of Lot 5 MR, Plan 812-1748 lying east of the northerly production of the most westerly boundary of Lot A, Plan 782-1023, containing .469 hectares more or less, excepting thereout all mines and minerals',

and as presented to Council February 28, 1994."

Land and Economic Development Manager
March 1, 1994
Page 3

In addition to the above resolutions, first and second readings only were given to Land Use Bylaw Amendment 2672/J-94, a copy of which is attached hereto. It is anticipated that third reading of this bylaw will be given by Council at its meeting of March 14, 1994.

This office will now proceed with the Disposal of Municipal Reserve as required by legislation. I trust you will be contacting the applicant and advising him of Council's decision in this instance.



KELLY KLOSS
City Clerk

KK/clr
Attch.

cc: Director of Engineering Services
Director of Community Services
Bylaws and Inspections Manager
E. L. & P. Manager
Fire Chief
Red Deer Regional Planning Commission
Council and Committee Secretary - Sandra *

* Please prepare the necessary documents for Disposal of Municipal Reserve *

NO. 6

FILE: gord\memos\ann-rpt.cc

DATE: February 17, 1994
TO: City Clerk
FROM: Public Works Manager
RE: PUBLIC WORKS DEPARTMENT 1993 ANNUAL REPORT

We are please to submit the attached report for the information of Council.

RECOMMENDATION:

We respectfully recommend that the 1993 Annual Report of the Public Works Department be received as information.



Gordon Stewart, P. Eng.
Public Works Manager

/blm

Commissioner's Comments

Submitted for Council's information.

"H.M.C. DAY"
City Commissioner

DATE: March 2, 1994
TO: Public Works Manager
FROM: City Clerk
RE: PUBLIC WORKS DEPARTMENT 1993 ANNUAL REPORT

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 17, 1994, concerning the above topic and at which meeting, it was agreed that same be filed.

Thank you for submitting this report for Council's information.



Kelly Kloss
City Clerk

KK/ds

NO. 7

DATE: 22 February 1994
TO: City Clerk
FROM: City Assessor
RE: 1994 BUSINESS ASSESSMENT/TAX

A reminder to Council and administration that the 1994 Business Assessment and Tax Notices will be mailed to all businesses in the City of Red Deer on March 7, 1994, based on the revised, updated rates authorized by Council in 1993.

Our office at City Hall, and the Business Assessment Roll, will be open for 30 days (to April 5, 1994) to enable business owners to review assessments and do comparisons to satisfy queries of equity and value and to enable the assessors to supply information.

The last date for assessment appeal to the 1994 Court of Revision on Business Assessment is April 5, 1994. All appeals must be received by my office, or post dated, no later than April 5, 1994, to be valid.



Al Knight, A.M.A.A.
City Assessor

AK/ngl

c.c. Tax Supervisor
Assessment Supervisor
Business Assessor
Director of Finance

Commissioner's Comments

This is presented for Council's information.

"H.M.C. DAY"
City Commissioner

DATE: March 2, 1994
TO: City Assessor
FROM: City Clerk
RE: 1994 BUSINESS ASSESSMENT/TAX

At the Council Meeting of February 28, 1994, your report dated February 22, 1994, concerning the above topic was presented to Council and at which meeting it was agreed that same be filed.

Thank you for providing this information to Council.



Kelly Kloss
City Clerk

c.c. Director of Financial Services



DIRECTOR: W. G. A. Shaw, ACP, MCIP

MEMORANDUM

TO: Kelly Kloss, City Clerk **DATE:** February 22, 1994

FROM: Frank Wong, Planning Assistant

RE: **PROPOSED LAND USE BYLAW AMENDMENT 2672/J-94
PART OF LOT 5 MR, PLAN 812 1748
NORTHWOOD ESTATES MOBILE HOME PARK**

Lansdowne Equity Ventures Ltd. is proposing to purchase part of Lot 5 MR, Plan 812 1748 as an expansion of the Northwood Estates Mobile Home Park.

Northwood Estates was created in 1978. Then in 1981, the south east corner of the intersection of Northey Avenue and 77th Street was realigned, creating Lot 5 MR. Part of this lot remained designated as road.

In order to facilitate the sale of part of Lot 5 MR, a sliver of land (approximately 4600 ft²) has to be redesignated from ROAD to R4; the remainder of Lot 5 MR which is not proposed to be sold should be redesignated from Road to P1.

Under Section 142 of the Planning Act, City Council could pass this proposed Land Use Bylaw Amendment without advertising and holding a public hearing (should Council agree with the land sale) pursuant to the following section:

142 Notwithstanding sections 139 to 141, a by-law may be amended without giving notice or holding a hearing if the amendment does not materially affect the by-law in principle or in substance.

Planning staff recommend that City Council give the three required readings to the proposed land use amendment.

Sincerely,

Frank Wong
Frank Wong
Planning Assistant

Commissioner's Comments

As outlined by the Planner, this particular Land Use Bylaw does not require a Public Hearing. If Council agrees with the sale of the land to Northwood Estates as outlined elsewhere on the agenda, then we recommend that Council proceed with 3 readings of this bylaw.

FW/cam

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLE No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINTEARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLE TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLLENWOLD SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS

SUMMER VILLAGE OF BURNSTICK LAKE

"H.M.C. DAY"
City Commissioner

DATE: February 22, 1994

TO: KELLY KLOSS
City Clerk

FROM: CRAIG CURTIS, Director of Community Services
LOWELL R. HODGSON, Recreation & Culture Manager

RE: FARMERS' MARKET - CHARGE FOR USE OF ARENA PARKING LOT

The 1994 budget of the Recreation & Culture Department was presented to the Commissioner in November, at which time a fee was suggested for the use of the Arena parking lot by the Farmers' Market. This item had not been included in the department's budget and, thus, it wasn't considered by the Recreation, Parks & Culture Board. The fee proposed at this time was \$7 per stall, with an estimate that there would be 100 stalls weekly. Therefore, over the full season of 20 weeks, \$14,000 would be generated in new revenue.

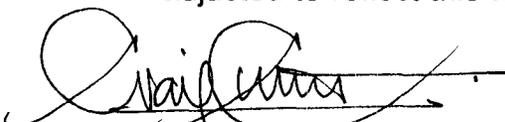
When City Council considered the budget in January, we were directed to meet with the Farmers' Market manager to discuss this proposal and to get his reaction to this charge. Since that time, meetings have been held with Dennis Moffat and, in his attached letter, he agrees to a charge of \$2.50 per stall. However, he estimates that an average of 65 stalls per week will be rented, and over the 20 week season, the revenue generated would be \$3,250.

After discussing this issue with Mr. Moffat, we can see that this is, perhaps, a reasonable compromise in that we would be generating \$162.50 on average per week, and if you were to consider the market to be four hours in length, he is then paying approximately \$40 per hour. When you consider that he could rent an indoor ice facility for approximately \$80 per hour, then this is, perhaps, a more realistic charge. This fee would be added to the current \$5 fee and would be collected by Mr. Moffat, who would, in turn, remit to the City our \$2.50 per stall on a weekly basis.

While this is significantly less than what was proposed and earlier discussed, we are supportive of this compromise, and would recommend it to City Council for their approval as a new fee for this activity.

RECOMMENDATION:

That Council of the City of Red Deer, having considered a recommendation for a fee to be imposed on the Farmers' Market for their use of the Arena parking lot, and having discussed this with the manager of the Farmers' Market, hereby agree to a fee of \$2.50 per stall to be collected weekly, and that the Recreation & Culture Department budget be adjusted to reflect this fee.


CRAIG CURTIS, Director
Community Services Division


LOWELL R. HODGSON, Manager
Recreation & Culture Department

/s
Attach.

cc: Harold Jeske, Recreation & Culture Facilities Superintendent



Dennis Moffat

5134 - 44 Avenue
Red Deer, Alberta T4N 3H8

Feb 17, 1994

Mr. Lowell Hodgson
Recreation Director
City of Red Deer
Red Deer Alberta

Dear Mr. Hodgson

Having heard the proposal from the council of the City of Red Deer to implement a fee of \$14000⁰⁰ for the use of the parking lot in front of the Arena I was some what surprised and taken aback.

When I consider the great monies dispensed to various organizations in order to bring visitors and shoppers to the city I think the service offered by the Farmers' Market at Red Deer has been a very good activity for the city.

Over the years of our successful operation the City of Red Deer has provided an area for our operation at no cost, save for small cleaning or electrical charges as well as the carrying of an insurance policy which made a great deal of sense.



Dennis Moffat

5134 - 44 Avenue
Red Deer, Alberta T4N 3H8

The market is designed to bring sellers to the city on a Saturday morning to do trade in a more casual style than the formal business district. Retail outlets do increase their business because of this extra activity and the marketers and sellers from out of town certainly do a great deal of shopping and dining out before their return journey.

It does seem unfair to charge \$700 per day for a parking lot when the rest for the entire arena and parking lot would be less than half that amount.

In order to assist council in their budget problems I propose a 2.50 surcharge on each stall holder each Saturday. We would understand that access to the public washrooms could be arranged and that the weather would have either negative or positive effects on the amount collected.

As manager of the Market I would collect this on behalf of the City and deposit at City Hall at the end of each market day. Satisfactory arrangements could be made if this is not acceptable.

P.S. Our present charge is 500/stall. Sincerely Dennis Moffat.

Commissioner's Comments

I concur with the recommendation of the Director of Community Services and the Recreation & Culture Manager. Council should note that this will result in a shortfall in the Recreation & Culture Department Budget of \$10,750 which will be addressed at the special meeting of Council on March 7, 1994.

"H.M.C. DAY"
City Commissioner

DATE: MARCH 1, 1994

**TO: DIRECTOR OF COMMUNITY SERVICES
RECREATION AND CULTURE MANAGER**

FROM: CITY CLERK

RE: FARMER'S MARKET - CHARGE FOR USE OF ARENA PARKING LOT

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 22, 1994 concerning the above. At this meeting, the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Director of Community Services and the Recreation and Culture Manager dated February 22, 1994, re: Farmer's Market - Charge for Use of Arena Parking Lot, hereby agrees that the 1994 fee to be imposed on the Farmer's Market for their use of the Arena Parking Lot, be changed from \$7.00 per stall to \$2.50 per stall, collected weekly, and further that the Recreation and Culture Department Budget be adjusted to reflect said change, and as presented to Council February 28, 1994."

The decision of Council in this instance is submitted for your information. I ask that by way of a copy of this memo the Director of Financial Services adjust the Recreation and Culture Department's Budget accordingly.

Trusting you will find this satisfactory.



KELLY KLOSS
City Clerk

KK/clr

cc: Director of Financial Services



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

March 1, 1994

Mr. Dennis Moffat
5134 - 44 Avenue
Red Deer, Alberta
T4N 3H8

Dear Dennis:

RE: FARMER'S MARKET - CHARGE FOR USE OF ARENA PARKING LOT

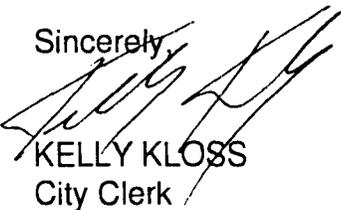
At the Council Meeting of The City of Red Deer, held on Monday, February 28, 1994, consideration was given to a change in the amount charged to the Farmer's Market for the use of the Arena Parking Lot. At this meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Director of Community Services and the Recreation and Culture Manager dated February 22, 1994, re: Farmer's Market - Charge for Use of Arena Parking Lot, hereby agrees that the 1994 fee to be imposed on the Farmer's Market for their use of the Arena Parking Lot, be changed from \$7.00 per stall to \$2.50 per stall, collected weekly, and further that the Recreation and Culture Department Budget be adjusted to reflect said change, and as presented to Council February 28, 1994."

The decision of Council in this instance is submitted for your information. Thank you for taking the time to attend the Council Meeting and for your efforts over the years in ensuring that the Red Deer Farmer's Market is second to none.

If you have any questions, please do not hesitate to call.

Sincerely,


KELLY KLOSS
City Clerk

KK/clr

cc: Director of Community Services
Recreation and Culture Manager



RED DEER

*a delight
to discover!*

NO. 10

DATE: February 23, 1994
TO: City Council
FROM: City Clerk
RE: CORPORATE PLANNING PROCESS

Submitted as an attachment to the Council Agenda are reports relative to the Corporate Planning Process/Strategic Plan - Interim Reports.



Kelly Kloss
City Clerk

KK/ds

DATE: MARCH 1, 1994
TO: STRATEGIC PLANNING STEERING COMMITTEE
FROM: CITY CLERK
RE: CORPORATE PLANNING PROCESS

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 22, 1994, re: Strategic Plan - Task Force Reports and the report from the City Commissioner and Directors dated February 22, 1994, re: Corporate Planning Process. At the above noted meeting, the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the City Commissioner and Directors dated February 10, 1994 re: Corporate Planning Process, hereby approves the Corporate Planning Process Flow Chart as submitted to Council February 28, 1994."

In addition to the above resolution, Council also agreed that the following dates be set for Council to review the Corporate Planning Process:

Friday, May 13, 1994
Saturday, May 14, 1994
Tuesday, August 16, 1994
Tuesday, August 23, 1994
Friday, September 16, 1994
Saturday, September 17, 1994.

On behalf of Council, I extend their thanks to all individuals involved in this process. Special thanks goes out to the Chairmen of each of the Task Forces, for making their presentations to Council on February 28, 1994.

I trust you will now continue to proceed with the process as outlined in the approved Flow Chart.



KELLY KLOSS
City Clerk

KK/clr

cc: City Commissioner
Director of Community Services
Director of Financial Services
Director of Engineering Services
Chris Beaumont
Dan Osborne
Pete Weddell
Deb Crossman

DATE: February 28, 1994
TO: City Clerk
FROM: Director of Financial Services
RE: PROVINCE OF ALBERTA BUSINESS PLANS

Submitted to City Council
Date: Feb 28/94

The purpose of this report is to provide Council with information on how the Provincial Business Plans disclosed last week impact on the Provincial grant projections provided to Council previously.

The attached colour chart shows what the Provincial operating grants were for 1989 to 1993 and what is now projected for 1994 to 1996. In reviewing the chart it should be recognized:

- the reduction provided in the Waskasoo Park grant is still under consideration
- the Provincial Business Plan is subject to review by the Province at any time and grants could be reduced further if the Province is not meeting its targets.

Based on the information in the chart, the following reductions in Provincial operating grants are anticipated:

Year	Reduction from Prior Year	Equivalent Municipal Property Tax Increase
1994	\$ 993,000	5.1%
1995	1,100,000	5.7%
1996	1,218,000	6.3%
Total Reduction	\$ 3,311,000	17.1%

The reduction for 1994 has been compensated for in the budget already reviewed by Council except for a \$200,000 reduction in the Waskasoo Park grant.

The reductions to occur in 1995 and 1996 total \$2.3 million. These reductions will require significant reductions in expenditures or increases in other revenues to compensate. To indicate the significance of the reductions for 1995 and 1996, the reduction is the equivalent of a 12% municipal property tax increase.

City Clerk
February 28, 1993
Page 2

The Province is reducing grants to municipalities to a much greater extent than other areas such as hospitals or schools. The Province says this is justified because it says only 5% of the revenue for cities other than Edmonton and Calgary for 1991 was represented by Provincial operating grants (for Red Deer in 1993, 6.5% of total operating revenue was represented by Provincial grants).

Quoting a figure of 5% is very misleading because it is based on all municipal revenues including utility operations. As Provincial operating grants are only for tax supported expenditures, the appropriate percentage would be one based on these tax supported expenditures. Using tax supported expenditures, the Provincial grants represent 13.5% of the funding.

The Provincial Business Plan indicates the \$25 per capita grant for Transportation Capital projects will be maintained at that level.

There are, of course, a number of concerns with the Provincial Business Plans. These concerns will be brought to Council's attention when the details have been clarified.

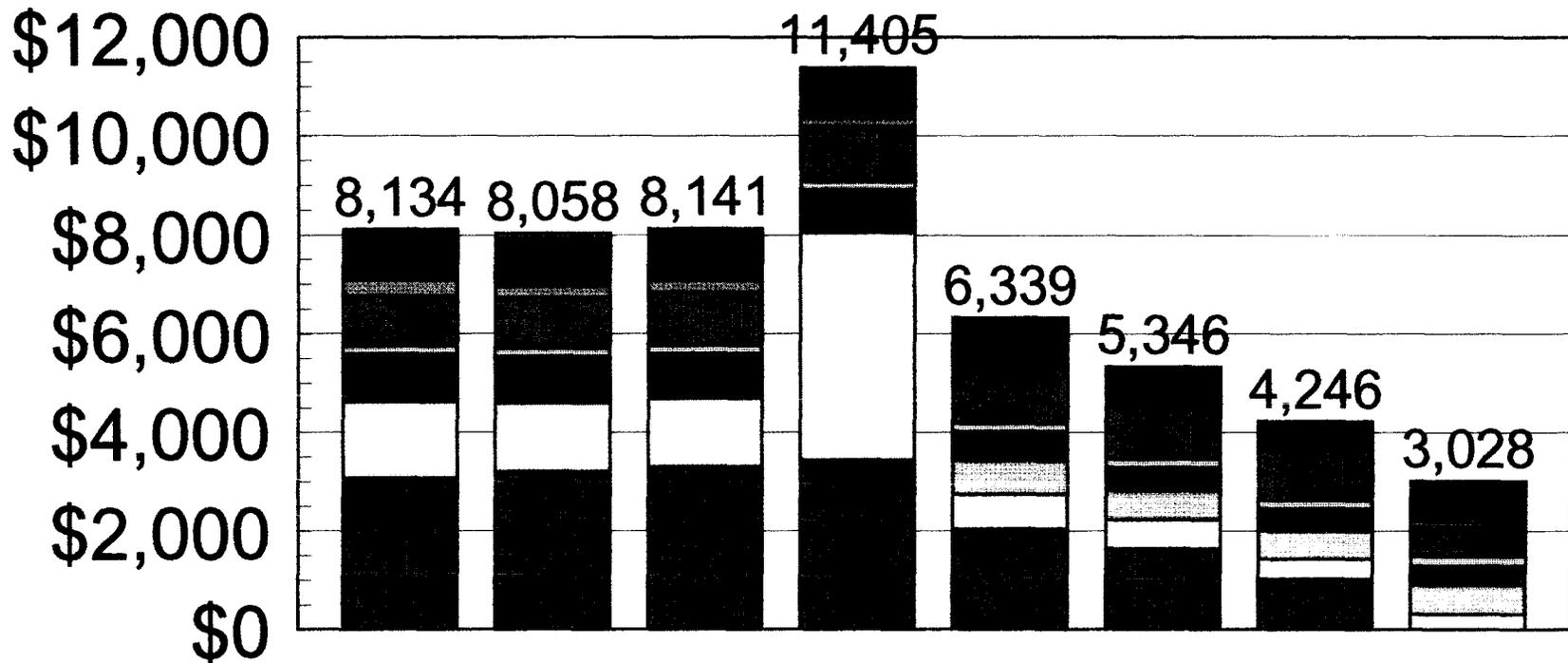


A. Wilcock, B. Comm., C.A.
Director of Financial Services

AW/jt

PROVINCIAL OPERATING GRANTS 1989 to 1996

(\$'000)



	1989	1990	1991	1992	1993	1994	1995	1996
Uncond. Municipal Assistance	\$3,072	\$3,205	\$3,305	\$3,437	\$2,042	\$1,634	\$1,021	\$0
Policing					\$703	\$598	\$410	\$316
Transit					\$685	\$585	\$585	\$585
AMPLE	\$1,550	\$1,396	\$1,396	\$4,616	\$0	\$0	\$0	\$0
Debenture Interest Subsidy	\$978	\$946	\$911	\$872	\$600	\$469	\$437	\$402
Primary Highway	\$159	\$159	\$160	\$161	\$161	\$177	\$177	\$177
Mosquito Control	\$41	\$31	\$30	\$30	\$12	\$0	\$0	\$0
Social Planning	\$978	\$1,009	\$1,053	\$1,079	\$1,106	\$1,065	\$1,010	\$954
CRC Recreation/Culture	\$329	\$224	\$228	\$175	\$0	\$0	\$0	\$0
Waskasoo Park	\$994	\$994	\$994	\$994	\$994	\$794	\$594	\$594
Other Grants	\$33	\$94	\$64	\$41	\$36	\$24	\$12	\$0

DATE: March 2, 1994
TO: Director of Financial Services
FROM: City Clerk
RE: PROVINCE OF ALBERTA BUSINESS PLANS

At the Council Meeting of February 28, 1994, consideration was given to your report dated February 28, 1994, concerning the above topic and at which meeting, it was agreed that same be filed.

Thank you for presenting this information to Council.



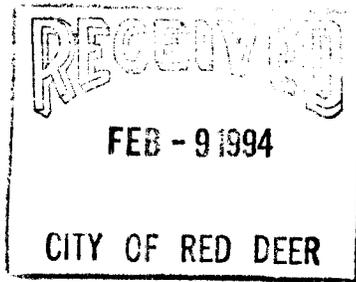
Kelly Kloss
City Clerk

NO. 1



February 3, 1994

Mr. C. Seveik
City Clerk
City of Red Deer
P.O. Box 5008
Red Deer, AB
T4N 3T4



Dear Sir,

Hook Outdoor Advertising requests permission to construct a 10' x 20' billboard at 4602 - 51 Avenue Plan 2070 E.O. Block 3 Lot 9 Red Deer, Alberta. The zoning of this property is currently C1 which does not allow the development of billboards. We are, therefore, requesting a relaxation of this zoning to allow this development.

The proposed location, Plan 2070 E.O. Block 3 Lot 9, is situated in an industrial area similar to an I1 zoning, which currently allows billboard developments as a discretionary use. This site is adjacent to an abandoned railway spur to the south and a bulk oil depot to the north. To the west are industrial/commercial buildings and warehouses. The proposed single sided sign would be located on the south-east corner of Lot 9, as shown, and set back against the existing overgrown group of trees and shrubs. We feel that this sign would not negatively affect this area; in fact, our sign would help this area lot look less overgrown and abandoned.

The present owner of this land, Bettenson's Sand and Gravel, has given us permission to apply for a sign on this land provided it is on the south-east corner of the lot. Also, the owner has indicated there is no immediate development plans for this land.

.../2

Hook Outdoor Advertising

17206 - 108 Avenue, Edmonton, Alberta T5S 1E8
Phone (403)483-3073 Fax (403)489-3452

Calgary
Edmonton
Regina
Saskatoon
Winnipeg

A Division of
Jim Pattison
Enterprises Ltd



- 2 -

Hook Outdoor Advertising feels that this proposed development will not in any way deter the normal business of this area, nor will it block the traffic sight lines or traffic signals of the road.

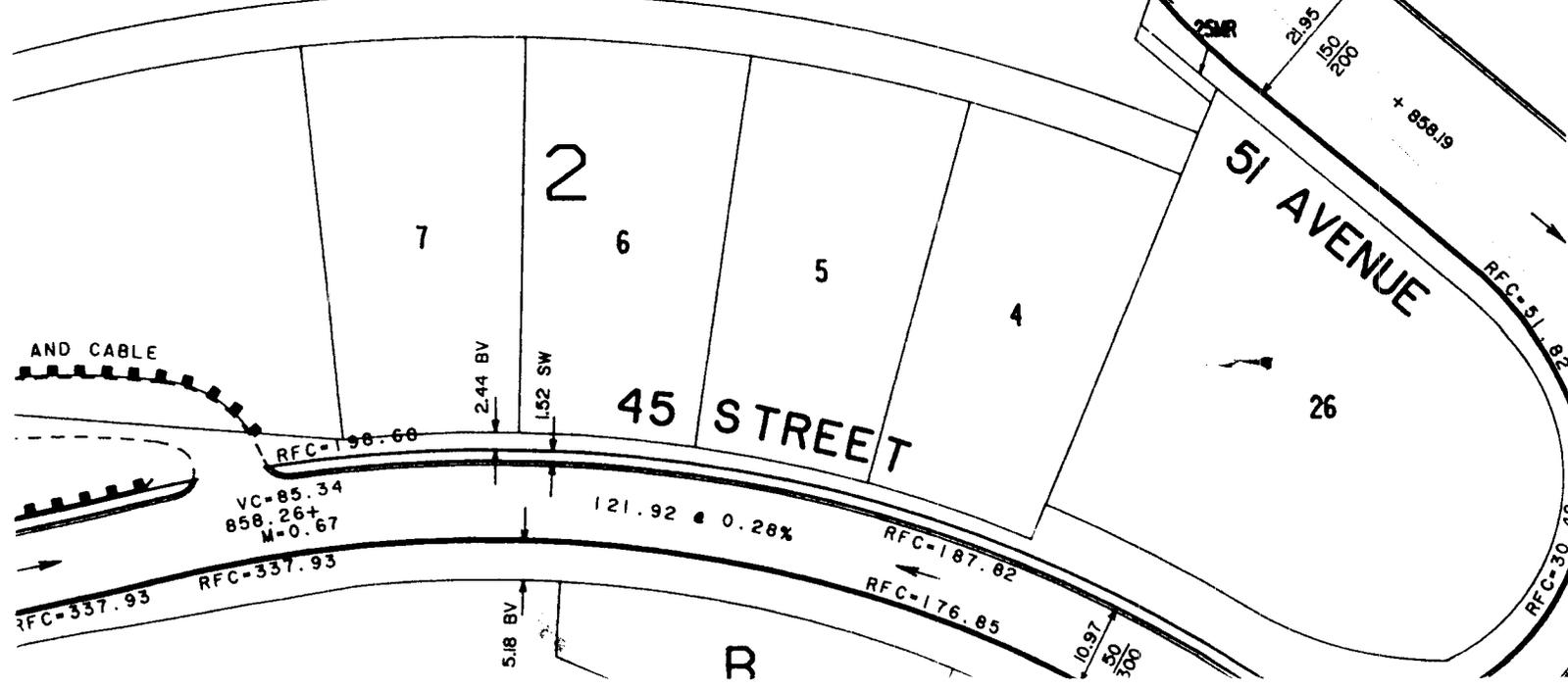
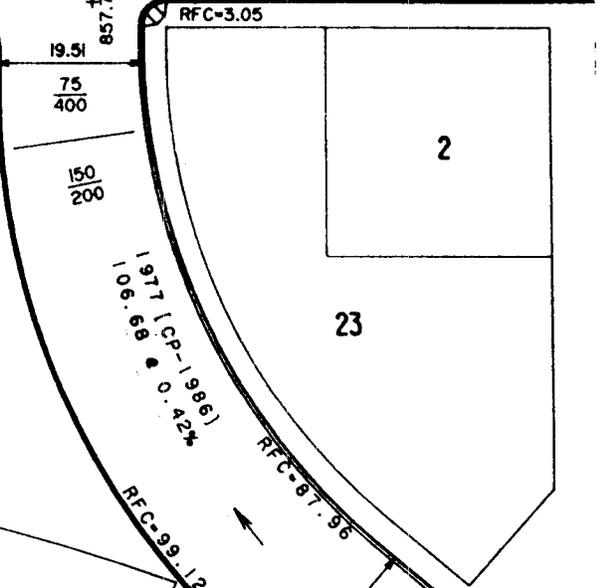
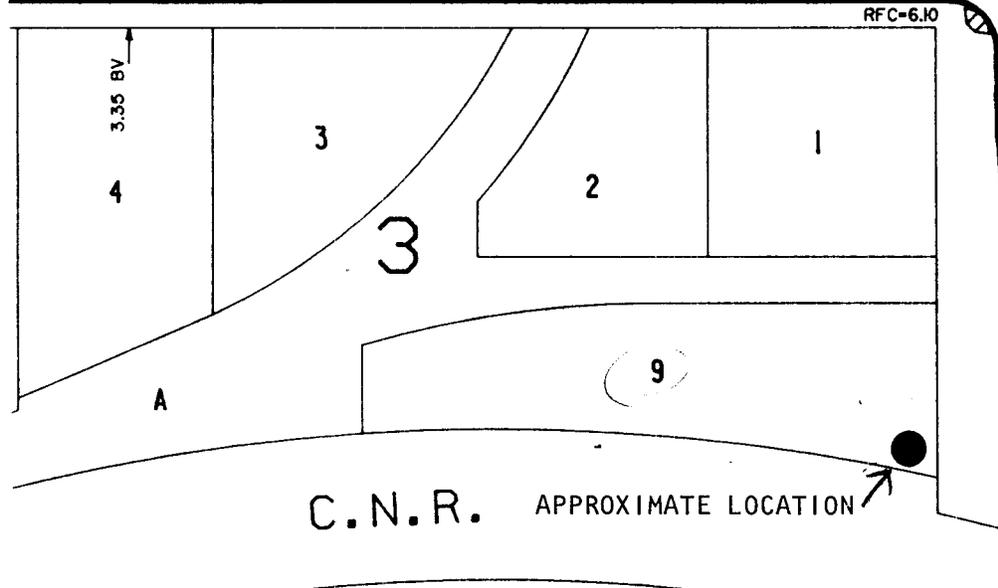
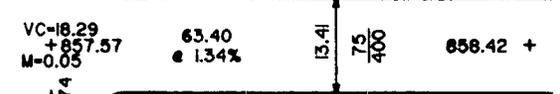
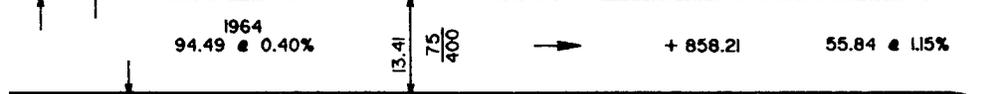
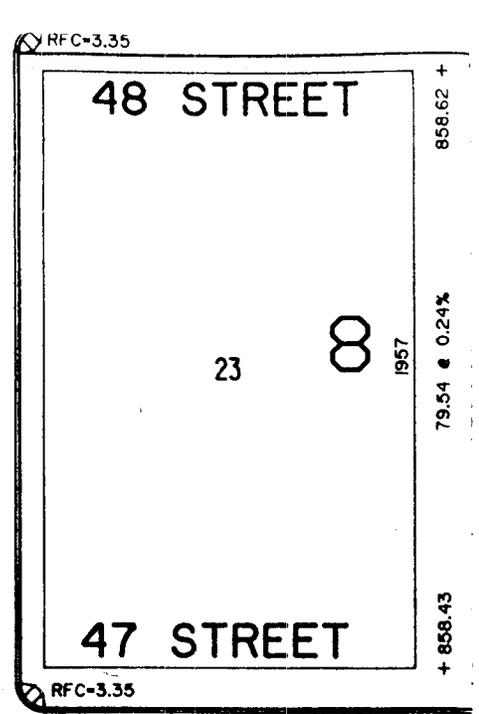
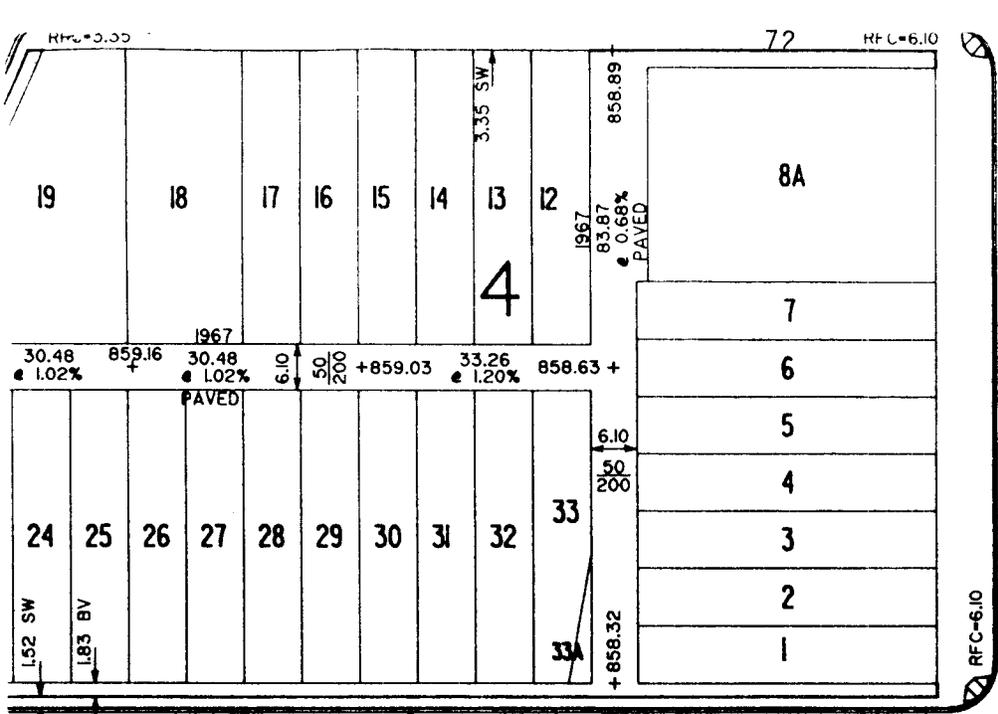
Thank you very much for considering our proposed development.

Yours truly,

A handwritten signature in black ink, appearing to read "Robert Clarkson". The signature is written in a cursive style with a large, looping initial "R".

Robert Clarkson
Leasing Representative

RC/jw





**RED DEER
REGIONAL PLANNING COMMISSION**

2830 BREMNER AVENUE, RED DEER,
ALBERTA, CANADA T4R 1M9

DIRECTOR: W. G. A. Shaw, ACP, MCIP

Telephone: (403) 343-3394
Fax: (403) 346-1570

MEMORANDUM

TO: Kelly Kloss, City Clerk

DATE: February 9, 1994

FROM: Paul Meyette, Principal Planner

RE: HOOK OUTDOOR ADVERTISING - BILLBOARD

Hook Outdoor Advertising is requesting a land use bylaw amendment to allow the placement of a new billboard in the C1 District on 51st Avenue.

EXISTING LAND USE

The site proposed is between a vacated bulk oil depot to the north and an abandoned railway line to the south. Hook Outdoor Advertising indicates in their correspondence that this billboard would be an improvement in the area which is currently overgrown.

PROPOSED LAND USE

As Council may be aware, the Downtown West Area Redevelopment Plan has identified this area for replotting of lot boundaries. This replotting of lot boundaries will create more usable lots for both the City (which owns the former Railway Right of Way) and private land owners. The area is currently fragmented by the railway right of way as shown on the attachment. The "Draft" Downtown Plan designates this area for commercial/residential use. Following the replotting of lot boundaries, this area has potential for redevelopment as a commercial and residential area. In order to facilitate this redevelopment, it is important to maintain flexibility in terms of lot adjustment and development design potential. The proposed billboard could be an impediment to redevelopment.

.../2

MUNICIPALITIES WITHIN COMMISSION AREA

CITY OF RED DEER • MUNICIPAL DISTRICT OF CLEARWATER No. 99 • COUNTY OF STETTLE No. 6 • COUNTY OF LACOMBE No. 14 • COUNTY OF MOUNTAIN VIEW No. 17 • COUNTY OF PAINT EARTH No. 18 • COUNTY OF RED DEER No. 23 • TOWN OF BLACKFALDS • TOWN OF BOWDEN • TOWN OF CARSTAIRS • TOWN OF CASTOR • TOWN OF CORONATION • TOWN OF DIDSBURY • TOWN OF ECKVILLE • TOWN OF INNISFAIL • TOWN OF LACOMBE • TOWN OF OLDS • TOWN OF PENHOLD • TOWN OF ROCKY MOUNTAIN HOUSE • TOWN OF STETTLE • TOWN OF SUNDRE • TOWN OF SYLVAN LAKE • VILLAGE OF ALIX • VILLAGE OF BENTLEY • VILLAGE OF BIG VALLEY • VILLAGE OF BOTHA • VILLAGE OF CAROLINE • VILLAGE OF CLIVE • VILLAGE OF CREMONA • VILLAGE OF DELBURNE • VILLAGE OF DONALDA • VILLAGE OF ELNORA • VILLAGE OF GADSBY • VILLAGE OF HALKIRK • VILLAGE OF MIRROR • SUMMER VILLAGE OF BIRCHCLIFF • SUMMER VILLAGE OF GULL LAKE • SUMMER VILLAGE OF HALF MOON BAY • SUMMER VILLAGE OF JARVIS BAY • SUMMER VILLAGE OF NORGLIEWOLD • SUMMER VILLAGE OF ROCHON SANDS • SUMMER VILLAGE OF SUNBREAKER COVE • SUMMER VILLAGE OF WHITE SANDS • SUMMER VILLAGE OF BURNSTICK LAKE

Kelly Kloss
February 9, 1994

Page 2

BILLBOARD POLICY

In January 1991, Planning staff completed a report entitled "Recommendation for Billboards within the City of Red Deer" at the request of Council. The report was endorsed by Council with the support of the billboard industry as represented by Hook Outdoor Advertising. This report had the following recommendations.

"The Red Deer Chamber of Commerce Report and Brief (1985) recommended that billboards should not be permitted anywhere within the downtown area of the City. The Downtown Concept Plan, which was approved by Council also opposed the development of billboards in the City core.

We are recommending that the use of billboards in the C1 District be limited to the existing structures with no new ones being permitted. This requires deleting the billboard from the discretionary use table in the C1 District. The existing billboards become a non-conforming use and they would continue. If the use of billboards was discontinued for more than six months, further use would not be allowed."

Subsequent to the completion of the report, the land use bylaw was amended to delete billboards as a discretionary use. The billboard proposed by Hook Outdoor Advertising is inconsistent with the City's billboard policy and inconsistent with the Land Use By-law. Any approval would trigger a number of similar requests in the downtown area.

RECOMMENDATION

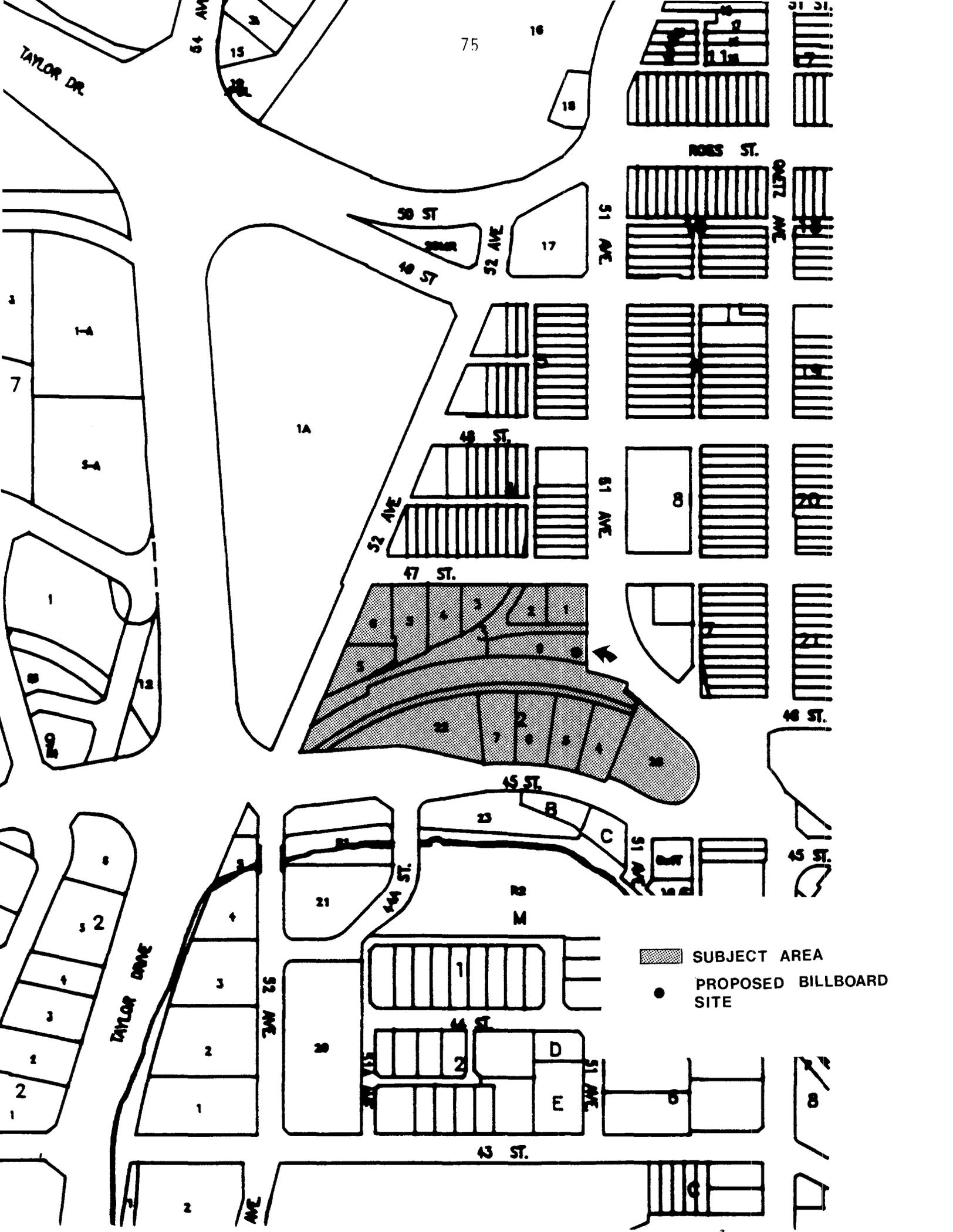
Planning staff recommend that the request for a billboard at this site be refused. A billboard in this location is incompatible with both the proposed long term use of the area and the recommendations and regulations regarding the placement of billboards.



Paul Meyette, ACP, MCIP
PRINCIPAL PLANNER, CITY SECTION

PM/eam

cc. Director of Community Services
Director of Engineering Services
Bylaws and Inspections Manager
Land and Economic Development Manager
E. L. & P. Manager
Parks Manager



 SUBJECT AREA
 PROPOSED BILLBOARD SITE

TAYLOR DR.

54 AVE

75

16

ROES ST.

QUETZ AVE

51 AVE

50 ST

49 ST

52 AVE

17

14

48 ST

52 AVE

51 AVE

47 ST

46 ST

45 ST

45 ST

TAYLOR DRIVE

52 AVE

44 ST

51 AVE

21

20

43 ST

1

2

D

E

51 AVE

2

AVE

DATE: 9 February 1994

FILE NO. 94-1660

TO: City Clerk

FROM: Bylaws and Inspections Manager

RE: **HOOK OUTDOOR ADVERTISING
LOT 9, BLOCK 3, PLAN 2070 E.O.**

The above site is designated as C1 in the City Land Use Bylaw, which does not allow billboard signs as a permitted or a discretionary use.

City policy regarding billboard location evolved after a great debate among staff and at City Council. The reasons for not permitting these types of signs in C1 districts would still be valid; therefore, we recommend the application be denied.

Yours truly,



R. Strader
Bylaws and Inspections Manager
BUILDING INSPECTION DEPARTMENT

RS/vs

DATE: February 9, 1994
TO: K. Kloss, City Clerk
FROM: A. Scott, Land and Economic Development Manager
RE: **HOOK OUTDOOR ADVERTISING - BILLBOARD**

Hook Advertising is proposing to erect a large billboard sign on the west side of 51 Avenue, south of 46 Street. The site is zoned C1. According to the City of Red Deer's Land Use Bylaw, billboard signs are neither a permitted or discretionary use in C1 zoning.

Recommendation

I would recommend the application by Hook Outdoor Advertising be rejected as the proposed use is neither permitted or discretionary at this location.



Alan V. Scott

AVS/mm

CS-4.284

DATE: February 14, 1994

TO: KELLY KLOSS
City Clerk

FROM: CRAIG CURTIS
Director of Community Services

RE: HOOK OUTDOOR ADVERTISING - BILLBOARD
Your memo of February 4, 1994 refers.

I have discussed the proposal by Hook Outdoor Advertising to place a billboard on 51 Avenue, at approximately 46 Street, with the Parks Manager. We concur with the recommendations of the Red Deer Regional Planning Commission that the request be denied in that it is contrary to the Billboard Policy and the Land Use Bylaw.

RECOMMENDATION

That City Council deny the request from Hook Outdoor Advertising to place a billboard at 4602 - 51 Avenue.



CRAIG CURTIS

DB/ad

Commissioners' Comments

We concur with the recommendations of the Administration that this application not be approved. As outlined, Council gave a great deal of consideration to the question of billboards in the downtown area in 1991 and established the current policy which we believe should be adhered to.

"G. SURKAN"
Mayor

"H.M.C. DAY"
City Commissioner

DATE: February 4, 1994

TO: X DIRECTOR OF COMMUNITY SERVICES
 X DIRECTOR OF ENGINEERING SERVICES
 DIRECTOR OF FINANCIAL SERVICES
 X BYLAWS & INSPECTIONS MANAGER
 CITY ASSESSOR
 COMPUTER SERVICES MANAGER
 X LAND AND ECONOMIC DEVELOPMENT MANAGER
 X E.L. & P. MANAGER
 ENGINEERING DEPARTMENT MANAGER
 FIRE CHIEF
 X PARKS MANAGER
 PERSONNEL MANAGER
 PUBLIC WORKS MANAGER
 R.C.M.P. INSPECTOR
 RECREATION & CULTURE MANAGER
 SOCIAL PLANNING MANAGER
 TRANSIT MANAGER
 TREASURY SERVICES MANAGER
 X PRINCIPAL PLANNER
 CITY SOLICITOR

FROM: CITY CLERK
 RE: HOOK OUTDOOR ADVERTISING - BILLBOARD



Please submit comments on the attached to this office by February 21, 1994, for the Council Agenda of February 28, 1994.

KELLY KLOSS
City Clerk

**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

February 4, 1994

Robert Clarkson
Leasing Representative
Hook Outdoor Advertising
17206 - 108 Avenue
Edmonton, Alberta
T5S 1E8

Dear Sir:

I acknowledge receipt of your letter dated February 3, 1994, re: Permission to Construct a billboard at 4602 - 51 Avenue.

This item will be discussed and possibly a decision made at the Meeting of Red Deer City Council on Monday, February 28, 1994. 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.

In the event you wish to be present at the Council meeting, would you please telephone our office on Friday, February 25, 1994, and we will advise you of the approximate time that Council will be discussing this item.

Would you please enter City Hall on the park side entrance when arriving, and proceed up to the second floor Council Chambers.

This request has been circulated to City administration for comments, and 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, February 25, 1994.

Please be advised that on December 30, 1993, Charlie Sevcik retired as the City Clerk of the City of Red Deer. Please adjust your records accordingly and direct all future correspondence to the writer.

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Page 2
Alberta Urban Municipalities

If you have any questions in the meantime, please do not hesitate to contact the writer.

Yours truly,

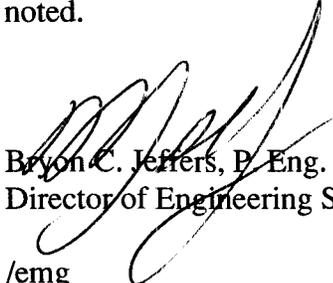
A handwritten signature in black ink, appearing to read 'Kelly Kloss', written in a cursive style.

Kelly Kloss
City Clerk

KK/ds

DATE: February 14, 1994
TO: City Clerk
FROM: Director of Engineering Services
RE: **LOT 9, BLOCK 3, PLAN 2070 E.O. - 4602-51 AVENUE
HOOK OUTDOOR ADVERTISING - BILLBOARD**

Please be advised that the Engineering Department has no comment with respect to the above noted.



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

/emg

DATE: February 9, 1994
TO: City Clerk
FROM: E. L. & P. Manager
RE: Hook Outdoor Advertising - Billboard

The E. L. & P. Department has no objections or comments regarding the request of Hook Outdoor Advertising for a billboard as outlined in their letter of February 3, 1994.



A. Roth,
Manager

AR/jjd



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

March 2, 1994

Hook Outdoor Advertising
17206 - 108 Avenue
Edmonton, Alberta
T5S 1E8

Attention: Robert Clarkson, Leasing Representative

Dear Sir:

At The City of Red Deer Council Meeting held on February 28, 1994, consideration was given to your correspondence dated February 3, 1994, requesting permission to construct a 10' by 20' billboard at 4601 - 51 Ave. At the above noted meeting, the following motion was passed.

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Hook Outdoor Advertising dated February 3, 1994, re: Request for Land Use Bylaw Amendment to allow the placement of a new billboard in the C1 district located at 4602 - 51 Avenue, hereby agrees that said request be denied, and as presented to Council February 28, 1994."

The decision of Council in this instance is submitted for your information. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Kelly Kloss
City Clerk
KK/ds

c.c. Principal Planner
Director of Community Services
Director of Engineering Services
Bylaws & Inspections Manager
Land & Economic Development Manager
E.L. & P. Manager
Parks Manager



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to discover!*

NO. 2

February 16, 1994



Ms. Gail Surken
Mayor, City of Red Deer
Box 5008
Red Deer, AB T4N 3P4

Dear Gail:

We could use your help.

CBC Television will appear before the Canadian Radio-Television and Telecommunications Commission next month. It will be applying for a seven-year renewal of its broadcast licence.

The national television network of the CBC links all corners of Canada and its mandate dictates that it must reflect Canada to Canadians through the regional diversity of the country. That means airing programs that give Canadians a sense of their national consciousness, of what draws them together, what makes them different from others. I'm pleased to be able to tell you that CBC Television, in prime time, now provides 88 percent Canadian programming content.

Now to the point of this letter. We're asking friends of the CBC to drop a line to the CRTC expressing their support for our licence renewal application. If you care to help your letter should be sent to

The Secretary General
Canadian Radio-Television and Telecommunications Commission
Ottawa, Ontario K1A 0N2

A copy of your letter should be sent to

The Director of Corporate Affairs
Canadian Broadcasting Corporation
P.O. Box 8470
Ottawa, Ontario K1G 3J5

If you wish to send by fax:

First, fax letter to the Director of Corporate Affairs, CBC: (613) 738-6861, with the front-page transmittal sheet; then to the CRTC at (819) 994-0218 with the transmittal sheet you have sent to the CBC as proof that you have served us a copy of your intervention.

The deadline for these interventions is March 1. I thank you in advance,

Yours truly,

Ron Smith
Director for the Province of Alberta
P.O. Box 555
Edmonton, AB T5J 2P4

Commissioners' Comments

Council's direction is requested.

"G. SURKAN"
Mayor
"H.M.C. DAY"
City Commissioner



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

March 1, 1994

FAXED: March 1, 1994 to:
(819) 994-0218
(613) 738-6861

The Secretary General
Canadian Radio-Television and
Telecommunications Commission
Ottawa, ON
K1A 0N2

FAX Recv'd _____
Sent 94 MARCH 01
Date 94-mar-01 Time 1:15 P.M.
Signature C. L. Kausch

Dear Sir/Madam:

At The City of Red Deer Council Meeting held on February 28, 1994, consideration was given to the Licence Renewal Application of the CBC, and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer, having considered report from the Canadian Broadcasting Corporation dated February 16, 1994, re: Request for Support of Licence Renewal Application, hereby agrees to support said request as presented to Council on February 28, 1994."

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

Trusting you will find this satisfactory.

Sincerely,

KELLY KLOSS
City Clerk

KK/clr

cc: The Director of Corporate Affairs
Canadian Broadcasting Corporation
P.O. Box 8470
Ottawa, ON
K1G 3J5



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THE CITY OF RED DEER

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

City Clerk's Department 342-8132

DATE: 94.03.01

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 4

FAX TO: C.R.T.C.

ATTENTION: _____

THEIR FAX NO: (819) 994-0218

FROM: City Clerk's Department

DEPARTMENT: Charlene for Kelly Klass

MESSAGE AREA (if required):

Attch



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THE CITY OF RED DEER

P.O. BOX 9000, RED DEER, ALBERTA T4B 5T6 FAX: (403) 248-6195

FILE NO.

City Clerk's Department 342-8132

DATE: 94.03.01

OUR FAX NO: (403) 348-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 4

FAX TO: C.R.T.C

ATTENTION:

THEIR FAX NO: (819) 994-0218

FROM: City Clerk's Department

DEPARTMENT: Charlene for Kelly Kloss

MESSAGE AREA (if required):

Att. As.



RED DEER

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TRANSMISSION REPORT

THIS DOCUMENT WAS CONFIRMED (REDUCED SAMPLE ABOVE - SEE DETAILS BELOW)

** COUNT **
TOTAL PAGES SCANNED : 4
TOTAL PAGES CONFIRMED : 4

*** SEND ***

Table with 7 columns: No., REMOTE STATION, START TIME, DURATION, #PAGES, MODE, RESULTS. Row 1: 1, 819 994 0218, 3- 1-94 13:17, 1'03", 4/ 4, EC, COMPLETED 14400

TOTAL 0:01'03" 4

NOTE:

No. : OPERATION NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD R1 : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY



THE CITY OF RED DEER

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

City Clerk's Department 342-8132

DATE: 94.03.01

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 2

FAX TO: DIRECTOR OF CORPORATE AFFAIRS, CBC

ATTENTION: _____

THEIR FAX NO: (613) 738-6861

FROM: City Clerk's Department

DEPARTMENT: Chairman for Kelly Kloss

MESSAGE AREA (if required):



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THE CITY OF RED DEER

P.O. BOX 8088, RED DEER, ALBERTA T4M 3T4 FAX: (403) 346-6195

FILE NO.

City Clerk's Department 342-8132

DATE: 94.03.01

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 2

FAX TO: DIRECTOR OF CORPORATE AFFAIRS, CBC

ATTENTION:

THEIR FAX NO: (613) 738-6861

FROM: City Clerk's Department

DEPARTMENT: Cherie Daine for Kelly Klous

MESSAGE AREA (if required):



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TRANSMISSION REPORT

THIS DOCUMENT WAS CONFIRMED (REDUCED SAMPLE ABOVE - SEE DETAILS BELOW)

** COUNT **

TOTAL PAGES SCANNED : 2

TOTAL PAGES CONFIRMED : 2

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
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TOTAL 0:00'51" 2

NOTE:

No. : OPERATION NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
 PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
 MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

NO. 2

February 16, 1994



Ms. Gail Surken
Mayor, City of Red Deer
Box 5008
Red Deer, AB T4N 3P4

Dear Gail:

We could use your help.

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The national television network of the CBC links all corners of Canada and its mandate dictates that it must reflect Canada to Canadians through the regional diversity of the country. That means airing programs that give Canadians a sense of their national consciousness, of what draws them together, what makes them different from others. I'm pleased to be able to tell you that CBC Television, in prime time, now provides 88 percent Canadian programming content.

Now to the point of this letter. We're asking friends of the CBC to drop a line to the CRTC expressing their support for our licence renewal application. If you care to help your letter should be sent to

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The deadline for these interventions is March 1. I thank you in advance.

Yours truly,

Ron Smith
Director for the Province of Alberta
P.O. Box 555
Edmonton, AB T5J 2P4

Commissioners' Comments

Council's direction is requested.

"G. SURKAN"
Mayor
"H.M.C. DAY"
City Commissioner

Local Government Services
Division
Office of Assistant Deputy
Minister

Room 1566, CityCentre
10155 - 102 Street
Edmonton, Alberta
Canada T5J 4L4

Telephone 403/427-9660
Fax 403/427-0453

December 31, 1993

Re: Discussion Paper on Municipal Financial Reporting Requirements

Enclosed is a discussion paper which proposes a new and much shorter reporting format to be used by municipalities in their annual financial reporting to Alberta Municipal Affairs. This proposed format is intended to be implemented beginning with reporting on the December 31, 1994 year end. It will **not** affect current reporting for the December 31, 1993 year end.

As you are aware, a review of the municipal financial statement has been planned for several years now. The enclosed discussion paper contains a proposal of what the reporting format should look like, and includes a narrative discussion on the related issues which need to be addressed. It is being circulated to all municipalities, municipal auditors, local government associations, and identified information users.

This discussion paper contains proposals that will significantly alter the way that municipalities report to both the province and to the public. It also has significant implications for the types of standardized municipal financial information which will be available to information users in the future. It is important that we understand the implications these recommendations will have on you. Your fullest attention is therefore requested to carefully consider and respond to the contents of this discussion paper.

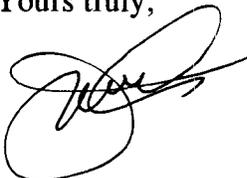
Please take some time in the next weeks to review the discussion paper and provide your comments, questions, and suggestions. Where possible, cross-reference your comments to the relevant paragraph number or page number in the discussion paper. Please forward your comments by **March 31, 1994**.

Responses should be **mailed to Alberta Municipal Affairs, Local Government Advisory Branch, 12th Floor CityCentre, 10155 - 102 Street, Edmonton, Alberta, T5J 4L4.**

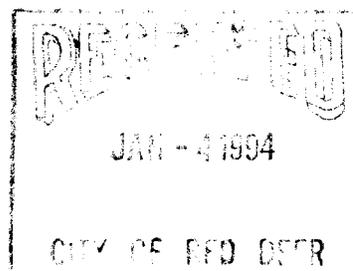
Responses can also be **faxed** to the same location at **422-9133**.

Please call **Colin Doupe** or **Marie Juengel** at **427-2225** if you have any questions.

Yours truly,



John McGowan
Assistant Deputy Minister



DATE: February 22, 1994
TO: City Clerk
FROM: Director of Financial Services
**RE: DISCUSSION PAPER ON
MUNICIPAL FINANCIAL REPORTING REQUIREMENTS**

The proposed change is to a shorter reporting format for annual financial reporting to Municipal Affairs.

Financial Services has no concerns with the proposed changes and recommends their support by Council.



A. Wilcock, B. Comm., C.A.
Director of Financial Services

AW/jt

PATH: alan\memos\munfinan.rpt

Commissioner's Comments

We concur with the recommendations of the Director of Financial Services that Council support the proposal as outlined.

"H.M.C. DAY"
City Commissioner

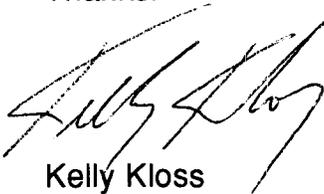
DATE: JANUARY 12, 1993
TO: DIRECTOR OF FINANCIAL SERVICES
FROM: CITY CLERK
RE: DISCUSSION PAPER ON MUNICIPAL FINANCIAL REPORTING
REQUIREMENTS

Attached is the above noted report dated December 1993. The Commissioners requested that comments be received from you and other appropriate departments.

The Commissioners also requested that you circulate the report, receive the comments and then summarize same in a report for Council consideration on Monday, February 25, 1994. Please note that I will need the report by February 21, 1994.

28

Thanks.



Kelly Kloss
City Clerk

Municipal Financial Reporting Requirements

Discussion Paper

**Alberta Municipal Affairs
Local Government Services
December, 1993**

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OVERVIEW

[1] This discussion paper is the first draft of the proposed new financial reporting system which will replace the existing prescribed financial statement form and information system.

[2] Although this discussion paper is primarily focused on the form of the financial report, the reporting format also has implications on how that information is collected, managed and distributed. The intended direction on information management is addressed briefly in this paper, but it will be the subject of a subsequent study in 1994 once the reporting format is finalized.

[3] Accounting policies and standards for local government are currently in a state of change, and will continue to be for the foreseeable future. The financial information return presented in this paper is not intended to set a specific accounting policy direction. It does, however, attempt to anticipate some of the potential changes and provide the flexibility to accommodate them without radically changing the format.

[4] The recommendations presented in the paper are:

- to shorten the Provincial financial information return for general reporting purposes to 9 pages, including schedules on financial position (balance sheet), fund equity (surplus/equity/reserve changes), financial activities (revenues and expenditures) by both function and by type / object, changes in capital fund property and long term debt, long term debt balances, and taxes levied and grants in lieu,
- to separate the process of reporting financial information to the Province from the process of reporting financial information to taxpayers and the general public via audited financial statements, and
- to collect essential statistical data and highly aggregated budget information in a separate unaudited information return.

[5] The intent of the recommendations are:

- to eliminate the elements of the existing financial statement which are not useful,
- to enhance the reporting format to meet new or emerging information needs, and
- to build flexibility into the format to meet anticipated changes in accounting policies and procedures.

[6] The advantages of the recommendations are:

- to reduce the time required by municipalities to prepare the prescribed financial information return by reducing the volume of detail requested,
- to provide a format which can be used as a basis for computer data entry at the municipal level,

- to provide greater flexibility for municipalities to report to their taxpayers in the format that best suits their circumstances and which conform to nationally recommended standards without being restricted to provincial reporting standards or formats,
- to reduce the quantity of information which must be managed by the Alberta Municipal Affairs information data base and therefore enable quicker and easier access to the information, and
- to reduce the need to make ongoing changes to the information return format in the future.

SUMMARY OF TERMINOLOGY USED

[7] In this discussion paper, references are frequently made to several documents and organizations which have been abbreviated for convenience. They are:

- **AMA**
Alberta Municipal Affairs
- **Annual Financial Statement**
The audited annual financial statement which is prepared by a municipality to report to the taxpayers and general public. The format of this financial statement and the accounting policies used are to be based on GAAP (see below).
- **Financial Information Return**
The prescribed financial information return format which will be determined as a result of this review and discussion paper, and which will replace the MACS Statement for purposes of annual financial reporting by municipalities to AMA.
- **Functions**
Principal service categories or operations.
- **Fund**
Refers to the separate and self-balancing set of accounts for operating, capital, and reserves respectively.
- **Fund Accounting**
Refers to the method of accounting outlined in the Municipal Government Act and presently prescribed by Alberta Municipal Affairs for purposes of determining budgeted and actual operating revenues, expenditures, and balances on a basis separate from transactions and balances of a capital nature.
- **GAAP**
Refers to generally accepted accounting principles for municipalities, including the accounting and disclosure recommendations of PSAAB as they apply to local government financial reporting in the annual financial statement.

- **MACS Manual**

The Municipal Account Coding Structure manual which outlines the classification system and accounting policies to be used in preparing the MACS Statement. It also contains recommended chart of account structures.

- **MACS Statement**

The existing financial statement prescribed by AMA and which is based on the municipal account coding structure.

- **PSAAB**

The Public Sector Accounting and Auditing Board of the Canadian Institute of Chartered Accountants. Among other functions, this Board makes recommendations regarding accounting policies for local governments.

PURPOSE AND PROCESS OF THE MUNICIPAL FINANCIAL REPORTING REQUIREMENTS REVIEW

[8] The review of the financial reporting format which is addressed in this paper is one element of a larger process which is under way to streamline the collection, management, and distribution of municipal financial and statistical information.

[9] The following is an outline of the full process:

- **User Needs Study and Report (Completed September, 1993)**

Information needs of AMA, other provincial government departments, municipalities and other known information users were identified through interviews and surveys. The results of this study are summarized in Appendix I of this paper.

- **Draft Discussion Paper and Preliminary Review (Completed November, 1993)**

A draft version of this discussion paper was circulated to several municipal administrators/treasurers, auditors, representatives of municipal associations, Alberta Education, and Statistics Canada. Several revisions to the draft discussion paper were made based on the comments received.

- **Reporting Requirements Proposal Paper and Circulation for Comment (Anticipated circulation date of January 1, 1994 with a response deadline of March 31, 1994).**

This is the stage we are presently at. This discussion paper is being circulated to all municipalities, municipal associations, auditors, information users, and other interested parties. Based on the comments received to the proposal, a recommendation for a revised form of municipal financial reporting to the Province will be finalized.

Reporting Requirements Recommendation (Anticipate preparation April, 1994 for Minister's approval).

A recommendation for revised reporting requirements will be prepared based on the proposal paper and related comments received. The recommendation will be forwarded to the Minister of Municipal Affairs for approval.

Implementation (Anticipate revised reporting requirements to be effective for reporting on the year ending December 31, 1994).

Final revised reporting requirements will be released and circulated to all municipalities and auditors subsequent to the Minister's approval.

Supporting systems and materials will be developed during the 1994 year.

The revised reporting requirements will apply to reporting on the year ending December 31, 1994.

[10] Because the focus of the review has been on the format of municipal financial reporting and a scaling down of its content, the proposed changes should have no effect on existing accounting policies or general ledger account requirements for 1994.

ROLE OF THE PROVINCIAL DATA BASE

[11] Data obtained from financial information returns will be accumulated in a data base administered by AMA. The primary objective of the data base will be to satisfy the information requirements of the provincial government. To the extent that this information is also useful for other user applications, and to the extent that financial arrangements can be made to provide for the costs of providing this access, the data base information will be available to all interested users.

[12] In order to achieve the objective of minimizing municipal reporting requirements, the scope of the data to be collected will be deliberately limited based on Provincial priorities. If the information interests of various user groups were to be combined with those of the Province, the municipal reporting requirements could increase significantly. Where municipal and other users' information needs can be satisfied with minimal adjustments to the reports, these will be considered.

RELATIONSHIP OF PROVINCIAL REPORTING TO PUBLIC REPORTING

Separation of Provincial Reporting Requirements From Public Financial Reporting

[13] Under the Municipal Government Act, no distinction is made between the prescribed financial statement referred to in Section 66 which is to be filed with the Minister and the annual financial statement or synopsis to be published for the ratepayers under Section 67. In practice, however, many municipalities prepare both a financial statement in prescribed form for the Minister and a separate annual financial statement, often prepared on a different basis of accounting, for publication to the ratepayers.

[14] Most other Canadian provinces follow a similar practice of requiring audited municipal financial reporting in a prescribed financial statement form.

[15] The financial information return proposed in this discussion paper would not be adequate for purposes of annual financial reporting to ratepayers. Therefore, in addition to the preparation of a prescribed information return for the Province, it will be necessary to prepare a separate annual financial statement for public reporting. There are two primary reasons for formally separating the two reporting functions:

- Provincial information needs are not necessarily the same as ratepayer information needs. For example, compliance with balanced budget legislation is important from the Provincial perspective, but is not critical to the general public. In addition, some financial statement elements which are required for proper disclosure in publicly issued annual financial statements, such as comparative amounts for the prior year, a statement of changes in financial position, and note descriptions of accounting policies, are not necessary for Provincial reporting purposes.
- The basis of accounting required for reporting to the Province must necessarily be standardized to provide comparative information throughout the Province, but many municipalities would prefer to use a different basis for purposes of publicly issued annual financial statements.

[16] This discussion paper therefore proposes that each municipality will prepare two financial reports at the end of each year - an annual financial statement to report to the public, and a prescribed financial information return to report to AMA.

Impact of Separation on Annual Financial Statements For Public Reporting

[17] Legislation regarding annual financial statements which are prepared for public reporting will require some minor changes to reflect the new reporting structures.

[18] The Province will have a lesser role in setting the accounting and reporting standards and policies for publicly issued annual financial statements. It is intended that the legislation will require the annual financial statements to be prepared in accordance with the standards recommended for municipalities by the PSAAB, but within that context each municipality will have the opportunity to select the format and policies most appropriate for their purposes.

[19] In order to facilitate the transition to the new basis of public reporting, AMA will provide a sample annual financial statement to municipalities upon request. The format will not be prescribed, but will be provided as a reference source only.

[20] Annual financial statements prepared for public reporting will still continue to require an audit.

Impact of Separation on Provincially Prescribed Financial Information Returns

[21] Legislation regarding financial reporting to the Province will require some minor changes to reflect the new reporting structures. Specifically, the prescribed report will cease to be referred to as a "financial statement".

[22] In order to minimize the need for extensive adjustments to annual financial statement results, the accounting policies and standards to be used in the preparation of the financial information return will, to the extent possible, parallel those being recommended for municipal public reporting purposes by the PSAAB.

[23] Accounting policies and standards to be used in the preparation of the financial information return will be detailed in an instruction manual and distributed to all municipalities and auditors. Any policy changes will be documented by updates to the manual.

[24] The information return form itself is intended to be an internal working document, and therefore not generally available to the public (although it is uncertain how this will be affected by access to information legislation currently being developed). However, the information collected on the form would be considered to be public and therefore available upon request.

[25] The information return format is therefore designed to be an information collection tool which is practical to prepare. Since it is assumed that AMA will be the only "reader" of the return, there is generally no provision to assist in its interpretation. In contrast, a financial statement would normally provide for prior year comparative amounts and notes to assist the reader.

FINANCIAL INFORMATION RETURN FORMAT ISSUES

General Format

[26] The financial information return could take the general form of an articulating financial statement (e.g. a balance sheet and a statement of revenues and expenditures which reconciles to the accumulated surplus), or could alternatively be an extraction of individual key data items (e.g. collect balances of only key assets, liabilities, revenues and expenditures). Although the extraction of individual items would be the most concise way to collect the data, it would be difficult to ensure the integrity of the data items since there would be no balancing features. Since the accounting system which is the source of the financial data is geared to provide information for integrated and balanced financial statements, it is appropriate to retain this feature in the information return.

Fund Accounting

[27] Accounting for municipal operations has traditionally been based on the treatment of operating and capital funds as separate and distinct categories. Most provinces, including Alberta, have legislation requiring municipalities to operate at a balanced operating budget, which implies that capital transactions be segregated into a separate fund. Capital transactions are typically accounted for on a funds flow basis.

[28] Municipal financial statements which are separated into several different funds can make it very difficult for an average reader to assess the overall financial condition or results of the municipality as a whole. The separation of operating and capital transactions, while useful from a budgetary perspective, is not the most informative presentation for purposes of reporting financial activities to the public. Current trends in accounting for local governments therefore emphasize a presentation which combines both operating and capital elements in order to bring the entire municipal "picture" into focus.

[29] Recent statements issued by the PSAAB recommend the use of statements which combine the operating and capital funds. However, the appropriate treatment of capital revenues and expenditures is still under study and debate and is not expected to be resolved within the time frame of this reporting requirements review.

[30] Anticipating the completion of the PSAAB recommendations, AMA will support the use of a combined operating and capital fund presentation for purposes of municipal financial statement reporting to the public.

[31] Because one of the objectives in designing the Provincial information return format is to keep it as close as possible to the annual financial statement reporting standards, it would be preferable to present the Provincial report on a combined operating and capital fund basis as well, and to not require the separation of operating and capital components.

[32] If a combined operating and capital fund basis is to be used, the fundamental basis on which the two funds are presented must necessarily be the same. The proposed financial information return therefore presents capital fund transactions in terms of revenues and expenditures, as opposed to sources and uses of funds.

[33] Because the accounting definitions of capital revenues and expenditures are still being debated at the PSAAB level, no change has been made from the existing accounting recognition of capital transactions on the MACS financial statement. However, the proposed financial information return presents them in terms of their effect on capital equity, and not in terms of sources and applications of capital funds as they are shown in the MACS statement. Therefore, capital property will, in most cases, still appear on the statement of financial position at original cost.

[34] In order to allow for possible changes, the structure of the proposed information return does provide for depreciation of capital property. If, at some point in the future, it becomes clear that this is the direction being taken for annual financial statement reporting, the accounting policy for the financial information return will be amended but no structural change to the return will be required.

[35] Because the accounting policies under the MACS system do not provide for a systematic recognition of capital revenues or costs, combining operating and capital fund activities using existing accounting policies renders a rather meaningless result. Therefore, separate reporting of operating and capital fund activities and balances will be required until the accounting issues surrounding the recognition of capital revenues and expenditures are resolved at the PSAAB level.

Reserve Fund

[36] Rather than include reserve assets and balances within the operating and capital funds, the proposed financial information return presents the reserves as a separate fund on the schedules of financial position and fund equity. Total transfers to and from the reserve fund are reflected in the schedule of fund equity.

[37] This presentation of reserves as a separate fund parallels recommendations made by PSAAB.

Function Category Classifications

[38] The classifications used in the existing MACS statement are based on the Municipal Account Coding Structure which is described in the MACS manual published by AMA. This structure is, in turn, loosely based on the Financial Information System For Municipalities (FISM) published by the Dominion Bureau of Statistics (Now Statistics Canada) in 1970.

[39] Statistics Canada annually collects financial statistics directly from a number of Alberta municipalities. The classification system used in this survey is based on the FISM. In addition, they also annually request from AMA a complete data listing of information collected from the MACS statements in order to prepare statistics for the balance of municipalities not surveyed directly. Due to the common origin of the classification systems used in the MACS statements and the Statistics Canada survey, Statistics Canada can obtain roughly equivalent information from either source.

[40] It is apparent that Statistics Canada will require this information on a continuing basis. If it is not available through the AMA data base system, it will be requested through direct survey. It is therefore desirable that the new reporting system be able to satisfy the basic requirements of Statistics Canada in order to avoid creating an additional reporting burden for individual municipalities.

[41] The classification system to be used in the proposed information return should be geared to meet the needs of the Provincial government and Alberta municipalities first. However, integration with the Federal classification system does have the advantage of minimizing the amount of "translation" involved in servicing Federal requirements. The classification system used in the proposed financial information return has remained unchanged from the MACS financial statement, and preserves the existing integration between the two systems.

[42] A further objective of the new reporting system is to minimize the amount of disruption to existing municipal reporting systems. Although the MACS system has been widely adapted to suit the specific purposes of individual municipalities, most municipal coding structures are based on this system. The only proposed changes to the function classification system presently in use are to provide for additional "other" services within each of the broader function groupings. These additional categories are to be used for services which do not fit specifically within existing defined functions, and are expected to be used only for very limited and special circumstances. These changes are outlined in Appendix III.

Segregation of Reporting for Enterprise Utility Functions

[43] Transactions and balances resulting from gas, power, and telephone utility functions can represent a significant portion of the overall municipal operation, and inclusion of these functions in the municipal reporting structure can complicate comparisons with otherwise similar municipalities which do not operate these utilities.

[44] In order to isolate the results of these rather specialized operations, the proposed financial information return provides that these functions will not be included in the general municipal return schedules, but will instead be reported on as a separate set of parallel but abbreviated schedules for each of the gas, power, or telephone functions.

[45] The reporting for enterprise utilities includes schedules on financial position (balance sheet), fund equity (surplus/equity/reserve changes), financial activities (revenues and expenditures) by type / object, changes in capital property and capital fund long term debt, and long term debt balances.

[46] When aggregated totals for both general and enterprise utility functions are required for any municipality, these will be calculated by merging the information within the AMA data base.

Segregation of County School Function

[47] Municipalities which administrate county school systems are required to report the school component to Alberta Education on an unaudited basis annually on an August 31 year end. In addition, the audited results are reported on a December 31 year end basis as a separate County School Fund Report to Alberta Education. The operating results are reported as totals in the existing MACS statement, and the December 31 balances are included in the balance sheet amounts.

[48] Similar to enterprise utility functions discussed above, the school function can represent a very significant portion of the overall county operation. Again, the inclusion of these transactions and balances in the reported results can make comparison to non-county municipalities difficult.

[49] In order to isolate the results of county school operations, the proposed financial information return provides that this function will not be included in the general municipal return schedules, but will instead be reported on as a separate set of parallel but abbreviated schedules.

[50] The reporting for county school operations includes a schedule of financial position (balance sheet), fund equity (surplus/equity/reserve changes), changes in capital property and capital fund long term debt, and long term debt balances. An additional schedule is provided to reconcile the operating results reported on the county school fund report to the same basis used in the financial information return.

[51] The County School Fund Report will continue to be required because it provides details on county school financial activities in the format required by Alberta Education.

[52] When aggregated totals for both general and county school functions are required for any municipality, these will be calculated by merging the information within the AMA data base.

Segregation of Current Assets and Liabilities

[53] The existing MACS financial statement does not segregate current assets and liabilities from long term assets and liabilities in the same manner that generally accepted accounting principles for general business would require.

[54] PSAAB recommendations do not explicitly require current / non-current separation, but do require disclosure of adequate information about the nature and terms of financial assets and liabilities.

[55] Complete disclosure of current items would necessitate separating out the current portions of all assets and liabilities, including current portions of long term investments, long term debt, etc..

[56] The schedule of financial position in the proposed financial information return provides adequate detail to reasonably determine the current / non-current status of most balances.

[57] Because the information return is an information collection tool and not intended to be used as a public report, it is not considered necessary to specifically provide for grouping and sub-totals of current items. If an approximate measure of current or long term balances is required, this will be calculated by selecting the appropriate items within the AMA data base.

Trust Assets

[58] The existing MACS financial statement provides for reporting of trust assets and liabilities on the balance sheet.

[59] PSAAB Statement 6 recommends that trusts under the administration of a municipality be excluded from the reporting entity for purposes of preparing the balance sheet, but that financial statements should disclose, in a note or schedule, a description of the trusts and a summary of trust balances.

[60] In order to maintain consistency with recommendations for annual financial statements, and because there does not appear to be a demonstrated need for this information among most users of municipal financial information, the proposed financial information return does not include trust asset and liability balances on the statement of financial position.

Function and Type/Object Classifications for Revenues and Expenditures

[61] The existing MACS statements, through the FR19 and FR20 schedules, collect information about revenues and expenditures both by type/object and by function. In addition, the schedules also provide a complete cross reference of type/object breakdown within each function and vice versa.

[62] Recent PSAAB recommendations for public reporting indicate that revenues are to be presented by type and expenditures by function. In addition, expenditures by object are to be disclosed in a supplementary schedule.

[63] Results of the User Needs Survey (Appendix I) indicate that users require information on revenues primarily by type, but that for some types, function details are also required. They also indicate that users require information on expenditures both by object and by function. However, the survey does not reach a clear consensus regarding the need for cross referenced details between type/object and function amounts.

[64] In order to minimize the level of detail collected, the proposed financial information return provides for only totals of revenues and expenditures by both function and type / object. Where it is clear that some additional detail is essential (e.g.; sales revenues related to specific functions), these areas have been expanded.

PROPOSED FINANCIAL INFORMATION RETURN

General Features of the Proposed Financial Information Return

[65] The proposed financial information return attempts to parallel GAAP in the treatment of revenues and expenditures. Specifically, revenues do not include proceeds of debt issuances, internal transfers from other funds, functions, or reserves, or appropriations from accumulated surpluses or unexpended (overexpended) capital amounts. Expenditures do not include purchases of capital items, debt principal repayments, internal transfers to other funds, functions, or reserves, or appropriations to unexpended (overexpended) capital amounts. These adjustments are instead accounted for through the fund equity statement, or else become irrelevant with the discontinuance of the "capital funds acquired and applied" style of presentation.

[66] The information return's treatment of capital revenues and expenditures is still at variance with GAAP for the private sector with respect to certain issues which, as discussed above, are still being studied at the PSAAC level. In particular, the information return treats capital transfers as revenue items, whereas GAAP for the private sector would generally apply the grant against the cost of the asset. In addition, the information return does not provide for a systematic recognition (depreciation) of capital property costs.

Financial Position (Page 14)

[67] The schedule of financial position presents similar information to what is presently reported on the FS2 schedule of the MACS financial statement, except that the amounts are broken down between operating, capital, and reserve funds.

[68] Capital property is reported on a single line, and is not broken down by type.

Fund Equity (Page 15)

[69] The schedule of fund equity provides for full detail of all changes in surplus, equity and reserve balances during the year. It links the net municipal revenue (expenditure) reported on the schedule of financial activities to the surplus, equity and reserve fund balances on the schedule of financial position. It replaces the FS6 and FS7 schedules in the existing MACS financial statement.

[70] Internal charges, transfers and appropriations between funds are all reflected in this schedule.

Financial Activities (Pages 16 - 19)

[71] The schedule of financial activities by function replaces the FS3 and FS4 schedules in the MACS financial statement. The primary change in the financial information return presentation is that the total revenues and expenditures for each function do not include the internal charges, transfers, or appropriations between functions and funds that would have been included under the MACS financial statement. In addition, capital fund transactions are presented as revenues and expenditures rather than as financing acquired and applied.

[72] The schedule of financial activities by type / object replaces the FR19A and FR20A in the MACS financial statement. Because the amounts are not cross-referenced to specific functions, some

additional functional breakdowns are provided for certain items. Similar to the financial activities by function above, the financial activities by type / object does not include internal charges, transfers, or appropriations between functions or funds. Any transfers identified on this schedule refer to grant funding transfers from external governments or agencies.

Changes in Capital Property and Capital Fund Long Term Debt (Page 20)

[73] The schedule of changes in capital property and capital fund long term debt summarizes the changes in these balances during the year by broad functional groupings. Information on these two items was previously available through the capital finances acquired and applied schedules in the MACS financial statement.

Long Term Debt (Page 21)

[74] The schedule of long term debt provides detail regarding the funding source, borrowing source, and repayment requirements for year end debt balances. It replaces schedules FR25, FR26, and FR27 in the MACS financial statement.

Taxes Levied and Grants In Lieu (Page 22)

[75] The schedule of taxes levied and grants in lieu is essentially the same as the corresponding FS5 schedule in the MACS financial statement, with the exception of combining the commercial and industrial components into a non-residential category and providing for a separate machinery and equipment tax category. Details of requisition transfers by specific school division, hospital district, seniors foundation, etc. is not provided for.

Supplementary Schedules For Excluded Functions (Pages 23 - 28)

[76] Supplementary schedules for county school operations and gas, power, and telephone utilities are identical to the general information return schedules, except for the omission of certain non-applicable items. They do not include a schedule of financial activities by function or a schedule of taxes levied and grants in lieu. County schools will complete a "reconciliation of school fund results to net revenue (expenditures)" rather than the financial activities by type / object schedule.

[77] The amounts included in these supplementary schedules will not be included in the general information return amounts.

Sample Data

[78] In order to trace the relationship between the existing MACS statement and the proposed financial information return, sample data has been added to the following information return and to the sample MACS statement presented in Appendix IV.

MUNICIPAL FINANCIAL INFORMATION RETURN

Town of Sampleford

FOR THE YEAR ENDING DECEMBER 31, 1994

Alberta Municipal Affairs

FINANCIAL POSITION

	Operating	Capital	Reserves	Total
Assets				
Cash and Temporary Investments	128,000			128,000
Taxes and Grants in Lieu Receivable				
· Current	58,000			58,000
· Arrears	20,000			20,000
· Allowance				
Receivable From Other Governments				
· Federal Government				
· Provincial Government				
· Local Governments				
Loans Receivable				
Grants Receivable				
Trade and Other Receivables	10,000			10,000
Due From Excluded Functions		70,000		70,000
Due From Other Funds			280,000	
Inventory of Consumable Supplies				
Inventories Held for Resale				
· Land		155,000		155,000
· Other	5,000			5,000
Prepaid Expenses				
Long Term Investments				
· Federal Government		100,000		100,000
· Provincial Government				
· Local Governments				
· Other				
Capital Property		11,070,000		11,070,000
Other Current Assets				
Other Long Term Assets		10,000		10,000
	221,000	11,405,000	280,000	
Total Assets				11,626,000

Liabilities				
Temporary Loans Payable		55,000		55,000
Accounts Payable and Accrued Liabilities	4,000			4,000
Deposit Liabilities	8,000			8,000
Due To Excluded Functions	4,000			4,000
Due To Other Funds	80,000	200,000		
Deferred Revenue	11,000			11,000
Long Term Debt	15,000	1,528,000		1,543,000
Other Current Liabilities				
Other Long Term Liabilities				
	122,000	1,783,000		
Total Liabilities				1,625,000

Surplus, Equity, and Reserves				
Accumulated Surplus (Deficit), Equity and Reserves	99,000	9,622,000	280,000	10,001,000
	221,000	11,405,000	280,000	
Total Liabilities, Surplus, Equity and Reserves				11,626,000

MUNICIPAL FUND EQUITY

	Operating	Capital	Reserves	Total
Net Municipal Revenue (Expenditure)	156,000	470,000		626,000
Net From / To Reserves	20,000	50,000	(70,000)	
Net From / To Excluded Functions				
Net From / To Operating / Capital.....	(49,000)	49,000		
Transfer To Capital Re: Principal Repayments on Capital Fund Long Term Debt.....	(122,000)	122,000		
Appropriated From Accumulated Surplus.....	10,000			10,000
Other Inter-Fund Adjustments.....				
Net Municipal Revenue After Internal Transfers	15,000	691,000	(70,000)	636,000
Balance at Beginning of Year	94,000	8,931,000	350,000	9,375,000
Prior Period Adjustments.....				
Appropriated To Operating Fund	(10,000)			(10,000)
Other Adjustments.....				
Balance at End of Year	99,000	9,622,000	280,000	10,001,000

FINANCIAL ACTIVITIES BY FUNCTION

	Operating	Capital	Total
Total General Revenue	665,000		665,000
Function Revenue			
General Government			
· Council and Other Legislative			
· General Administration	5,000		5,000
· Other			
Protective Services			
· Police			
· Fire	5,000		5,000
· Disaster and Emergency Measures			
· Ambulance and First Aid			
· Bylaws Enforcement	3,000		3,000
· Other			
Transportation			
· Common and Equipment Pool			
· Roads, Streets, Walks, Lighting	82,000		82,000
· Airport			
· Public Transit			
· Storm Sewers and Drainage			
· Other			
Environmental Use and Protection			
· Water Supply and Distribution	186,000	500,000	686,000
· Wastewater Treatment and Disposal	50,000		50,000
· Waste Management	20,000		20,000
· Other			
Public Health and Welfare			
· Family and Community Support			
· Day Care			
· Cemeteries and Crematoriums			
· Other			
Planning and Development			
· Land Use Planning, Zoning and Development			
· Economic/Agricultural Development			
· Subdivision Land and Development	40,000		40,000
· Public Housing Operations			
· Land, Housing and Building Rentals			
· Other			
Recreation and Culture			
· Parks and Recreation	30,000	75,000	105,000
· Recreation Boards			
· Culture: Libraries, Museums, Halls			
· Convention Centres			
· Other			
Other			
Total Revenue	1,086,000	575,000	1,661,000

FINANCIAL ACTIVITIES BY FUNCTION

	Operating	Capital	Total
Expenditures			
General Government			
· Council and Other Legislative	20,000		20,000
· General Administration	212,000		212,000
· Other			
Protective Services			
· Police			
· Fire	40,000		40,000
· Disaster and Emergency Measures			
· Ambulance and First Aid			
· Bylaws Enforcement and Other	4,000		4,000
· Other			
Transportation			
· Common and Equipment Pool			
· Roads, Streets, Walks, Lighting	291,000		291,000
· Airport			
· Public Transit			
· Storm Sewers and Drainage			
· Other			
Environmental Use and Protection			
· Water Supply and Distribution	200,000		200,000
· Wastewater Treatment and Disposal	15,000		15,000
· Waste Management	35,000		35,000
· Other			
Public Health and Welfare			
· Family and Community Support			
· Day Care			
· Cemeteries and Crematoriums			
· Other			
Planning and Development			
· Land Use Planning, Zoning and Development			
· Economic/Agricultural Development			
· Subdivision Land and Development	15,000	25,000	40,000
· Public Housing Operations			
· Land, Housing and Building Rentals			
· Other			
Recreation and Culture			
· Parks and Recreation	95,000	80,000	175,000
· Recreation Boards			
· Culture: Libraries, Museums, Halls			
· Convention Centres			
· Other			
Other	3,000		3,000
Total Expenditures	930,000	105,000	1,035,000
Net Municipal Revenue (Expenditures) Before Internal Transfers	156,000	470,000	626,000

FINANCIAL ACTIVITIES BY TYPE / OBJECT

	Operating	Capital	Total
Revenues			
Taxation and Grants in Lieu			
· General Municipal Purposes	500,000		500,000
· Special Municipal Purposes			
· Special Assessments and Local Improvements	70,000		70,000
Sales To Other Governments			
Sales and User Charges			
· Recreation and Culture	30,000		30,000
· Water Supply and Distribution	180,000		180,000
· Wastewater Treatment and Disposal	50,000		50,000
· Waste Management	20,000		20,000
· Subdivision Land and Development	40,000		40,000
· Other			
Penalties and Costs on Taxes	20,000		20,000
Licenses and Permits	3,000		3,000
Fines			
Franchise and Concession Contracts	10,000		10,000
Returns on Investments	50,000	25,000	75,000
Rentals	5,000		5,000
Insurance Proceeds			
Proceeds From Disposal of Capital Property		20,000	20,000
Federal Government Unconditional Transfers			
Federal Government Conditional Transfers			
Provincial Government Unconditional Transfers	70,000		70,000
Provincial Government Conditional Transfers			
· General Government			
· Protective Services			
· Transportation	12,000		12,000
· Environmental Use and Protection		500,000	500,000
· Public Health and Welfare			
· Planning and Development			
· Recreation and Culture			
· Other	5,000		5,000
Local Government Transfers			
Other Transfers			
Drawn From Allowances			
Developers' Agreements and Levies		30,000	30,000
Other Revenues	21,000		21,000
Total Revenue	1,086,000	575,000	1,661,000

FINANCIAL ACTIVITIES BY TYPE / OBJECT

	Operating	Capital	Total
Expenditures			
Salaries, Wages, and Benefits	305,000		305,000
Contracted and General Services	185,000		185,000
Purchases from Other Governments			
Materials, Goods, Supplies, and Utilities	228,000		228,000
Provision For Allowances	1,000		1,000
Transfers to Other Governments			
Transfers to Own Agencies			
Transfers to Individuals and Organizations			
Bank Charges and Short Term Interest	1,000		1,000
Interest on Long Term Debt			
· General Government	2,000		2,000
· Protective Services			
· Transportation	165,000		165,000
· Environmental Use and Protection			
· Public Health and Welfare			
· Planning and Development	15,000		15,000
· Recreation and Culture			
· Other			
Amortization of Capital Property			
Unamortized Cost of Capital Property Disposed		105,000	105,000
Other Expenditures	28,000		28,000
Total Expenditures	930,000	105,000	1,035,000
Net Municipal Revenue (Expenditures) Before Internal Transfers	156,000	470,000	626,000

CHANGES IN CAPITAL PROPERTY

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Capital Property - Cost				
· General Government	460,000			460,000
· Protective Services	370,000			370,000
· Transportation	4,957,000			4,957,000
· Environmental Use and Protection	3,283,000	800,000		4,083,000
· Public Health and Welfare	10,000			10,000
· Planning and Development				
· Recreation and Culture	1,270,000		80,000	1,190,000
· Other				
Total Capital Property Cost	10,350,000	800,000	80,000	11,070,000
Capital Property - Accumulated Amortization				
· General Government				
· Protective Services				
· Transportation				
· Environmental Use and Protection				
· Public Health and Welfare				
· Planning and Development				
· Recreation and Culture				
· Other				
Total Capital Property Accumulated Amortization				
Total Capital Property Net of Accumulated Amortization	10,350,000	800,000	80,000	11,070,000

CHANGES IN CAPITAL FUND LONG TERM DEBT

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Capital Fund Long Term Debt				
· General Government				
· Protective Services				
· Transportation	1,385,000		102,000	1,283,000
· Environmental Use and Protection		150,000		150,000
· Public Health and Welfare				
· Planning and Development	115,000		20,000	95,000
· Recreation and Culture				
· Other				
Total Capital Fund Long Term Debt	1,500,000	150,000	122,000	1,528,000

LONG TERM DEBT SUPPORT

	Operating	Capital	Total
Long Term Debt Support			
Supported by General Tax Levies	15,000	951,400	966,400
Supported by Special Levies		331,600	331,600
Supported by Utility Rates.....		150,000	150,000
Other		95,000	95,000
Total Long Term Debt Principal Balance	15,000	1,528,000	1,543,000

LONG TERM DEBT SOURCES

	Operating	Capital	Total
Alberta Municipal Financing Corporation.....	15,000	1,528,000	1,543,000
Province of Alberta			
Canada Mortgage and Housing Corporation			
Municipal Development and Loan Board			
Government of Canada			
Alberta Mortgage and Housing Corporation			
Alberta Opportunity Company			
Public Bond Issue			
United States Market.....			
European Market			
Mortgage Borrowing.....			
Other			
Total Long Term Debt Principal Balance	15,000	1,528,000	1,543,000

FUTURE LONG TERM DEBT REPAYMENTS

	Operating	Capital	Total
Principal Repayments by Year			
Current + 1	10,000	152,860	162,860
Current + 2	5,000	168,832	173,832
Current + 3		186,880	186,880
Current + 4		192,426	192,426
Current + 5		193,390	193,390
Thereafter.....		633,612	633,612
Total Principal	15,000	1,528,000	1,543,000
Interest by Year			
Current + 1	1,200	191,140	192,340
Current + 2	200	172,768	172,968
Current + 3		152,320	152,320
Current + 4		129,007	129,007
Current + 5		106,010	106,010
Thereafter.....		156,000	156,000
Total Interest	1,400	907,245	908,645

TAXES LEVIED AND GRANTS IN LIEU

	Total
Taxes Levied and Grants In Lieu	
General Municipal Taxes	
· Residential Taxes.....	650,000
· Non-Residential Taxes	
· Land	43,990
· Buildings and Structures	95,660
· Machinery and Equipment	110,350
· Mobile Units.....	
· Linear Property	66,000
· Railway	4,000
· Farm Taxes	5,000
Special Assessments and Local Improvements Taxes	70,000
Mobile Home License Fees	5,000
Business Taxes.....	15,000
Other Taxes	
Grants In Lieu of Tax	
· Federal Government.....	5,000
· Provincial Government	30,000
· Local Government	
· Other.....	
Adjustments to Taxes Levied and Grants In Lieu	
Total Taxes Levied and Grants In Lieu	1,100,000
Requisition Transfers	
Provincial Planning Fund	5,000
School Foundation Program.....	50,000
Supplementary School.....	425,000
Hospital Districts	25,000
Nursing Homes and Auxiliary Hospitals	
Seniors Foundations.....	25,000
Ambulance Districts	
Other	
Adjustments to Requisition Transfers.....	
Total Requisition Transfers	530,000
Net Municipal Taxes and Grants In Lieu	570,000

MUNICIPAL FINANCIAL INFORMATION RETURN

EXCLUDED FUNCTION SUPPLEMENTARY INFORMATION

Gas Utility FUNCTION

Town of Sampleford

FOR THE YEAR ENDING DECEMBER 31, 1994

**EXCLUDED FUNCTION SUPPLEMENTARY INFORMATION
FINANCIAL POSITION**

	Operating	Capital	Reserves	Total
Assets				
Cash and Temporary Investments	3,000			3,000
Taxes and Grants in Lieu Receivable				
· Current				
· Arrears				
· Allowance				
Receivable From Other Governments				
· Federal Government				
· Provincial Government				
· Local Governments				
Loans Receivable				
Grants Receivable				
Trade and Other Receivables	6,000			6,000
Due From Other Functions	4,000			4,000
Due From Other Funds				
Inventory of Consumable Supplies				
Inventories Held for Resale				
· Land				
· Other				
Prepaid Expenses				
Long Term Investments				
· Federal Government				
· Provincial Government				
· Local Governments				
· Other				
Capital Property		3,015,000		3,015,000
Other Current Assets				
Other Long Term Assets				
	13,000	3,015,000		
Total Assets				3,028,000
Liabilities				
Temporary Loans Payable				
Accounts Payable and Accrued Liabilities	6,000			6,000
Deposit Liabilities				
Due To Other Functions		70,000		70,000
Due To Other Funds				
Deferred Revenue				
Long Term Debt		2,048,000		2,048,000
Other Current Liabilities				
Other Long Term Liabilities				
	6,000	2,118,000		
Total Liabilities				2,124,000
Surplus, Equity, and Reserves				
Accumulated Surplus (Deficit), Equity and Reserves	7,000	897,000		904,000
	13,000	3,015,000		
Total Liabilities, Surplus, Equity and Reserves				3,028,000

EXCLUDED FUNCTION SUPPLEMENTARY INFORMATION

FUND EQUITY

	Operating	Capital	Reserves	Total
Net Revenue (Expenditure)	120,000	(95,000)		25,000
Net From / To Reserves				
Net From / To Operating / Capital.....				
Transfer To Capital Re: Principal Repayments on Long Term Debt.....	(128,000)	128,000		
Appropriated From Accumulated Surplus.....				
Net From / To General Municipal Functions..				
Other Inter-Fund Adjustments.....				
Net Revenue After Internal Transfers	(8,000)	33,000		25,000
Balance at Beginning of Year	15,000	864,000		879,000
Prior Period Adjustments.....				
Appropriated To Operating Fund				
Other Adjustments				
Balance at End of Year	7,000	897,000		904,000

CHANGES IN CAPITAL PROPERTY

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Total Capital Property - Cost	3,800,000	70,000		3,870,000
Total Capital Property - Accum. Amortization	760,000	95,000		855,000
Total Capital Property Net of Accumulated Amortization	3,040,000	(25,000)		3,015,000

CHANGES IN CAPITAL FUND LONG TERM DEBT

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Total Capital Fund Long Term Debt	2,176,000		128,000	2,048,000

EXCLUDED FUNCTION SUPPLEMENTARY INFORMATION
FINANCIAL ACTIVITIES BY TYPE / OBJECT
(UTILITY FUNCTIONS ONLY - NOT REQUIRED FOR COUNTY SCHOOL FUNCTION)

	Operating	Capital	Total
Revenues			
Taxation and Grants in Lieu			
· General Municipal Purposes			
· Special Municipal Purposes			
· Special Assessments and Local Improvements			
Sales To Other Governments			
Sales and User Charges	540,000		540,000
Penalties and Costs on Taxes			
Licenses and Permits			
Fines			
Franchise and Concession Contracts			
Returns on Investments			
Rentals			
Insurance Proceeds			
Proceeds From Disposal of Capital Property			
Federal Government Unconditional Transfers			
Federal Government Conditional Transfers			
Provincial Government Unconditional Transfers			
Provincial Government Conditional Transfers			
Local Government Transfers			
Other Transfers			
Drawn From Allowances			
Developers' Agreements and Levies			
Other Revenues			
Total Revenue	540,000		540,000
Expenditures			
Salaries, Wages, and Benefits			
Contracted and General Services	180,000		180,000
Purchases from Other Governments			
Materials, Goods, Supplies, and Utilities			
Provision For Allowances			
Transfers to Other Governments			
Transfers to Own Agencies			
Transfers to Individuals and Organizations			
Bank Charges and Short Term Interest			
Interest on Long Term Debt	240,000		240,000
Amortization of Capital Property		95,000	95,000
Unamortized Cost of Capital Property Disposed			
Other Expenditures			
Total Expenditures	420,000	95,000	515,000
Net Revenue (Expenditures) Before Internal Transfers	120,000	(95,000)	25,000

COUNTY SCHOOL FINANCIAL ACTIVITIES

**RECONCILIATION OF SCHOOL FUND RESULTS
TO NET REVENUE (EXPENDITURES)**

(COUNTY SCHOOL FUNCTION ONLY - NOT REQUIRED FOR UTILITY FUNCTIONS)

	Operating	Capital	Total
Total School Fund Revenues/Grand Total Funds Available....			
Total School Fund Expenditures/Grand Total Funds Applied ..			
Net School Fund Surplus (Deficit)			
Less Non-Reporting Items Included in School Fund Revenues/Available:			
· Long Term Borrowings For Capital Purposes.....			
· Drawn From Reserves			
· Unexpended Capital Amounts - Beginning of Year			
· Overexpended Capital Amounts - End of Year.....			
· Transferred From Operating/Capital Fund			
· Transferred From Other Functions.....			
· Appropriated From Accumulated Surplus			
· Other.....			
Add Non-Reporting Items Included in School Fund Expenditures/Applied:			
· Capital Property Additions			
· Principal Repayments on Long Term Capital Debt.....			
· Added To Reserves.....			
· Overexpended Capital Amounts - Beginning of Year			
· Unexpended Capital Amounts - End of Year			
· Transferred To Operating/Capital Fund			
· Transferred To Other Functions			
· Other.....			
Add Other Items To Be Included in Reporting Revenue:			
· Other.....			
Less Other Items To Be Included in Reporting Expenditures:			
· Amortization of Capital Property			
· Unamortized Cost of Depreciable Capital Property Disposed			
· Other.....			
Net School Fund Revenue (Expenditures)			

**EXCLUDED FUNCTION SUPPLEMENTARY INFORMATION
LONG TERM DEBT SUPPORT**

	Operating	Capital	Total
Long Term Debt Support			
Supported by General Tax Levies			
Supported by Special Levies			
Supported by Utility Rates.....		2,048,000	2,048,000
Other			
Total Long Term Debt Principal Balance		2,048,000	2,048,000

LONG TERM DEBT SOURCES

	Operating	Capital	Total
Alberta Municipal Financing Corporation.....		2,048,000	2,048,000
Province of Alberta			
Canada Mortgage and Housing Corporation			
Municipal Development and Loan Board			
Government of Canada			
Alberta Mortgage and Housing Corporation			
Alberta Opportunity Company			
Public Bond Issue			
United States Market.....			
European Market			
Mortgage Borrowing.....			
Other			
Total Long Term Debt Principal Balance		2,048,000	2,048,000

FUTURE LONG TERM DEBT REPAYMENTS

	Operating	Capital	Total
Principal Repayments by Year			
Current + 1		166,720	166,720
Current + 2		185,059	185,059
Current + 3		205,416	205,416
Current + 4		228,012	228,012
Current + 5		253,093	253,093
Thereafter.....		1,009,700	1,009,700
Total Principal		2,048,000	2,048,000
Interest by Year			
Current + 1		225,280	225,280
Current + 2		206,941	206,941
Current + 3		186,584	186,584
Current + 4		163,988	163,988
Current + 5		138,907	138,907
Thereafter.....		170,000	170,000
Total Interest		1,091,700	1,091,700

DISCONTINUED INFORMATION COLLECTION ITEMS

[79] Based on the proposed financial information return, the following information which was previously collected in the MACS financial statement will no longer be collected:

[80] Prior Year Comparative Information

- Comparative information on prior year amounts (formerly throughout the MACS financial statement). This information can be extracted from the AMA data base for the previous year.

[81] Budget Information

- All comparative budget information (formerly throughout the MACS financial statement). It is intended that very abbreviated current budget information will be collected annually on a separate information return.

[82] Financial Statement Notes

- All information previously contained in the financial statement notes.

[83] Assets

- Detail of amounts making up cash balances (formerly on FS2).
- Detail of accounts receivable by function (formerly on FR1).
- Breakdown of accounts receivable between operating and capital (formerly on FR1).
- Detail of investments by function (formerly on FR4).
- Trust account balance (formerly on FS2).
- Detail of inventories by function (formerly on FR3).
- Breakdown of capital property by categories (formerly on FS2).
- Breakdown of capital property by function (formerly on FR6,7,8,9, and 10)

[84] Liabilities

- Detail of accounts payable by function (formerly on FR2).
- Balance of accounts payable to other governments (formerly on FS2).
- Detail of long term debt by function (formerly on FR11, 12, and 13).
- Trust account liability balance (formerly on FS2).
- Detail of trust liabilities by type (formerly on FR14).
- Detail of deferred revenue by type (formerly on FR15).
- Detail of other liabilities by type (formerly on FR16).
- Detail of allowances by function (formerly on FR17 and 18).

[85] Equity

- Detail of reserves by function (formerly on FR17 and 18).
- Breakdown of operating surplus(deficit) detail for individual functions (formerly on FS6).

[86] Revenue

- Detail of revenue by type within function and by function within type (formerly on FR19 and 20).

[87] Expenditures

- Detail of expenditures by object within function and by function within object (formerly on FR19 and 20).

[88] Taxes Levied and Grants In Lieu

- Breakdown between commercial and industrial taxes (formerly on FS5).
- Breakdown of requisition transfers by specific requisitioning authorities (formerly on FS5).

[89] Unexpended (Overexpended) Capital Amounts

- Detail of changes in amounts during the year (formerly on FR20B).
- Detail of amounts by project (formerly on FR20B).
- Detail of planned funding sources for overexpended amounts (formerly on FR20).

[90] Assessment and Valuation Amounts

- All information about assessments and valuations (formerly on FR21). This information will be added to the AMA data base from the data collected from municipalities for purposes of calculating equalized assessments.

[91] Mill Rate Information

- All information about mill rates (formerly on FR22). This information will be added to the AMA data base from the data collected from municipalities for purposes of calculating equalized assessments.

[92] Payments To Councillors and County School Authority Representatives

- All information about payments to councillors and representatives (formerly on FR23).

[93] Municipal Statistics

- All statistics (formerly on FR24). It is intended that this information will be collected by AMA as a separate information return.

[94] Local Authorities Board Statistics

- All information requested for Local Authorities Board (formerly a supplementary page to the financial statement). This information will be extracted by the AMA data base from the financial information return data.

[95] Statutory Declarations

- Statutory declaration (formerly a supplement to the financial statement). It is intended that this declaration will be collected by AMA on a separate basis.

ADDITIONAL INFORMATION REQUIREMENTS

[96] Additional municipal financial and non-financial information is required by AMA and other provincial departments on an ongoing basis. These items include:

- Population statistics
- Dwelling units
- Summer village residences

- Budget information
- Payments to councillors
- General statistical information

[97] Subsequent to the circulation of this discussion paper, a review of the best method of collecting these additional data items will be required. As a preliminary direction, it is suggested that a very brief information return, to be submitted annually at mid-year (after budget and population numbers are finalized), could be the most efficient means of collecting this detail.

[98] This information return would not be subject to audit requirements.

MUNICIPAL ACCOUNT CODING STRUCTURE MANUAL

[99] The Municipal Account Coding Structure manual, which presently serves as the accounting reference for the MACS statements, will be replaced. A revised manual will be prepared to provide guidelines for the preparation of the prescribed financial information return. The MACS chart of accounts will also be presented as a reference, but it will be assumed that each municipality has full discretion in applying it to their particular accounting system.

AUDIT REQUIREMENTS

Annual Financial Statement

[100] Annual financial statements prepared for public reporting purposes will be required to be audited.

Prescribed Financial Information Return

[101] The prescribed financial information return will necessarily still be subject to audit requirements. However, because the return will not constitute a financial statement per se, it will fall under the definition of a special report as outlined in CICA Handbook section 5805. This treatment has the advantage of not requiring complete note disclosure of financial statement policies, etc.. Rather, the audit report will refer to the guidelines for preparation of the financial report as the basis for the accounting policies used.

[102] A proposed sample format for the audit report is presented in Appendix II.

County School Fund Information

[103] Audit requirements on the county school fund information report will remain unchanged.

INFORMATION COLLECTION AND ACCESS

[104] This discussion paper is intended to address the format and procedures surrounding the preparation of the proposed financial information return. The development of a computer data base system which will manage the collected information will be addressed subsequent to the finalization of

the return format, and this paper is not intended to address specifications of that system. However, the following features are intended to be incorporated into the subsequent system design:

[105] Collection of the prescribed information return is intended to be done by way of a computer template (run on either DOS or Windows) which will be transmitted to AMA either by diskette or modem. The file will then be updated directly to the AMA data files.

[106] To the extent that municipalities are able to generate the necessary data files in the required format directly from their accounting system, the template procedure could be automated. This will be left to the discretion of each municipality, but the file specifications will be made available through AMA.

[107] For municipalities which do not have the computer equipment necessary to complete the information template, paper form submission of the reports will be accepted.

[108] Information collected on the prescribed financial information return will be considered public information, and will therefore be made available to anyone upon request. Cost recovery methods are currently under consideration, and it is possible that some charge will be recovered from information users.

[109] It is intended information collected on the municipal financial information return will be available on the AMA data base and available through:

- computer modem, either as downloaded files or as specific information extracted through interactive menus
- diskette data files
- printed reports

APPENDIX I - USER NEEDS STUDY RESULTS SUMMARY

BACKGROUND

[110] Municipalities are required to annually submit a prescribed financial statement to AMA. Municipalities have identified the preparation of this 43 page report as a time-intensive process which should be simplified.

[111] To begin the process of streamlining the preparation and collection of municipal data, it was decided to consult with users to determine their actual information needs. A departmental task force was created to interview the various stakeholders associated with the use of municipal information. The primary thrust of the review was to identify the major users of municipal data, specific user requirements for data, and available sources for the data so that an essential body of data could be developed. Secondary objectives involved identifying the uses of municipal data and the possible impacts on user groups of not having the data available from AMA.

[112] Municipal information stakeholders were classified into five major user groups - AMA, provincial, municipal, federal, and other; the other category consisting of provincial municipal associations and consultants. Samples of users from each of the five groups were selected on a judgmental basis from records of past users of the Alberta Municipal Financial Information System (AMFIS). Forty-two interviews were conducted between March 23 and June 3, 1993. A listing of the users interviewed is provided at the end of the appendix.

[113] The following sections summarize the findings of those interviews. Task force recommendations that are largely an extension of user comments are presented as well.

USERS

[114] AMA is the major user of municipal data with respect to both the amount and frequency of usage. Statistics Canada is also a significant user of municipal data, although in this case provincial data is mainly used to verify the accuracy of estimates derived from municipal surveys.

[115] The municipal associations, consultants and economic planning branches of large municipalities such as the City of Calgary tend to have information needs similar to AMA, although their scope is narrower and is issue specific. Provincial user needs also tend to be ad hoc in nature and issue specific. Municipalities, on the other hand, tend to satisfy their data needs independently from AMA although they acknowledge an interest to ensure reliable and consistent reporting throughout the Province.

DATA REQUIREMENTS

[116] AMA users indicate a regular need for the major balance sheet asset, liability, reserve and equity categories. Additional balance sheet detail is needed for taxes receivable, utility receivables, contingency operating and capital reserves, consumable inventories, changes in long term debt balances, utility debt, the general tax supported and self supported portions of long term debt, county school debentures, county school debenture principal reductions, and municipal and total capital overexpenditures and unexpended funds.

[117] AMA users also indicate that the operating revenue and expenditure data reported by object and by function is critical. Utilities are frequently cited as requiring separate disclosure. In addition, about 30% of those interviewed indicate a need to access revenue and expenditure data reported on a combined function and object basis.

[118] Capital revenue and expenditure data is considered less relevant than operating items, although 30% of AMA respondents indicate that disclosure by object is useful.

[119] Other AMA critical data needs include tax revenue by source, equalized assessment, live assessment, mill rates and statistics such as population, number of summer village residences, municipal area, open road length, parcel counts and municipal health measures. Statistics like the number of staff on payroll, number of dwelling units, length of water, sanitary sewer and storm sewer mains are also used but to a lesser extent. Users also indicate that projected budget data would be useful for evaluating municipal financial performance.

[120] Statistics Canada's municipal focus is largely on revenue by source and expenditures by function. Operating and capital revenue and expenditure disclosure by combined object and function is identified as the most frequently accessed data. Because the reporting system used by Statistics Canada focuses on function classifications, the majority of the data reported by the current financial statement is useful to this agency.

[121] Provincial data needs focus on municipal statistics such as equalized assessment, municipal financial health measures, population, municipal area, open road length and the names of municipal chief officials. Provincial users stress the importance of comparative financial health measures at both the municipal and provincial level. There is an expectation by this group of users that AMA will take the lead in this area. Financial data needs include long term debt by source, capitalized leases, and net operating results for utility operations. Reporting disclosure of expenditures and revenues by combined function and object is required for ambulance and police service functions.

[122] The primary focus of the municipal associations and consultants user group is on revenues and expenditures reported by combined function and object, and by object totals. The specific function details of water, sewer, garbage, ambulance services and recreational facilities are regularly needed by one of the users interviewed. Statistical data such as equalized assessment, live assessment, mill rates, financial health measures and road length are also regularly used. Consultants also indicate that it is useful to have access to statistics like population, length of water, sanitary sewer and storm sewer mains, number of fire hydrants and payments to councillors.

[123] While municipalities do not generally rely on AMA for their data needs, they suggest that AMA's role should be to set the reporting standards for the Province.

[124] Some municipalities indicate a need for a simplified reporting format to be used for both internal and external reporting purposes.

[125] About 40% of municipal respondents maintain the prescribed return is a means of demonstrating accountability to tax payers and therefore it should include information such as payments to councillors.

SOURCE OF DATA

[126] Users tend to rely on the AMFIS system as their primary source of municipal data with the exception of municipal users. This group may use AMFIS as an initial point of reference, but ultimately they will contact similar sized municipalities for the level of detail required.

[127] Financial statements tend to be used when the research is focused on a limited number of specific municipalities.

[128] The Alberta Municipal Comparative Information Report is also considered a relevant and useful document by 20-60% of those interviewed with the exception of municipal users. Groups external to AMA find this report very useful for providing individual and provincial municipal comparative measures.

[129] Municipalities are contacted directly for data that is not available from AMA. Municipalities are surveyed for information such as utility rates and rate structures, student counts, housing mix, machinery and equipment tax arrears, parcel counts, investments by type and budgeted information when required.

[130] Mill rate and assessment data is accessed from the Alberta Assessment Equalization Board by some users even though the data is also available from AMFIS.

[131] Open road length is obtained from Alberta Transportation & Utilities in some cases because this provincial source is perceived to be more reliable than AMFIS.

IMPLICATIONS OF NON-AVAILABILITY OF DATA

[132] Users generally agree that a lack of municipal data reduces the ability of the user to respond to specific issues from a municipal perspective. It also forces users to seek alternative data sources like municipal corporate annual reports. However, a lack of consistent reporting practices associated with this data source diminishes its overall usefulness.

[133] In cases where there are no alternative data sources, the burden of collecting and processing data is downloaded to individual users. Users indicate that the survey method is very time consuming and does not necessarily result in reliable data collection. Also, the increased time and effort required to collect necessary data will likely impact municipalities in the form of either increased association membership or consulting fees.

[134] Alberta Health and Alberta Justice note that they do not have access to adequate alternative data. Ambulance operators are not required to submit audited financial statements to any agency. While Statistics Canada has rudimentary financial data on gross policing costs, this data does not fully meet Alberta Justice's needs. A lack of alternative data means a reduced ability to ensure adequate and effective policing and ambulance care in Alberta.

[135] Statistics Canada indicate that they would initially attempt to extract their data needs from corporate annual returns, but this would necessitate greater follow-up contact with municipal Treasurers. They have a concern that reduced confidence in the estimates developed by the agency would ultimately be reflected in the quality of federal policy decisions. These decisions include the distribution of federal grants to the provinces.

[136] The Local Authorities Board may have to establish new borrowing limits if the required data is not available from the prescribed financial return.

[137] Municipalities would likely view increased demands for information as intrusive which may cancel the benefits of reduced provincial reporting requirements.

USER SUGGESTIONS

Report Format

[138] AMA should develop a three tiered system of reporting for different sized municipalities. The level of activity in summer villages is not sufficient to warrant the current detailed reporting.

[139] AMA should use the audited annual reports prepared by municipalities for a two to three year period before imposing a "prescribed information return".

[140] Efforts should be made to have the information return reflect the minimum information each municipality should supply its tax payers through annual reports or meetings.

[141] Statistics Canada recommends that AMA use a reporting format that parallels their own system of reporting. This system would allow the municipality to report to the province at an aggregate

summary level while providing lower level detail that would satisfy Statistics Canada's needs. Quebec's object classification coding system could be used as a model when developing the new "information return".

[142] The statistics component of the information return should be completed at the same time as the financial statement. Furthermore, it is suggested that statistics be incorporated on a schedule which is distinct from the audited financial information.

[143] The financial statements should be prepared in accordance with generally accepted accounting principles which users generally find more informative.

[144] If the new financial statements were to disclose internal transfers separately from external transactions, it may be sufficient to disclose data by function rather than by combined function and object code.

[145] Any changes in the reporting format should minimize account coding changes so that computer reprogramming costs can be kept to a minimum.

Access to Data

[146] Financial statement submissions should be allowed by electronic means.

[147] AMA should consider consolidating all data relating to municipal operations such as school, transportation, and utility operations in order to promote a "one window approach" to data retention.

[148] AMA should strive to improve the ability to interrelate school and municipal data such as equalized assessment, live assessment and expenditures. This would involve addressing the problems of differing year ends and non-coterminous school district and municipal boundaries.

Data Uses

[149] AMFIS should be used as a research tool by AMA to perform expenditure pattern or fiscal modeling exercises. These tasks are important when assessing the implications of changes in expenditure patterns or boundaries.

[150] All the data in the Alberta Municipal Comparative Information Report does not need to be updated on an annual basis. Taxation and assessment data should be updated annually whereas the balance of the data could be updated every two or three years. Including industrial and commercial comparative bases as well as municipal revenue by source and municipal expenditures by function would improve the report contents.

[151] The Alberta Municipal Comparative Information Report would be more useful if it were released on a more timely basis.

[152] If there is a demand for municipal data, AMA should provide the private sector with the opportunity to supply that data.

Implementation

[153] Any changes made to the data collected by the prescribed financial statement should be applied retroactively for at least 5 years to the historical data base figures.

[154] If AMA is going to eliminate information provided in the past it should disclose what alternative sources of information are available as well as the appropriate contact person.

[155] AMA should consider enacting legislation which requires the release of payments to councillors

to the public. The financial statement is probably not the proper mechanism to ensure accountability of this nature.

[156] AMA should consider charging user fees as a means of eliminating unnecessary requests for data rather than reduce the type of information available. The current economic climate places a greater importance on financial information.

[157] AMFIS information is a marketable product. AMA should consider producing and selling AMFIS data on compact disks.

TASK FORCE RECOMMENDATIONS

[158] The financial data collected by AMA should be audited information to ensure that the data is reliable, accurate and complete.

[159] Stricter accounting and reporting guidelines should be issued by AMA to clarify the treatment of both statistical and financial data.

[160] Consideration should be given to developing sample financial statement reporting formats for municipalities that rely on the prescribed form for reporting purposes.

[161] Statistical data collection should be retained, although it may be more appropriate to collect the data separately from the audited financial information. Statistical measures have been identified as being critical to evaluate certain financial information.

[162] Statistical measures that are fairly constant such as open road length and municipal area should be updated only as changes occur.

[163] Statistical data should be expanded to include prospective budget information to aid performance evaluation.

[164] The various data collection and sharing modules within AMA should be linked to prevent duplication and enhance data exchange. Linkages should be established between AMFIS and the Local Authorities Board and the Alberta Assessment Equalization Board. Hamlet and township population data, as well as the municipal chief officials listing should also be associated with the central data source.

[165] Over the long term, AMA should consider establishing data links with other provincial departments such as Alberta Transportation and Utilities for road length data and utility rates and volumes. Users indicate that it is more efficient to access needed information from a central source.

[166] AMFIS needs to be made more responsive to users needs. This process would involve:

- allowing direct access by modem or electronic transfer of data,
- allowing municipalities to transit data to AMA in electronic form,
- allowing access to the most current data sooner; presently, the time lag is about 10 months between receipt of data and general availability,
- developing marketing strategies to promote the data that is available for use. Users are not fully aware of the type or amount of data that is available from AMFIS or other AMA sources. For example, populations by township and hamlet, and parcel counts are identified as a data need even though the data is already available within AMA,

- compiling one listing of all the data reports available through AMFIS so that users can be made aware of what is available,
- including Regional Utility Commissions in the data base, (This data is already collected by AMA.)
- designing report formats more ergonomically i.e. larger print, more space between lines, and request specific; the latter refers to tailoring reports to contain only the data that is requested, and
- developing a mechanism to monitor the ongoing utility of the system so that changes can be incorporated as they become necessary.

[167] AMA should continue to develop and produce municipal financial measures as reported by the Alberta Municipal Comparative Information Report. Production should be more timely and should involve data that is as current as possible. Industrial and commercial comparative bases, financial benchmarks, and revenue and expenditure summaries should also be included, if possible.

[168] Reporting practices for revenues and expenditures should separate internal transactions such as transfers between functions, transfers to/from reserves, and transfers from accumulated surplus from external transactions. This would eliminate distorting accounting influences on revenues and expenditures and allow some users who require this data by combined function and object to be satisfied with disclosure by function only.

USERS INTERVIEWED

[169] AMA Users

- Alberta Assessment Equalization Board
- Assessment Standards Branch
- Industrial Assessment Branch
- Local Authorities Board
- Local Government Advisory Services Branch
- Local Government Development Branch, Local Government Projects
- Local Government Development Branch, Legislation, Research & Projects
- Trust Fund Services

[170] Provincial Users

- Agriculture, Agriculture & Community Services
- Bureau of Statistics, Data Services
- Community Development, Grants & General Administration
- Education, Corporate & Fiscal Planning
- Environmental Protection, Research Planning
- Health, Emergency Health Services
- Justice, Law Enforcement
- Labor, Support Services
- Transportation & Utilities, Municipal Services
- Transportation & Utilities, Policy Development
- Transportation & Utilities, Systems Planning
- Treasury, Finance Planning and Analysis

[171] Municipal Users

- City of Calgary
 - Corporate Economics
 - Finance Department

- City of Fort Saskatchewan
- City of Leduc
- County of Parkland
- County of Strathcona
- ID 19
- MD of Peace
- MD of Rocky View
- Town of Drayton Valley
- Town of Hanna
- Summer Village of Ross Haven
- Village of Clyde

[172] Federal Users

- Employment and Immigration Canada
- Statistics Canada, Input-Output Division
- Statistics Canada, Public Institutions Division, Public Administration Section

[173] Associations And Other Users

- Alberta Association of Municipal Districts and Counties
- Alberta Urban Municipalities Association
- McClelland & Company, Chartered Accountants*
- Nichols Applied Management
- Rural and Improvement Districts Association of Alberta

(*Denotes written submission received).

APPENDIX II - PROPOSED SAMPLE AUDIT REPORT FOR FINANCIAL INFORMATION RETURN

**AUDITOR'S REPORT
ON MUNICIPAL FINANCIAL INFORMATION RETURN**

To the Minister of Alberta Municipal Affairs

I have audited the municipal financial information return of the Municipality of Sampleford for the year ended December 31, 19... This financial information is prepared in accordance with the accounting principles prescribed by Alberta Municipal Affairs as provided for in Section 66 of the Municipal Government Act. This financial information is the responsibility of the municipal administration. My responsibility is to express an opinion on this financial information based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial information.

In my opinion, this information return presents fairly, in all material respects, the financial position of the municipality as at December 31, 19.. and the results of its operations for the year then ended in accordance with the prescribed accounting principles referred to above.

(city)
(date)

(signed)
(firm)

APPENDIX III - PROPOSED CHANGES TO THE MUNICIPAL ACCOUNT CODING STRUCTURE

New Function Categories

The following new function codes are proposed for activities which do not fall specifically into existing function categories. They are provisional in nature, and are expected to be used infrequently and for very unusual circumstances.

Function Number	Description	Corresponding FISM Number
19	Other General Government	21900
29	Other Protective Services	22900
39	Other Transportation Services	23900
49	Other Environmental Use and Protection	24900
79	Other Recreation and Culture	27500
99	Other Other Services	29900

New Object Codes

The following object codes are proposed to be added to the MACS chart of accounts to facilitate accounting for specific transactions. Most of these will not be required immediately because they relate to depreciation/amortization of capital property.

Object Code	Description	Corresponding FISM Number
610	Engineering Structures Amortization	6100-6134
620	Building Amortization	6135-6149
630	Machinery and Equipment Amortization	6150-6199
650	Vehicles Amortization	6157-6160
980	Write-off of Unamortized Cost of Capital Property	-
995	Appropriated From Accumulated Surplus	19120

**APPENDIX IV - SAMPLE MACS FINANCIAL STATEMENT CORRESPONDING TO THE SAMPLE
FINANCIAL INFORMATION RETURN**



MUNICIPAL AFFAIRS

FINANCIAL STATEMENT

For The Fiscal Year Ended December 31, 1992

MUNICIPALITY **SAMPLEFORD**

ADDRESS

.....

POSTAL CODE **TELEPHONE** **FAX**

NAME OF:

MAYOR/REEVE:

TREASURER:



SAMPLEFORD
MUNICIPALITY
CONSOLIDATED BALANCE SHEET
As At December 31st, 1992

FS2

CONSOLIDATED ASSETS	PRECEDING YEAR 1991	CURRENT YEAR 1992
110 Cash on Hand	3,000	3,000
121 Cash in Chartered Banks	47,000	28,000
122 Cash in Near Banks and other Financial Institutions	-	-
100 TOTAL CASH ON HAND AND ON DEPOSIT	50,000	31,000
210 Taxes and Grants-in-Lieu Receivable	75,000	78,000
2X0 Receivable from Other Governments		
270 Trade Accounts Receivable	30,000	21,000
290 All Other Receivables	3,000	-
200 TOTAL ACCOUNTS RECEIVABLE (FR1-24)	108,000	99,000
300 TOTAL INVESTMENTS, LOANS AND ADVANCES (FR4-21)	400,000	200,000
477 Trust Accounts Administered (Total)	2,000	2,000
490 Other Assets (Specify Capital = \$)		
400 TOTAL OTHER ASSETS	2,000	2,000
570 Land Held for Resale (FR3-11)	30,000	155,000
590 Other Inventories (Tangible Assets)	5,000	5,000
500 TOTAL INVENTORIES (TANGIBLE ASSETS) (FR3-22)	35,000	160,000
610 ENGINEERING STRUCTURES FIXED ASSETS (FR6-53)	7,000,000	7,800,000
620 BUILDING FIXED ASSETS (FR7-53)	2,000,000	2,000,000
630 MACHINERY, EQUIPMENT FIXED ASSETS (FR8-53)	4,600,000	4,670,000
640 LAND FOR OWN GOVERNMENT USES (FR9-53)	250,000	250,000
650 VEHICLES FIXED ASSETS (FR10-53)	300,000	220,000
600 TOTAL FIXED ASSETS	14,150,000	14,940,000
800 DEBT CHARGES RECOVERABLE	11,000	10,000
900 NET ACCUMULATED DEFICITS (FS6-99-6)	-	-
TOTAL CONSOLIDATED ASSETS	14,756,000	15,442,000
CONSOLIDATED LIABILITIES	PRECEDING YEAR 1991	CURRENT YEAR 1992
100 TOTAL SHORT-TERM LOANS AND OVERDRAFTS	-	55,000
2X0 Payable to Other Governments		-
270 Trade Accounts Payable	15,000	6,000
290 All Other Payables		4,000
200 TOTAL ACCOUNTS PAYABLE (FR2-21)	15,000	10,000
310 Debenture, Bond and Mortgage Debts (FR11-53)	3,676,000	3,576,000
322 Long-Term Capital Borrowing and Capitalized Leases (FR12-53)		
323 Operations Long-Term Borrowing (FR13-51)	25,000	15,000
300 TOTAL LONG-TERM DEBT OBLIGATIONS	3,701,000	3,591,000
47X Meter Rentals and Other Deposit Liabilities (FR15-9)	7,000	8,000
477 Administered Trust Liabilities (Total) (FR14-6)	2,000	2,000
490 Other Liabilities (Specify Capital = \$) (FR16-14)	13,000	11,000
400 TOTAL OTHER LIABILITIES	22,000	21,000
6XX TOTAL ALLOWANCES FOR OPERATING FUNCTIONS (FR17-53)	4,000	5,000
66X TOTAL CAPITAL ASSET VALUATION ALLOWANCES (FR18-53)	760,000	855,000
7XX TOTAL RESERVES FOR OPERATING FUNCTIONS (FR17-53)	100,000	80,000
76X TOTAL RESERVES FOR CAPITAL (FR18-53)	250,000	200,000
800 TOTAL EQUITY IN FIXED ASSETS (FS7-14)	9,795,000	10,519,000
900 NET ACCUMULATED SURPLUS (FS6-99-12)	109,000	106,000
TOTAL CONSOLIDATED LIABILITIES	14,756,000	15,442,000

COMBINED OPERATING REVENUES AND EXPENDITURES

By Function for the Year Ended December 31, 1992

F S 3

FUNCTION DESCRIPTIONS	1 OPERATING REVENUES (FR19-18)	2 OPERATING EXPENDITURES (FR19-35)	3 NET COST OF OPERATIONS (FR19-36)	4 NET GAIN FROM OPERATIONS (FR19-37)
11 Council and Other Legislative		20,000	20,000	
12 General Administration and Other	55,000	242,000	187,000	
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service	5,000	40,000	35,000	
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other	3,000	4,000	1,000	
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting	93,000	393,000	300,000	
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution System	186,000	250,000	64,000	
42 Sanitary Sewage Service and Treatment	50,000	15,000		35,000
43 Garbage Collection & Disposal	20,000	35,000	15,000	
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments	40,000	35,000		5,000
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs	30,000	95,000	65,000	
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
91 Gas Production and Distribution	540,000	548,000	8,000	
92 Electrical Production and Distribution				
93 Telephone System				
97 Operating Contingencies Reserve	-	3,000	3,000	
TOTAL FUNCTIONALIZED OPERATIONS	1,022,000	1,680,000	698,000	40,000
GENERAL MUNICIPAL REVENUES:				
100/200 Net Taxes for General Purposes (FS5-36)	500,000			500,000
510 Penalties and Costs on Taxes	20,000			20,000
540 Revenues from Franchises & Concession Contracts	10,000			10,000
550 Returns on Investments—Interest/Dividends/etc.	50,000			50,000
590 Other Revenues from Own Sources				
730 Federal Govt & Agencies Unconditional Grants				
740 Provincial Govt & Agencies Unconditional Grants	70,000			70,000
750 Local Governments Unconditional Grants				
990 Other	15,000			15,000
TOTAL GENERAL MUNICIPAL REVENUES	665,000			665,000
TOTAL MUNICIPAL OPERATING FUNCTIONS	1,687,000	1,680,000	698,000	705,000
NET SURPLUS OR DEFICIT FOR YEAR			-	7,000
96 County School Functions	-	-	-	-
GRAND TOTAL OPERATING FUNCTIONS SURPLUS/DEFICIT	1,687,000	1,680,000	-	7,000

SAMPLEFORD

MUNICIPALITY

COMBINED CAPITAL FINANCING ACQUIRED AND APPLIED
By Function for the Year Ended December 31, 1992

F S 4

FUNCTION DESCRIPTIONS	1 FUNDED CAPITAL AVAILABLE * (FR20-19)	2 OVEREXPENDITURES AT YEAR END (FR20-24)	3 CAPITAL FUNDS APPLIED ** (FR20-41)	4 UNEXPENDED FUNDS AT YEAR END (FR20-42)
11 Council and Other Legislative				
12 General Administration and Other	-	-	-	-
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service				
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting	11,000	-	1,000	10,000
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution System	750,000	50,000	800,000	-
42 Sanitary Sewage Service and Treatment				
43 Garbage Collection & Disposal				
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments		150,000	150,000	
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs	115,000	-	10,000	105,000
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
91 Gas Production and Distribution	-	70,000	70,000	-
92 Electrical Production and Distribution				
93 Telephone System				
97 General Capital Reserves				
TOTAL MUNICIPAL CAPITAL FUNCTIONS	876,000	270,000	1,031,000	115,000
96 County School Functions				
GRAND TOTAL CAPITAL FUNCTIONS	876,000	⁽¹⁾ 270,000	1,031,000	⁽²⁾ 115,000

(1) Amount to be entered for deletion from equity as Overexpenditures in the 'Consolidated Statement of Equity' on page 7.

(2) Amount to be entered for addition to equity as Unexpended Balances in the 'Consolidated Statement of Equity' on page 7.

* Includes prior year's Unexpended Funds.

** Includes prior year's Overexpenditure.

SAMPLEFORD
MUNICIPALITY

TAXES LEVIED AND GRANTS-IN-LIEU

For Preceding Year and Current Year Ended December 31, 1992

FS 5

ITEM DESCRIPTIONS	PRECEDING YEAR AMOUNT	CURRENT YEAR AMOUNT
LEVIES FOR REVENUE:		
111 Residential Taxes 37		650,000
112 Commercial Taxes 38		125,000
113 Industrial Taxes 39		125,000
114 Farmland Taxes 40		5,000
110 SUB-TOTAL FOR REAL PROPERTY TAXES 1		
120 Special Assessments and Local Improvements (FS5-32) 2		70,000
130 Mobile Home License Fees Collected 3		5,000
170 Business Taxes 4		15,000
190 Power, Pipe, Cable T.V. and Other Taxes 5		70,000
230 Federal Grants-in-Lieu of Taxes 6		5,000
240 Provincial Grants-in-Lieu of Taxes 7		30,000
250 Other Local Government Grants-in-Lieu 8		
270 Other Grants-in-Lieu of Taxes 9		
100/200 TOTAL TAXES AND GRANTS-IN-LIEU 10		1,100,000
EXPENDED BY TRANSFERS:		
74X Provincial Planning Fund Requisition 11		5,000
74X School Foundation Program Requisition(s) Total 12		50,000
SUPPLEMENTARY SCHOOL REQUISITIONS:		
75X SAMPLE HEIGHTS S.D. No. 100 13		425,000
75X S.D. No. 14		
75X S.D. No. 15		
75X S.D. No. 16		
75X S.D. No. 17		
75X S.D. No. 18		
75X S.D. No. 19		
75X S.D. No. 20		
OTHER REQUISITIONS:		
75X SAMPLE RIVER H.D. No. 99 21		25,000
75X H.D. No. 22		
75X H.D. No. 23		
75X Nursing Home 24		
75X Auxiliary Hospital 25		
75X SAMPLEVIEW Seniors Foundation 26		25,000
75X Seniors Foundation 27		
75X 28		
75X 29		
740/750 SUB-TOTAL FOR REQUISITION TRANSFERS 30		530,000
BALANCE OF LEVIES FOR MUNICIPAL PURPOSES 31		570,000
ALLOCATED AS SPECIAL MUNICIPAL LEVIES:		
120 Special Assessments and Local Improvements (FR19-1, FR20-2) 32		70,000
1XX/2XX Special Levies for Operations (FR19-1) 33		
1XX/2XX Levies for Capital Projects and Special Reserves (FR20-2) 34		
100/200 SUB-TOTAL SPECIAL MUNICIPAL LEVIES 35		70,000
100/200 NET TAXES FOR GENERAL MUNICIPAL PURPOSES (1) (FS3-52) 36		500,000

(1) The 'Net Taxes for General Municipal Purposes' must be the same as the amount on page 3.

DETAILED BREAKDOWN OF SPECIAL MUNICIPAL LEVIES

FS 5A

SPECIAL ASSESSMENTS AND LOCAL IMPROVEMENTS (LINE 32)		SPECIAL LEVIES FOR OPERATIONS (LINE 33)		LEVIES FOR CAPITAL PROJECTS AND SPECIAL RESERVES (LINE 34)	
FUNCTION	AMOUNT	FUNCTION	AMOUNT	FUNCTION	AMOUNT
32	70,000				
	70,000				

SAMPLEFORD
MUNICIPALITY
CONSOLIDATED STATEMENT OF SURPLUS (DEFICIT)
As at the Year Ended December 31, 1992

F S 6

FUNCTION DESCRIPTIONS	AIRPORT SERVICES (33)		PUBLIC TRANSIT SYSTEMS (34)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7		7	
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9		9	
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12		12	
FUNCTION DESCRIPTIONS	STORM SEWERS AND DRAINAGE SYSTEMS (37)		WATER SUPPLY AND DISTRIBUTION SYSTEMS (41)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7		7	3,000
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9		64,000	
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12		61,000	
FUNCTION DESCRIPTIONS	SANITARY SEWAGE SERVICE AND TREATMENT (42)		GARBAGE COLLECTION AND DISPOSAL SYSTEMS (43)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7	15,000	7	8,000
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9	35,000	9	15,000
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12	50,000	23,000	
FUNCTION DESCRIPTIONS	SUBDIVISION LAND AND DEVELOPMENTS (66)		GAS PRODUCTION AND DISTRIBUTION SYSTEMS (91)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7	80,000	7	41,000
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9	5,000	9	8,000
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12	85,000	33,000	
FUNCTION DESCRIPTIONS	ELECTRICAL PRODUCTION AND DISTRIBUTION SYSTEMS (92)		TELEPHONE SYSTEM (EDMONTON ONLY) (93)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7		7	
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9		9	
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12		12	
FUNCTION DESCRIPTIONS	COUNTY SCHOOL (96)			
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	7		7	
- Adjustments to Prior Years	8		8	
- Current Year Operations (from page 3)	9		9	
- Transfers to and from Other Functions	10		10	
- SUB-TOTAL	11		11	
- Balance at Year End	12		12	
FUNCTION DESCRIPTIONS	ALL OTHER OPERATIONS DEFICIT/SURPLUS (98)		TOTAL NET ACCUMULATED DEFICIT/SURPLUS (TO FS2) (99)	
ITEM DESCRIPTIONS	DEFICIT	SURPLUS	DEFICIT	SURPLUS
- Preceding Year Balance	22,000		6	12
- Adjustments to Prior Years	(1) 10,000		8	106,000
- Current Year Operations (from page 3)	3	54,000		
- Transfers to and from Other Functions	4			
- SUB-TOTAL	5			
- Balance at Year End	6	22,000		

Any adjustments to prior years entered on Lines 2 or 8 of any function must be fully explained in the notes to the financial statements on Page 7.

(1) Appropriation of accumulated surplus to road function 32.

CONSOLIDATED STATEMENT OF EQUITY IN FIXED ASSETS TO DECEMBER 31, 1992

ITEM DESCRIPTIONS	1	2	3
	DELETE FROM EQUITY	ADD TO EQUITY	BALANCE OF EQUITY
PRECEDING YEAR BALANCE OF EQUITY Prior Year Unexpended/Overexpended (2)	40,000	-	9,795,000
CHANGES DURING THE YEAR:			
310 Debentures, Bonds and Mortgages (FR11-53) .. 2	150,000	250,000	
320 Long-Term Debt and Capitalized Leases (FR12-53) .. 3			
490 Other Assets and/or Liabilities (1) .. 4	26,000	150,000	
610 Engineering Structures Fixed Assets (FR6-53) .. 5		800,000	
620 Buildings Fixed Assets (FR7-53) .. 6			
630 Machinery, Equipment, Fixed Assets (FR8-53) .. 7		70,000	
640 Land for Own Government Use (FR9-53) .. 8			
650 Vehicle Fixed Assets (FR10-53) .. 9	80,000		
66X Fixed Assets Valuation Allowances (or Depreciation) 10	95,000		
XXX Overexpenditures at Year End (FS4-53) .. 11	270,000		
XXX Unexpended Balance for Capital Projects (FS4-53) .. 12		115,000	
TOTAL CHANGES TO EQUITY THIS YEAR .. 13	661,000	1,385,000	
800 CLOSING BALANCE OF EQUITY IN FIXED ASSETS (FS2-2-43) .. 14			10,519,000

(2) Line 1, Col. 1 - Prior year unexpended funds (PRIOR YR. FS4-4-53)

Line 1, Col. 2 - Prior year overexpenditures (PRIOR YR. FS4-2-53)

(1) Any entry on Line 4, Column 1 or 2, must be fully explained in the notes to the financial statements on Page 7.

NOTES TO FINANCIAL STATEMENTS

*(Include relevant notes for accounting policies, procedures and principles; for any material adjustments or changes in financial position; and for any contingent liabilities or major new projects.)

*NOTE 1.

Alberta

MUNICIPAL AFFAIRS

**SUPPORTING SCHEDULES & MUNICIPAL TREASURER'S
REPORT**

For The Fiscal Year Ended December 31, 1992

MUNICIPALITY **SAMPLEFORD**

COMPARATIVE ACCOUNTS RECEIVABLE FOR OPERATIONS AND CAPITAL

For Preceding Year and as December 31, 1992

FR 1

FUNCTIONS	200 OPERATING RECEIVABLES		200 CAPITAL RECEIVABLES	
	1 PRECEDING YEAR BALANCE	2 CURRENT BALANCE	3 PRECEDING YEAR BALANCE	4 CURRENT BALANCE
XX Current Taxes and Grants-in-Lieu	50,000	58,000		
XX Arrears Taxes and Grants-in-Lieu	20,000	15,000		
XX Taxes on Property Acquired for Taxes	5,000	5,000		
32 Roads, Streets, Walks, Lighting				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution	22,000	15,000		
42 Sanitary Sewage Service and Treatment				
56 Cemeteries and Crematoriums				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
72 Recreation/Parks Facilities & Programs				
91 Gas Production & Distribution	8,000	6,000		
92 Electrical Production & Distribution				
93 Telephone System				
96 County School Functions				
98 All Other Functions Receivables	3,000	-		
GRAND TOTAL FUNCTIONS RECEIVABLES (1)	108,000	99,000	-	-

(1) The sum of Operating and Capital balances for preceding and for current year must equal the "200 Total Accounts Receivable" amounts in the 'Consolidated Balance Sheet' on page 2.

COMPARATIVE ACCOUNTS PAYABLE FOR OPERATIONS AND CAPITAL

For Preceding Year and as December 31, 1992

FR 2

FUNCTIONS	200 OPERATING PAYABLES		200 CAPITAL PAYABLES	
	1 PRECEDING YEAR BALANCE	2 CURRENT BALANCE	3 PRECEDING YEAR BALANCE	4 CURRENT BALANCE
32 Roads, Streets, Walks, Lighting	8,000	-		
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution		2,000		
42 Sanitary Sewage Service and Treatment	3,000			
56 Cemeteries and Crematoriums				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
72 Recreation/Parks Facilities & Programs	2,000	2,000		
91 Gas Production & Distribution	2,000	6,000		
92 Electrical Production & Distribution				
93 Telephone System				
96 County School Functions				
98 All Other Functions Payables				
GRAND TOTAL FUNCTIONS PAYABLES (2)	15,000	10,000	-	-

(2) The sum of Operating and Capital balances for preceding and for current year must equal the "200 Total Accounts Payable" amounts in the 'Consolidated Balance Sheet' on page 2.

SAMPLEFORD
MUNICIPALITY

COMPARATIVE INVENTORIES
For Preceding Year and as December 31, 1992

FR3

FUNCTIONS REPORTED	500 INVENTORIES	
	1 PRECEDING YEAR BALANCE	2 CURRENT BALANCE
31 Common Services and/or Equipment Pool 1	1,000	1,000
32 Roads, Streets, Walks, Lighting 2	2,000	2,000
34 Public Transit Systems 3		
37 Storm Sewers and Drainage 4	2,000	2,000
..... 5		
41 Water Supply and Distribution 6		
42 Sanitary Sewage Service and Treatment 7		
..... 8		
56 Cemeteries and Crematoriums 9		
62 Community and/or Agricultural Services 10		
66 Subdivision Land and Developments (FS2-14) 11	30,000	155,000
67 Public Housing Operations 12		
69 Land/Housing/Building Rentals and Other 13		
..... 14		
..... 15		
91 Gas Production & Distribution 16		
92 Electrical Production & Distribution 17		
93 Telephone System 18		
..... 19		
96 County School Functions 20		
98 All Other Functions Inventories 21		
GRAND TOTAL FUNCTIONS INVENTORIES (1) 22	35,000	160,000

(1) Must equal the preceding and current year amounts in "500 Total Inventories (Tangible Assets)" in the Consolidated Balance Sheet on page 2.

COMPARATIVE INVESTMENTS FOR OPERATIONS AND CAPITAL
For Preceding Year and as December 31, 1992

FR4

FUNCTIONS REPORTED	300 OPERATING INVESTMENTS		300 CAPITAL INVESTMENTS	
	1 PRECEDING YEAR BALANCE	2 CURRENT BALANCE	3 PRECEDING YEAR BALANCE	4 CURRENT BALANCE
32 Roads, Streets, Walks, Lighting 1				
34 Public Transit Systems 2				
37 Storm Sewers and Drainage 3				
..... 4				
41 Water Supply and Distribution 5			200,000	100,000
42 Sanitary Sewage Service and Treatment 6				
..... 7				
..... 8				
62 Community and/or Agricultural Services 9				
66 Subdivision Land and Developments 10				
67 Public Housing Operations 11				
69 Land/Housing/Building Rentals and Other 12				
..... 13				
..... 14				
91 Gas Production & Distribution 15				
92 Electrical Production & Distribution 16				
93 Telephone System 17				
..... 18				
96 County School Functions 19				
98 All Other Functions Investments 20	200,000	100,000		
GRAND TOTAL FUNCTIONS INVESTMENTS (2) 21	200,000	100,000	200,000	100,000

(2) The sum of Operating and Capital balances for the preceding year and the current year must equal the "300 Total Investments, Loans and Advances" on page 2

INVESTMENTS BY TYPE HELD AT DECEMBER 31, 1992

FR5

	1 FEDERAL GOVERNMENT AND AGENCIES	2 PROVINCIAL GOVERNMENT AND AGENCIES	3 LOCAL GOVERNMENTS AND AGENCIES	4 SECURITIES BONDS AND DEBENTURES	5 BANK CERTIFICATES AND TERM DEPOSITS
OPERATING INVESTMENTS 1					100,000
CAPITAL INVESTMENTS 2	100,000				
GRAND TOTAL INVESTMENTS 3	100,000				100,000

610 ENGINEERING STRUCTURES FIXED ASSETS

Continuity During the Year Ended December 31, 1992

F R 6

FUNCTION DESCRIPTIONS	1 BEGINNING OF YEAR BALANCE	2 ADDITIONS DURING THE YEAR	3 REDUCTIONS DURING THE YEAR	4 CURRENT YEAR END BALANCE
11 Council and Other Legislative				
12 General Administration and Other				
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service				
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting	4,420,000			4,420,000
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution System	1,600,000	800,000	-	2,400,000
42 Sanitary Sewage Service and Treatment	900,000			900,000
43 Garbage Collection & Disposal				
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs	80,000			80,000
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
91 Gas Production and Distribution				
92 Electrical Production and Distribution				
93 Telephone System				
TOTAL MUNICIPAL CAPITAL FUNCTIONS	7,000,000	800,000		7,800,000
96 County School Functions				
GRAND TOTAL CAPITAL FUNCTIONS	(1) 7,000,000	(2) 800,000	(2)	(1) 7,800,000

(1) The grand total amounts for "Beginning of Year Balance" and "Current Year End Balance" must agree with appropriate balance sheet items on page 2.

(2) The grand total amounts for "Additions" and "Reductions" must agree with the appropriate change in equity items on page 7; and these amounts are to include any adjustments to prior years' balances or for other noted reasons.

NOTE: List any assets of Other Local Governments assumed by and/or transferred to Other Local Governments.

SAMPLEFORD
MUNICIPALITY

620 BUILDING FIXED ASSETS
Continuity During the Year Ended December 31, 1992

FR7

FUNCTION DESCRIPTIONS	1	BEGINNING OF YEAR BALANCE	2	ADDITIONS DURING THE YEAR	3	REDUCTIONS DURING THE YEAR	4	CURRENT YEAR END BALANCE
11 Council and Other Legislative	1							
12 General Administration and Other	2	400,000						400,000
.....	3							
.....	4							
21 Police Department and Services Used	5							
23 Fire Fighting and Preventive Service	6	220,000						220,000
24 Disaster Service and Emergency Measures	7							
25 Ambulance Services and First Aid	8							
26 By-Laws Enforcement and Other	9							
.....	10							
.....	11							
31 Common Services and/or Equipment Pool	12							
32 Roads, Streets, Walks, Lighting	13	212,000						212,000
.....	14							
33 Airport Services	15							
34 Public Transit Systems	16							
37 Storm Sewers and Drainage	17							
.....	18							
41 Water Supply and Distribution System	19	100,000						100,000
.....	20							
42 Sanitary Sewage Service and Treatment	21	8,000						8,000
.....	22							
43 Garbage Collection & Disposal	23							
.....	24							
.....	25							
51 Family and Community Support Services	26							
52 Day Care	27							
53 Other Public Health	28							
56 Cemeteries and Crematoriums	29							
.....	30							
61 Municipal Planning, Zoning & Development	31							
62 Community and/or Agricultural Services	32							
66 Subdivision Land and Developments	33							
67 Public Housing Operations	34							
69 Land/Housing/Building Rentals and Other	35							
.....	36							
.....	37							
71 Recreation Board and Other Services	38	1,060,000						1,060,000
72 Recreation/Parks Facilities and Programs	39							
74 Culture: Community Hall, Library, Museum, etc.	40							
75 Convention Centre	41							
.....	42							
.....	43							
91 Gas Production and Distribution	44							
92 Electrical Production and Distribution	45							
93 Telephone System	46							
.....	47							
.....	48							
.....	49							
.....	50							
TOTAL MUNICIPAL CAPITAL FUNCTIONS	51	2,000,000	-	-	-	-		2,000,000
96 County School Functions	52							
GRAND TOTAL CAPITAL FUNCTIONS	53	(1) 2,000,000	(2) -	(2) -	(2) -	(2) -	(1) 2,000,000	

- (1) The grand total amounts for "Beginning of Year Balance" and "Current Year End Balance" must agree with appropriate balance sheet items on page 2.
- (2) The grand total amounts for "Additions" and "Reductions" must agree with the appropriate change in equity items on page 7; and these amounts are to include any adjustments to prior years' balances or for other noted reasons.

NOTE: List any assets of Other Local Governments assumed by and/or transferred to Other Local Governments.

SAMPLEFORD

MUNICIPALITY

630 MACHINERY, EQUIPMENT FIXED ASSETS

Continuity During the Year Ended December 31, 1992

FR8

FUNCTION DESCRIPTIONS	BEGINNING OF YEAR BALANCE	ADDITIONS DURING THE YEAR	REDUCTIONS DURING THE YEAR	CURRENT YEAR END BALANCE
11 Council and Other Legislative				
12 General Administration and Other	40,000	-	-	40,000
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service	100,000	-	-	100,000
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting	115,000	-	-	115,000
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution System	493,000	-	-	493,000
42 Sanitary Sewage Service and Treatment	15,000	-	-	15,000
43 Garbage Collection & Disposal	7,000	-	-	7,000
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs	30,000	-	-	30,000
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
91 Gas Production and Distribution	3,800,000	70,000	-	3,870,000
92 Electrical Production and Distribution				
93 Telephone System				
TOTAL MUNICIPAL CAPITAL FUNCTIONS	4,600,000	70,000	-	4,670,000
96 County School Functions				
GRAND TOTAL CAPITAL FUNCTIONS	4,600,000	70,000	-	4,670,000

(1) The grand total amounts for "Beginning of Year Balance" and "Current Year End Balance" must agree with appropriate balance sheet items on page 2.

(2) The grand total amounts for "Additions" and "Reductions" must agree with the appropriate change in equity items on page 7; and these amounts are to include any adjustments to prior years' balances or for other noted reasons.

NOTE: List any assets of Other Local Governments assumed by and/or transferred to Other Local Governments.

650 VEHICLE FIXED ASSETS

Continuity During the Year Ended December 31, 1992

FR 10

FUNCTION DESCRIPTIONS	1 BEGINNING OF YEAR BALANCE	2 ADDITIONS DURING THE YEAR	3 REDUCTIONS DURING THE YEAR	4 CURRENT YEAR END BALANCE
11 Council and Other Legislative				
12 General Administration and Other				
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service	50,000	-	-	50,000
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting	130,000			130,000
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
41 Water Supply and Distribution System				
42 Sanitary Sewage Service and Treatment				
43 Garbage Collection & Disposal	20,000			20,000
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs	100,000		80,000	20,000
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
91 Gas Production and Distribution				
92 Electrical Production and Distribution				
93 Telephone System				
TOTAL MUNICIPAL CAPITAL FUNCTIONS	300,000	-	80,000	220,000
96 County School Functions				
GRAND TOTAL CAPITAL FUNCTIONS	300,000	-	80,000	220,000

(1) The grand total amounts for "Beginning of Year Balance" and "Current Year End Balance" must agree with appropriate balance sheet items on page 2.

(2) The grand total amounts for "Additions" and "Reductions" must agree with the appropriate change in equity items on page 7; and these amounts are to include any adjustments to prior years' balances or for other noted reasons.

NOTE: List any assets of Other Local Governments assumed by and/or transferred to Other Local Governments.

SAMPLEFORD
MUNICIPALITY

310 DEBENTURES, BOND AND MORTGAGE ISSUES
Continuity During the Year Ended December 31, 1992

F R 1 1

FUNCTION DESCRIPTIONS	1	2	3	4
	BEGINNING OF YEAR BALANCE	ADDITIONS DURING THE YEAR	REDUCTIONS DURING THE YEAR	CURRENT YEAR END BALANCE
11 Council and Other Legislative				
12 General Administration and Other				
.....				
.....				
.....				
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service				
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
.....				
.....				
.....				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting,	1,385,000	-	102,000	1,283,000
.....				
.....				
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
.....				
.....				
41 Water Supply and Distribution System	-	150,000	-	150,000
.....				
42 Sanitary Sewage Service and Treatment				
.....				
43 Garbage Collection & Disposal				
.....				
.....				
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
.....				
.....				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments	115,000	-	20,000	95,000
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
.....				
.....				
.....				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs				
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
.....				
.....				
.....				
91 Gas Production and Distribution	2,176,000	-	128,000	2,048,000
92 Electrical Production and Distribution				
93 Telephone System				
.....				
.....				
.....				
.....				
.....				
TOTAL MUNICIPAL CAPITAL FUNCTIONS	3,676,000	150,000	250,000	3,576,000
.....				
96 County School Functions				
.....				
GRAND TOTAL CAPITAL FUNCTIONS	(1) 3,676,000	(2) 150,000	(2) 250,000	(1) 3,576,000

(1) The grand total amounts for "Beginning of Year Balance" and "Current Year End Balance" must agree with appropriate balance sheet items on page 2.

(2) The grand total amounts for "Additions" and "Reductions" must agree with the appropriate change in equity items on page 7; and these amounts are to include any adjustments to prior years' balances or for other noted reasons.

NOTE: List any debentures of Other Local Governments assumed by and/or transferred to Other Local Governments.

Add in this space, or attach a sheet, a listing of any debentures completely or partially paid out prior to the normal maturity date.

ANALYSIS OF DEBENTURE, BOND AND MORTGAGE DEBT
as at December 31, 1992

FR 25

FUNCTIONS REPORTED	DEBENTURE DEBT		
	¹ MUNICIPALITY'S SHARE	² OWNERS' (1) SHARE	³ CURRENT YEAR END BALANCE
31 Common Services and/or Equipment Pool			
32 Roads, Streets, Walks, Lighting	951,400	331,600	1,283,000
34 Public Transit Systems			
37 Storm Sewers and Drainage			
41 Water Supply and Distribution	150,000		150,000
42 Sanitary Sewage Service and Treatment			
62 Community and/or Agricultural Services			
66 Subdivision Land and Developments	95,000		95,000
67 Public Housing Operations			
69 Land/Housing/Building Rentals and Other			
91 Gas Production & Distribution	2,048,000	-	2,048,000
92 Electrical Production & Distribution			
93 Telephone System			
96 County School Functions			
98 All Other Functions Debenture Debt			
GRAND TOTAL FUNCTIONS DEBENTURE DEBT	3,244,400	331,600	3,576,000

(1) If special frontage tax levied show Owners' Share Breakdown

FUTURE DEBENTURE, BOND AND MORTGAGE DEBT CHARGES BY YEARS

FR 26

ANALYSIS BY YEARS	MUNICIPAL		(1) SCHOOL	
	¹ PRINCIPAL	² INTEREST	³ PRINCIPAL	⁴ INTEREST
1993	319,580	416,420		
1994	353,891	379,709		
1995	392,296	338,904		
1996	420,438	292,995		
1997	446,483	244,917		
1998 to Maturity	1,643,312	326,000		
TOTAL	3,576,000	1,998,945		

(1) To be completed by Counties and Town of Devon.

SOURCE OF DEBENTURES, BONDS & MORTGAGES OUTSTANDING (MUNICIPAL BORROWING ONLY)
as at December 31, 1992

FR 27

SOURCE OF BORROWINGS	AMOUNTS
Alberta Municipal Financing Corporation	3,576,000
Province of Alberta	
Canada Mortgage and Housing Corporation	
Municipal Development and Loan Board	
Government of Canada	
Alberta Mortgage and Housing Corporation (1)	
Alberta Opportunity Company	
Public Bond Issue	
United States Market	
European Market	
Mortgage Borrowing	
Other	
TOTAL DEBENTURES, BONDS AND MORTGAGES (2)	3,576,000
Long-Term Capitalized Leases	-

(1) Do not include contingent liabilities
(2) Total must agree with FR11-4-51

477 STATEMENT OF TRUST LIABILITIES
For the Year Ended December 31, 1992

FR14

	1	2	3	4
	OPENING BALANCE	TRUST LIABILITY ADDITIONS	TRUST CLAIMS REDUCTIONS	YEAR END LIABILITY BALANCE
Tax Sale Surplus Trust Liability	1			
Cemetery Perpetual Care Liability	2	2,000	-	2,000
Others	3			
.....	4			
.....	5			
TOTAL TRUST ACCOUNT LIABILITIES	6	2,000	-	2,000

The "Year End Liability Balance" in the Statement of Trust liabilities must be less than or equal to the amount shown for the "477 Trust Accounts Administered (Total)" asset item in the Consolidated Balance sheet, page 2.
Counties and the Town of Devon are to insert lines for any appropriate school amounts.
All opening and year end balances must agree with appropriate items in the "Consolidated Balance Sheet", Schedule FS2.

47X METER RENTALS AND OTHER DEPOSIT LIABILITIES
For the Year Ended December 31, 1992

FR15

	1	2	3	4
	OPENING BALANCE	NEW DEPOSITS	DEPOSITS REFUNDED	YEAR END LIABILITY BALANCE
32 Deposits for Road Maintenance	1			
41 Water Meter Deposits	2	7,000	2,000	8,000
91 Gas Meter Deposits	3		1,000	
92 Electricity Meter Deposits	4			
Others	5			
.....	6			
.....	7			
.....	8			
TOTAL METER AND OTHER DEPOSIT LIABILITIES	9	7,000	2,000	8,000

490 PREPAID LOCAL IMPROVEMENTS AND OTHER LIABILITIES
For the Year Ended December 31, 1992

FR16

	1	2	3	4
	OPENING BALANCE	NEW PREPAIDS & OTHERS	REDUCTIONS THIS YEAR	YEAR END LIABILITY BALANCE
32 Roads, Curbs, Walks	1	13,000	-	11,000
37 Storm Sewers and Drainage	2		2,000	
41 Water Distribution Improvements Prepaid	3			
42 Sanitary Sewage Improvements Prepaid	4			
4X (Specify)	5			
.....	6			
.....	7			
Other Prepayments, Deferred Revenues, etc.	8			
.....	9			
.....	10			
.....	11			
.....	12			
Excess Collections on Requisitions	13			
TOTAL PREPAYMENTS AND OTHER LIABILITIES	14	13,000	-	11,000

CAPITAL FUNCTIONS COMPARATIVE ALLOWANCES/RESERVES BALANCES
For Preceding Year and as at December 31, 1992

FR18

FUNCTION DESCRIPTIONS	6XX CAPITAL ALLOWANCES		7XX CAPITAL RESERVES	
	¹ PRECEDING YEAR BALANCE	² CURRENT BALANCE	³ PRECEDING YEAR BALANCE	⁴ CURRENT BALANCE
11 Council and Other Legislative				
12 General Administration and Other				
.....				
.....				
.....				
21 Police Department and Services Used				
23 Fire Fighting and Preventive Service				
24 Disaster Service and Emergency Measures				
25 Ambulance Services and First Aid				
26 By-Laws Enforcement and Other				
.....				
.....				
31 Common Services and/or Equipment Pool				
32 Roads, Streets, Walks, Lighting				
.....				
.....				
33 Airport Services				
34 Public Transit Systems				
37 Storm Sewers and Drainage				
.....				
41 Water Supply and Distribution System			200,000	150,000
.....				
42 Sanitary Sewage Service and Treatment				
.....				
43 Garbage Collection & Disposal				
.....				
.....				
51 Family and Community Support Services				
52 Day Care				
53 Other Public Health				
56 Cemeteries and Crematoriums				
.....				
.....				
61 Municipal Planning, Zoning & Development				
62 Community and/or Agricultural Services				
66 Subdivision Land and Developments				
67 Public Housing Operations				
69 Land/Housing/Building Rentals and Other				
.....				
.....				
71 Recreation Board and Other Services				
72 Recreation/Parks Facilities and Programs				
74 Culture: Community Hall, Library, Museum, etc.				
75 Convention Centre				
.....				
.....				
91 Gas Production and Distribution	760,000	855,000		
92 Electrical Production and Distribution				
93 Telephone System				
.....				
.....				
.....				
.....				
97 General Capital Reserves			50,000	50,000
TOTAL MUNICIPAL CAPITAL FUNCTIONS	760,000	855,000	250,000	200,000
96 County School Functions				
GRAND TOTAL CAPITAL FUNCTIONS (1)	760,000	855,000	250,000	200,000

(1) To agree with total capital allowances and capital reserves on the Consolidated Balance Sheet, page 2.

SAMPLEFORD

MUNICIPALITY

OPERATING FUNCTIONS REVENUES BY TYPE AND EXPENDITURES BY OBJECT

For the Year Ended December 31, 1992

FR 19

FUNCTION DESCRIPTIONS ITEM DESCRIPTIONS	COUNCIL	ADMIN	FIRE	BYLAW	ROADS
	(11)	(12)	(23)	(26)	(32)
REVENUES BY TYPE:					
100/200 Special Municipal Levies 1					70,000
300 Sales to Other Governments 2					
400 Sales of Goods and Services 3					
520 Licenses & Permits 4				3,000	
530 Fines Issued 5					
550 Return on Investments held for Function 6					
560 Rental Revenues 7		5,000			
590 Other Revenues from Own Sources 8					
830 Federal Conditional Grants 9					
840 Provincial Conditional Grants 10			5,000		12,000
850 Local Government Conditional Grants 11					
910 Drawn from Operating Allowances 12					
920 Drawn from Operating Reserves 13		50,000			
930 Contributed from Operating Functions 14					
940 Contributed from Capital Sources 15					1,000
960 Gross Recoveries from Operating Functions 16					
990 Other 17					(1) 10,000
TOTAL FUNCTION OPERATING REVENUES (To FS3-COL. 1)	-	55,000	5,000	3,000	93,000
BUDGETED OPERATING REVENUES	-				
EXPENDITURES BY OBJECT:					
100 Salaries, Wages and Benefits 19	8,000	122,000			90,000
200 Contracted and General Services 20	12,000	4,000		4,000	
300 Purchases from Other Governments 21					
500 Materials, Goods, Supplies and Utilities 22		57,000	40,000		36,000
7X0 Grants to Government 23					
761 Contributed to Other Operating Functions 24					
762 Contributed to Capital Programs 25					
763 Added to Function Operating Allowances 26		1,000			
764 Added to Function Operating Reserves 27		30,000			
765 Contributed to Own Municipal Agencies 28					
770 Grants to Individuals and Organizations 29					
810 Bank Charges & Short-Term Interest 30		1,000			
820 Long-Term Debt Charges 31		2,000			
830 Debenture Debt Charges 32					(2) 267,000
960 Gross Recoveries to Operating Functions 33					
990 Other Transactions, Discounts, Adjustments 34		25,000			
TOTAL FUNCTION OPERATING EXPENDITURES (To FS3-COL. 2)	20,000	242,000	40,000	4,000	393,000
BUDGETED OPERATING EXPENDITURES	-				
NET FUNCTION OPERATING COST (To FS3-COL. 3)	20,000	187,000	35,000	1,000	300,000
NET FUNCTION OPERATING GAIN (To FS3-COL. 4)					
BUDGETED OPERATING GAIN					
BUDGETED OPERATING COST					

Notes: 1. One column to be completed for each operating function (except 'County School') reported on audited statement page 3, Combined Operating Revenues and Expenditures. Only the printed functions from FS3 may be used.

2. The following item values must agree with page 3:
- (a) Total Function Operating Revenues.
 - (b) Total Function Operating Expenditures.
 - (c) Net Function Operating Cost or
 - (d) Net Function Operating Gain.

(1) Appropriated from accumulated surplus.

(2) Principal 102,000
Interest 165,000
267,000

OPERATING FUNCTIONS REVENUES BY TYPE AND EXPENDITURES BY OBJECT

For the Year Ended December 31, 1992

FR 19

FUNCTION DESCRIPTIONS ITEM DESCRIPTIONS	GAS (91)	OP. CONT. (97)			
REVENUES BY TYPE:					
100/200 Special Municipal Levies					
300 Sales to Other Governments					
400 Sales of Goods and Services	540,000				
520 Licenses & Permits					
530 Fines Issued					
550 Return on Investments held for Function					
560 Rental Revenues					
590 Other Revenues from Own Sources					
830 Federal Conditional Grants					
840 Provincial Conditional Grants					
850 Local Government Conditional Grants					
910 Drawn from Operating Allowances					
920 Drawn from Operating Reserves					
930 Contributed from Operating Functions					
940 Contributed from Capital Sources					
960 Gross Recoveries from Operating Functions					
990 Other					
TOTAL FUNCTION OPERATING REVENUES (To FS3-COL. 1)	540,000	-			
BUDGETED OPERATING REVENUES					
EXPENDITURES BY OBJECT:					
100 Salaries, Wages and Benefits					
200 Contracted and General Services	180,000				
300 Purchases from Other Governments					
500 Materials, Goods, Supplies and Utilities					
7X0 Grants to Government					
761 Contributed to Other Operating Functions					
762 Contributed to Capital Programs					
763 Added to Function Operating Allowances					
764 Added to Function Operating Reserves					
765 Contributed to Own Municipal Agencies					
770 Grants to Individuals and Organizations					
810 Bank Charges & Short-Term Interest					
820 Long-Term Debt Charges					
830 Debenture Debt Charges	(1) 368,000				
960 Gross Recoveries to Operating Functions					
990 Other Transactions, Discounts, Adjustments		(2) 3,000			
TOTAL FUNCTION OPERATING EXPENDITURES (To FS3-COL. 2)	548,000	3,000			
BUDGETED OPERATING EXPENDITURES					
NET FUNCTION OPERATING COST (To FS3-COL. 3)	8,000	3,000			
NET FUNCTION OPERATING GAIN (To FS3-COL. 4)					
BUDGETED OPERATING GAIN					
BUDGETED OPERATING COST					

Notes: 1. One column to be completed for each operating function (except County School) reported on audited statement page 3. Combined Operating Revenues and Expenditures. Only the printed functions from FS3 may be used.

2. The following item values must agree with page 3:

- (a) Total Function Operating Revenues.
- (b) Total Function Operating Expenditures.
- (c) Net Function Operating Cost or
- (d) Net Function Operating Gain.

(1) Principal 128,000
Interest 240,000
368,000

(2) Previous year's requisition under-levy.

SAMPLEFORD
MUNICIPALITY

OPERATING FUNCTIONS REVENUES BY TYPE AND EXPENDITURES OBJECT
For the Year Ended December 31, 1992

FR 19A

FUNCTION DESCRIPTIONS	GRAND TOTAL
ITEM DESCRIPTIONS	99
REVENUES BY TYPE:	
100/200 Special Municipal Levies	70,000
300 Sales to Other Governments	
400 Sales of Goods and Services	860,000
520 Licenses & Permits	3,000
530 Fines Issued	
550 Return on Investments held for Function	
560 Rental Revenues	5,000
590 Other Revenues from Own Sources	6,000
830 Federal Conditional Grants	
840 Provincial Conditional Grants	17,000
850 Local Government Conditional Grants	
910 Drawn from Operating Allowances	
920 Drawn from Operating Reserves	50,000
930 Contributed from Operating Functions (1)	
940 Contributed from Capital Sources (2)	1,000
960 Gross Recoveries fm Operating Func	
990 Other	10,000
TOTAL FUNCTION OPERATING REVENUES	1,022,000
BUDGETED OPERATING REVENUES	
EXPENDITURES BY OBJECT:	
100 Salaries, Wages and Benefits	305,000
200 Contracted and General Services	365,000
300 Purchases from Other Governments	
500 Materials, Goods, Supplies and Utilities	228,000
7X0 Grants to	
761 Contributed to Other Operating Func. (1)	
762 Contributed to Capital Programs (3)	50,000
763 Added to Function Operating Allowances	1,000
764 Added to Function Operating Reserves	30,000
765 Contributed to Own Municipal Agencies	
770 Grants to Individuals and Organizations	
810 Bank Charges & Short-Term Interest	1,000
820 Long-Term Debt Charges	2,000
830 Debenture Debt Charges	670,000
960 Gross Recoveries to Operating Functions	
990 Other Transactions, Discounts, Adjustments	28,000
TOTAL FUNCTION OPERATING EXPENDITURES	1,680,000
BUDGETED OPERATING EXPENDITURES	
NET FUNCTION OPERATING COST (4)	698,000
NET FUNCTION OPERATING GAIN (5)	40,000
BUDGETED OPERATING GAIN	
BUDGETED OPERATING COST	

Notes: The following items must agree:

1. FR19A-99-14 must agree with FR19A-99-24.
2. FR19A-99-15 must agree with FR20A-99-34.
3. FR19A-99-25 must agree with FR20A-99-15.
4. FR19A-99-36 must agree with FS3-3-51.
5. FR19A-99-37 must agree with FS3-4-51.

SAMPLEFORD

MUNICIPALITY

CAPITAL FUNCTIONS FINANCES ACQUIRED AND FINANCES APPLIED

By Type and Object for the Year Ended December 31, 1992

FR 20

FUNCTION DESCRIPTIONS ITEM DESCRIPTIONS	ADMIN. (12)	ROADS (32)	WATER (41)	SUBDIVISIONS (66)	RECREATION (72)
CAPITAL FINANCES ACQUIRED:					
XXX Preceding Year Unexpended Funds Bal'ce. 1					40,000
100/200 Special Municipal Levies 2					
310 Debentures, Bonds and Mortgages Issued 3			150,000		
322 Long-Term Borrowed & New Capital Leases 4					
550 Return on Investments held for Function 5					25,000
570 Insurance Proceeds 6					
590 Other Revenues from Own Sources 7					
6X0 Sale of Fixed Assets 8					20,000
830 Federal Capital Grants 9					
840 Provincial Capital Grants 10			500,000		
850 Local Government Capital Grants 11					
86X From Own Municipality Boards or Agencies 2					
910 Drawn from Function Capital Allowances 13					
920 Drawn from Function Capital Reserves 14			50,000		
930 Contributed from Operating Functions 15			50,000		
940 Contributed from Other Capital Functions 16		10,000			
970 Developers' Agreements and Levies 17					30,000
990 Other 18		(1) 1,000			
TOTAL OF FUNDED CAPITAL AVAILABLE (To FS4-COL. 1)		11,000	750,000	-	115,000
BUDGETED FUNDED CAPITAL					
OVEREXPENDITURES TO BE PROVIDED BY:					
100/200 Future Property Levies 20					
3XX Borrowing Approved but not Received 21			50,000		
915 Future Contributions from Operations 22					
990 Other (Specify) Future Sales 23				150,000	
TOTAL OVEREXPENDITURES AT YEAR END (To FS4-COL. 2)		-	50,000	150,000	-
GRAND TOTAL CAPITAL FINANCING 25		11,000	800,000	150,000	115,000
BUDGETED TOTAL CAPITAL FINANCING					
CAPITAL FINANCES APPLIED					
XXX Prior Year's Overexpenditures Balance 26					
490 Other Assets Acquired 27				150,000	
610 Engineering Structures Additions 28			800,000		
620 Buildings Fixed Assets Additions 29					
630 Machines, Equipment Additions 30					
640 Land acquired for Government Use 31					
650 Vehicle Additions 32					
7X0 Grants to Government 33					
761 Contributed to Operating Functions 34		1,000			
762 Contributed to Other Capital Functions 35					10,000
763 Additions to Function Capital Allowances 36					
764 Additions to Function Capital Reserves 37					
765 Contributed to Own Municipality Agencies 38					
770 Grants to Individuals and Organizations 39					
990 Other Transactions and Adjustments 40					
TOTAL CAPITAL FUNDS APPLIED (To FS4-COL. 3)		1,000	800,000	150,000	10,000
BUDGETED CAPITAL APPLICATIONS					
UNEXPENDED CAPITAL BALANCE AT YEAR END (To FS4-COL. 4)		10,000		-	105,000
GRAND TOTAL CAPITAL FINANCING 43		11,000	800,000	150,000	115,000
BUDGETED TOTAL CAPITAL FINANCING					

Notes: 1 One column to be completed for each function reported on audited statement page 4, Combined Capital Financing Acquired and Applied, (except amounts for School Capital). Only the printed functions from FS4 may be used.

2. The following item values must agree with page 4:
- (a) Total of Funded Capital Acquired,
 - (b) Total Overexpenditures at Year End,
 - (c) Total Capital Funds Expended,
 - (d) Unexpended Capital Balance at Year End.
- (1) Debt charges recovered.

CAPITAL FUNCTIONS FINANCES ACQUIRED AND FINANCES APPLIED
By Type and Object for the Year Ended December 31, 1992

FR 20

FUNCTION DESCRIPTIONS	GAS				
ITEM DESCRIPTIONS	91				
CAPITAL FINANCES ACQUIRED:					
XXX Preceding Year Unexpended Funds Bal'ce. 1					
100/200 Special Municipal Levies 2					
310 Debentures, Bonds and Mortgages Issued 3					
322 Long-Term Borrowed & New Capital Leases ⁴					
550 Return on Investments held for Function 5					
570 Insurance Proceeds 6					
590 Other Revenues from Own Sources 7					
6X0 Sale of Fixed Assets 8					
830 Federal Capital Grants 9					
840 Provincial Capital Grants 10					
850 Local Government Capital Grants 11					
86X From Own Municipality Boards or Agencies ¹²					
910 Drawn from Function Capital Allowances 13					
920 Drawn from Function Capital Reserves 14					
930 Contributed from Operating Functions 15					
940 Contributed from Other Capital Functions ¹⁵					
970 Developers' Agreements and Levies 17					
990 Other 18					
TOTAL OF FUNDED CAPITAL AVAILABLE (To FS4-COL 1)	-				
BUDGETED FUNDED CAPITAL					
OVEREXPENDITURES TO BE PROVIDED BY:					
100/200 Future Property Levies 20					
3XX Borrowing Approved but not Received 21					
915 Future Contributions from Operations 22					
990 Other (Specify) Future Billings 23	70,000				
TOTAL OVEREXPENDITURES AT YEAR END (To FS4-COL 2)	70,000				
GRAND TOTAL CAPITAL FINANCING	70,000				
BUDGETED TOTAL CAPITAL FINANCING					
CAPITAL FINANCES APPLIED:					
XXX Prior Year's Overexpenditures Balance 26					
490 Other Assets Acquired 27					
610 Engineering Structures Additions 28					
620 Buildings Fixed Assets Additions 29					
630 Machines, Equipment Additions 30	70,000				
640 Land acquired for Government Use 31					
650 Vehicle Additions 32					
7X0 Grants to Government 33					
761 Contributed to Operating Functions 34					
762 Contributed to Other Capital Functions 35					
763 Additions to Function Capital Allowances 36					
764 Additions to Function Capital Reserves 37					
765 Contributed to Own Municipality Agencies 38					
770 Grants to Individuals and Organizations 39					
990 Other Transactions and Adjustments 40					
TOTAL CAPITAL FUNDS APPLIED (To FS4-COL 3)	70,000				
BUDGETED CAPITAL APPLICATIONS					
UNEXPENDED CAPITAL BALANCE AT YEAR END (To FS4-COL 4)	-				
GRAND TOTAL CAPITAL FINANCING	70,000				
BUDGETED TOTAL CAPITAL FINANCING					

Notes: 1. One column to be completed for each function reported on audited statement page 4. Combined Capital Financing Acquired and Applied, (except amounts for 'School Capital'). Only the printed functions from FS4 may be used.

2. The following item values must agree with page 4:
- (a) Total of Funded Capital Acquired,
 - (b) Total Overexpenditures at Year End,
 - (c) Total Capital Funds Expended,
 - (d) Unexpended Capital Balance at Year End.

CAPITAL FUNCTIONS FINANCES ACQUIRED AND FINANCES APPLIED
By Type and Object for the Year Ended December 31, 1992

FR20A

FUNCTION DESCRIPTIONS ITEM DESCRIPTIONS	GRAND TOTAL 99
CAPITAL FINANCES ACQUIRED:	
XXX Preceding Year Unexpended Funds Balance 1	40,000
100/200 Special Municipal Levies 2	
310 Debentures, Bonds and Mortgages Issued 3	150,000
322 Long-Term Borrowed & New Capital Leases 4	
550 Return on Investments held for Function 5	25,000
570 Insurance Proceeds 6	
590 Other Revenues from Own Sources 7	
6X0 Sale of Fixed Assets 8	20,000
830 Federal Capital Grants 9	
840 Provincial Capital Grants 10	500,000
850 Local Government Capital Grants 11	
86X From Own Municipality Boards or Agencies 12	
910 Drawn from Function Capital Allowances 13	
920 Drawn from Function Capital Reserves 14	50,000
930 Contributed from Operating Func. (2) 15	50,000
940 Contributed from Other Capital Func. (1) 16	10,000
970 Developers' Agreements and Levies 17	30,000
990 Other 18	1,000
TOTAL OF FUNDED CAPITAL AVAILABLE 19	876,000
BUDGETED FUNDED CAPITAL	
OVEREXPENDITURES TO BE PROVIDED BY:	
100/200 Future Property Levies 20	
3XX Borrowing Approved but not Received 21	50,000
915 Future Contributions from Operations 22	
990 Other (Specify) 23	220,000
TOTAL OVEREXPENDITURES AT YEAR END 24	270,000
GRAND TOTAL CAPITAL FINANCING 25	1,146,000
BUDGETED TOTAL CAPITAL FINANCING	
CAPITAL FINANCES APPLIED:	
XXX Prior Year's Overexpenditures Balance 26	
490 Other Assets Acquired 27	150,000
610 Engineering Structures Additions 28	800,000
620 Buildings Fixed Assets Additions 29	
630 Machines, Equipment Additions 30	70,000
640 Land Acquired for Government Use 31	
650 Vehicle Additions 32	
7X0 Grants to Government 33	
761 Contributed to Operating Functions (3) 34	1,000
762 Contributed to Other Capital Functions (1) 35	10,000
763 Additions to Function Capital Allowances 36	
764 Additions to Function Capital Reserves 37	
765 Contributed to Own Municipality Agencies 38	
770 Grants to Individuals and Organizations 39	
990 Other Transactions and Adjustments 40	
TOTAL CAPITAL FUNDS APPLIED 41	1,031,000
BUDGETED CAPITAL APPLICATIONS	
UNEXPENDED CAPITAL BALANCE AT YEAR END 42	115,000
GRAND TOTAL CAPITAL FINANCING 43	1,146,000
BUDGETED TOTAL CAPITAL FINANCING	

Notes: The following items must agree:

1. FR20A-99-16 must agree with FR20A-99-35
2. FR20A-99-15 must agree with FR19A-99-25
3. FR20A-99-34 must agree with FR19A-99-15

SAMPLEFORD

MUNICIPALITY

FINAL REPORT ON ASSESSMENTS AND VALUATIONS FOR 1992

F R 2 1

ITEM DESCRIPTIONS	LAND ASSESSMENT		BUILDINGS AND IMPROVEMENTS		MACHINERY, EQUIPMENT AND ENGINEERING STRUCTURES SUBJECT TO S.F.P.	TOTAL ASSESSMENT
	EXEMPT FROM SCHOOL FOUNDATION	SUBJECT TO SCHOOL FOUNDATION	EXEMPT FROM SCHOOL FOUNDATION	SUBJECT TO SCHOOL FOUNDATION		
TAXABLE PROPERTY ASSESSMENTS						
Commercial Properties 1		950,000		2,033,000	-	2,983,000
Industrial Properties 2		100,000		250,000	2,634,000	2,984,000
Residential Properties 3	4,500,000	4,000	13,087,000			17,591,000
Farming Properties 4	134,000	1,000	-	-		135,000
TOTAL TAXABLE PROPERTY ASSESSMENTS 5	4,634,000	1,055,000	13,087,000	2,283,000	2,634,000	23,693,000
OTHER TAXABLE ASSESSMENTS						
Railway Rights-of-Way 6					100,000	100,000
Pipe Lines 7		-		-	750,000	750,000
Electrical Power Services 8					325,000	325,000
Cable T.V. Systems 9					15,000	15,000
Telephone Systems 16					480,000	480,000
Sec. 25 Municipal Tax Act and M.T.E.A. 29	-		-			-
TOTAL OTHER TAXABLE ASSESSMENTS 10	-	-	-	-	1,670,000	1,670,000
GOVERNMENT PROPERTIES						
Municipal Electrical System 11		-		-	-	-
Municipal Gas System 12		40,000		200,000	1,250,000	1,490,000
Municipal Telephone System 28		-		-	-	-
Municipal Rental Properties 13		-		-		-
Leased, Grazing and Tax Recovery Lands 14		-		-		-
TOTAL MUNICIPAL ASSESSMENTS 15		40,000	-	200,000	1,250,000	1,490,000
Alberta Liquor Control Board 16		25,000		150,000		175,000
Other Provincial for Grants-in-Lieu 18		100,000		211,000		311,000
Alberta Mortgage and Housing Corporation 19		-		-		-
Seniors Self-Contained Units 30	30,000		200,000			230,000
TOTAL PROVINCIAL ASSESSMENTS 20	30,000	125,000	200,000	361,000	-	716,000
FEDERAL GOVERNMENT ASSESSMENTS 21	-	50,000	-	69,000		119,000
GRAND TOTAL ASSESSMENTS 22	4,664,000	1,270,000	13,287,000	2,913,000	5,554,000	27,688,000

Year Last General Assessment became effective for taxation purposes. Land 19 91. Improvements 19 91.

SAMPLEFORD

MUNICIPALITY

SUMMARY TABLE OF COMPARATIVE MILL RATES

For The Year Ended December 31, 1992

FR22

	PRECEDING YEAR 1991				CURRENT YEAR 1992			
	1	2	5	6	1	2	5	6
	SINGLE FAMILY RESIDENTIAL	MULTI-FAMILY RESIDENTIAL (2)	NON-RESIDENTIAL	ELECTRIC POWER AND PIPE LINE	SINGLE FAMILY RESIDENTIAL	MULTI-FAMILY RESIDENTIAL (2)	NON-RESIDENTIAL	ELECTRIC POWER AND PIPE LINE
MUNICIPAL MILLS								
Operating Special Levies								
Capital Special Levies								
General Municipal Operations	17.50	17.50	17.50	17.50	18.25	18.25	18.25	18.25
TOTAL MUNICIPAL MILLS	17.50	17.50	17.50	17.50	18.25	18.25	18.25	18.25
EDUCATION MILLS								
School Foundation Program			4.65	4.65			4.95	4.95
School Boards Representative (1)	16.00	16.00	16.00	16.00	17.00	17.00	17.00	17.00
TOTAL EDUCATION MILLS	16.00	16.00	20.65	20.65	17.00	17.00	21.95	21.95
OTHER REQUISITION MILLS	1.50	1.50	1.50	1.50	1.70	1.70	1.70	1.70
TOTAL REPRESENTATIVE MILL RATES	35.00	35.00	39.55	39.55	36.95	36.95	41.90	41.90

(1)

Public School Board	16.00	16.00	16.00	16.00	17.00	17.00	17.00	17.00
Separate School Board								

(2) Rural Municipalities may use this column for farm land mill rates if they differ from single family residential.



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

March 2, 1994

Alberta Municipal Affairs
Local Government Advisory Branch
12th Floor, City Centre
101 - 55 - 102 Street
Edmonton, Alberta
T5J 4L4

Attention: John McGowan, Assistant Deputy Minister

Dear Sir:

RE: DISCUSSION PAPER ON MUNICIPAL FINANCIAL REPORTING REQUIREMENTS

At The City of Red Deer Council Meeting held on February 28, 1994, consideration was given to your correspondence dated December 31, 1994, concerning the above topic and at which meeting the following motion was passed.

"RESOLVED that Council of The City of Red Deer having considered correspondence from Alberta Municipal Affairs dated December 31, 1993, re: Discussion Paper on Municipal Financial Reporting Requirements, hereby agrees to support said discussion paper and as presented to Council February 28, 1994."

The decision of Council in this instance is submitted for your information. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Kelly Kloss
City Clerk

c.c. Director of Financial Services



*a delight
to discover!*

CityCentre, 10155 - 102 Street
Edmonton, Alberta
Canada T5J 4L4

In Replying Please Quote:
02792-005

March 11, 1994

**Kelly Kloss
City Clerk
The City of Red Deer
P.O. Box 5008
Red Deer, Alberta
T4N 3T4**

Dear Mr. Kloss:

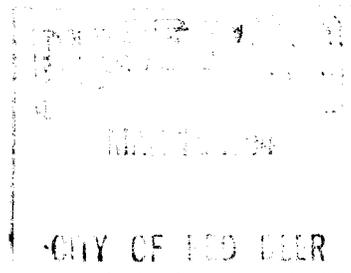
We have received your comments with respect to the Discussion Paper on Municipal Financial Reporting Requirements. We will be preparing a summary and analysis of all comments received, and will forward a copy to you when it is completed.

Thank you for the time and effort spent in responding on this issue.

Yours truly,



**Colin Doupe, CA
Senior Financial Advisor**



MEMORANDUM

DATE: January 31, 1994
TO: City Clerk Kelly Kloss
FROM: Personnel Manager Grant Howell
RE: COMMISSIONER'S COMMENDATIONS - E.I.S. PROJECT TEAM

We would like to publicly acknowledge the excellent work done by the Project Implementation team for the new Employee Information System.

Our proposal, which I have discussed with Commissioner Day, is to take three to five minutes at the beginning of the Council meeting of February 14th and have Mike present Commissioner's Commendations to the twelve members of that team. 28

This is an opportunity to let Council and the public know that we have some talented and dedicated staff undertaking some complex tasks and completing them successfully.

Please let me know if this will cause any difficulty.



/rg
c. M. Day

BYLAW NO. 2672/H-94

Being a Bylaw to amend Bylaw No.2672/80, the Land Use Bylaw of the City of Red Deer.

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

1. Rescind subsections 6.6.1.4, 6.6.2.4, and 6.6.3.4 and replace them with the following:

6.6.1.4	(1)	Floor Area: Minimum	-	Frontage in metres x 5.5 metres Subject to section 6.6.1.5 (2672/R-80)
	(2)	Site Coverage: Maximum	-	Duplex 85 metres ² 40% (includes garage and accessory buildings)
	(3)	Building Height: Maximum	-	Two storeys with a maximum of 10 metres measured from the average of the lot grade
	(4)	Front Yard: Minimum	-	6.0 metres subject to Section 6.6.1.5
	(5)	Side Yard:	-	Detached dwelling - minimum 1.5 metres subject to Section 6.6.1.5 Duplex (without side entry) - minimum 1.5 metres Subject to Section 6.6.1.5 Duplex (with side entry) - minimum 2.4 metres Subject to Section 6.6.1.5 Special residential - minimum 3.0 metres (2672/P-87)
	(6)	Rear Yard: Minimum	-	7.5 metres
	(7)	Lot Depth: Minimum	-	30 metres
	(8)	Landscaping: Minimum	-	35% of site area
	(9)	Parking: Subject to Section 4.10		
	(10)	Loading: N/A		
	(11)	Lot Area:	-	Detached dwelling - Minimum 360 metres subject to Section 6.6.1.5 (2672/C-83) Duplex - Minimum 232 metres per dwelling unit

-2-

Bylaw No. 2672/H-94

- (12) Frontage: Detached dwelling - Minimum 12 metres subject to Section 6.6.1.5 (2672/C-83)
- Duplex - Minimum 7.5 metres per unit, subject to Section 6.6.1.5

6.6.2.4 Regulations

- (1) Floor Area: Detached dwelling - Frontage in metres x 5 metres
- Duplex - Minimum 65 metres² for each unit
- Multi-attached - Minimum 60 metres² for each unit
- Multi-family - Minimum 60 metres² for each unit
- subject to Section 6.6.2.5
- (2) Site Coverage: Maximum 40% (includes garage accessory buildings)
- (3) Building Height: Maximum - two storeys with maximum of 10 metres measured from the average of the lot grade except apartments which shall be allowed three storeys
- (4) Front Yard: Minimum 6 metres except apartments which shall have a minimum setback of 7.5 metres, subject to Section 6.6.2.5

-3-

Bylaw No. 2672/H-94

- (5) Side Yard: - Detached dwelling - minimum 1.5 metres
subject to Section
6.6.2.5
- Duplex (without side entry) -
minimum 1.5 metres subject to
Section 6.6.2.5
- Duplex (with side entry) -
minimum 2.4 metres subject to
Section 6.6.2.5
- Multi-attached (without side entry) -
minimum 1.8 metres subject to
Section 6.6.2.5
- Multi-attached (with side entry) -
minimum 2.4 metres subject to
Section 6.6.2.5
- Multi-family - minimum 66% of building
height and in no case less
than 3 metres (2672/C-81)
- Special Residential - minimum 3
metres
(2672/P-87)
- (6) Rear Yard: Minimum 7.5 metres (2672/N-80)
- (7) Lot Depth: Minimum 30 metres
- (8) Landscaping Area: Minimum 35% of site area
- (9) Parking: Subject to Section 4.10
- (10) Loading: N/A
- (11) Lot Area: Detached dwelling - minimum 360 metres²
(2672/C-83)
- Duplex - minimum 232
metres²/dwelling unit
- Multi-attached - minimum 150 metres²
internal unit
minimum 186
metres² end
unit(2672/P-87)

-4-**Bylaw No. 2672/H-94**

- Multi-family - no separate bedroom - minimum 74 metres² per dwelling unit
 one bedroom - minimum 111 metres² dwelling unit
 more than one bedroom - minimum 139 metres² per dwelling unit
- (12) Frontage: Detached dwelling - minimum 12 metres (2672/C-83)
 Duplex - minimum 7.6 metres per dwelling unit
 Multi-attached building - minimum 16.5 metres, 5.5 metres per each unit (2672/P-87)
 Multiple family building - minimum 19.5 metres

6.6.3.4 Regulation

- (1) Floor Area: Detached dwelling - (minimum) frontage in metres x 5 metres
 Duplex - Minimum 65 metres² for each unit
 Multi-attached - Minimum 60 metres² for each unit
 Multi-family - minimum 37 metres² for each unit subject to Section 6.6.3.8.
- (2) Site Coverage: Maximum 40% (includes garage and accessory buildings)
- (3) Building Height: Maximum - two storeys with maximum of 10 metres measured from the average of the lot grade except apartments
- (4) Front Yard: Minimum 6 metres except apartments which shall have a minimum setback of 7.5 metres
- (5) Side Yard: - Detached dwelling - minimum 1.5 metres subject to Section 6.6.3.8.
 Duplex (without side entry) - minimum 1.5 metres subject to Section 6.6.3.8

-5-

Bylaw No. 2672/H-94

Duplex (with side entry) -
 minimum 2.4 metres subject to Section
 6.6.3.8

Multi-attached (without side entry) -
 minimum 1.8 metres subject to Section
 6.6.3.8

Multi-attached (with side entry) -
 minimum 2.4 metres subject to Section
 6.6.3.8

Multi-family -
 minimum 66% of building height and in no
 case less than 3 metres (2672/C-81)

Special Residential - minimum 3 metres
 (2672/P-87)

(6) Rear Yard: Minimum 7.5 metres

(7) Landscaping: Minimum 35% of the site area except in
 those R.3 land use districts contiguous to
 the C.1 land use district the minimum is
 33% of the site area. (2672/C-81)

(8) Parking: Subject to Section 4.10

(9) Loading: N/A

(10) Lot Area: Detached dwelling - minimum 232 metres² per
 dwelling unit
 Multi-attached building - minimum 150 metres²
 internal unit 186 metres² end unit (2672/P-87)
 Multiple family building - No separate bedroom -
 minimum 55 metres² per dwelling unit

One bedroom - minimum 82 metres² per dwelling
 unit (2672/G-81)

More than one bedroom - minimum 102 metres²
 per dwelling unit

Subject to Section 6.6.3.7

(11) Lot Frontage: Detached dwelling - minimum 7.6 metres
 Duplex - minimum 7.6 metres per dwelling
 Multi-attached building - minimum
 16.5 metres
 5.5 metres for each unit unit (2672/P-87)

2. Rescind section 4.3.1(1) and replace it with the following:

4.3.1(1) The base from which to measure the height of a building is from the mid point of the grade on the lot.

3. This By-law shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

BYLAW NO.2672/I-94

Being a Bylaw to amend Bylaw No.2672/80, the Land Use Bylaw of the City of Red Deer.

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

That By-law No. 2672/80 be amended as follows:

1. The Use District Map as referred to in Section 1.4 is hereby amended in accordance with the Use District Map No. 6/94, attached hereto and forming part of the By-law.
2. This By-law shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

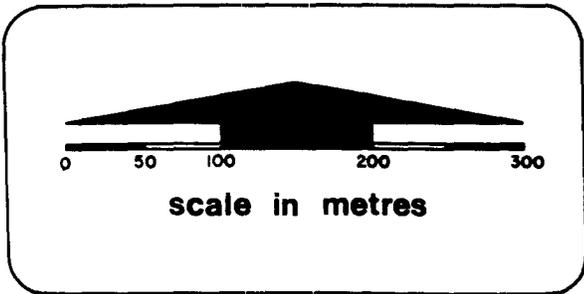
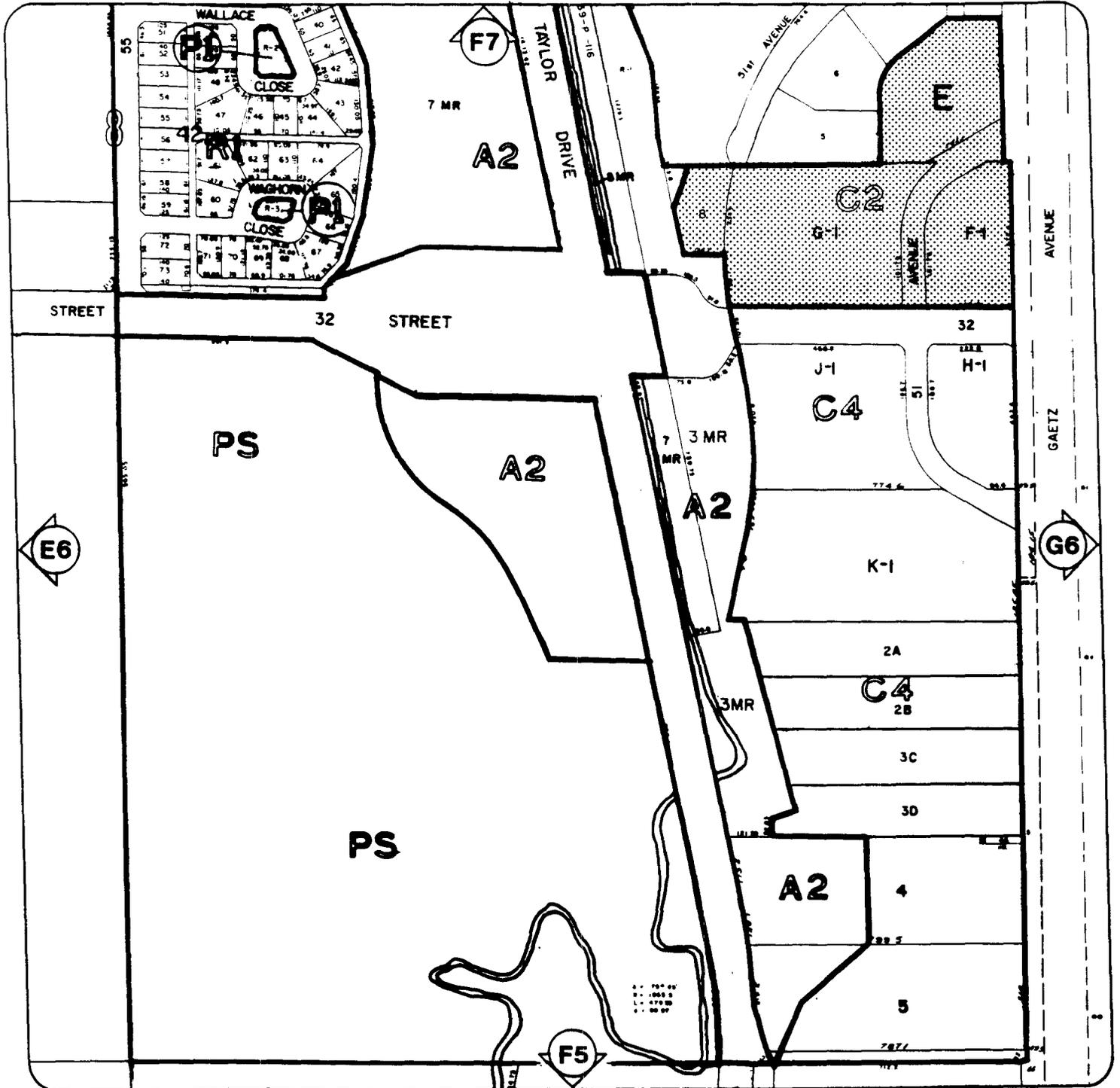
READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

City of Red Deer --- Land Use Bylaw Land Use Districts

F6



Revisions : MAP NO. 6/94
(BYLAW No. 2672/I-94)

Change from C4 to C2 .

BYLAW NO.2672/J-94

Being a Bylaw to amend Bylaw No.2672/80, the Land Use Bylaw of the City of Red Deer.

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

That By-law No. 2672/80 be amended as follows:

1. The Use District Map as referred to in Section 1.4 is hereby amended in accordance with the Use District Map No. 7/94, attached hereto and forming part of the By-law.
2. This By-law shall come into full force and effect upon the passage of third reading.

READ A FIRST TIME IN OPEN COUNCIL this day of A.D. 1994.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 1994.

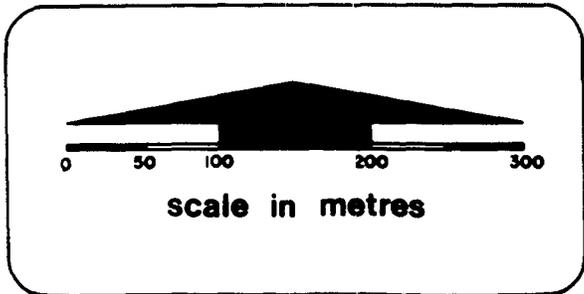
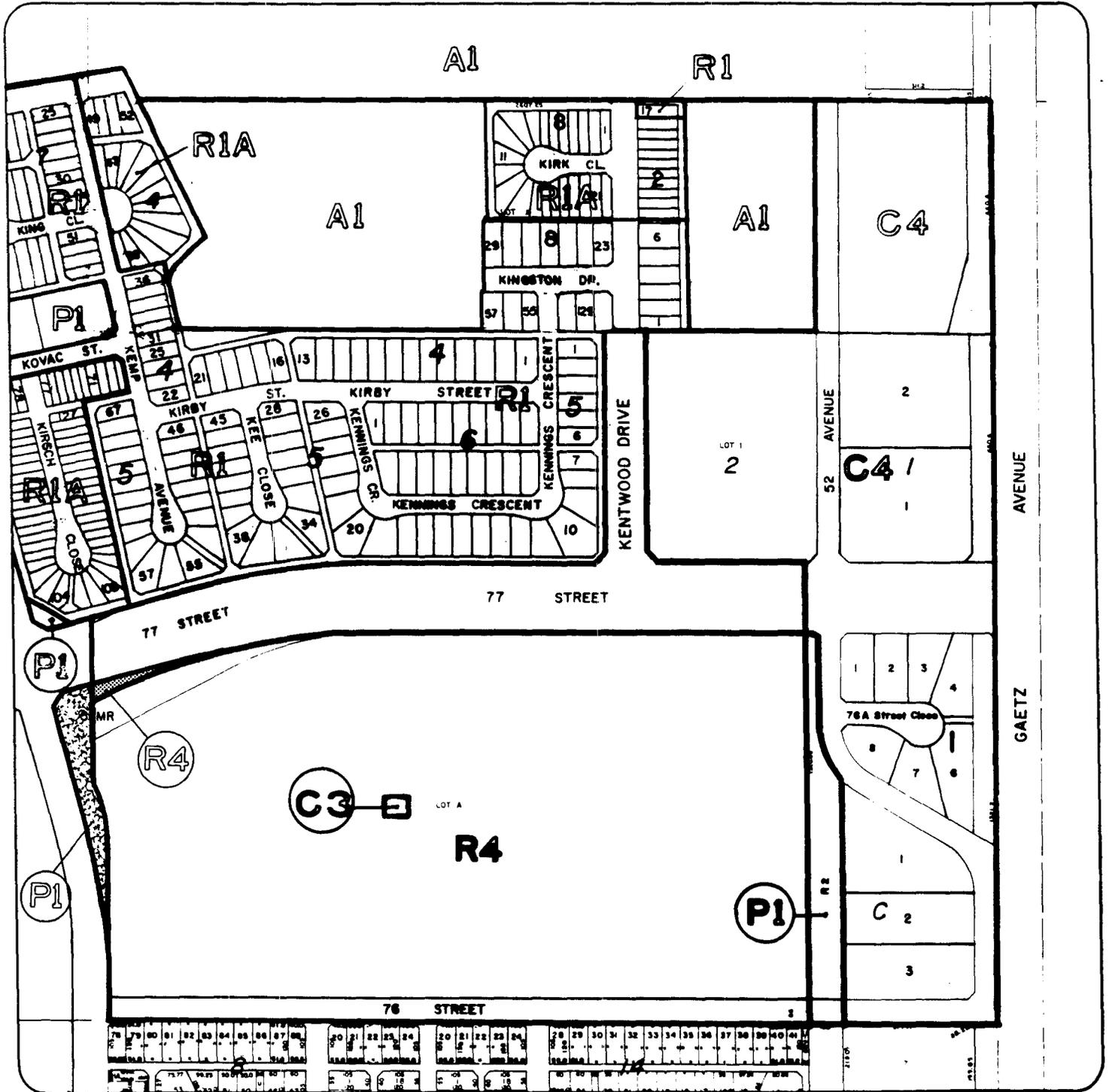
READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 1994.

MAYOR

CITY CLERK

City of Red Deer --- Land Use Bylaw Land Use Districts

F14



Revisions : MAP NO. 7/94
(BYLAW No. 2672/J-94)

Change from ROAD to R4  & P1 .