

## **A G E N D A**

FOR THE **REGULAR MEETING OF RED DEER CITY COUNCIL**

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

**MONDAY, JANUARY 29, 2001**

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

- (1) Confirmation of the Minutes of the regular meeting of Monday, January 15, 2001

Page No.

- (2) **UNFINISHED BUSINESS**

- (3) **PUBLIC HEARINGS**

- (4) **REPORTS**

1. City Clerk - Re:
  - (a) Downtown Business Association's 2001 Budget - Request for Approval
  - (b) Business Tax Bylaw 3196/98 / Request for Amendment to Change Tax Rate (Bylaw 3196/A-2001) / (Consideration of Three Readings of the Bylaw) . . 1
2. City Assessor - Re: Business Revitalization Zone Business Tax Bylaw 3196/98 / Request Change from Gross Annual Rental Value to Net Annual Rental Value / (Bylaw 3196/A-2001) / (Consideration of Three Readings of the Bylaw) . . 10
3. City Clerk - Re: Downtown Business Association - Request for Appointment of Members to the Board . . 17
4. City Assessor - Re: 2001 Equalized Assessment Appeals: City of Calgary and City of Edmonton . . 19

5. City Clerk - Re: Request for Appointment of Citizens-at-large & Council Representatives to the Region 78 Community Lottery Board Society . . 21
  6. City Clerk (Returning Officer) - Re: 2001 Municipal Election - Monday, October 15, 2001:
    - (a) 2001 Election Bylaw 3274/2001
    - (b) Bylaw 3257/A-2001 - Repeal of Permanent Register of Residents Entitled to Vote Bylaw 3257/2000

(Consideration of Three Readings of the Bylaws) . . 30
  7. Parkland Community Planning Services - Re: Land Use Bylaw Amendment 3156/F-2001 / Rezoning of Properties within Heritage Business Park from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District / (Consideration of 1<sup>st</sup> Reading of the Bylaw) . . 43
  8. Community Housing Advisory Committee - Re: Recommendations for Community Housing Funding Allocations . . 48
- (5) **CORRESPONDENCE**
1. Dennis Zimmer - Re: Request for Relaxation of Building Setback Requirements on 49 Street / Palace Livery, o/a Kovac's Manufacturing & Repairs / (5009 - 49 Street) . . 55
  2. Wild Rose Optimist Club - Re: Adventure in Lights Proposal / Lion's Campground . . 70
- (6) **PETITIONS AND DELEGATIONS**
- (7) **NOTICES OF MOTION**
1. Councillor Dawson - Re: Notice of Motion: Amendment to Procedure Bylaw 3140/95 (3140/A-2001) / (Consideration of Three Readings of the Bylaw) . . 108
- (8) **WRITTEN INQUIRIES**

(9) **BYLAWS**

1. **3140/A-2001** - Procedure Bylaw Amendment (3140/95) / - Three Readings .. 110  
.. 108
2. **3156/F-2001** - Land Use Bylaw Amendment / Rezoning of Properties within Heritage Business Park from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District / - 1<sup>st</sup> Reading .. 111  
.. 43
3. **3196/A-2001** - Business Revitalization Zone Business Tax Bylaw:  
(a) Request for Tax Rate Change  
(b) Request Change from Gross Annual Rental Value to Net Annual Rental Value  
/ - Three Readings .. 114  
.. 1  
.. 10
4. **3274/2001** - 2001 Municipal Election Bylaw (Repeals Previous Election Bylaw 3195/98) / - Three Readings .. 115  
.. 30
5. **3257/A-2001** - Bylaw to Repeal Permanent Register of Residents Entitled to Vote Bylaw / - Three Readings .. 127  
.. 30

Item No. 1

**DATE:** January 22, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** (a) ***Downtown Business Association's 2001 Budget***  
(b) ***Business Tax Bylaw No. 3196/98 - Request for Amendment 3196/A-2001 (Tax Rate)***

---

### ***History***

In 1984 Council received a request from businesses located in the Downtown area to establish a Business Revitalization Zone (BRZ) in accordance with the Municipal Government Act. Based on this request and input from the downtown businesses, Council agreed to establish this zone. The Downtown Business Association's Board of Directors is responsible for the management of this zone, including preparation and administration of its budget.

Although this Board operates autonomously from The City of Red Deer, we are linked in the following ways:

1. Council appoints the members of the Board.
2. The BRZ budget is approved by Council.
3. Any changes to the BRZ Bylaw, including its boundaries, must be approved by Council.
4. The City completes the business assessment, invoices and collects the BRZ Tax for the Board. These invoices are sent out in February of each year to every person assessed for business purposes in the BRZ. The due date for payment is always March 31<sup>st</sup>.

### ***Consultation***

In mid December 2000, the City Clerk's Office received the Downtown Business Association's (BRZ) Budget for 2001. In accordance with Council's previous resolution, individual notices were mailed to every person assessed for business purposes within this zone, stating that on January 29, 2001 at 7:00 p.m., Council will:

1. Consider written or verbal presentations concerning this budget.
2. Consider approval of the budget following any presentations.

### ***Financial Implications***

The report and budget from the Downtown Business Association outlines the financial implications of approving this budget. Should Council approve the budget as presented, an amendment to BRZ Business Tax Bylaw 3196/98 will be required to increase the amount paid annually as a business tax from .72% to .76% of the business assessment or the sum of \$100 - whichever is the greater.

City Council  
January 22, 2001  
Page 2

### ***Budget Amendments***

The Municipal Government Act states that Council may, in its approval of the BRZ budget, authorize the Board to amend the budget by transferring amounts to or from the Board's reserves and transferring amounts between expenditure items as long as the total expenditures is not increased. This allows the Board some flexibility during the year.

The Board is currently repaying their "Ghosts" project loan received from The City. For 2001, the Board is planning to fund loan payments of \$9716.66 from reserves. Due to an oversight, this intention was not reflected in the Board's budget document. Authorization to do this should be included in Council's resolution when approving the 2001 BRZ budget.

### ***Recommendations:***

1. That following any presentations, Council consider and provide for:
  - (a) Amending the 2001 BRZ Budget by including the payment of \$9716.66 from BRZ reserves to The City for the "Ghosts" project loan.
  - (b) Approving the 2001 BRZ Budget as amended.
  - (c) Authorizing the Downtown Business Association's Board to amend its budget by transferring amounts to or from its reserves and by transferring amounts between expenditures so long as the amount of total expenditures is not increased.
2. That three readings be given to BRZ Business Tax Bylaw Amendment No. 3196/A-2001 to change the BRZ tax rate from .72% to .76% in order to generate the required levy to meet the Downtown Business Association's Budget request.



Kelly Kloss  
City Clerk

/clr  
attchs.

**FILE****Office of the City Clerk**

January 5, 2001

To All Businesses in the BRZ

Box 5008  
Red Deer, Alberta  
T4N 3T4

Dear Sir/Madam:

**Re: (a) Downtown Business Association - 2001 Budget**  
**(b) City of Red Deer - Business Tax Assessment Updated for Business Revitalization Zone**

***Downtown Business Association - 2001 Budget***

The Downtown Business Association's Board of Directors has prepared the attached 2001 Business Revitalization Zone budget for review and approval by City Council. Before Council considers this budget we want to give you, as a member of the Association, an opportunity to provide Council with your comments regarding this budget. Comments can be communicated to Council by:

1. Sending a letter to: Red Deer City Council  
c/o City Clerk  
Box 5008, Red Deer, AB T4N 3T4  
Deadline: Monday January 22, 2001
2. Emailing Council at: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)
3. Attending and speaking at the Public Hearing scheduled for **Monday, January 29, 2001 at 7:00 p.m.** in Council Chambers, 2<sup>nd</sup> floor, City Hall (access through west, Park side, City Hall doors).

Comments submitted will be placed on the open agenda of Council and will be available to the public.

For additional information, or should you have questions, please contact the:

- Downtown Business Association at (403) 340-8696 for budget inquiries;
- City Clerk at (403) 342-8132 - regarding the Council meeting.

*The City of Red Deer*

**City of Red Deer:**

**Business Tax Assessment Updated for Business Revitalization Zone**

The Business Tax Assessment is used as a basis to calculate the Business Revitalization Zone (BRZ) tax for businesses in downtown Red Deer. This tax is levied to business owners who may or may not be the property owner with the revenue generated being forwarded to the Downtown Business Association annually to fund their budget. Please see the attached 2001 Budget.

In accordance with provincial legislation, The City must now annually update assessments based on market value which in the case of business assessment will be calculated on the net annual rental value of the premises. The last update of these values was in 1995 and was based on gross annual rental value.

*What does this mean to you as a business owner?*

The amount of money that The City collects for the Downtown Business Association's 2001 budget will not increase, however a change will result in the amount of business tax levied to a number of accounts. The change will affect approximately 56% of the accounts (256 of 460 accounts). There will be no change to the taxes payable to 44% of the accounts (204 of 460 accounts). Generally, the businesses in the older properties will experience a decrease in BRZ taxes, and the businesses in the newer properties will experience an increase in BRZ taxes, because net rents in older properties are less than net rents in newer properties.

The following charts provide a summary of the changes.

# of Accounts	%	Change
99	21.5%	Decrease from 1% - 20%
88	19.1%	Decrease from 21% - 100%
<b>204</b>	<b>44.3%</b>	<b>No Change</b>
35	7.6%	Increase from 1% - 20%
34	7.4%	Increase from 21% - 100%

Distribution of Accounts by Tax Dollar Change		
Dollar Change	# of Accounts	Percent of Accounts
Over \$500 decrease	3	0.7
\$300 to \$500 decrease	6	1.3
\$201 to \$300 decrease	7	1.5
\$101 to \$200 decrease	31	6.7
\$51 to \$100 decrease	38	8.3
\$26 to \$50 decrease	43	9.3
\$0 to \$25 decrease	59	12.9
<b>No change</b>	<b>204</b>	<b>44.3</b>
\$0 to \$25 increase	23	5.0
\$26 to \$50 increase	16	3.5
\$51 to \$100 increase	16	3.5
\$101 to \$200 increase	6	1.3
\$201 to \$500 increase	7	1.5
Over \$1000 increase	1	0.2
Total	460	100.0%

For those accounts that will experience a larger increase, the Assessment Department will be contacting you to review your account. If you have any questions about your business assessment, please call the Assessment Department at 342-8119.

City Council will also be reviewing the update of the business tax assessment at their meeting of Monday, January 29, 2001 at 7:00 p.m. in Council Chambers, 2<sup>nd</sup> floor City Hall. For your convenience, should you wish to address Council on the method of valuing business assessment, please refer to one of the options noted above.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Kloss", with a long, sweeping underline that extends to the right.

Kelly Kloss  
City Clerk

KK/clr  
attchs.

c      Director of Corporate Services  
         City Assessor  
         Tax Collector





December 22, 2000

Mayor Surkan and  
City Councillors  
City of Red Deer

**Re: Red Deer Downtown Business Association  
2001 Budget**

Dear Mayor and Council;

The Downtown Business Association is pleased to submit to you the 2001 Budget that has been approved by the Board of Directors for the Association.

We would like to announce that the 2001 budget requires no changes and will not warrant a BRZ tax increase.

Our Mission Statement of the Association is:

*To provide an accountable and resourceful downtown business association which responds to the needs of our members through promotion, communication, innovation, and partnerships.*

In conclusion the Downtown Business Association would be pleased to answer any questions you may have concerning this budget. You may contact us by phone at 340-8696 or by fax at 340-8699.

Thank you for your attention.

Jim DeZutter, Chairman  
Red Deer Downtown Business Association

Red Deer Downtown Business Association 7  
2001 Proposed Budget

	2001 Budget	2000 Budget	1999 Budget
<b>REVENUE</b>			
BRZ levy	134,000	133,620	112,000
Alberta Main Street Programme	40,000		
Litter contract (see attached schedule)	43,500	43,500	43,500
Street decoration (banners)	5,700	5,700	5,700
Project revenue (information Kiosks rentals)	4,500	4,500	4,500
<b>TOTAL BUDGETED REVENUE</b>	<b>\$227,700</b>	<b>\$187,320</b>	<b>\$165,700</b>
<b>EXPENDITURES</b>			
Administration			
Bank charges	100	100	100
Board meetings	1,600	1,600	1,600
Bookkeeping fees	1,500	1,500	3,600
Computer supplies	1,000	1,000	1,000
Conferences	2,000	1,950	1,700
Dues & fees	750	500	300
Insurance, directors liability	1,100	1,100	900
Insurance, property & liability	1,700	1,700	1,300
Internet access & web site	900	900	
Janitorial	500	450	900
Manager vehicle expense	2,100	1,800	1,750
Office supplies	2,500	2,700	2,700
Professional fees	1,800	1,700	1,500
Rent	8,700	7,500	7,500
Salaries & benefits	63,420	77,220	39,450
Telephone	2,400	1,650	1,400
Total administration expenses	<b>\$92,070</b>	<b>\$103,370</b>	<b>\$65,700</b>
BRZ assessment fee	<b>\$4,000</b>	<b>\$4,000</b>	
Project Costs			
Alberta Main Street Programme (see attached sched)	49,840		
Litter contract (see attached schedule)	43,500	43,500	43,500
Street decoration (banners)	5,700	5,700	5,700
Festival promotions (Christmas parade, First Night, etc.)	9,000	8,000	6,000
Ghost collection	2,590		38,000
Promotions	1,500	1,500	
Public relations (see attached schedule)	13,650	15,750	4,400
Publicity (see attached schedule)	5,850	5,500	2,400
Total project costs	<b>\$131,630</b>	<b>\$79,950</b>	<b>\$100,000</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$227,700</b>	<b>\$187,320</b>	<b>\$165,700</b>

8

Red Deer Downtown Business Association  
2001 Proposed Budget

	2001 Budget	2000 Budget	1999 Budget
<b>ALBERTA MAIN STREET PROGRAMME</b>			
Advertising	1,800		
Main Street coordinator salary	40,000		
Main Street coordinator employee benefits	2,640		
Office expenses	3,200		
Public relations	700		
Photography	500		
Travel expenses	1,000		
<b>TOTAL ALBERTA MAIN STREET EXPENSES</b>	<b><u>\$49,840</u></b>		
<b>LITTER CONTRACT BUDGET (Environmental Maintenance Contract)</b>			
<b>REVENUE</b>			
City of Red Deer Litter Contract (includes GST)	<b><u>\$43,500</u></b>	<b><u>\$43,500</u></b>	<b><u>\$43,500</u></b>
<b>EXPENSES</b>			
Salaries and benefits	23,300	22,500	22500
Vehicle (insurance, maintenance and repair)	5,275	9,080	11404
Administration	6,000	6,000	4500
Supplies (clean, repair & replace litter containers)	5,565	2,560	2250
GST (7% due and payable)	3,360	3,360	2846
<b>TOTAL LITTER CONTRACT EXPENSES</b>	<b><u>\$43,500</u></b>	<b><u>\$43,500</u></b>	<b><u>\$43,500</u></b>
<b>PUBLIC RELATIONS EXPENSES</b>			
Newsletter	2,400	2,400	2,400
Brochure printing	1,500	3,600	
Networking - minimum two events	2,500	2,500	2,000
Annual general meeting (Vegas Night)	1,500	1,500	
Stationary printing	750	750	
Business reward program	5,000	5,000	
<b>TOTAL PUBLIC RELATIONS EXPENSES</b>	<b><u>\$13,650</u></b>	<b><u>\$15,750</u></b>	<b><u>\$4,400</u></b>
<b>PUBLICITY</b>			
City maps	600	600	
Hotel guest room directory	450		
Signage upgrading	1,500	1,700	
Print advertising	1,605	1,605	2,400
Visitor & Convention Bureau Visitor Guide	1,695	1,595	
<b>TOTAL PUBLICITY EXPENSES</b>	<b><u>\$5,850</u></b>	<b><u>\$5,500</u></b>	<b><u>\$2,400</u></b>

***Comments:***

We agree with the recommendations of the City Clerk.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Kelly Kloss**

**To:** hproulx  
**Cc:** George Lipka  
**Subject:** RE: From Central Alberta Hellerwork

**Submitted To City Council**

**Date:** Jan 29, 2001

Dear Sir;

In 1984 City Council received a request from businesses located in the Downtown area to establish a Business Revitalization Zone (BRZ) in accordance with the Municipal Government Act (this Act is Provincial legislation and governs the operations of municipalities). Based on this request and input from the downtown businesses Council agreed to establish this zone. Although you may not have heard of this type of Zone, it is common and has been established in other Alberta communities.

The Downtown Business Association's Board of Directors, which is made up of members located within the Zone, is responsible for the management of this zone, including preparation and administration of its budget. Although this Board operates autonomously from The City of Red Deer, the City is linked in the following ways:

- Council appoints the members of the Board.
- The BRZ budget is approved by Council.
- Any changes to the BRZ Bylaw, including its boundaries, must be approved by Council.
- The City completes the business assessment, invoices and collects the BRZ Tax for the Board. These invoices are sent out in February of each year to every person assessed for business purposes in the BRZ. The due date for payment is always March 31<sup>st</sup>. The money that is collected is given to and used by the Downtown Business Association for the benefit of its members.

While the zone does not cover the entire geographic area of the downtown, it does cover approximately 80% of the area.

The mission of the Association is to provide an accountable and resourceful downtown business association which responds to the needs of its members through promotion, communication, innovation, and partnerships. There is eleven Board of Directors which includes one representative from City Council. In simple terms, the BRZ exists to "complete or implement programs, projects, or events that could not normally be accomplished by a single business, or a small group of businesses."

As you have stated, if your business is located within the BRZ you must pay the Business Tax. It is an all or none situation. If businesses within the Zone feel that the Association should be disbanded then the following steps would have to be taken:

- A petition is submitted to City Council signed by taxpayers representing at least 25% of the taxable businesses in the business revitalization zone;
- If this petition is received then Council would provide for a vote of all of the taxpayers in the BRZ as to if the BRZ should be disbanded.

For specific details on the operations of the Downtown Business Association I would encourage you to contact their office at 340-8696. The efforts of this Association have made a very positive impact on the revitalization and health of the downtown.

For your reference I have attached to this email the proposed 2001 BRZ budget and cover letter from the Association and a letter from myself that went out to all BRZ taxpayers.

Should you have any question please contact me. I will be back to my office on Monday January 22, 2001.



Cover letter for 2001  
budget.doc



2001 proposed budget  
with changes.xls



2001 BRZ Letter  
repared for January - G

*Kelly Brian Kloss*  
City Clerk, City of Red Deer  
Phone: (403) 342-8132 Fax (403) 346-6195  
Email: [kellyk@city.red-deer.ab.ca](mailto:kellyk@city.red-deer.ab.ca)

-----  
**From:** hproulx

**Sent:** January, 18, 2001 4:31 PM

**To:** cityclerk@city.red-deer.ab.ca

**Subject:** From Central Alberta Hellerwork

<<File: ATT00000.html>>Dear Sir:

I just recently opened my business in the down town area and have just been informed today by George A. Lipka, Property Assessor, that I must pay a membership fee to belong to the downtown association. That I have no choice in this. I was informed all downtown businesses have to pay this. I have been in practice on Vancouver Island for seven years, Victoria and Courtenay. And I have never heard of this, my thoughts on this (because I have no choice) is that it falls down to, and goes back to the 40's when racketeering and protection had to be paid for a person to stay in business. And you hide this under legislation which is filled with dirty politicians putting money in their pocket from the common people! Isn't this the same pattern that was run in the 40's? We live in the year 2001, we are suppose to be a free people, an interposing people, so why do I have to pay for protection? Thank you, Bert Proulx, CHP, RMT.

ps, as you can tell I am quite upset about this if you can show good reason and just cause to pay this fee I will possibly reconsider. Why is no information provided for new business on this, instead some one shows up no explanation just, you owe, you pay.



**Submitted To City Council**

**Date:** Jan 29, 2001

January 29, 2001

Your Worship, Members of Council, and City Administration:

My name is Jim DeZutter of North Star Sports and it is an honour for me to present our Annual Report and 2001 Budget to you as the President of the Red Deer Downtown Business Association.

Our Board of Directors and our Executive Director spent many hours over the past year going through a process of Strategic Planning for our Association. One of the outcomes of our workshops was new strong and concise Vision and Mission statements that accurately reflect the role of our Association in downtown Red Deer.

Our Vision statement reads "The Downtown Business Association is dedicated to the growth and prosperity of Red Deer's Downtown...the heart of the City." Our Mission statement indicates how we plan to accomplish our role and reads "We will provide an accountable downtown business association which responds to our members through promotion, communication, innovation, and partnerships."

Our Association continues to remain successful due to the commitment and dedication of our members, employees, volunteers, and last but not least our Board of Directors. I am pleased to announce to you our Board of Directors for 2001.

- Kevin Beattie      Sisson Warren Sinclair
- George Berry      BPS Architects
- Soren Hansen      Eagle Automotive
- Dwayne Holland      Focus Design Group
- Bill Hull              City Council
- Robert Riley      Canada Customs & Revenue
- Ron La Riviere      Cuthbertson Sandall
- Brad Romans      Ing & McKee Insurance
- Richard Roth      Canwest Travel
- Dennis Zimmer      Kovac's Manufacturing & Repairs

Our Association wishes to express our thanks and gratitude to the following individuals and businesses for their time, expertise, and contribution to our Board and our Association over the past several years.

- John Anderson      Century 21 Advantage Realty
- Rod Boden          Parkland Savings & Credit Union
- Dennis Lesyk      Sears Flooring
- Donna Purcell      Sisson Warren Sinclair

We are delighted to announce to you tonight that our employee search for an Executive Director has generated some 25 applications ranging from Florida, to Western Canada, and Central Alberta. Our hiring sub committee has spent many hours reviewing the resumes of many very qualified applicants and we have short listed to 4 individuals whom are interested in the position. We will be conducting interviews over the upcoming week and presenting our decision to our Board on February 6, 2001 for their ratification. We will make an announcement to you and the community on February 7, 2001.

The Red Deer Downtown Business Association had a very successful year 2000. Business growth remained on par with 1999 and we currently have about 460 members contributing by way of the Business Revitalization Zone tax.

Our Association in 2000 contributed resources and partnered with the Downtown Safety Task Force to fight crime in our downtown. The efforts of all partners are now being rewarded and we strongly urge that this initiative continue.

Our Association achieved many successes over the past year and we will not take your valuable time highlighting all of them. One success that must be noted is that of being a successful applicant with the City for the Alberta Main Street Programme. This project is a public/private sector initiative to do restoration on building facades of 50 years of age or older in our downtown. Our Association has hired a Project Coordinator by the name of Tara Senft. The Red Deer Main Street Project is currently in pre program mode and we expect to be awarded the 3-4 year construction program in June of this year.

A Local Advisory Board has been struck to administer the grants for restoration and to determine which buildings within the specified boundaries should be restored. I am pleased to submit the following names for Board members for your approval.

- George Berry Vice Chairman & Downtown Business Association Board rep
- Mary Joan Cornett City of Red Deer Archives
- Brad Currie Chamber of Commerce rep
- Nancy Hackett Normandeau Culture Society (Heritage Preservation Committee)
- Colleen Jensen City of Red Deer Community Services
- Frank Kuny Downtown Business Owner
- Wendy Martindale Executive Director Normandeau Culture Society
- Colleen Palichuk Citizen City of Red Deer
- TBA Executive Director Downtown Business Association
- Howard Thompson City of Red Deer Land & Economic Development
- Terry Warke Downtown Business/Property Owner
- Dennis Zimmer Chairman & Downtown Business/Property Owner

The Red Deer Downtown Business Association is very optimistic and positive about the future of our downtown. The Greater Downtown Action Plan places the



building blocks to make the heart of our City a vibrant, exciting business, residential, and cultural centre. We are confident that we can assist our community and the City in bringing this Plan to fruition.

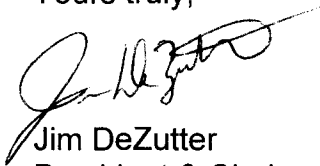
Our Association's main objective for 2001 is to expand the Business Revitalization Zone to match with that of the Greater Downtown Action Plan. This will benefit the entire downtown business community and spread the tax levy over more members. We plan to implement this through open communication, personal visits, and public seminars for all those affected.

We submit to you our 2001 Budget for approval. There is an increase in both revenues and expenses over the 2000 budget as we have included the Red Deer Main Street Project. It should be noted the net result is a zero (0%) percent BRZ tax increase. We are also aware that some businesses will see an adjustment in their BRZ tax due to reassessment by the City of their property market value. This is done on an annual basis as legislated by the Provincial government.

Our Board of Directors wishes to make you aware of one expense item in our budget that concerns our members and us. The City of Red Deer charges us a fee of approximately \$4000.00 to do the BRZ assessment which we must in turn place in our expense budget, therefore our members end up paying a tax on a tax. We strongly feel the City is responsible to assist in downtown revitalization and the cost of assessing taxes should not generate revenue to the City. We ask that you waive this expense and we will delete this from our budget in future years.

I or any member of our Board would be pleased to answer any questions you may have. We thank you for your time and your support of our Association.

Yours truly;

A handwritten signature in black ink, appearing to read "Jim DeZutter", is written over a horizontal line.

Jim DeZutter  
President & Chairman of the Board  
Red Deer Downtown Business Association

**Char Rausch**

**To:** Norm Ford

**Subject:** More BRZ Returns - For your info and updating of your files ...

**FILE**

Robert Walker - o/a South Central Marketing  
4926-50 Street

Cle Han Safety Inc.  
4926 - 50 Street

Thanks.

Char ...

**Charlaine Rausch**

**City Clerk's Department**

**(403) 342-8201**

**charr@city.red-deer.ab.ca**

**FILE**

**Char Rausch**

**To:** Norm Ford

**Subject:** Yet Another ...

One more BRZ returned:  
Subway Developments 2000 Inc.  
o/a Subway Sandwiches & Subs  
429, 58 Avenue S.E.  
Calgary, AB T2H 0P5

No further letter will be sent in this regard. Thanks. For your records only.

Char

**Charlaine Rausch**

**City Clerk's Department**

**(403) 342-8201**

**charr@city.red-deer.ab.ca**

**Char Rausch**

**To:** Norm Ford

**Subject:** BRZ Returned Letters - For your information and file update ....

**FILE**

I will retain this email in the Council file, however, no second attempt will be made to contact these businesses.

1. Alberta Public Works Supply & Services, Grants and Information Support
2. Lorne Brooks, o/a Corner Pocket
3. Green Apple Hair Company Inc. / o/a Quick Stop Hair Shop (Given to Jason Volk)
4. Katherine Gale, o/a Heritage Charm
5. Dora Davies, o/a The Kitchen Korner Café
6. Lila Kuzina, o/a Let's Dance

All were noted as "Moved" on the envelope. Thanks.

Char ...

**Charlaine Rausch**

**City Clerk's Department**

**(403) 342-8201**

**charr@city.red-deer.ab.ca**

**Char Rausch**

**To:** Norm Ford  
**Subject:** BRZ Letter Returns

**FILE**

Reason: No Mail Receptacle  
Ron Doi, o/a Sugar & Spect Escorts  
Tony Kobel, o/a A Nu EPI Centre

Moved: Address Unknown  
Pashtoonya Zekria, o/a Qasim's Café  
Julie Stirling, o/a Learning Links  
Wet Paint Marketing Ltd.  
Little Acre Land Consulting Ltd.  
W. Brown Construction  
Charlene D. Waines  
Chris Helmer, o/a Electrolysis Centre

I will update you each time mail is returned. This is for your information and update of your records. Thanks. Second letters will not be forwarded, however, a record will be kept in the Council files.

Thanks.

Char ...

**Charlaine Rausch**  
**City Clerk's Department**  
**(403) 342-8201**  
**charr@city.red-deer.ab.ca**

Item No. 2

DATE: January 5, 2001

TO: City Clerk

FROM: City Assessor

RE: Business Revitalization Zone Business Tax Bylaw #3196/98  
Change from Gross Annual Rental Value to  
Net Annual Rental Value

---

### **Background**

The Assessment Section is required to maintain two assessments systems:

- **Property Assessment:**  
Used as a basis to calculate both residential and non-residential property taxes and is based on market value;
- **Business Tax Assessment:**  
Used as a basis to calculate the Business Revitalization Zone (BRZ) tax for businesses in downtown Red Deer in addition to property taxes. This tax is levied to business owners who may or may not be the property owner.

In February of 1998, Council eliminated the business tax, which was levied against all businesses in the City (approximately 2350 accounts). The revenue previously collected from business tax is recovered through the municipal property tax rate on all non-residential properties. The abolition of business tax removed the need to mail out a business tax bill and the need to assess 1890 businesses. However, we still have to assess 460 businesses in the BRZ and send tax notices.

Unfortunately the BRZ tax must be calculated based on the Business Tax Assessment. Our efforts to lobby the Province to allow us to collect the BRZ requisition by using the non-residential property assessment base for the BRZ tax have not been successful. This means we must still maintain a second assessment system, but for a much smaller group.

### **Discussion**

The Municipal Government Act allows for several different methods of preparing assessments of business premises for BRZ tax. The method currently prescribed in the BRZ Tax Bylaw is:

- "The business assessment shall be a sum equal to 100% of the gross annual rental value of the premises occupied by the business".

“Gross annual rental value” means the net rent plus operating costs of the premises. Operating costs include such items as property management, building insurance, property taxes, utilities, and repairs and maintenance.

In 1995, market value assessments for property was introduced with the implementation of the new Municipal Government Act. There are three generally accepted methods of determining market value of property: capitalized income approach, market sales approach, and cost approach. For non-residential property and/or income producing property, the preferred approach to determine value is by using the capitalized income method and secondly by using the market sales method. Net rent is used in the capitalized income method. The downtown properties have been assessed for property taxes using the capitalized income method for the past two years.

Due to the workload of moving to market value, the BRZ assessment rates have not been updated since we last set them in 1995. We are now planning to update the rates using net rates rather than gross rates to determine business value. This is the preferred method of valuation, it coincides with our property valuation system and it frees up our assessors’ time to meet the increased workload due to the growth of our city. Beginning in 2001, the business assessment rates would be updated annually to correspond to the annual changes we make to the property valuation rates.

The impact to the BRZ tax is mostly the result of reviewing the assessment inventory and updating from 1995 rates and a lessor impact in moving from gross to net annual rental value.

### **Proposal**

By changing to market value assessments and using the capitalized income method to determine property value, it is proposed that the method of calculating the business assessment in the Business Revitalization Zone (BRZ) be changed to:

- “ a sum equal to 100% of the net annual rental value of the premises” as allowed by Section 374(1)(b) of the Municipal Government Act.

This method of determining business assessment would correspond with the method used to determine property value. The same net rental rate would be used to determine both business assessment and property value. This allows consistency between the business assessment system and the property valuation system and eliminates the need to spend additional time to analyze and determine operating costs.

### **Costs to Downtown Business Association**

Prior to 1998 the City absorbed all costs associated with the assessment and collection of the business tax for all 2350 Red Deer businesses. No charges were levied to the Downtown Business Association relative to the assessing & collecting of the BRZ tax. The BRZ tax was calculated using the same assessment that was used to calculate the business tax.

As stated earlier, although the business tax was deleted we still have to provide for a business tax assessment to calculate the BRZ tax for some 460 businesses. The current cost to assess and collect the tax using the net rate method is approximately \$10,000. If we continue to use the gross rate method our costs will increase to \$12,500 due to additional staff time required.

Should the BRZ area be expanded to coincide with the Greater Downtown Action Plan area, as has been discussed by the Association, then our annual costs, using the net rate method would increase to approximately \$16,000. In addition there would be a one-time cost of \$6,000 to complete the initial assessment of the businesses in the proposed expansion area (this would be charged under either the gross or net rate method). If we use the gross rate method our costs will increase to \$19,400.

In 1999 the City began charging the Downtown Business Association a fee of \$4,000 (40% of \$10,000) for assessing and collecting their tax. Our rationale was to recover a portion of our costs in the initial years while looking for ways to reduce these costs. Our hope was that the Province would allow us to collect the BRZ requisition by using the non-residential property assessment base. This did not happen. We will however continue to look for avenues to reduce our costs in administering the BRZ tax. The proposal to move to a net rate method is one of those avenues. This will help us to meet an increased workload in property assessments because of growth in the City as shown by the significant increase in the number of building permits issued during the past two years.

In reviewing the above, the question does arise as to how much, if any, should the City of Red Deer be subsidizing the Downtown Business Association. The City must impose the tax for the Association and as there is a general benefit to the community to have a Downtown Business Association, we believe there is merit in subsidizing this cost. It may be more appropriate that the costs be split 50/50 with any one-time costs due to expansions being funded 100% by the Association. If the Association does not support the move to a net rental value method we recommend that the Association pick up 100% of the additional cost the City will incur to maintain the gross rental value method.



### Implications to Businesses in the BRZ

Based on the 2000 BRZ budget, updating the business assessment from 1995 to current and using the net annual rental value as proposed for the collection of the BRZ Tax, a change would result in the amount of business tax levied to each account when compared to the gross annual rental value.

The change will affect 55.7 % of the accounts (256 of 460 accounts). There will be no change to the taxes payable to 44.3% of the accounts (204 of 460 accounts). Generally the businesses in the older properties will experience a decrease in BRZ taxes, and the businesses in the newer properties will experience an increase in BRZ taxes, because net rents in older properties are less than net rents in newer properties.

The BRZ tax is estimated to change as follows;

# of Accounts	%	Change
99	21.5%	Decrease from 1% - 20%
88	19.1%	Decrease from 21% - 100%
<b>204</b>	<b>44.3%</b>	<b>No Change</b>
35	7.6%	Increase from 1% - 20%
34	7.4%	Increase from 21% - 100%

The following charts show in greater detail the implications of the assessment and tax change.

Distribution of Accounts by Percentage Change From 2000 to 2001 Taxation		
Percentage Change	# of Accounts	Total Percent
51% to 100% decrease	3	0.7 %
41% to 50% decrease	11	2.4 %
31% to 40% decrease	33	7.2 %
21% to 30% decrease	41	8.9 %
11% to 20% decrease	56	12.2 %
1% to 10% decrease	43	9.3 %
<b>No change</b>	<b>204</b>	<b>44.3 %</b>
1% to 10% increase	23	5.0 %
11% to 20 increase	12	2.6 %
21% to 30% increase	14	3.0 %
31% to 40% increase	4	0.9 %
41% to 50% increase	5	1.1 %
51% to 100% increase	8	1.7 %
Over 100% increase	3	0.7 %
<b>Total</b>	<b>460</b>	<b>100%</b>

<b>Distribution of Accounts by Tax Dollar Change</b>		
<b>Dollar Change</b>	<b># of Accounts</b>	<b>Percent of Accounts</b>
Over \$500 decrease	3	0.7 %
\$300 to \$500 decrease	6	1.3 %
\$201 to \$300 decrease	7	1.5 %
\$101 to \$200 decrease	31	6.7 %
\$51 to \$100 decrease	38	8.3 %
\$26 to \$50 decrease	43	9.3 %
\$0 to \$25 decrease	59	12.9 %
<b>No change</b>	<b>204</b>	<b>44.3 %</b>
\$0 to \$25 increase	23	5.0 %
\$26 to \$50 increase	16	3.5 %
\$51 to \$100 increase	16	3.5 %
\$101 to \$200 increase	6	1.3 %
\$201 to \$500 increase	7	1.5 %
Over \$1000 increase	1	0.2 %
<b>Total</b>	<b>460</b>	<b>100.0%</b>

<b>Distribution of Accounts by Tax Bracket</b>		
<b>Tax Bracket</b>	<b>2000 Tax Year # of Accounts</b>	<b>2001 Tax Year # of Accounts</b>
<b>100 Minimum</b>	<b>215</b>	<b>247</b>
\$101 to \$150	69	63
\$151 to \$200	41	34
\$201 to \$250	24	21
\$251 to \$300	22	15
\$301 to \$350	15	13
\$351 to \$400	14	9
\$401 to \$450	4	7
\$451 to \$500	7	8
\$501 to \$600	10	12
\$601 to \$700	4	8
\$701 to \$800	14	6
\$801 to \$900	2	3
\$901 to \$1000	5	3
\$1000 to \$2000	8	5
Over \$2000	6	6
<b>Total</b>	<b>460</b>	<b>460</b>

## **RECOMMENDATION**

1. That the Business Revitalization Zone Business Tax Bylaw 3196/98 be amended by:
  - a) Deleting Section 4: "The business assessment shall be a sum equal to 100% of the gross annual rental value of the premises occupied by the business." and,
  - b) Adding the following new Section 4: "The business assessment shall be a sum equal to 100% of the net annual rental value of the premises occupied by the business."
2. That City-related costs levied to the Downtown Business Association:
  - a) For the year 2001 be 40% (\$4,000) of the costs to provide for the assessment and collection of the BRZ tax;
  - b) For the year 2002 and beyond be 50% of the costs to provide for the assessment and collection of the BRZ tax;
3. That beginning in 2001, the Downtown Business Association pay 100% of any one-time City costs related to any expansion of the BRZ zone initiated by the Association.

Myron Chilibeck, A.M.A.A.  
City Assessor

***Comments:***

We agree with the recommendations of the City Assessor to amend the method of calculating the Business Tax Assessment. For Council's information, this report was reviewed by the Downtown Business Association at their January board meeting.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

Submitted To City Council

**Net Rent BRZ Summary – Updated January 25, 2001**Date: Jan 29, 2001**2000 Assessment Summary**

	<b>Jan 1, 2000</b>	<b>Dec 30, 2000</b>	<b>% change</b>
Gross Annual Rental Assessment	\$17,122,395	\$ 18,580,419	+ 8.5 %
Tax Rate	.72%	.72%	
Number of Businesses	437	465	+ 6.4 %
	Gross Assessment	Net Assessment	
2000 Gross Vs 2001 Net Asmnt	\$17,122,395	\$ 15,598,100	- 8.9 %

**Distribution of change Based on Tax Dollars @ .76 % Tax Rate**

<b># of Accounts</b>	<b>Percentage Change</b>	<b>Total Percent</b>
5	51% to 100% decrease	1.1 %
17	41% to 50% decrease	3.7 %
37	31% to 40% decrease	8.0 %
49	21% to 30% decrease	10.5 %
56	11% to 20% decrease	12.0 %
36	1% to 10% decrease	7.7 %
214	No change	46.0 %
14	1% to 10% increase	3.0 %
15	11% to 20 increase	3.2 %
6	21% to 30% increase	1.3 %
4	31% to 40% increase	0.9 %
4	41% to 50% increase	0.9 %
5	51% to 100% increase	1.1 %
3	Over 100% increase	0.6 %
465		100%

Based on minimum levy of \$100 at a tax rate of, .76 % the base assessment is \$13,157  
 There are 258 or 55.5 % businesses that will pay the minimum levy of \$ 100 based of the new tax rate. Previously 215 accounts paid the minimum levy of \$ 100.based on a base assessment of \$ 13,888 and a tax rate of .72%. This represents a 20 %, increase in the number of accounts paying the minimum levy.

**Distribution of change by Tax Dollar**

<b>Dollar Change</b>	<b># of Accounts</b>	<b>Percent of Accounts</b>
Over \$500 decrease	5	1.1 %
\$300 to \$500 decrease	10	2.1 %
\$201 to \$300 decrease	11	2.3 %
\$101 to \$200 decrease	31	6.7 %
\$51 to \$100 decrease	50	10.8 %
\$26 to \$50 decrease	37	8.0 %
\$0 to \$25 decrease	56	12.0 %
No change	214	46.0 %
\$0 to \$25 increase	18	3.9 %
\$26 to \$50 increase	12	2.6 %
\$51 to \$100 increase	12	2.6 %
\$101 to \$200 increase	3	0.6 %
\$201 to \$500 increase	4	0.9 %
\$501 to \$1000 increase	1	0.2 %
Over \$1000 increase	1	0.2 %
<b>Total</b>	<b>465</b>	<b>100 %</b>

**Change increase/decrease per Tax Bracket**

<b>Tax Bracket</b>	<b>2000 Tax Year # of Accounts</b>	<b>2001 Tax Year # of Accounts</b>
\$100 Minimum	215	258
\$101 to \$150	69	61
\$151 to \$200	41	38
\$201 to \$250	24	15
\$251 to \$300	22	17
\$301 to \$350	15	13
\$351 to \$400	14	7
\$401 to \$450	4	10
\$451 to \$500	7	9
\$501 to \$600	10	8
\$601 to \$700	4	7
\$701 to \$800	14	6
\$801 to \$900	2	3
\$901 to \$1000	5	2
\$1000 to \$2000	8	6
Over \$2000	6	5
<b>Overall</b>	<b>460</b>	<b>465</b>

**Summary of changes**

	<b># of Accounts</b>	<b>% of Accounts</b>	<b>Total Tax \$</b>	<b>% of Tax \$</b>	<b>Avg. Tax Levy</b>
Decrease	201	43.2 %	\$ 78,512	58.7 %	\$ 390.60
No change	214	46.0 %	\$ 21,400	16.0 %	\$ 100.00
Increase	50	10.8 %	\$ 33,754	25.3 %	\$ 675.08
Total	465	100.0	\$133,666	100.0 %	\$ 287.45

**2000 to 2001 Average Summary**

	<b>Year 2000</b>	<b>Proposed 2001</b>
Assessment	\$ 17,122,395	\$ 15,598,100
# of Accounts	437	465
Total Tax levy	\$ 132,827	\$ 133,666
Average Assessment	\$ 39,181	\$ 33,564
Average Tax	\$ 303.95	\$ 287.45

**Summary**

The impact on businesses of going to net annual rental value will result in most businesses paying a lower Business Revitalization Zone levy. The businesses, which will see an increase, result from the change of using 1995 Gross Annual Rental values to 1999 Net Annual Rental values. Other factors such as corrected or increased square footage occupied by the business have also added to some of the increases.

# FILE

## Council Decision – Monday, January 29, 2001

DATE: January 30, 2001  
TO: City Assessor  
FROM: City Clerk  
RE: Business Revitalization Zone Business Tax Bylaw 3196/98 (3196/A-2001)

**Reference Report:** City Assessor dated January 5, 2001

**Resolution:**

**Resolved that** Council of the City of Red Deer, having considered report from the City Assessor dated January 5, 2001, re: Business Revitalization Zone Business Tax Bylaw 3196/98 - Change from Gross Annual Rental Value to Net Annual Rental Value, hereby agrees as follows:

1. That City-related costs levied to the Downtown Business Association:
  - a. For the year 2001 be 40% (\$4,000) of the costs to provide for the assessment and collection of the BRZ tax;
  - b. For the year 2002 and beyond be 50% of the costs to provide for the assessment and collection of the BRZ tax;
2. That beginning in 2001, the Downtown Business Association pay 100% of any one-time City costs related to any expansion of the BRZ zone initiated by the Association.

**Bylaw Readings:**

BRZ Business Tax Bylaw amendment 3196/A-2001 was given three readings. Copies of Bylaw 3196/A-2001 and Bylaw 3196/98 (as amended), are attached.

**Report Back to Council Required:** No

**Comments/Further Action:**

  
Kelly Kloss  
City Clerk

/clr

c Director of Corporate Services  
Tax Collector





Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 30, 2001

Mr. Jim DeZutter  
Red Deer Downtown Business Association  
9, 4921 - 49 Street  
Red Deer, AB

Dear Sir:

- Re:**
- (a) ***Downtown Business Association's 2001 Budget - Request for Council Approval***
  - (b) ***Business Tax Bylaw 3196/98 (3196/A-2001) - Amendment to Tax Rate***
  - (c) ***Business Tax Bylaw 3196/98 (3196/A-2001) - Change from Gross Annual Rental value to Net Annual Rental Value***

**2001 Budget**

In mid December 2000, the City Clerk's Office received the Downtown Business Association's (BRZ) Budget for 2001. In accordance with Council's previous resolution, individual notices were mailed to every person assessed for business purposes within this zone, stating that Council would consider this budget at their January 29<sup>th</sup> Council meeting.

The Municipal Government Act states that Council may, in its approval of the BRZ budget, authorize the Board to amend the budget by transferring amounts to or from the Board's reserves and transferring amounts between expenditure items as long as the total expenditures is not increased. This authorization was not in place previously so we hope that this allows the Board some flexibility during the year.

The Board is currently repaying their "Ghosts" project loan received from The City. For 2001, the Board is planning to fund loan payments of \$9716.66 from reserves. Due to an oversight, this intention was not reflected in the Board's budget document.

At the City of Red Deer's Council meeting held Monday, January 29, 2001, Council passed the following resolution pertaining to the 2001 Budget:

**Resolution #1:**

*Resolved that Council of the City of Red Deer, having considered report from the City Clerk dated January 22, 2001, re: (a) Downtown Business Association's 2001 Budget and (b) Request to Amend Business Tax Bylaw 3196/98, hereby:*

1. Agrees that the 2001 BRZ Budget be amended by including the payment of \$9716.66 from BRZ reserves to The City of Red Deer for the "Ghosts" project loan.
2. Approves the Downtown Business Association's 2001 (BRZ) Budget, as amended and presented to Council January 29, 2001.

3. Authorizes the Downtown Business Association's Board to amend its budget by:
  - (a) transferring amounts to or from its reserves; and
  - (b) transferring amounts between expenditures so long as the amount of total expenditures is not increased.

With the approval of the 2001 Budget, Council also amended BRZ Business Tax Bylaw 3196/98 to increase the amount paid annually as a business tax from .72% to .76% of the business assessment or the sum of \$100 - whichever is the greater. The attached *Net Rent BRZ Summary* shows the impact that this will have on members for 2001.

***Net Annual Rental Value/Assessment & Collection Costs***

Council also considered an amendment to Bylaw 3196/98 to reflect the use of net annual rental value when preparing assessments. This method of determining business assessment corresponds with the method used to determine property value, allowing consistency between the business assessment system and the property valuation system and eliminating the need to spend additional time to analyze and determine operating costs. With respect to assessment and collection costs, relating to the BRZ tax, Council agreed to the following cost sharing arrangement:

***Resolution #2:***

***Resolved that*** Council of the City of Red Deer, having considered report from the City Assessor dated January 5, 2001, re: Business Revitalization Zone Business Tax Bylaw 3196/98 - Change from Gross Annual Rental Value to Net Annual Rental Value, hereby agrees as follows:

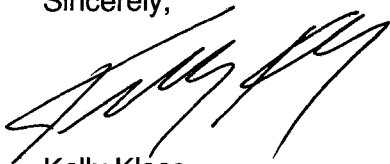
1. That City-related costs levied to the Downtown Business Association:
  - (a) For the year 2001 be 40% (\$4,000) of the costs to provide for the assessment and collection of the BRZ tax;
  - (b) For the year 2002 and beyond be 50% of the costs to provide for the assessment and collection of the BRZ tax;
2. That beginning in 2001, the Downtown Business Association pay 100% of any one-time City costs related to any expansion of the BRZ zone initiated by the Association.

Red Deer Downtown Business Association  
January 30, 2001  
Page 3

Once your new manager has been hired, I would appreciate the opportunity to meet with both of you. I would like to provide information regarding support and services that we can offer to the Association and it would give us an opportunity to discuss ways in which to enhance our relationship.

Please call me if you have any questions.

Sincerely,

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

Kelly Kloss  
City Clerk

/clr  
attchs.

c      Director of Corporate Services  
         City Assessor  
         Tax Collector

**DATE:** January 23, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** ***Downtown Business Association - Request for Appointment of Members to the Board***

---

***History***

In 1984 Council received a request from businesses located in the Downtown area to establish a Business Revitalization Zone (BRZ) in accordance with the Municipal Government Act. Based on this request and input from the downtown businesses, Council agreed to establish this zone. The Downtown Business Association's Board of Directors is responsible for the management of this zone, including preparation and administration of its budget.

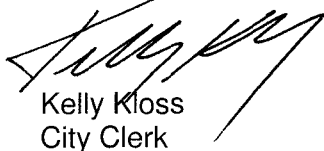
Although this Board operates autonomously from The City of Red Deer, we are linked in the following ways:

1. Council appoints the members of the Board.
2. The BRZ budget is approved by Council.
3. Any changes to the BRZ Bylaw, including its boundaries, must be approved by Council.
4. The City completes the business assessment, invoices and collects the BRZ Tax for the Board.

The Downtown Business Association is requesting the appointment of five members to fill the vacancies currently on the Board. As in the past, information regarding the applicants is being submitted to Council in confidence.

***Recommendations***

That Council appoint five members to the Downtown Business Association for terms to expire December 31, 2003.



Kelly Kloss  
City Clerk

/clr  
attchs.

***Comments:***

We agree with the recommendations of the City Clerk.

“G. D. Surkan”  
Mayor

“N. Van Wyk”  
City Manager



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 30, 2001

Mr. Jim DeZutter  
Red Deer Downtown Business Association  
9, 4921 - 49 Street  
Red Deer, AB

Dear Sir:

**Re:   Downtown Business Association:  
      Request for Appointment of Member to the Board**

At the City of Red Deer's Council meeting held Monday, January 29, 2001, Council considered the request from the Downtown Business Association for appointment of members to fill five vacancies on your Board. At that meeting, Council passed the following resolution:

**Resolved that** Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

This office has advised the newly appointed members of their appointment to this Board. I have attached copies of that correspondence for your information. *I trust you will be contacting the new members to advise them of upcoming meeting dates and times.*

Please do not hesitate to contact me should you require any further assistance in this regard or additional information regarding Council's decision.

Sincerely,

  
Kelly Kloss  
City Clerk

/clr  
attchs.

c       C. Kenzie, Committee Directory Updates

**FILE**



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

January 31, 2001

Mr. Kevin Beattie  
26 Carroll Crescent  
Red Deer, AB T4P 3R8

Dear Sir:

**Re: Appointment to the Red Deer Downtown Business Association**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing new members to the Red Deer Downtown Business Association:

*Resolved that* Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

The Downtown Business Association will be notifying you of future meeting dates and times.

I wish you success in your endeavours as a member of the Board of the Red Deer Downtown Business Association.

Sincerely,

Kelly Kloss  
City Clerk

/clr

c Downtown Business Association  
C. Kenzie, Committee Directory Updates



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Dennis Zimmer  
36 Anquetal Close  
Red Deer, AB T3N 3T4

Dear Sir: *Dennis*

**Re: Appointment to the Red Deer Downtown Business Association**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing new members to the Red Deer Downtown Business Association:

*Resolved that* Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

The Downtown Business Association will be notifying you of future meeting dates and times.

I wish you success in your endeavours as a member of the Board of the Red Deer Downtown Business Association.

Sincerely,

Kelly Kloss  
City Clerk

/clr

c Downtown Business Association  
C. Kenzie, Committee Directory Updates





Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Robert Riley  
87 Good Crescent  
Red Deer, AB T4P 3L8

Dear Sir:

**Re: Appointment to the Red Deer Downtown Business Association**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing new members to the Red Deer Downtown Business Association:

*Resolved that* Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

The Downtown Business Association will be notifying you of future meeting dates and times.

I wish you success in your endeavours as a member of the Board of the Red Deer Downtown Business Association.

Sincerely,

Kelly Kloss  
City Clerk

/clr

c Downtown Business Association  
C. Kenzie, Committee Directory Updates



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Richard Roth  
CanWest Travel Company Inc.  
5229-49 Avenue  
Red Deer, AB T4N 6G5

Dear Sir:

**Re: Appointment to the Red Deer Downtown Business Association**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing new members to the Red Deer Downtown Business Association:

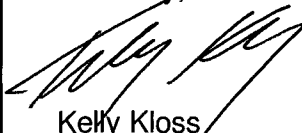
*Resolved that* Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

The Downtown Business Association will be notifying you of future meeting dates and times.

I wish you success in your endeavours as a member of the Board of the Red Deer Downtown Business Association.

Sincerely,



Kelly Kloss  
City Clerk

/clr

c Downtown Business Association  
C. Kenzie, Committee Directory Updates



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Dwayne Holland  
Focus Design Group  
#4, 4917-48 Street  
Red Deer, AB T4N 1S8

Dear Sir:

**Re: Appointment to the Red Deer Downtown Business Association**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing new members to the Red Deer Downtown Business Association:

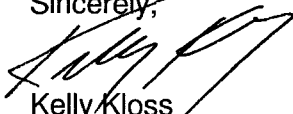
*Resolved that* Council of the City of Red Deer, having considered report from the City Clerk dated January 23, 2001, re: Downtown Business Association - Request for Appointment of Members to the Board, hereby appoints the following members to the Downtown Business Association, for terms as noted:

Dwayne Holland	, term to expire December 31, 2003
Richard Roth	, term to expire December 31, 2003
Robert (Bob) Riley	, term to expire December 31, 2003
Dennis Zimmer	, term to expire December 31, 2003
Kevin Beattie	, term to expire December 31, 2003.

The Downtown Business Association will be notifying you of future meeting dates and times.

I wish you success in your endeavours as a member of the Board of the Red Deer Downtown Business Association.

Sincerely,

  
Kelly Kloss  
City Clerk

/clr

c Downtown Business Association  
C. Kenzie, Committee Directory Updates

Item No. 4

DATE: January 18, 2001  
TO: City Clerk  
FROM: City Assessor  
RE: **2001 EQUALIZED ASSESSMENT APPEALS  
CITY OF CALGARY AND CITY OF EDMONTON**

---

We have received notice from the Municipal Government Board that the Cities of Edmonton and Calgary have appealed their 2001 equalized assessments and, should we wish to be an intervenor, City Council must adopt a resolution and file a certified true copy with the Board by January 31, 2001. Their appeal claims that the equalized assessment is not methodologically correct, fair, nor equitable.

The 2001 equalized assessments were sent to us on November 1, 2000 and the right of appeal expired on December 1. We reviewed our equalized assessment and found no reason to file an appeal.

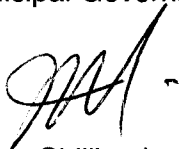
The purpose of equalized assessments is to distribute the Alberta School Foundation Fund requisition equitably among all municipalities in Alberta. Any changes made to the equalized assessment could potentially affect The City of Red Deer and other municipalities.

The reasons for being an intervenor at the appeal hearings are as follows:

- To protect the interests of the ratepayers of the City of Red Deer
- The Board will advise the City of proceedings
- The Board will supply the City with information enabling us to understand the details of the appeal and defense
- The City will be in a position to make representation at the hearings if we choose to do so.

#### **RECOMMENDATION**

That City Council adopt a resolution to be intervenors at the City of Edmonton and City of Calgary appeals of their 2001 equalized assessments, pursuant to Section 508 of the Municipal Government Act.



Myron Chilibeck, A.M.A.A.  
City Assessor

MC/ngl

***Comments:***

We agree with the recommendations of the City Assessor.

We have an increasing concern that the process of finalizing equalized assessments is done through a negotiation process subsequent to the filing of appeals by the cities of Edmonton and Calgary. That process is much less transparent than the way equalized assessments were dealt with in the past. It is therefore important that if these hearings proceed we have intervenor status, as even a small change to the equalized assessment for either Edmonton or Calgary will have a significant rippling affect for all other Alberta municipalities.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

*Council File.*



**Assessment and Tax Section**

January 29, 2001

Box 5008  
Red Deer, Alberta  
T4N 3T4

COPY

Garry Dziwenka  
Municipal Government Board  
15<sup>th</sup> Floor, Commerce Place  
10155 - 102 St  
Edmonton AB T5J 4L4

Dear Mr. Dziwenka:

**Re: 2001 Equalized Assessment Appeals**  
**The Cities of Edmonton and Calgary**

We enclose a certified true copy of our Council Resolution authorizing the City of Red Deer to act as intervenor at 2001 equalized assessment appeals of the Cities of Edmonton and Calgary. (A copy of this letter and the Council Resolution was also sent to you by fax January 30, 2001.)

Would you please direct all correspondence regarding these appeals to my office at the address shown at the bottom of this letter.

Thank you for notifying us of these appeals and giving us the opportunity to be an intervenor.

If you require anything further, please call me at (403) 342-8124.

Yours truly,

(for) Myron Chilibeck, A.M.A.A.  
City Assessor

MC/ngl

Enc.

c. City Clerk

P O Box 5008  
4914 - 48<sup>th</sup> Avenue, Red Deer, AB Canada T4N 3T4  
Tel: (403) 342-8126 Fax: (403) 342-8199  
E-Mail Address: asmnttax@city.red-deer.ab.ca

*The City of Red Deer*

**FILE**

**Council Decision – Monday, January 29, 2001**

**DATE:** January 30, 2001  
**TO:** City Assessor  
**FROM:** City Clerk  
**RE:** *2001 Equalized Assessment Appeals: City of Calgary and City of Edmonton*

---

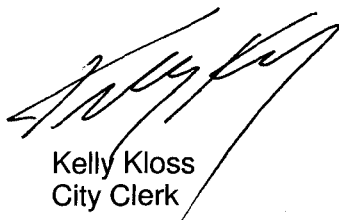
**Reference Report:** City Assessor dated January 18, 2001

**Resolution:**

**Resolved that** Council of The City of Red Deer, having considered report from the City Assessor dated January 18, 2001, re: 2001 Equalized Assessment Appeals - Cities of Calgary and Edmonton, hereby agrees to be intervenors at the City of Calgary and City of Edmonton's appeals of their 2001 equalized assessments, pursuant to Section 508 of the Municipal Government Act.

**Report Back to Council Required:** No

**Comments/Further Action:**



Kelly Kloss  
City Clerk

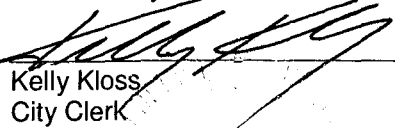
/clr

c Director of Corporate Services  
Tax Collector

**FILE**

*Resolved that* Council of The City of Red Deer, having considered report from the City Assessor dated January 18, 2001, re: 2001 Equalized Assessment Appeals - Cities of Calgary and Edmonton, hereby agrees to be intervenors at the City of Calgary and City of Edmonton's appeals of their 2001 equalized assessments, pursuant to Section 508 of the Municipal Government Act.

Certified to be a true and correct copy  
of the resolution passed by Council  
of the City of Red Deer at its meeting  
held January 29, 2001.

  
\_\_\_\_\_  
Kelly Kloss  
City Clerk



**DATE:** January 23, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** ***Request for Appointment of Citizens-at-Large & Council Representatives to the Region 78 Community Lottery Board Society***

---

### ***History***

In 1998, the Province established community lottery boards across Alberta for the purpose of allocating funds to community not-for-profit groups. Initially, Council chose the Red Deer & District Community Foundation as our Community Lottery Board as this body was already receiving and processing grant applications. When we reviewed this arrangement with the Province they advised that community lottery boards must be set up as societies with their respective municipalities appointing the nominating committees to appoint their members. In our case, the Community Foundation was appointed as the nominating committee. Attached is a copy of the Region 78 Community Lottery Board Society's bylaws.

At the Council meeting of December 4, 2000, Council passed the following resolution agreeing to assume the responsibilities of the nominating and appointing committee for the Society:

*Resolved that* Council of the City of Red Deer having considered the report from the Director of Corporate Services dated November 24, 2000 re: Region 78 Community Lottery Board Society, hereby agrees as follows:

1. That the Community Lottery Grant Program continue to be administered through the Lottery Board Society;
2. That Council is the nominating committee for appointing members to the Lottery Board Society;
3. That the Society's membership remains at eight, in accordance with its bylaw;
4. That the membership consist of two members of Council and six citizens-at-large;
5. That Administration are directed to advertise for members to the Society;
6. That the City Manager appoint a City employee to serve as a liaison to the Society;
7. That the contract staff of the Lottery Board Society continue to provide a coordination point across granting bodies, including the Red Deer & District Community Foundation;
8. That the initial operating grant provided by the City to the Society continue to be drawn down by the Society to ensure that the administration of the Community Lottery Grant Program continues to be effective;

9. That Council joins with the Society in requesting from the Province:

- (a) An increase in Provincial funding for the administration of the Community Lottery Grant Program to meet actual costs, and
- (b) A commitment to provide the approved grant funds to community agencies in a more timely manner.

### ***Society Board Members***

As directed in the resolution, the City Clerk's Office advertised for applications for membership to the Region 78 Community Lottery Board Society. The names received were submitted to the Nomination Review Committee for their review. As in the past, their recommendations have been submitted to Council in confidence.

### ***Society's Bylaws***

The Nomination Review Committee also reviewed the bylaws of the Society. Attached is the Committee's report outlining its recommendations.

In summary, the Committee is recommending various changes to the Society's bylaws, as follows:

- 1. Appointment of members to expire on December 31<sup>st</sup> of the respective terms.
- 2. Members need not be residents of the city.
- 3. Annual appointments of the Society's chairperson, vice chairperson and secretary.
- 4. Clarification that Council is the nominating committee for the Society.

In addition to the above changes to the Society's bylaws, I recommend that the bylaws be amended to reflect that if Council members are appointed to the Society, their terms shall be for one year.

If Council agrees with the recommendations, the City liaison to the Society would begin the process to amend the Society's bylaws.

The Nominations Review Committee further made recommendations relative to the formation of the initial Board, as follows:

- 1. That Joyce Ganong continue to provide administrative support to the Society.  
*This reaffirms clause 7 of the above noted Council resolution.*
- 2. That the Mayor call the first meeting of the Society.
- 3. That the City Manager appoint the City liaison to the Lottery Board Society.  
*This reaffirms clause 6 of Council's resolution. The City Manger has appointed the Director of Community Services as the City's liaison for the Society.*

***Recommendations:***

1. That Council appoint six members to the Region 78 Community Lottery Board Society, as follows:
  - a. two citizens-at-large one year terms
  - b. two citizens-at-large two year terms
  - c. two citizens-at-large three year terms
  - d. two councillors one year terms
2. That Council direct the City Manager to initiate the process to amend the bylaws of the Society as noted above.
3. That Council authorize the Mayor to call the first meeting of the new Board of the Society.



Kelly Kloss  
City Clerk

/clr  
attchs.

# SOCIETY BY-LAWS

50796782

K4

The name of the society is Community Lottery Board ~~Region~~ #78 Society

(hereinafter called the "CLB")



## 1. MEMBERSHIP

### (a) ELIGIBILITY

The membership of the CLB is limited to those individuals appointed by the nominating committee which is formed from Municipalities in each of the regions identified as the CLB region. The individual member names may change from time to time as the nominating committee re-appoints new members due to resignations or fulfillment of their terms. All members will be directors of the CLB.

### (b) RIGHTS AND RESPONSIBILITIES

Any member in good standing with the CLB, has the right to vote in person at any general or special meeting of the CLB, and to be nominated for and, contingent upon election results, hold an executive position on the Board of Directors of the CLB. Directors will serve as members of the Board of Directors and may serve on committees as assigned, and will contribute to fulfilling the objects of the CLB.

### (c) TERMINATION

- (i) The Board of Directors shall have the power at any time, by a vote of a majority of the Directors present, to expel or suspend any Member who in the opinion of the Board, has been guilty of conduct discreditable to the values of the CLB, or who willfully commits a breach of the By-Laws of the CLB, or upon the failure of any Member to pay any fee or indebtedness due to the CLB but such power shall not be exercised without first giving the Member concerned a sufficient opportunity of justifying his action or conduct.
- (ii) Any Member who desires to withdraw from Membership in the CLB may notify the Board of Directors in writing to that effect and on receipt by the Board of Directors of such notice, the Member shall cease to be a Member.
- (iii) Any Member who resigns, withdraws or is expelled from the CLB shall forthwith forfeit all right, claim and interest ensuing from or associated with Membership in the CLB.

### (d) PENALTIES

The CLB may impose a penalty of not more than \$5.00 on a member contravening a By-Law of the CLB. Such penalty may be recovered as a debt due from the member, and all penalties so recovered belong to the CLB. Upon receipt of notice of a penalty being imposed, such member will be considered to be suspended from the membership, until such time the penalty has been paid to the CLB. Upon receipt of the penalty payment, the member may be returned to a status of in good standing with the CLB.

## 2. MANAGEMENT OF THE CLB

### (a) POWERS OF THE BOARD OF DIRECTORS

The entire management of the property and affairs of the CLB shall be vested exclusively in the Board of Directors. To it, all Officers of the CLB shall report and their actions shall at all times be subject to its revision. It shall have general supervision over all policies of the CLB. It shall have the power to fill all vacancies in any Office or Committee caused by death, resignation or other termination of membership from the remaining members of the Board of Directors, and to fill temporarily (from amongst the remaining Members of the Board the place of any Director in Office who for any cause may be absent from duty). It shall further, in its sole discretion, have the power to appoint a meeting chairman to preside at General Meetings to ensure total neutrality and impartiality of the meeting and the object(s) of such meeting. The quorum shall be 50% of the membership plus one and meetings shall be held without notice if a quorum of the CLB is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the CLB; otherwise they shall be null and void.

A person appointed to the CLB shall serve as a member of the Board of Directors. In the first year three (3) directors will be identified for a one (1) year term and one (1) directors will be identified for a two (2) year term and four (4) directors will be identified for a three (3) year term. After the second year of operation the term for the Board of Directors would be three (3) years with Director's positions being renewable.

(b) **CHAIRPERSON**

The Chairperson shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the society and of the Board. In his/her absence, the Vice-Chairperson shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

(c) **SECRETARY**

It shall be the duty of the secretary to attend all meetings of the society and of the CLB, and to keep accurate minutes of the same. He/she shall have charge of the Seal of the CLB which whenever used shall be authenticated by the signature of the Secretary and the Chairperson, or in the inability of either to act, by the Vice-Chairperson. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the CLB. The Secretary shall have charge of all the correspondence of the CLB and be under the direction of the Chairperson and the CLB. The Secretary shall also keep a record of all the members of the CLB and their addresses, send all notices of the various meetings as required.

(d) **TREASURER**

The Treasurer shall receive all moneys paid to the CLB and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the CLB may order. He/she shall properly account for the funds of the CLB and keep such records as may be directed. He/she shall present a full detailed account of receipts and disbursements to the CLB whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the CLB and submit a copy of same to the secretary for the records of the CLB. The Office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of Board of Directors shall so decide.

(e) **REMUNERATION OF DIRECTORS**

The Members of the Board of Directors shall not receive remuneration from the CLB for acting as such.

(f) **EXECUTION OF DOCUMENTS**

Contracts in the ordinary course of the business of the CLB may be entered into on behalf of the CLB by the Chairperson, and one other, of the Vice-Chairperson, Treasurer, or Secretary as authorized by the Board of Directors.

(g) **SIGNING AUTHORITY**

If the CLB has a bank account, the CLB will at all times have three signing Officers arranged with the Banking Institution. The Treasurer's signature must be one of two signatures on each cheque drawn.

(h) **INSPECTION OF BOOKS AND RECORDS**

The books and records of the CLB may be inspected by any member of the Board of Directors at the annual meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the office having charge of same.

(i) **AUDITING**

The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society in each year shall be the calendar year -- January 1st to December 31<sup>st</sup>.

3. **MEETINGS**

- (a) The Annual General Meeting of the CLB shall be held within two months of the conclusion of its fiscal year. Notice shall be given in writing to the last known address of each member, delivered in the mail twenty-one days prior to the date of such meeting.
- (b) The Board of Directors shall meet as often as required but at least once every three months. General meetings of the CLB may be called at any time by the Secretary upon the instructions of the Chairperson or the CLB by notice in writing to the last known address of each member, delivered in the mail eight days prior to the date of such meeting or by three days notice by fax or telephone. A special meeting shall be called by the Chairperson or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reason for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail eight days prior to the meeting.

(c) VOTING

Any member in good standing with the CLB, has the right to vote in person at any general or special meeting of the CLB. Unless otherwise provided in the bylaws, resolutions may be carried by a show of hands, in person and not by proxy or otherwise.

(d) ADJOURNMENT

The Chairperson of the meeting may, with or without the consent of the meeting, and subject to such conditions at the meeting, adjourn any meeting from time to time and from place to place.

(e) QUORUM: 50% of the members plus one who are in good standing, shall constitute a quorum at any meeting, including: board, special, general, or annual.4. OFFICERS OF THE CLB

- a) The CLB may recruit, select and hire community volunteers as officers of the CLB to assist in carrying out the objects, programs and or services of the CLB. They shall be entitled to attend all Board Meetings but shall not be entitled to vote.
- (b) All Officers shall be subject to removal from the office or position at any time by the Board of Directors with or without cause and with notice to that person.
- (c) There shall be no remuneration to Officers of the CLB for acting as such.

5. BORROWING POWERS

For the purpose of carrying out its objects, the CLB may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of CLB, and in no case shall debenture be issued without the sanction of a special resolution of the CLB.

6. PARLIAMENTARY PROCEDURES

If the Bylaws do not otherwise cover the rules and procedures for the CLB and conduct of business of the CLB in meetings, procedures shall be in accordance with the most recent edition of Robert's Rules of Order.

7. DISSOLUTION

Upon the dissolution of the CLB and after payment of all debts and liabilities, the remaining property of the CLB shall be distributed or disposed of to one or more not for profit organizations, the objects of which are similar to those of the CLB within the CLB Region.

8. INTERNAL DISPUTES


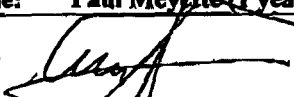
If at any time there is a dispute amongst members of the CLB, and the By-Laws are insufficient to facilitate a satisfactory outcome to the disputing members, Parties to the dispute will consider mediation of the dispute. If mediation is unable to resolve the dispute, Parties will submit to arbitration as outlined in section 18 of the Societies Act.

9. BYLAWS

The By-laws may be rescinded, altered or added by a "Special Resolution".

\*\*\*\*\*

These By-laws of the CLB were duly passed by the membership through a Special Resolution at an organizational meeting held May 19, 1998, at Red Deer, in the Province of Alberta.

Signature: 	Address: 74 Dickenson Crescent Red Deer, T4R 1Y5
Print Name: Paul Meyette (1 year Term)	
Signature: 	Address: 184 Allan Street Red Deer, T4R 2N4
Print Name: Mark Beavington (1 year Term)	

**DATE:** January 23, 2001

**TO:** City Council

**FROM:** Nominations Review Committee

**RE:** Region 78 Community Lottery Board Society & Bylaws

---

On January 22, 2001, the Nominations Review Committee met to review the applications received for the Region 78 Community Lottery Board Society. During the review process, it was agreed that the Society's bylaws do not give clear direction regarding appointment of members, their terms, meetings, appointment of chair, vice chair and support staff. As a result, the Nominations Review Committee recommends as follows:

*Resolution #1:*

"Resolved that the Nominations Review Committee hereby recommends to Council of The City of Red Deer that the Region 78 Community Lottery Board Society's bylaws be amended to reflect that terms of appointment shall be effective January 1<sup>st</sup> to December 31<sup>st</sup> of the respective terms."

*Resolution #2:*

"Resolved that the Nominations Review Committee hereby recommends to Council of The City of Red Deer that the Region 78 Community Lottery Board Society's bylaws be amended to reflect that residency in the city is not a requirement."

*Resolution #3:*

"Resolved that the Nominations Review Committee hereby recommends to Council that the Region 78 Community Lottery Board Society's bylaws be amended to reflect that selection of the chairperson, vice chairperson and secretary will be made by the members of the Board from among their numbers, at the first meeting held each year."

*Resolution #4:*

"Resolved that the Nominations Review Committee hereby recommends to Council of The City of Red Deer that the Region 78 Community Lottery Board Society's bylaws be amended to clearly reflect that Council of the City of Red Deer is the standing nominating committee for the Society."

To assist with the formation of the initial Board, the Nominations Review Committee agreed that the following recommendations be made:

*Resolution #5:*

"Resolved that the Nominations Review Committee hereby agrees that Joyce Ganong continue to provide administrative support to the Region 78 Community Lottery Board Society."

*Resolution #6:*

"Resolved that the Nominations Review Committee hereby recommends to Council of The City of Red Deer that the date of the first meeting of the Region 78 Community Lottery Board Society will be called by the Mayor."

*Resolution #7:*

"Resolved that the Nominations Review Committee hereby recommends to the City Manager that the Director of Community Services, or her designate, be appointed as The City's liaison to the Region 78 Community Lottery Board Society."

***Recommendations:***

Submitted for Council's consideration.



Councillor Morris Flewwelling  
Nominations Review Committee

Councillor Bev Hughes

Councillor Larry Pimm

/clr  
attchs.



***Comments:***

We agree with the recommendations of the City Clerk.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

## ***Council Decision – Monday, January 29, 2001***

**DATE:** January 30, 2001  
**TO:** Community Services Director  
**FROM:** City Clerk  
**RE:** ***Request for Appointment of Citizens-at-Large & Council Representatives to the Region 78 Community Lottery Board Society***

---

**Reference Report:** City Clerk dated January 23, 2001

**Resolution No. 1:**

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

**Resolution No. 2:**

*Resolved that* Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Region 78 Community Lottery Board Society, hereby:

1. directs the City Manager to initiate the process to amend the bylaws of the Region 78 Community Lottery Board Society as set out in the report from the Nominations Review Committee dated January 23, 2001.
2. Authorizes the Mayor to call the first meeting of the new Board for the Region 78 Community Lottery Board Society.

**Report Back to Council Required:** No

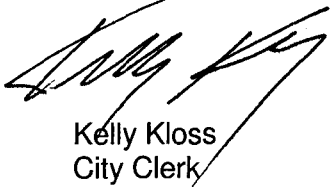
**Comments/Further Action:**

I have attached the report from the Nominations Review Committee dated January 23, 2001 and a copy of my report that appeared on the Council agenda of January 29<sup>th</sup>, for your information.

This office will notify the successful and unsuccessful applicants indicating that they will be contacted by your office as to their first meeting date.

In conjunction with the Mayor's Office, please proceed with setting up the first meeting date of the Board.

Please proceed with the process to amend the Society's bylaws. I would appreciate the opportunity to comment on the proposed drafts before they are submitted for approval.



Kelly Kloss  
City Clerk

/clr

c Mayor Surkan  
Councillor Dawson  
Councillor Flewwelling  
City Manager  
Director of Corporate Services  
Region 78 Community Lottery Board Society, Att: Joyce Ganong  
C. Kenzie, Committee Directory Updates



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Ms. Paula L'Hirondelle  
54 McCullough Crescent  
Red Deer, AB T4R 1S7

Dear Ms. L'Hirondelle:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

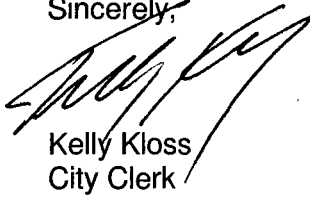
Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .

January 31, 2001  
Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the typed name and title.

Kelly Kloss  
City Clerk

/clr

c      Director of Community Services  
         Region 78 Community Lottery Board Society, c/o Joyce Ganong

**FILE**



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

January 31, 2001

Mr. Rob Kolton  
75 Eldridge Crescent  
Red Deer, AB T4R 2C9

Dear Mr. Kolton:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

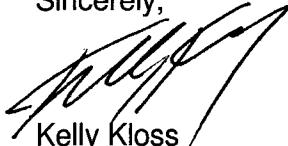
You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .

January 31, 2001

Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,



Kelly Kloss  
City Clerk

/clr

c     Director of Community Services  
       Region 78 Community Lottery Board Society, c/o Joyce Ganong



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Brian Leibel  
31 Dickenson Close  
Red Deer, AB T4R 2A8

Dear Mr. Leibel:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

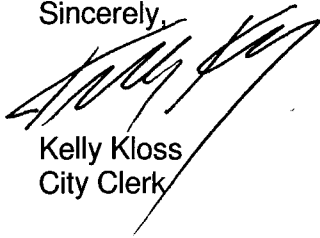
You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .



January 31, 2001  
Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss  
City Clerk

/clr

c     Director of Community Services  
      Region 78 Community Lottery Board Society, c/o Joyce Ganong



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Francois Piche  
19 Roberts Crescent  
Red Deer, AB T4P 3K7

Dear Mr. Piche:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

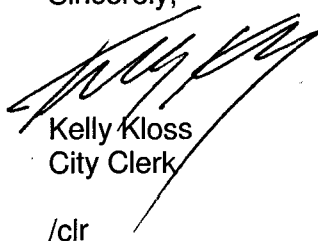
Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .

January 31, 2001  
Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,



Kelly Kloss  
City Clerk

/clr

c     Director of Community Services  
       Region 78 Community Lottery Board Society, c/o Joyce Ganong

**FILE**



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

January 31, 2001

Ms. Bonita Snair  
21 Neville Close  
Red Deer, AB T4P 1A5

Dear Ms. Snair:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

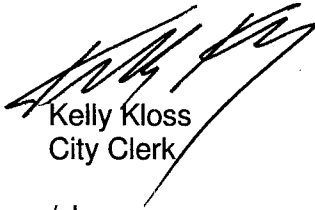
You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .

January 31, 2001

Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the typed name and title.

Kelly Kloss  
City Clerk

/clr

c      Director of Community Services  
         Region 78 Community Lottery Board Society, c/o Joyce Ganong



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Ron Thompson  
R.R. 2, Site 17, Box 8  
Red Deer, AB T4N 5E2

Dear Mr. Thompson:

**Re: Appointment to Region 78 Community Lottery Board Society**

At the Council meeting of Monday, January 29, 2001, Council passed the following resolution appointing the new membership for the Region 78 Community Lottery Board Society:

*Resolved that Council of The City of Red Deer, having considered the report from the City Clerk dated January 23, 2001, re: Request to Appoint Members to the Region 78 Community Lottery Board Society, hereby appoints the following to the Region 78 Community Lottery Board Society, for terms as noted:*

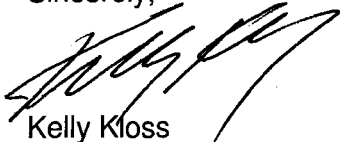
Jeffrey Dawson,	Council representative, one year term to expire December 2001;
Morris Flewwelling,	Council representative, one year term to expire December 2001;
Paula L'Hirondelle,	Citizen-at-Large, one year term to expire December 2001;
Ron Thompson,	Citizen-at-Large, one year term to expire December 2001;
Francois Piche,	Citizen-at-Large, two year term to expire December 2002;
Rob Kolton,	Citizen-at-Large, two year term to expire December 2002;
Brian Leibel,	Citizen-at-Large, three year term to expire December 2003;
Bonita Snair,	Citizen-at-Large, three year term to expire December 2003.

You will be notified in the future of the first meeting date of this Society. Please do not hesitate to contact the Director of Community Services, Colleen Jensen, at 342-8327 should you require any further information .

January 31, 2001  
Page 2

I wish you success in your endeavours as a member of the Region 78 Community Lottery Board Society.

Sincerely,



Kelly Kloss  
City Clerk

/clr

c      Director of Community Services  
         Region 78 Community Lottery Board Society, c/o Joyce Ganong



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Ms. Michelle Staben  
5923 West Park Crescent  
Red Deer, AB T4N 1E9

Dear Ms. Staben:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,

Kelly Kloss  
City Clerk

/clr





Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Ms. Joyce Shand  
48 Alton Close  
Red Deer, AB T4R 2G9

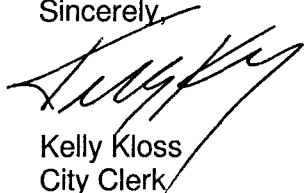
Dear Ms. Shand:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,



Kelly Kloss  
City Clerk

/clr



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Murray Saul  
24 Malcolm Crescent  
Red Deer, AB T4N 0K1

Dear Mr. Saul:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,

Kelly Kloss  
City Clerk

/clr



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Ms. Tracy McClelland  
144 Cameron Crescent  
Red Deer, AB T4P 2E1

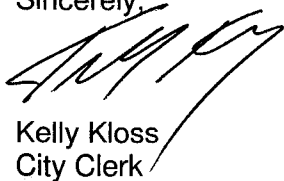
Dear Ms. McClelland:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,



Kelly Kloss  
City Clerk

/clr



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. George Croome  
3649-41 Avenue  
Red Deer, AB T4N 2X7

Dear Mr. Croome:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,

Kelly Kloss  
City Clerk

/clr



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 31, 2001

Mr. Doug Brunner  
9 Stanhope Avenue  
Red Deer, AB T4N 0B7

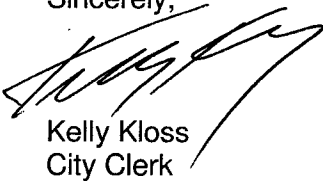
Dear Doug:

**Re:    *Region 78 Community Lottery Board Society***

At the Council meeting of Monday, January 29, 2001, Council appointed the new members to the Society.

Although you were not appointed to sit on this Society, on behalf of Council I would like to thank you for your application for membership and encourage you to consider future committee appointments. It is volunteers such as you whose continued endeavours shape and make Red Deer a vibrant community for all to enjoy.

Sincerely,



Kelly Kloss  
City Clerk

/clr

**DATE: JANUARY 10, 2001**  
**TO: CITY COUNCIL**  
**FROM: CITY CLERK (RETURNING OFFICER)**  
**RE: 2001 MUNICIPAL ELECTION – MONDAY OCTOBER 15**

---

A municipal election will be held on Monday, October 15, 2001 for the offices of Mayor, Councillor, Public School Trustee, Catholic School Trustee and Regional Health Authority Board members. Both the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA) provide councils with various alternatives concerning certain aspects for conducting elections.

I have summarized below each of these areas, as well as other general provisions for Council's information.

***1. Appointment of Returning Officer***

Section 12 of the Local Authorities Election Act provides for Council to appoint a returning officer for the purpose of conducting elections. City Bylaw 3195/99, that provides for municipal elections and for an automated voting system within the City of Red Deer, appoints the City Clerk as the Returning Officer for The City.

Recommendation - No action required.

***2. Nomination Hours***

Section 28 of the Local Authorities Election Act provides that nominations shall be received between the hours of 10 am and 12 noon on nomination day unless Council passes a bylaw to receive nominations earlier than 10 am. In 1992 Council began the practice for nominations to be received between 8:00 a.m. and 12 noon on nomination day of any election.

Recommendation - The hours for receipt of nominations remain at 8:00 a.m. to 12 Noon on Nomination Day.

***3. Advance Voting***

Section 73 of the Local Authorities Election Act provides for Council to hold an advance vote prior to election day and the Returning Officer must determine the days and hours when the advance vote is to be held. In previous elections, the advance vote has been held on the Thursday, Friday and Saturday two weeks prior to Election Day.

Recommendation - That Council authorize the holding of an advance vote for the 2001 election. If Council provides this authorization, I will then designate the following days and times for the advance vote to be held at the Red Deer and District Museum in the Stewart Room.

Thursday,	October 4, 2001	10:00 a.m. to 8:00 p.m.
Friday,	October 5, 2001	10:00 a.m. to 8:00 p.m.
Saturday,	October 6, 2001	10:00 a.m. to 8:00 p.m.

#### **4. List of Electors**

Section 49 of the Local Authorities Election Act gives Council the option to direct the Returning Officer to prepare a list of electors who are entitled to vote in an election and prescribe procedures and forms governing the enumeration of electors. Previously Red Deer has allowed electors to declare their eligibility at the voting station and thus an enumeration is not required. This system is accepted by the voters and has worked very well with no signs of abuse.

In 2000 the City in addition to conducting the census, collected information for the Province so a permanent register of residents entitled to vote in the provincial election could be compiled. For the City to partner with the Province in this endeavour, Council had to pass a bylaw that authorized the Returning Officer to prepare such a register. As we have completed the register for the Province and as I do not recommend that the City compile a voters register for the 2001 municipal election, Council should repeal Bylaw 3257/2000 that provides for such a register.

Recommendation – That Bylaw 3257/2000 directing the Returning Officer to prepare a permanent register of residents entitled to vote in elections, be repealed.

#### **5. Incapacitated Elector at Home**

Section 79 of the Local Authorities Election Act allows Council to provide for the attendance of a deputy at the residence of an elector during the hours an advance voting station is open or other times as may be fixed by resolution, in order to take the vote of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station, to vote. This provision is made for those electors who are house bound and can in no way leave the house to vote. Electors must register for this service with the Returning Officer prior to the actual day of voting.

The City has offered this service since 1995.

Recommendation - That Council continue to offer this service.

**6. Disclosure Bylaw - Personal Information**

Section 171 of the Municipal Government Act states:

171 A Council may by bylaw

- (a) require that each councillor file with a designated officer a statement of the name or names of
  - (i) the councillor's family,
  - (ii) the employers of the councillor,
  - (iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer,
  - (iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and
  - (v) each partnership or firm of which the councillor is a member,
- and
- (b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and give a copy of the list to the employees of the municipality indicated in the bylaw.

This section would apply to those elected to Council. In the past, Council has had the option to implement a Disclosure - Personal Information Bylaw, however has chosen not to.

Recommendation - Unless otherwise directed by Council, the disclosure of personal information of candidates will not be required.

**7. Election Day**

Section 10 of the Local Authorities Election Act states that Election Day shall be the third Monday in October, however, a council may stipulate by bylaw passed prior to June 30th in the year in which a general election is to be held, that election day shall be the Saturday immediately preceding the third Monday in October.



Red Deer's past practice has been to hold the election on the third Monday in October and I recommend that this continue for the following reasons:

- The voters in Red Deer are accustomed to voting on Monday.
- There would be additional costs associated with a Saturday election.
- Nomination Day, which is four weeks before Election Day, would also have to be on a Saturday.
- Most of the voting stations are schools and additional costs would be incurred for opening the buildings, security, janitorial services, etc.
- Community Association Centres are also used as Voting Stations and this may conflict with the Saturday recreational use of these facilities.
- Saturday is a Sabbath for some religious groups.

Recommendation - That Election Day be Monday October 15, 2001.

### **8. Voting Hours**

Section 46 of the Local Authorities Election Act states that voting stations shall be kept open continuously on election day from 10 am to 8 pm unless Council passes a bylaw prior to June 30th in a year in which an election is being held, that would provide voting stations to be open before 10:00 a.m.

Red Deer has, in the past, retained the voting hours of 10 am to 8 pm and I recommend that these hours be retained, as any changes would result in:

- Longer working hours for voting station election personnel.
- Increased costs relative to voting stations, as arrangements would have to be made to have the stations (schools) opened earlier than usual.
- Increased costs relative to election workers' salaries.

Recommendation - The hours of voting remain from 10:00 a.m. to 8:00 p.m.

**9. Election of Mayor**

Section 150 of the Municipal Government Act states that the chief elected official (Mayor) of a city is to be elected by a vote of the electors of the municipality unless the council passes a bylaw requiring council to appoint the Mayor from among the councillors. This bylaw would have to be passed 180 days before the general election (April 9, 2001 Council meeting) and must be advertised. If Council wished to consider this option, I recommend that a question be placed on the 2001 Election Ballot Card asking the electors if a change in the way Red Deer elects the Mayor is desired and that any change be for the 2004 election.

Recommendation - That the election of the Mayor by the electors continue.

**10. Nomination Forms**

Section 27 of the Local Authorities Election Act states that every nomination form of a candidate shall be signed by at least 5 electors. Council may pass a bylaw prior to June 30 specifying the minimum number of electors required to sign the nomination form of a candidate, but that number must be at least 5 and not more than 25. In the past Council has only required the signatures of 5 electors.

Recommendation - That the nomination form of a candidate must be signed by at least 5 electors.

**11. Deposit**

Section 29 of the Local Authorities Election Act provides that Council may, by bylaw passed not less than 30 days before nomination day (August 13, 2001 Council meeting), require that every nomination be accompanied by a deposit. Council can set the amount of the deposit however it cannot exceed \$100. Council does not currently require a deposit.

Recommendation - That a nomination deposit not be required.

**12. An Employee Seeking Election**

Section 22 of the Local Authorities Election Act provides that an employee of a municipality seeking election may apply to the council for a leave of absence without pay on or after July 1st in the year of a general election, or on or after the day the council passes a resolution to hold the by-election, but before his last working day prior to nomination day. The council shall grant any application it receives under this section.

Recommendation - Submitted for Council's information.

**13. Election Expenses**

Section 118 of the Local Authorities Election Act states that a council may by bylaw passed prior to April 15 in a year in which a general election is held, require that candidates prepare and disclose to the public, audited statements of all their campaign contributions and campaign expenses. Council has previously agreed not to implement a Campaign Contribution and Expense Disclosure bylaw.

Recommendation - Unless otherwise directed by Council candidates will not be required to prepare and disclose statements of their expenses.

**14. Blind Voter**

Section 78 of the Local Authorities Election Act provides for taking the vote of an incapacitated elector at a voting station. The vote is recorded with the assistance of a deputy or a friend of the incapacitated elector. In 1997 Section 78 of the Local Authorities Election Act was amended to allow another option to those voters incapacitated by blindness. This option would allow the returning officer to provide a blind voter template for blind voters. In researching the feasibility of offering this service, the following was taken into account:

- There are approximately 300 individuals within Red Deer who have vision impairment. This includes those who are not only blind but have other impairments such as tunnel vision, difficulty in reading smaller print, etc. Of these 300 less than 5% can read braille.
- Depending on if templates are only available at the advance vote or at every voting station we would need as few as 4 or as many as 104 templates. The local office of the CNIB does not produce templates. These would need to be done in Edmonton or Calgary. Our turn around time from when we receive the actual ballot to the advance vote is only 2 days.
- In speaking with the local CNIB representative, there have not been complaints regarding our current practice or any request to utilize templates. She also indicated that she had no objection to templates not being used.
- Individuals with visual impairments are accommodated within our current election process.

Recommendation - That a blind voter template not be provided.

### **15. Death of a Candidate**

Section 33 (1) of the Local Authorities Election Act states that Council may by bylaw, passed prior to nomination day, provide that if prior to the opening of the voting stations on election day, a candidate dies after being nominated,

- (a) the election for the position for which the deceased candidate was nominated shall be discontinued, and
- (b) the council shall as soon as practicable provide for the holding of a new election for that office.

Section 33 (2) goes on to say that if a candidate dies after being nominated and a bylaw has not been passed under the above section, the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

In 1983 Council passed, pursuant to Section 33 (1), Bylaw 2824/83 that provided for the discontinuance of the election for which the deceased candidate was nominated. The drawbacks of having this bylaw in place were:

- a new election for that position would have to be held with 21 days;
- voters would be required to come out and vote twice which may lower the voter turnout for the second election depending on which office is affected;
- costs to run a second election would be substantial.

In 1998 Council repealed this bylaw.

Recommendation – That the death of a candidate would be posted to advise all voters and a by-election would not be required.

### **16. Institutional Voting Stations**

In 1997, Section 80 of the Local Authorities Election Act was amended to provide for Council, by a bylaw passed prior to June 30 of an election year, to establish institutional voting stations for the election. Previously, the establishment of institutional voting stations was left to the discretion of the returning officer.

Recommendation - That the following locations continue to be institutional voting stations:

Red Deer

- |                               |                 |
|-------------------------------|-----------------|
| • Red Deer Regional Hospital  | 3942-50A Avenue |
| • Red Deer Auxiliary Hospital | 3929-52 Avenue  |

- |                          |                         |
|--------------------------|-------------------------|
| • Red Deer Nursing Home  | 4736-30 Street          |
| • West Park Nursing Home | 5715-41 Street Crescent |
| • Valley Park Manor      | 5505-60 Avenue          |
| • Pines Lodge            | 52 Piper Drive          |
| • Parkvale Lodge         | 4277-46A Avenue         |
| • Piper Creek Lodge      | 4820-33 Street          |
| • Waskasoo Towers        | 4810 - 54 Street        |

Rocky Mountain House

- |   |                |
|---|----------------|
| • Rocky Mountain House General Hospital | 5016-52 Avenue |
| • Westview Lodge                        | 5427-52 Avenue |

### **17. Placement of Election Signs**

Currently election signs can be posted for the eight weeks prior to an election as follows:

- On private property with the permission of the owner, and
- On vacant residential, commercial and industrial parcels of land owned by the City of Red Deer except for those City lands that are under an option for purchase.

Election signs cannot be placed:

- On or at City boulevards, parks, roadways, facilities, sign poles or light poles

Recommendation – That the placement of elections signs be as outlined above.

### **18. Rotation of Names on Ballot**

Section 43 of the Local Authorities Election Act states that the names of the candidates on each ballot shall be arranged alphabetically in order of surnames. It also states that if a bylaw is passed 2 months before an election the rotation of the names on the ballots can be done. Our practice is to arrange the names alphabetically for the following reasons:

- The costs to provide for the rotation of names would be extremely high;
- As we utilize a ballot card and often there is more than one office on a card, rotating the names would be almost impossible unless we had a separate ballot card for each office;

- Operationally the timelines to have the ballots produced, tested and printed does not make rotation of names feasible;
- Based on a study that has been done for the last 3 elections there is no advantage created for those whose names appear on the top half of the ballot or in fact anywhere on the ballot.

Recommendation – That the names of the candidates on each ballot be arranged alphabetically in order of surnames.

### **19. Ballot Counting Machine**

In 1992 the City began using a ballot counting machine to tabulate the votes of the electors. This is an excellent system and has been received well by the electors, candidates and staff. Following the 1998 election my office conducted a candidate survey to obtain their views of the election process. The only negative comment received was the lateness of the results. The timing of the results over the last 3 elections was:

Year	Time of Final Results	Number of Ballots Counted	Voter Turnout
1992	10:13 pm	17,115	43.11%
1995	10:06 pm	21,246	25.8%
1998	12:20 am	47,382	36.7%

In 1998 each City of Red Deer voter received three ballot cards which included:

- a) the offices of Mayor and Councillors, and
- b) the office of Public School Trustee or Catholic School Trustee, and
- c) the VLT question and the office of Senator In Waiting.

The VLT question and Senator selection could have been included on the Mayor and Councillor ballot card, however to more clearly separate provincial from municipal items, City Council requested that individual ballot cards be used. This resulted in the number of ballots having to be counted in 1998 to exceed both the 1992 and 1995 elections combined.

As the ballot counting machine is being operated at its optimum speed we looked at options to ensure that results can be obtained earlier in the evening. One option was to purchase a second ballot counting machine however we felt that the cost did not make this a viable option.

The second option was to look at the process for tabulating the ballots. Currently we do not begin feeding the ballots into the machine until 8:00 pm on election day. Section 84 of the Local Authorities Election Act does allow for those municipalities using a voting machine to set out by bylaw the procedures to be used in counting of the votes. This allows some flexibility as to when we begin tabulating the ballots. With some minor modifications to our Elections Bylaw we could begin tabulating the results during the day without producing or making known any results. This would then greatly reduce the volume of ballot cards to be counted after the close of the voting stations.

Recommendation: That the Elections Bylaw be amended to begin the process of tabulating ballot cards on election day before the close of the voting stations without producing or making known any results until after 8:00 pm.

## **20. Joint Elections**

Section 2 & 2.01 of the Local Authorities Election Act provide for the entering into an agreement to hold an election in conjunction with another elected authority. The City does have an agreement with the Public and Catholic School Boards to conduct the trustees' election on their behalf based on a cost sharing formula. This has been a very successful long-standing partnership.

For Council's information, the Public School Board and the City of Red Deer's boundaries are the same. The Catholic School Board's boundaries include:

- the city of Red Deer;
- a portion of Red Deer County surrounding Red Deer;
- Rocky Mountain House & a portion of Clearwater County surrounding Rocky;
- Sylvan Lake & a portion of Red Deer County surrounding Sylvan Lake.

Recommendation: That the City continue to conduct the Public and Catholic School Board elections.

## **21. Regional Health Boards**

In December of 2000 the Honourable Gary Mar announced that an election would be conducted for members to the Regional Health Authority Boards. It is my understanding that the municipalities would conduct the election for these Boards. However, no information from the Province has been released to date relating to the details.

Recommendation: Submitted for Council's information.

## **22. Information for Potential Candidates**


To assist potential candidates in sorting through the information and rules related to

running for public office, the Office of the City Clerk has prepared a document titled "2001 General Election Information For Potential Candidates". Attached is a copy of this document that is also available from the Office of the City Clerk.

Recommendation: Submitted for Council's information.

***Summary of Recommendations***

1. That Council pass Bylaw 3274/2001, The Municipal Election Bylaw which repeals the old Municipal Election Bylaw 3195/98 and provides for a number of housekeeping changes as well as:
  - a) Changes to the ballot counting process on election day;
  - b) Designation of institutional voting stations.
  - c) Authorize the City Clerk, on behalf of the City, to enter into agreements in accordance with the Local Authorities Election Act, for the purpose of conducting elections jointly with and on behalf of other local authorities.
2. That Council repeal Bylaw 3257/2000 that directs the Returning Officer to prepare a permanent register of residents entitled to vote in elections.



KELLY KLOSS  
City Clerk

att.



**BYLAW NO. 3257/2000**

WHEREAS sections 48.1 of the *Local Authorities Election Act* provides that Council may direct the preparation of a permanent register of residents in a municipality who are entitled to vote in an election:

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

- 1 The Returning Officer for the City of Red Deer is hereby directed to prepare a permanent register of residents entitled to vote in elections.
- 2 The Returning Officer is authorized to:
  - (a) Establish the procedures and forms necessary to complete an enumeration.
  - (b) Establish methods of compiling and revising the permanent electors registry.
  - (c) Enter into an agreement with the Chief Electoral Officer under the *Local Authorities Election Act* for the use of information collected for the permanent electors register.

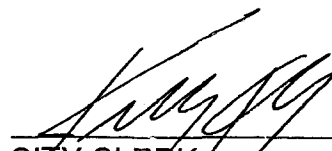
READ A FIRST TIME IN OPEN COUNCIL this 13 day of **March** A.D. 2000.

READ A SECOND TIME IN OPEN COUNCIL this 13 day of **March** A.D. 2000.

READ A THIRD TIME IN OPEN COUNCIL this 13 day of **March** A.D. 2000.

AND SIGNED BY THE MAYOR AND CITY CLERK this 13 day of **March** A.D. 2000.

  
MAYOR

  
CITY CLERK

***Comments:***

We agree with the recommendations of the City Clerk.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**COUNCIL MEETING OF JANUARY 29, 2001**

**ATTACHMENT**

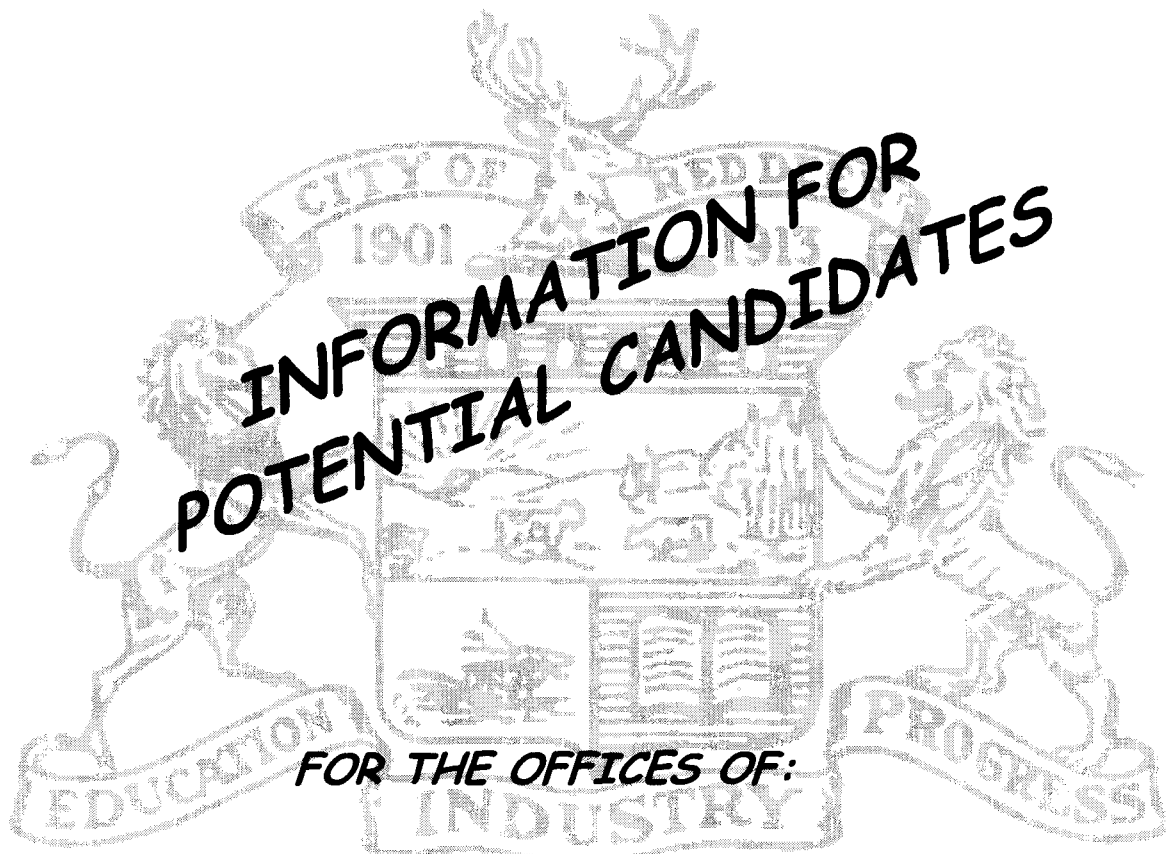
**DOCUMENT STATUS: PUBLIC**

**REFERS TO: 2001 MUNICIPAL ELECTION**

**"INFORMATION FOR POTENTIAL CANDIDATES"  
(January 2001)**

# ***THE CITY OF RED DEER***

## ***2001 GENERAL ELECTION***



***FOR THE OFFICES OF:***

***MAYOR***

***COUNCILLOR***

***PUBLIC SCHOOL TRUSTEE***

***CATHOLIC SCHOOL TRUSTEE***

***DAVID THOMPSON HEALTH REGION AUTHORITY MEMBERS***

***REVISED JANUARY 2001***

## **TABLE OF CONTENTS**

INTRODUCTION .....	1
Returning Officer Jurisdiction .....	2
Information Sources .....	2
Purpose, Power & Capacity of Municipalities .....	3
OFFICES OF ELECTED OFFICIALS	
Mayor .....	5
Councillor .....	9
Meeting Schedule for Committees & Societies .....	15
Public School Trustee .....	17
Catholic School Trustee .....	19
David Thompson Health Authority Members .....	22
ELECTION INFORMATION	
Election Day .....	23
Advance Vote .....	24
Eligibility to Vote .....	25
Rules of Residence .....	26
Voting Time for Employees .....	27
CANDIDATE INFORMATION	
Nomination Day .....	28
Filing of Nomination Papers .....	28
Qualifications of Electors who Sign Nomination Papers .....	29
Qualifications of Candidates .....	30
Ineligibility for Nomination .....	31
Disqualification of Councillors .....	36
Withdrawal of Nomination .....	38
Candidates Agents .....	39
Appointment of Candidates Agent .....	41

## ***TABLE OF CONTENTS - continued***

### **ELECTION ADVERTISING**

Campaign Advertising .....	42
City owned land .....	42
Placement of Campaign Advertising .....	43
Removal of Campaign Advertising .....	43
Campaign Literature: Ballots .....	44
Advertisement Distribution .....	45
Interference with Posted Documents .....	45

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP) .....	46
---	----

OFFENCES .....	47
----------------	----

### **2001 VOTING STATIONS & SUBDIVISIONS**

#### **Electors in the City of Red Deer - Municipal, Public and Catholic School Voters**

Voting Stations 1 - 27 .....	49
Map of Voting Subdivisions 1 – 27 .....	51

#### **Catholic School Voters living outside of the City of Red Deer Red Deer Ward**

Voting Stations 28 – 31 .....	52
Map of Voting Subdivisions 28 – 31 .....	53

#### **Catholic School Voters living outside of the City of Red Deer Rocky Mountain House Ward**

Voting Stations 32 – 35 .....	54
Map of Voting Subdivisions 32 – 35 .....	55

#### **Catholic School Voters living outside of the City of Red Deer Sylvan Lake Ward**

Voting Stations 36 - 37 .....	56
Map of Voting Subdivisions 36 - 37 .....	57

## ***INTRODUCTION***

This information package is for your assistance and has no legislative sanction. It contains:

- a) answers to the most frequently asked questions regarding election procedures, and
- b) important facts candidates should be aware of.

This package provides information on the following elected offices:

### ***The City of Red Deer***

#### **Mayor and Councillor**

The positions of Mayor and Councillor are at-large elections, meaning that each person elected represents the City as a whole and not a particular ward or section of the City. The City is broken down however, by voting subdivisions for the purpose of evenly distributing voting across the City (Voting Subdivisions Map, page 50)

### ***Red Deer Public School District #104***

#### **Public School Trustee**

Elections for Public School Trustee are also at-large elections. The City of Red Deer on behalf of the Red Deer Public School District conducts these elections. The voting subdivisions are the same as those used for the election of Mayor and Councillor. (Voting Subdivisions Map, page 50)

### ***Red Deer Catholic Regional Division #39***

#### **Catholic School Trustee (also referred to as Separate School Trustees)**

The Catholic School Trustee is a slightly modified at-large election as the boundary for the Catholic School District is broken into three wards, as follows:

1. Red Deer as a whole and some residents in Red Deer County,
2. Rocky Mountain House and a portion of the county surrounding Rocky Mountain House - one trustee,
3. Sylvan Lake and a portion of the county surrounding Sylvan Lake - one trustee.

(Voting Subdivisions Maps, pages 50, 52, 54 and 56)

### ***David Thompson Health Region - Authority #6***

#### **David Thompson Health Region - Authority Members**

In late 2000, the Province advised that there will be an election for Regional Health Authority Members in conjunction with the 2001 General Election. To date, details of this election have not been released, however, the Province has indicated information will be made available in early 2001. (Voting Subdivisions Map, page 50)

## ***RETURNING OFFICER JURISDICTION***

The Returning Officer and Deputy Returning Officer for The City of Red Deer are:

Kelly Brian Kloss  
Returning Officer  
342-8132

email: kellyk@city.red-deer.ab.ca

Jeff Graves  
Deputy Returning Officer  
342-8132

email: jeffg@city.red-deer.ab.ca

The Returning Officer is responsible for the conducting of elections for the following offices:

<b><i>Office</i></b>	<b><i>Jurisdiction</i></b>	<b><i>Authority</i></b>
Mayor	City of Red Deer	City Bylaw
Councillor	City of Red Deer	City Bylaw
Public School Trustee	R.D.P.S. District #104	Agreement
Catholic School Trustee	R.D.R.C.S. District #39	Agreement
Health Authority Members	David Thompson Health Authority #6	Provincial

## ***INFORMATION SOURCES***

This document is not inclusive of all of the information related to each office, election procedures and election legislation.

For detailed information or documentation the following sources are available to you:

- Copies of Provincial Legislation  
Includes the Local Authorities Election Act, Municipal Government Act, School Act and the Hospital Act

The Queen's Printer  
11510 Kingsway Avenue  
Edmonton, Alberta T5G 2Y5  
Telephone: (403) 427-4952  
Fax: (403) 452-0668  
Email: qp@gov.ab.ca

- Questions or Information relative to the Election Process  
Contact the Returning Officer (see above)
- Questions or Information relative to the Offices of Mayor or Councillor  
Contact the Returning Officer (see above)



### *INFORMATION SOURCES - continued*

- Questions or Information relative to the Office of Public School Trustee  
Contact the Public School Board Office - Deb Beck, 343-1405  
Email: dbeck@rdpsd.ab.ca
- Questions or Information relative to the Office of Catholic School Trustee  
Contact the Catholic School Board Office - Dick Dornstauder, 343-1055  
Email: dorn@rdcrd.ab.ca
- Questions or Information relative to the Office of Health Authority Member  
Contact the David Thompson Health Authority - John Vogelzang 341-8622  
Email: llauinger@dthr.ab.ca

### *PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTIONS*

Within Canada there are three levels of government:

- Federal - Elected Representatives referred to as Members of Parliament (MPs)
- Provincial - Elected Representatives referred to as Members of the Legislative Assembly (MLAs)
- Local - Elected Representatives referred to as Mayor, Councillors and Trustees

Individuals elected to the Federal and Provincial governments represent a particular political party (e.g. Liberals, Progressive Conservatives, Canadian Alliance, NDP, Social Credit, etc.) with the party having the most representatives elected forming the government.

Local government is not based on "Party Politics".

As outlined in the book "Government and Politics in Alberta A. Tupper/R. Gibbons" and quoted hereafter, local government is a creation of the provincial government.

"Alberta's municipalities are legally subordinate to the provincial government as is the case of municipalities in all of the provinces. Under the Constitution Act, national and provincial governments have separate spheres of power with local government falling under the purview of the provinces. Thus, constitutionally a province can create, change, and abolish municipalities at will."

## ***PURPOSE, POWER AND CAPACITY OF LOCAL JURISDICTIONS - continued***

The Province provides the structure for local governments through the following legislation:

### **City Council - Municipal Government Act**

- "Section 3    The purposes of a municipality are
- (a)    to provide good government,
  - (b)    to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
  - (c)    to develop and maintain safe and viable communities."

### **Public & Catholic School Boards - School Act**

- "Section 44    1(a)    A Board must establish policies respecting the provision of educational services and programs."

### **Regional Health Authority - Hospitals Act**

- "Sections 27/28    A Regional Health Authority Board has full control of that hospital and has absolute and final authority in respect of all matters pertaining to the operation of the hospital. The board shall enact general bylaws governing the organization, management and operation of the hospital, which it owns and operates."

**THE OFFICE OF  
MAYOR**

**TERM OF OFFICE:** 3 years

**DUTIES OF MAYOR**  
(Chief Elected Official)

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

*Excerpts from Sections 153 and 154 of The Municipal Government Act*

**153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

**154** (1) A chief elected official, in addition to performing the duties of a Councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and

*THE OFFICE OF  
MAYOR - continued*

- (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

*Following are excerpts from the The City of Red Deer Organizational Bylaw 3130/95*

CHIEF ELECTED OFFICER - MAYOR

- 9 The Chief Elected Officer for the City shall be known as the "Mayor" and, in addition to his or her duties as a member of Council, the Mayor shall:
  - (a) preside at Council meetings when in attendance, unless otherwise provided;
  - (b) review Council agendas and participate with the City Manager in making recommendations to Council;
  - (c) represent the City at all public functions and ceremonies which Council or the Mayor determine appropriate;
  - (d) communicate Council policy to the media and the public;
  - (e) liaise with elected officials from other municipalities and other levels of government in respect of matters of concern to the City;
  - (f) be the principal link between Council and the City Administration;
  - (g) seek input from the public into City policies;
  - (h) initiate corporate policy changes;
  - (i) participate in the deliberations of the Senior Management Team;
  - (j) sign all bylaws, minutes of meetings of Council or of Council Committees at which the Mayor presided;

**THE OFFICE OF  
MAYOR - continued**

- (k) sign all cheques and other negotiable instruments, unless otherwise provided for by Council.

**REMUNERATION AND BENEFITS**

**Honorarium:** \$58,812 per annum (one-third non-taxable; based on 2000 figures)

**RRSP:** - Voluntary participation in the Elected Officials' RRS Plan.

- Municipality to contribute 7.5% of earnings.
- Mayor to contribute a minimum of 7.5% of earnings but may choose a larger contribution.

**Benefits:**

- Includes - Mandatory Group Life - 2 x annual salary (100% cost Municipality)
- Optional Alberta Blue Cross (100% cost Municipality)
  - Extended Medical
  - Prescription Drugs
  - Outside Canada coverage
- Optional Alberta Health Care (100% cost Mayor)
- Canada Savings Plan (100% cost Mayor)

**Transportation:** Mileage allowance for use of a personal vehicle while on City business.

**Parking:** Parking stall provided.

**Car Allowance:** \$262/month.

**Expense Allowance:** Vouchered expenses while on City business

**Office:** Mayor and City Manager's Department is staffed with a Corporate Planning Coordinator, a Communications / Customer Service Coordinator, a Communications / Customer Service Specialist, a Production Support Clerk and two Administrative Assistants.

*THE OFFICE OF  
MAYOR - continued*

*COUNCIL AND COUNCIL COMMITTEES*

**Council Meetings:** Every second Monday at 4:30 p.m.

**Council Committees:** Mayor is an ex-officio member of all Committees of Council which come under the authority of the Municipal Government Act and has the right to attend any such committee meeting and participate with full voting rights. See "The City of Red Deer Meeting Schedule" located elsewhere in this document that outlines the Council committees, commissions, boards, societies and affiliates and the appointments of Councillors to be made at the 2001 Organizational Meeting of Council.

*TIME COMMITMENT*

The position of Mayor is a full time commitment averaging between 40 to 50 hours per week. In addition to performing duties during the weekdays, the Mayor is expected to attend meetings, public functions, ceremonies and other events, which occur during evening hours and on weekends.

*ADDITIONAL INFORMATION*

Kelly Kloss, Returning Officer/City Clerk, or Jeff Graves, Deputy Returning Officer/Deputy City Clerk, may be contacted at 342-8132, City Clerk's Office, City Hall, for general information regarding Council and/or committee procedures and regarding nomination and election matters.

**THE OFFICE OF  
COUNCILLOR**

**TERM OF OFFICE:** 3 years

**NUMBER OF COUNCILLORS:** 8 Positions

**DUTIES OF COUNCILLOR**

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors including:

**153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

**201** (1) A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;

***THE OFFICE OF  
COUNCILLOR - continued***

- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

***REMUNERATION AND BENEFITS***

**Honorarium:** \$15,195 per annum (one-third non-taxable, based on 2000 figures)

**RRSP:**

- Voluntary participation in the Elected Officials' RRS Plan
- Municipality to contribute 7.5% of earnings.
- Councillor to contribute a minimum of 7.5% of earnings but may choose a larger contribution.

**Benefits:**

- Includes - Mandatory Group Life - 2 x annual salary (100% cost Municipality)
- Optional Alberta Blue Cross (100% cost Municipality)
  - Extended Medical
  - Prescription Drugs
  - Outside Canada coverage
- Optional Alberta Health Care (100% cost Councillor)
- Canada Savings Plan (100% cost Councillor)

**Transportation:** Mileage allowance for use of a personal vehicle while on City business.

**Parking:** Parking stall provided.

**Office Assistance:** Secretarial, clerical and research services are provided for the Councillors through the Office of the City Clerk.



*THE OFFICE OF  
COUNCILLOR - continued*

**Expense Allowance:** Councillors are entitled to a fixed per diem (\$125.00/day) and vouchered expenses while on City business concerning matters for which they have been appointed and/or authorized by Council to attend.

*COUNCIL AND COUNCIL COMMITTEES*

**Council Meetings:** Every second Monday commencing at 4:30 p.m.

**Deputy Mayor:** Councillors act as Deputy Mayor on a monthly rotation in accordance with the schedule adopted by Council at its annual Organizational Meeting.

**Committees:** Councillors serve on approximately five standing Council committees. Only those Councillors who are appointed to serve on a committee have the right to vote. Councillors may serve on other special committees, commissions and boards as appointed by Council.

There are several types of committee appointments:

- Committees established by Council under The Municipal Government Act.
- Committees established under other legislation; e.g. Police Act, Libraries Act.
- Outside committees, boards, etc. which request or require representation by a Member of Council; e.g. Downtown Business Association of Red Deer, Piper Creek Foundation, Western Exposition Board.
- Ad Hoc Committees which are formed by Council for the purpose of reviewing a specific issue or issues.

See "The City of Red Deer Meeting Schedule" located elsewhere in this document, that outlines the Council committees, commissions, boards, societies and the appointment of councillors to be made at the 2001 Organizational Meeting of Council.

**THE OFFICE OF  
COUNCILLOR - continued**

**Time Commitment**

The Municipal Government Act provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties. A survey of Councillors was conducted asking the question "How many hours a week will one need to commit as an Councillor?" The response received indicated a minimum of 15 to 20 hours per week was required but this may vary depending on the time of year (e.g. budget meeting week: takes approximately 20 hours over two weeks; regular Council meeting and Committee meetings for those weeks would be in addition to those hours). The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

**Council Orientation/Update Tour**

In order for the new Council to become fully acquainted with the scope of the City, two days are set aside for an orientation and tour of facilities. These sessions are a must to attend as they will assist you in your decision making on Council and when reviewing the City Department's Business Plans in January 2002. Elected Councillors need to set aside **Thursday October 25 and Friday October 26, 2001** for the orientation and tour.

**Attendance at Council Meetings**

Council meetings are held **every second Monday** commencing at 4:30 p.m. and ending between 8:00 to 10:00 p.m. In preparation for the meeting, an agenda ranging from 100 to 200 pages is delivered to Council members on the Thursday before the Council meeting to allow time for reading and reviewing the issues.

**Attendance at Council Budget Meetings**

In January, in addition to the regular Council meetings, members meet for four or five days over a two week period to review City Department's Business Plans which establish the policy direction for The City's Capital and Operating Budgets. These meetings begin at 4:30 p.m. and end at 9:00 p.m.

**Attendance at Committee Meetings**

Council members are each expected to sit on approximately five standing committees and two to three ad hoc committees. Most of the meetings are monthly with the time commitment varying depending on the committee.

*THE OFFICE OF  
COUNCILLOR - continued*

**Deputy Mayor Responsibilities**

Each Councillor is appointed as the Deputy Mayor for a period of one month. Based on eight Councillors, this duty would come up once every eight months. The Deputy Mayor, in the absence of the Mayor, performs such functions as: Chairing of Council meetings, Council agenda preparation, attending ceremonies (ribbon cutting), banquets, speaking engagements, etc. If the Deputy Mayor is not available, another councillor may be called upon to carry out these public relation duties.

**Alberta Urban Municipalities Association (AUMA)**

The mission statement of AUMA states that they will represent municipal councils in their advocacy of ways toward excellence in local urban government. In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government, and the general public; and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AUMA represents a unified voice to the provincial government on behalf of urban communities.

Each year in the fall, an AUMA convention is held that attracts approximately 800 to 1000 delegates from urban councils and administration. The convention that is held during election years is strongly geared toward newly elected Council members and for this reason those successful candidates are encouraged to set aside time to attend this event.

The 2001 AUMA convention will be **Wednesday, November 14 through Saturday, November 17, 2001** in Edmonton. Please mark these dates on your calendar. A travel allowance to attend this conference is provided for within the Council budget.

**Federation of Canadian Municipalities (FCM)**

The mission statement of FCM states: The fundamental purpose of FCM is the pursuit of the common national interests of all Canadian municipalities, particularly as these affect or are affected by actions of the Government of Canada, or of the provinces and territories, acting at the interprovincial level. FCM conducts research, develops policies, and through appropriate mechanisms, takes action on matters of national municipal concern. FCM serves as the central linkage among Canadian municipalities and municipal associations acting upon their shared goals in the intergovernmental arena while working toward excellence in municipal administration by establishing meaningful working relationships among municipal officials across Canada.

**THE OFFICE OF  
COUNCILLOR - continued**

The City of Red Deer is a member of FCM and as such, members of Council have the opportunity to attend the annual conference of FCM. The first FCM conference after the 2001 election is **May 31 - June 3, 2002** in Hamilton, Ontario.

**Store Front Government**

The Mayor and Councillors attend the Parkland or Bower Malls to meet and answer questions from the public. These events are usually held on a Saturday from 11:00 am to 3:00 p.m. once or twice per year.

**Corporate Planning Sessions**

The City of Red Deer has a Three Year Planning Cycle which includes the three major components of our Corporate Planning Process—Strategic Plan; Three Year Business Plan and Budget; and Work Planning and Review. The following workshops are included in the Strategic Plan component of our Corporate Planning Process:

- The *Team Building & Planning Workshop*, **Tuesday, November 6 and Wednesday, November 7, 2001**, occurs every three years, immediately following the Civic Election. It has two thrusts: *Team building*—developing the characteristics for an effective Council and establishing the behavioral expectations of Council Members; and *Planning*—an introduction to The City's Corporate Planning Process and the opportunity to prioritize the major issues/challenges to be considered in updating the Strategic Plan.
- The *Strategic Planning Workshop*, **Wednesday, February 13, 2002**, occurs every three years, in the year following the Civic Election. Its purpose is for Council Members to provide direction and guidance to the Strategic Plan Review Committee in undertaking the major review of our Strategic Plan.
- The *Strategic Issues Workshop*, **Wednesday, May 22, 2002**, occurs annually and provides an opportunity for Council to review strategic issues, look at performance and set priorities with senior staff.
- The *Strategic Issues Workshop*, **Wednesday, November 6, 2002**. A continuation of the workshop held in May.

**Additional Information**

For general information regarding Council and/or committee procedures or nomination and/or election matters, please call 342-8132, City Clerk's Office, City Hall.

**MEETING SCHEDULES**  
For  
**Committees & Societies**  
With Council Representation  
2000-2001

<b>Committee/Commission/Board/Society</b>	<b>Time</b>	<b>Day</b>	<b>Number of Councillors</b>
<b>Standing Committees</b>			
Archives Committee	7:30 pm	3 <sup>rd</sup> Wed/Month	1
Assessment Review Board	-	When Called	1
Disaster Services Committee	-	When Called	2
		6 Alt. + Mayor	
Emergency Services Master Plan Advisory Committee	-	When Called	1
Environmental Advisory Board	4:30 pm	4 <sup>th</sup> Tues/Month	1
Municipal Planning Commission	10:00 am	Every Monday	1
		+ Mayor, +1 Alt.	
Nominations Review Committee	-	When Called	3
Policing Committee/Taxi Commission	7:00 pm	4 <sup>th</sup> Tues/Month	1
Recreation, Parks & Culture Board	4:30 pm	2 <sup>nd</sup> Tues/Month	1
Red Deer Subdivision & Development Appeal Board	5:00		
	or 7:00 pm	Thurs as Required	1 + 1 Alt.
Transportation Advisory Board	4:30 pm	3 <sup>rd</sup> Thurs/Month	1
<b>Other Committees</b>			
Downtown Business Association of Red Deer	Noon	1 <sup>st</sup> Tues/Month	1
F.C.S.S. Board	5:30 pm	1 <sup>st</sup> Tues/Month	2
Intermunicipal Affairs Committee	-	When Called	2
		+ Mayor	
Library Board	7:30 pm	3 <sup>rd</sup> Wed/Month	1
Parkland Community Planning Services	-	When Called/ Twice Per Year	1 + 1 Alt.
Piper Creek Foundation	7:00 am	Last Wed Month	1
Queen Elizabeth II Scholarship Awards Selection Committee	-	When Called	1
Red Deer Community Lottery Board	-	When called	2
Westerner Exposition Board	7:30 pm	4 <sup>th</sup> Thurs/Month	2

## MEETING SCHEDULES - continued

<b>Committee/Commission/Board/Society</b>	<b>Time</b>	<b>Day</b>	<b>Number of Councillors</b>
<b>Administrative Committees</b>			
Personnel Committee	-	When Called	3 + Mayor
Land Development Task Force	-	When Called	2
Strategic Plan Review Committee	-	When Called	2
<b>Societies</b>			
Normandeau Cultural & Natural History Society	4:00 pm	Last Thurs/Month	1
Red Deer Visitor & Convention Bureau	4:00 pm	4th Tues/Month	1
Region 78 Community Lottery Board Society	-	When Called	2
River Bend Golf & Recreation Society	5:00 pm	3 <sup>rd</sup> Tues/Month	1
<b>Ad Hoc Committees</b>			
Collicutt Centre Steering Committee	8:00 a.m.	Every 2 <sup>nd</sup> Monday	3 + Mayor
Culture Master Plan Steering Committee	-	When Called	1
Downtown Action Plan Policy Committee	-	When Called	2 + Mayor
Electric Industry Restructuring Advisory Committee	-	When Called	2
Finance Task Force	-	When Called	3 + Mayor

## ***POSITION OF PUBLIC SCHOOL TRUSTEE***

The Red Deer Public School District No. 104 provided the following information for inclusion in this manual:

***TERM OF OFFICE:*** 3 years

***NUMBER OF TRUSTEES:*** 7 positions

### ***DUTIES OF PUBLIC SCHOOL TRUSTEE***

The School Act outlines the broad spectrum of the powers and duties of a School Board, which ensures public education is of a high quality and meets local needs. The Board of Trustees has a responsibility to be in touch with the public's concerns, to make people aware of what the board does and why, and to give citizens every opportunity to have a say in what our children learn. Specific responsibilities include:

- Communicating, informing and involving parents, staff and the community-at-large in school board decisions and activities
- Adopting an annual budget that achieves district priorities
- Setting goals and priorities for the jurisdiction that achieve provincial standards, meet the needs of students and reflect the community's wishes
- Making and enforcing policies that set out standards and expectations regarding the actions of administration, teachers and students
- Lobbying municipal and provincial governments on education issues of importance to the jurisdiction
- Adjudicating policy or decision appeals
- Hiring and evaluating the Superintendent

Trustees are elected in accordance with the Local Authorities Election Act.

### ***REMUNERATION AND BENEFITS***

#### **Honorarium:**

Chairman: \$10,420.80 per annum (one-third non-taxable, based on 2000 figures)

Vice-Chairman: \$8,684.04 per annum (one-third non-taxable, based on 2000 figures)

Trustees: \$7,644.00 per annum (one-third non-taxable, based on 2000 figures)

**Pension:** - None

**POSITION OF  
PUBLIC SCHOOL TRUSTEE - continued**

- Benefits:**
- Premiums paid by School District includes:
    - Optional Group Life
    - Extended Medical
    - Prescription Drugs
    - Outside Canada Coverage
  - Alberta Health Care (premiums cost shared)
  - Dental Plan

**Transportation:** Mileage allowance for use of vehicle while on District business outside of the City of Red Deer.

**Parking:** Parking stall provided.

**Expense Allowance:** Trustees are entitled to a fixed per diem (\$140.33 per day) and vouchered expenses while on School District business when outside the City of Red Deer, concerning matters for which they have been appointed and/or authorized by the Board to attend.

**Board Meetings:** Second and fourth Wednesdays of each month commencing at 7:00 p.m.

<b>Committees:</b>	<b><i>Standing Committees</i></b>	<b><i>Trustees Appointed</i></b>
	Administrative Staffing	3
	Budget Committee	3
	A.S.B.A. Zone 4	1
	A.T.A. Negotiating Committee	3
	Co-ordinating Committee	2
	C.U.P.E. Negotiating Committee	3
	Foundation Board	2
	Public School Boards Association	1

**For Further Information:** Please contact the following for general information regarding School Board and/or Committee procedures:

*Ms. Deb Beck,  
Assistant Superintendent - Business Services  
Phone: 342-3702, Fax: 347-8190  
Email: dbeck@rdpsd.ab.ca  
Website: <http://www.rdpsd.ab.ca>*



***POSITION OF  
CATHOLIC SCHOOL TRUSTEE***

The following information was provided by the Red Deer Catholic Regional Division for inclusion in this manual.

**Term of Office:** 3 years

**Number of Trustees:** 5 from Red Deer  
1 from Rocky Mountain House  
1 from Sylvan Lake

***DUTIES OF CATHOLIC SCHOOL TRUSTEE  
REGIONAL DIVISION BOARD***

The School Act (Part 3) outlines the obligations, powers, operation and management of a School Board. A copy of the School Act is available at the Catholic School Board Office for those interested in reading more about this. The members of the School Board are elected in accordance with the Local Authorities Election Act.

**Honorarium:** Chairman: \$10,070 per annum (one third non-taxable)

Trustees: \$7,565 per annum (one-third non-taxable)

**Pension:** - None

**Benefits:** - Premiums paid by School District

- Alberta Health Care
- Group Life (\$25,000 each)
- Extended Health Care
- Dental

**Expenses:** Trustees are entitled to a fixed per diem of \$125 per day while on school district business as appointed by the Board. A transportation allowance is paid for the use of a personal vehicle outside the City of Red Deer, and expenses for meals and lodging are reimbursed on actual receipts.

***POSITION OF  
CATHOLIC SCHOOL TRUSTEE - continued***

<b><i>Committees:</i></b>	<b><i>Standing Committees</i></b>	<b><i>Trustees Appointed</i></b>
	Alberta Catholic School Trustees	1
	Alberta School Boards - Zone 4	1
	Education and Policy	2
	Finance	1
	Joint School Council / School Board	1
	Negotiations	2

In addition to these committees, each trustee acts as a school liaison for two schools.

***WHY SHOULD I RUN FOR CATHOLIC SCHOOL TRUSTEE?***

- Catholic trusteeship is an elected office, similar to that of a city or town councillor. It provides you with the opportunity to fulfil your civic duty in serving the Catholic community.
- You will have the opportunity to make a positive contribution to the education of Catholic children and youth by setting the overall Christian tone and atmosphere for our Catholic schools.
- By contributing to the development of wise and prudent policies, you will help to promote the spiritual, mental, physical and moral growth of Catholic children and youth and enable them to cope with the changing fortunes of a human lifetime.
- As a guardian of the Constitutional rights for Catholics with respect to education, you will be part of a team that will help guide Catholic education.
- You will experience true personal growth, meeting many new people with whom you will have to work in the mainstream of the democratic process.
- You will truly have the opportunity to become a leader in the local and provincial Catholic community.
- Serving as the Church's local representative in education, you will be giving of your God-given talents for the good of Catholic children and youth.

**POSITION OF  
CATHOLIC SCHOOL TRUSTEE - continued**

***What are the Catholic community's expectation of me as a school trustee?***

***Vision*** - From your understanding of the Church and its educational tradition, as reaffirmed in the Second Vatican Council, you are prepared to participate actively in shaping the future of Catholic schooling.

***Unselfish Faith Commitment*** - Already committed to the Catholic community through your religious practice and prayerful reflection, you accept other people's opinions as valid and useful within the decision-making process.

***Understanding*** - An appreciation of the Catholic school's role, together with the family and the parish, in establishing a total Christian environment for Catholic children and youth.

***Capacity for Team Work*** - The ability to work productively as a member of an elected board, with an understanding of the corporate decision-making process.

***Courage*** - the willingness to speak out for students as the first priority in the educational system; the determination to favour principle over expediency.

***Common Sense*** - the ability to distinguish dreams from reality; the will to establish priorities, fiscal or other, in the face of a multiplicity of conflicting demands.

***Humility*** - The wisdom to understand that service for children and youth comes before any self-serving objectives of interest groups or individuals, including yourself.

**For Further**

**Information:**

Please contact the following for general information regarding School Board and/or Committee procedures:

*Red Deer Catholic Regional Division #39*

*Mr. Dick Dornstauder, Assistant Superintendent/Finance*

*Phone: 343-1055*

*Fax: 347-6410*

*Email: llauinger@dthr.ab.ca*

Note: The Boundaries of the Catholic School District extend beyond the limits of the City into the County of Red Deer. It includes Sylvan Lake, and some residents of the county surrounding Sylvan Lake, as well as Rocky Mountain House, and some residents of the municipal district surrounding Rocky Mountain House. (See Map and Voting Locations elsewhere in this manual)

*POSITION OF  
DAVID THOMPSON HEALTH AUTHORITY - AUTHORITY MEMBERS*

At the time of printing, no information was available regarding the election of Health Authority Members. Information will be released as soon as it is available.

*ELECTION DAY*

*MONDAY, OCTOBER 15, 2001*

*EVERY VOTING STATION WILL OPEN PROMPTLY AT 10:00 A.M.*

*AND WILL BE KEPT OPEN CONTINUOUSLY UNTIL 8:00 P.M.*

## ***ADVANCE VOTE***

### ***Excerpts from the Local Authorities Election Act***

- 76** The persons authorized to vote at an advance vote are the electors
- (a) who have reason to believe that they will be absent from the local jurisdiction during the whole time fixed for the election,
  - (b) who by reason of physical disability find it impossible or extremely difficult to attend at the regular voting station,
  - (c) who are officers or constables who have been provided a certificate by the returning officer entitling them to vote .....,
  - (d) who are seniors who live in a seniors' accommodation facility where an institutional voting station is established, or
  - (e) who for religious reasons are not able to vote on Election Day.

### ***THE CITY OF RED DEER'S ADVANCE VOTING WILL TAKE PLACE:***

- (a) Thursday, October 4, 2001 from 10:00 a.m. to 8:00 p.m.
- (b) Friday, October 5, 2001 from 10:00 a.m. to 8:00 p.m.
- (c) Saturday, October 6, 2001 from 10:00 a.m. to 8:00 p.m.

### ***THE ADVANCE VOTING STATION WILL BE LOCATED AT***

***THE RED DEER & DISTRICT MUSEUM  
STEWART ROOM  
#4525 - 47A AVENUE, RED DEER, ALBERTA***

## *ELIGIBILITY TO VOTE*

### *Excerpts from the Local Authorities Election Act*

- 47 (1) A person is eligible to vote in an election held pursuant to this Act if he
- (a) is at least 18 years old,
  - (b) is a Canadian citizen, and
  - (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is a resident in the area on election day.
- (1.1) .... an elector is eligible to vote only at the voting station for the voting subdivision in which he resides.
- (5) In the case of the performance of any function or the exercise of any right under this Act, a person shall be a resident on the day on which that function is performed or that right is exercised in the area, ward or voting subdivision in respect of which that function is performed or that right is exercised and shall have been a resident of Alberta for the six consecutive months immediately preceding the day on which that function is performed or that right is exercised, unless otherwise required by this Act.

**NOTE:** *"Voter's List"* - The City of Red Deer does not compile a Voter's List.

*"Area"* in section 47(1)(c) above means the area within the boundaries of a local jurisdiction.

## ***RULES OF RESIDENCE***

### *Excerpts from the Local Authorities Election Act*

- 48 (1) For the purposes of this Act, the place of residence is governed by the following rules:
- (a) a person may have only one place of residence for the purposes of this Act;
    - (a.1) the residence of a person is the place where he lives and sleeps and to which, when he is absent, he intends to return;
  - (b) a person does not lose his residence by leaving his home for a temporary purpose;
    - (b.1) subject to clause (c), a student who
      - (i) attends an educational institution within or outside Alberta,
      - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
      - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution
- is deemed to reside with those family members;
- (c) If a person leaves the area with the intention of making his residence elsewhere, he loses his residence within the area;
- (2) A person who is a resident of a public school district or of a separate school district under the School Act is deemed to be a resident of the public school district or the separate school district, as the case may be, under this Act.
- (3) Notwithstanding subsection (2), a person who owns and lives in his residence and whose residence is assessable for public school purposes or for separate school purposes under the School Act is deemed to be a resident of the public school district or the separate school district, as the case may be, under this Act.



## ***VOTING TIME FOR EMPLOYEES***

### *Excerpts from the Local Authorities Election Act*

- 58** (1) An employee who is an elector shall, while the voting stations are open on Election Day, have 3 consecutive hours for the purpose of casting his vote.
- (2) If the hours of the employee's employment do not allow for 3 consecutive hours, his employer shall allow him any additional time for voting that is necessary to provide him the 3 consecutive hours, but the additional time for voting shall be granted at the convenience of the employer.
- (3) No employer shall make any deduction from the pay of an employee nor impose on him or exact from him any penalty by reason of his absence from his work during the 3 consecutive hours or part thereof.
- (4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of his employment with no deduction from his pay and without exacting any penalty.

## ***NOMINATION DAY***

### ***Excerpts from the Local Authorities Election Act***

#### **Nomination Day**

25            Nomination day shall be 4 weeks before Election Day.

(Nomination Day for Mayor, Councillors, Public School Trustee, Catholic School Trustee and Health Authority Members is Monday, September 17, 2001)

#### **Nomination Forms**

27        (1)    Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied by a written acceptance signed in the prescribed form by the person nominated stating

(a)        that he is eligible to be elected to the office, and

(b)        that he will accept the office if elected,

and if required by bylaw, it shall be accompanied by a deposit in the required amount.

(NOTE - The City of Red Deer does not require a deposit)

#### **Filing of Nomination Papers**

The returning officer shall receive nominations at the City Clerk's Office, 2nd Floor, City Hall, ***between 8:00 a.m. and 12:00 Noon*** on Nomination Day, ***September 17, 2001***. (Note: Nomination papers for the Rocky Mountain House Catholic School Ward will be filed at the Town of Rocky Mountain House, Town Office and the Sylvan Lake Catholic School Ward will be filed at the Town of Sylvan Lake.)

28        (3)    After 12:00 Noon on Nomination Day, a person eligible to vote in the election may request to examine the filed nominations during regular business hours and in the presence of the returning officer, deputy or secretary.

***QUALIFICATIONS OF ELECTORS  
WHO SIGN NOMINATION PAPERS***

***IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION PAPERS IS ELIGIBLE TO VOTE***

A person is eligible to vote in an election held pursuant to the Local Authorities Election Act if he/she

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is resident in the *area* on election day.

**NOTE:**

1. "Area" means the area within the boundaries of a local jurisdiction.
2. The person who signs the Nomination Papers must be a resident in the local jurisdiction on the date of signing the Nomination Papers.
3. To ensure validity of their Nomination Papers, a Candidate may submit more than the required **FIVE** electors' signatures.

## ***QUALIFICATIONS OF CANDIDATES***

### ***Excerpts from the Local Authorities Election Act***

- 21** (1) A person may be nominated as a candidate in any election under this Act if, on Nomination Day he
- (a) is eligible to vote in that election,
  - (b) has been a resident of the local jurisdiction for the 6 consecutive months immediately preceding nomination day, and
  - (c) is not otherwise ineligible or disqualified.
- (3) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

## ***INELIGIBILITY***

### *Excerpts from the Local Authorities Election Act*

- 22 (1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day
- (d) he is the auditor of the local jurisdiction for which the election is to be held;
  - (e) he is an employee of the local jurisdiction for which the election is to be held, unless he is on leave of absence granted under this section;
  - (f) he is indebted to the municipality of which he is an elector for taxes in default exceeding \$50.00, excluding therefrom
    - (i) any indebtedness for current taxes, and
    - (ii) any indebtedness for arrears of taxes for which he has entered into a consolidation agreement with the municipality, unless he is in default in the payment of any money due under the agreement;
  - (g) he is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500.00 and in default for more than 90 days;
  - (h) he is a party to a subsisting contract with the local jurisdiction for which the election is to be held under which money of the local jurisdiction is payable or may become payable for any work, service, matter or thing;
  - (i) he has a pecuniary interest, direct or indirect in any subsisting contract with the local jurisdiction for which the election is to be held under which money of the local jurisdiction is payable or may become payable for any work, service, matter or thing;

*INELIGIBILITY - continued*

- (j) in the case of a district board election, he or his spouse
  - (i) is a physician and a member of the medical staff,
  - (ii) is a dentist and a member of the medical staff or dental staff,  
or
  - (iii) is an employee of a hospital or nursing home in respect of  
which the election is being held.
- (1.1) Subsection (1)(h) and (i) do not apply to a candidate for election to a council.
- (1.2) Subsection 1(f) to (j) does not apply to a candidate for election as a trustee  
of a school board.
- (2) Subsection (1) does not apply to a person by reason only
  - (a) that he is a shareholder in a corporation having a contract or dealings  
with the local jurisdiction or elected authority for which the election  
is being held,
    - (i) unless he holds or there is held by himself and his spouse,  
parents, children, brothers and sisters more than 25% of the  
issued capital stock of the corporation, or
    - (ii) unless the contract or dealings are for the building or  
construction of a public work of the local jurisdiction;
  - (b) that he has a contract with the local jurisdiction for the supplying to  
him, his spouse or child of a service, utility or commodity that the  
local jurisdiction has statutory authority to supply;
  - (c) that he holds an interest in a publication
    - (i) in which official advertisements of the local jurisdiction  
appear, or
    - (ii) that is supplied to the local jurisdiction at the usual rates;

*INELIGIBILITY - continued*

- (d) that he sells or leases to the local jurisdiction land or interest in land that the local jurisdiction has authority to expropriate;
- (e) that he supplies goods, merchandise or services to the local jurisdiction or to persons contracting with the local jurisdiction if they are supplied at competitive prices and in the ordinary course of his business or profession;
- (f) that he renders
  - (i) services to indigents who are residents of the local jurisdiction and for which the local jurisdiction is or may become liable to pay, or
  - (ii) services for which the local jurisdiction has provided a subsidy;
- (g) that he is appointed to a position under the Public Safety Services Act;
- (h) that he has rendered professional services as a lawyer to the local jurisdiction, if the fees for the services have been taxed under the Alberta Rules of Court;
- (i) that he has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction.
- (j) that he is a member of a co-operative association under the *Co-operative Associations Act* or the *Rural Utilities Act*;
- (k) that he is a vendor, purchaser, assignor or assignee of land bought or sold under the *Agricultural Financial Services Act*.
- (l) that he is party to a contract for the purchase or lease of real or personal property from the local jurisdiction entered into before nomination day.
- (m) that he is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local

### *INELIGIBILITY - continued*

jurisdiction or that he is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

- (3) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may apply to the council for a leave of absence without pay on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before his last working day prior to nomination day.
- (4) Notwithstanding any bylaw, resolution or agreement of a municipality, the council shall grant every application it receives under this section.
- (5) An employee who has been granted a leave of absence is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.
- (6) If an employee who has been granted a leave of absence is not elected, he may return to work, in the position he had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.
- (7) If an employee who has been granted a leave of absence is declared elected, he is deemed to have resigned his position as an employee the day he takes the official oath of office as an elected official.
- (8) If an employee who has been granted a leave of absence is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (5) and (6) apply.
- (9) Subject to subsection (10), an employee who has been granted a leave of absence and is declared elected continues to be deemed to have resigned his position as an employee if he subsequently forfeits his office or if his election is adjudged invalid.
- (10) If, through no act or omission of the employee, an employee forfeits his office or his election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (5) and (6) apply.



***INELIGIBILITY - continued***

- 23**    (1)    A person is not eligible to be nominated for more than 1 office of the same elected authority.
- (2)    A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority
- (a)    unless his term of office is expiring, or
- (b)    if his term of office is not expiring, unless he has resigned his office effective 18 days or more before nomination day.

## ***DISQUALIFICATION OF COUNCILLORS***

### *Excerpts from the Municipal Government Act*

- 174** (1) A councillor is disqualified from council if
- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
  - (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
  - (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
  - (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
  - (e) the councillor is convicted
    - (i) of an offence punishable by imprisonment for 5 or more years, or
    - (ii) of an offence under section 123, 124 or 125 of the Criminal Code (Canada);
  - (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
  - (g) the councillor contravenes section 172 (Disclosure of Pecuniary Interest);
  - (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173 (Effect of Pecuniary Interest on Agreements);
  - (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;

*DISQUALIFICATION OF COUNCILLORS - continued*

- (j) the councillor becomes an employee of the municipality;
  - (k) the councillor is liable to the municipality under section 249 (Civil Liability of Councillors);
- (2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed
- (a) at any time before the end of the last regular meeting of the council in the 8 week period, or
  - (b) if there is no other regular meeting of the council during the 8 week period, at any time before the end of the next regular meeting of the council.
- (3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.
- (4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

## ***WITHDRAWAL OF NOMINATION***

### *Excerpts from the Local Authorities Election Act*

- 32 (1) Subject to subsection (2), if more than the required number of candidates for any particular office are nominated, any person so nominated may, at any time within 24 hours after the close of the nomination period, withdraw his name as a candidate for the office for which he was nominated by filing with the returning officer a withdrawal in writing.
- (2) If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

## *CANDIDATES' AGENTS*

If a candidate would like to either personally or by way of an agent, observe the election process at one or more of the voting stations, the following process shall be followed:

### *Excerpts from the Local Authorities Election Act*

#### Appointment of Agent

- 69 (1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,
- (a) signed by a candidate, and
  - (b) stating that the person presenting the notice is to represent that candidate as his agent at the voting station,
- the person presenting the notice shall be recognized by the presiding deputy as the agent of the candidate.
- (1.1) Before a person is recognized as an agent he shall make and subscribe before a deputy at the voting station a statement in the prescribed form.

#### Number of Agents Permitted

- (2) The deputy shall not permit a candidate to have more than one agent present at any time in a voting station during voting hours.

#### Candidate as an Agent

- (3) A candidate personally may
- (a) undertake the duties that the candidate's agent may undertake, and
  - (b) repealed,
  - (c) attend any place that the candidate's agent is authorized by this Act to attend.

*CANDIDATES' AGENTS - continued*

Agent at the Voting Station

- (4) The deputy may designate the place or places at a voting station where a candidate, an agent of a candidate, or both, may observe the election procedure.
- (5) When, in the provisions of this Act that relate to the election of a member of an elected authority or district board, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an agent or a candidate, the expression is deemed to refer to the presence of those agents
  - (a) that are authorized to attend, and
  - (b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an agent at that time and place does not invalidate it.

**NOTE:** A form acceptable to the Returning Officer is provided for your convenience on page 41. In the event you wish to appoint agents, you may make copies of this form as required.

APPOINTMENT OF CANDIDATE'S AGENT

LOCAL JURISDICTION OF THE CITY OF RED DEER, PROVINCE OF ALBERTA

ELECTION DATE: October 15, 2001

TO: **PRESIDING DEPUTY RETURNING OFFICER**

I, \_\_\_\_\_ hereby appoint  
(Name of Candidate) PLEASE PRINT

\_\_\_\_\_ to act as my Agent at  
(Name of Agent) PLEASE PRINT

VOTING SUBDIVISION: \_\_\_\_\_  
(Subdivision Number)

VOTING STATION: \_\_\_\_\_  
(Station Name)

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date of Appointment

## ***CAMPAIGN ADVERTISING***

Under the Safety Codes Act Electrical & Communication Utility System of the Province of Alberta, electrical utility poles and structures shall be kept free of all materials not required for the system. Action may be taken against candidates or their agents who deface utility poles with election campaign literature.

Under the City of Red Deer Nuisance Bylaw 3150/95 a nuisance is defined as:

- the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition.

The bylaw prohibits any activity deemed a "nuisance" from occurring on City property and further states:

"No person shall place, deposit or throw or cause to be placed, deposited or thrown upon or into any motor vehicle, which is parked on any street, lane, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any paper containing printed or written matter, whether advertising or not,..."

### **City Owned Land**

Sign Bylaw No. 3163/96 allows for the posting of election signs, as follows:

"The erection of election signs is permitted on vacant residential, commercial and industrial parcels of land owned by the City except for those City lands that are under an option for purchase or land sale agreement."

The bylaw also outlines the removal of signs, liability for costs for removal and signs that interfere with work carried out by City crews or contractors doing work on behalf of the City.

A current listing of eligible City properties will be available in July, 2001.



### ***PLACEMENT OF CAMPAIGN ADVERTISING***

Advertising should be confined to private property, with the exception as noted under the section entitled City Owned Land, and always with the concurrence of the owner.

Candidate's election signs may be posted for the eight weeks prior to a federal, provincial, regional, municipal or school election.

### ***REMOVAL OF CAMPAIGN ADVERTISING***

All advertising should be promptly removed from private property immediately following the election.

#### **General**

Permits for the posting of signs are not required.

Current copies of The City of Red Deer Land Use Bylaw, Nuisance Bylaw and Sign Bylaw may be picked up at the City Clerk's Department, 2<sup>nd</sup> Floor, City Hall. Many bylaws are also available on The City's web site at [www.city.red-deer.ab.ca](http://www.city.red-deer.ab.ca).

**Please Note:** Call before you dig! **ALBERTA ONE-CALL 1-800-242-3447**

## ***CAMPAIGN LITERATURE: BALLOTS***

### ***Excerpts from the Local Authorities Election Act***

- 148** (4) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.
- (5) Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for mayor, member of an elected authority, bylaw or question to be published as often as he considers necessary in a newspaper circulating in the area, for the information of the electors.
- (6) A person who contravenes subsection ..... (4) is guilty of an offence and liable to a fine of not more than \$10,000 or to imprisonment for not more than 6 months or to both a fine and imprisonment.

**NOTE:** It is no longer a requirement that any printed advertisement, handbill, placard, poster, circular, pamphlet or other paper having reference to an election, bear the name and address of its printer/publisher.

In 1990 City Council approved the purchase of an automated ballot counting machine. This machine optically reads all of the ballots.

As a result of this new system, electors will be directed to mark their ballots by completing an arrow (shown below) instead of using a "✓".



We ask your assistance in regard to the content of your campaign literature. In the past, some candidates have used such slogans which indicate "Mark an X by Joe Brown" or "Put a Check for Joe Brown", and then may follow it with an actual graphic of an "X" or a "✓". Since "X" or "✓" is no longer acceptable, we believe that seeing such items on campaign literature may give a sense to electors that they can use such symbols in marking their ballot when in fact they cannot.

We request that you refrain from using the above noted symbols in your campaign literature.

## ***ADVERTISEMENT DISTRIBUTION***

### ***Excerpts from the Local Authorities Election Act***

- 153** (1) Subject to subsection (2), a person who, on Election Day,
- (a) displays inside or on the outside of a building used for a voting station, or
  - (b) distributes within a building used for a voting station, an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act, is guilty of an offence and liable to a fine of not more than \$500.
- (1.1) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.
- (2) The distribution by or on behalf of a candidate or his agent of newspapers, pamphlets or other literature containing articles or reports on matters of public interest is not a contravention of this section.
- (3) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under his instructions is liable for trespass or damages resulting from or caused by the removal.

## ***INTERFERENCE WITH POSTED DOCUMENTS***

### ***Excerpts from the Local Authorities Election Act***

- 155** A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable
- (a) if the person is an officer, to a fine of not more than \$1000, and
  - (b) in any other case, to a fine of not more than \$200.

## ***FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP)***

### **What is FOIP?**

The *Freedom of Information and Privacy Act* aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of The City. The law proclaimed in October 1995 affected municipalities as of October 1, 1999.

### **Access to Information**

The *Act* legislates open and accountable government guaranteeing individuals the right to see their own information and other City records, with some specific exceptions. Exceptions apply where the release could:

- Be an unreasonable invasion of another's privacy
- Cause harm to another person or organization
- Interfere with the public safety
- Harm law enforcement efforts

### **Privacy**

The *Act* prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the *Act* the City must follow strict guidelines for the use of personal information.

### **Are records of elected officials of municipalities excluded from the *FOIP Act*?**

- Personal or constituency records of a council member are excluded from the *Act* (section 4(1)(I)). This exclusion is intended to cover:
  - Records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a council member but which may be maintained in his or her office for convenience.
  - Records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election).
  - Records relating to the private business activities of a council member.
- Records dealing with the business of the municipality are covered by the *Act* even if they are stored at a councillor's home.

For more information regarding FOIP and how it relates to you, contact The City of Red Deer FOIP Coordinator Jeff Graves at 342-8136.

## *OFFENCES*

### *Excerpts from the Local Authorities Election Act*

- 148** (1) No person shall
- (a) without authority supply a ballot to any person,
  - (b) fraudulently put into a ballot box any paper other than a ballot that he is authorized by this Act to deposit,
  - (c) fraudulently take a ballot out of the voting station,
  - (d) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.
- (2) No person shall
- (a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or
  - (b) having voted once, request at the same election a ballot in his own name.
- (3) No person shall vote knowing that he has no right to do so.
- (3.1) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act.
- (6) A person who contravenes subsection (1), (2), (3), (3.1) .... is guilty of an offence and liable to a fine of not more than \$10,000 or to imprisonment for not more than 6 months or to both a fine and imprisonment.
- 150** (1) Every returning officer, deputy, constable and agent in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.
- (2) No person shall interfere with or attempt to interfere with an elector when the elector is marking his ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

*OFFENCES - continued*

- (3) No person shall
  - (a) during the hours when a voting station is open, canvass or solicit votes in a building where the voting station is located, or
  - (b) make any communication to an elector in a voting station respecting the election otherwise than through the deputy.
- (3.1) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (3) applies only to the store, office or facility comprising the area used as a voting station.
- (4) No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.
- (5) No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.
- (6) No returning officer, deputy or agent in attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.
- (7) No person shall directly or indirectly induce an elector to display his ballot, after he has marked it, so as to make known to any person the name of any candidate for whom he has or has not marked his ballot.
- (8) A person who contravenes this section is guilty of an offence and liable to a fine of not more than \$5000 or to imprisonment for a term not exceeding 2 years, or to both a fine and imprisonment.

**151** A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

**2001 VOTING STATIONS**  
**ELECTORS IN THE CITY OF RED DEER**  
*Offices of the Mayor and Councillor, Public and Catholic School Trustees*  
*and Health Authority Members*

*All Voting Station are Handicapped Accessible*

<u>VOTING SUBDIVISIONS</u>	<u>VOTING STATIONS</u>	<u>ADDRESSES</u>
1	Kentwood Alliance Church	4 Kennedy Drive
2	Glendale Middle School	6375-77 Street
3	Normandeau School	61 Noble Avenue
4	Pines Community School	8 Page Avenue
5	Oriole Park School	5 Oldbury Street
6	G.H. Dawe Community School	56 Holt Street
7	Fairview Elementary School	30 Fairbank Road
8	Memorial Festival Hall	4214-58 Street
9	Red Deer & District Museum	
	- Stewart Room	4525-47A Avenue
10	West Park Junior High School	3310-55 Avenue
11	Ecole La Prairie	4810 - 35 Street
12	Bower-Kin Community Centre	85 Boyce Street
13	G.W. Smith Elementary School	17 Springfield Avenue
14	Mountview School	4331-34 Street
15	Grandview Elementary School	4515-43 Avenue
16	Michener Centre Theatre	51A Street, 38A Avenue
17	Clearview Meadows Community	
	Centre	93 Cornett Drive
18	Joseph Welsh Elementary School	4401-37 Avenue
19	Annie L. Gaetz Elementary School	34 Mitchell Avenue
20	St. Elizabeth Seton School	35 Addinell Avenue

**2001 VOTING STATIONS - continued**  
**ELECTORS IN THE CITY OF RED DEER**  
*Offices of the Mayor and Councillor, Public and Catholic School Trustees  
and Health Authority Members*

*All Voting Station are Handicapped Accessible*

<u>VOTING SUBDIVISIONS</u>	<u>VOTING STATIONS</u>	<u>ADDRESSES</u>
21	Rosedale Community Shelter	2 Roland Street
22	Holy Family School	69 Douglas Avenue
23	Notre Dame High School	
	(Fine Arts Room)	50 Lees Street
24	HOSPITALS (Institutional Vote)	
	- Red Deer Regional Hospital	3942-50A Avenue
	- Red Deer Auxiliary Hospital	3929-52 Avenue
25	NURSING HOMES (Institutional Vote)	
	- Red Deer Nursing Home	4736-30 Street
	- West Park Lodge	5715-41 Street Crescent
	- Valley Park Manor	5505-60 Avenue
26	LODGES (Institutional Vote)	
	- Pines Lodge	52 Piper Drive
	- Parkvale Lodge	4277-46A Avenue
	- Piper Creek Lodge	4820-33 Street
	- Waskasoo Towers	4810 - 54 Street
27	ADVANCE VOTE:	
	Red Deer & District Museum	4525-47A Avenue
	(Stewart Room)	

See page 53 for Voting Subdivision Locations for Catholic School Voters living outside the City of Red Deer (maps on pages 54, 55 and 56).



# 2001 General Election VOTING SUBDIVISION MAP

## Voters Living in the City of Red Deer

Questions?

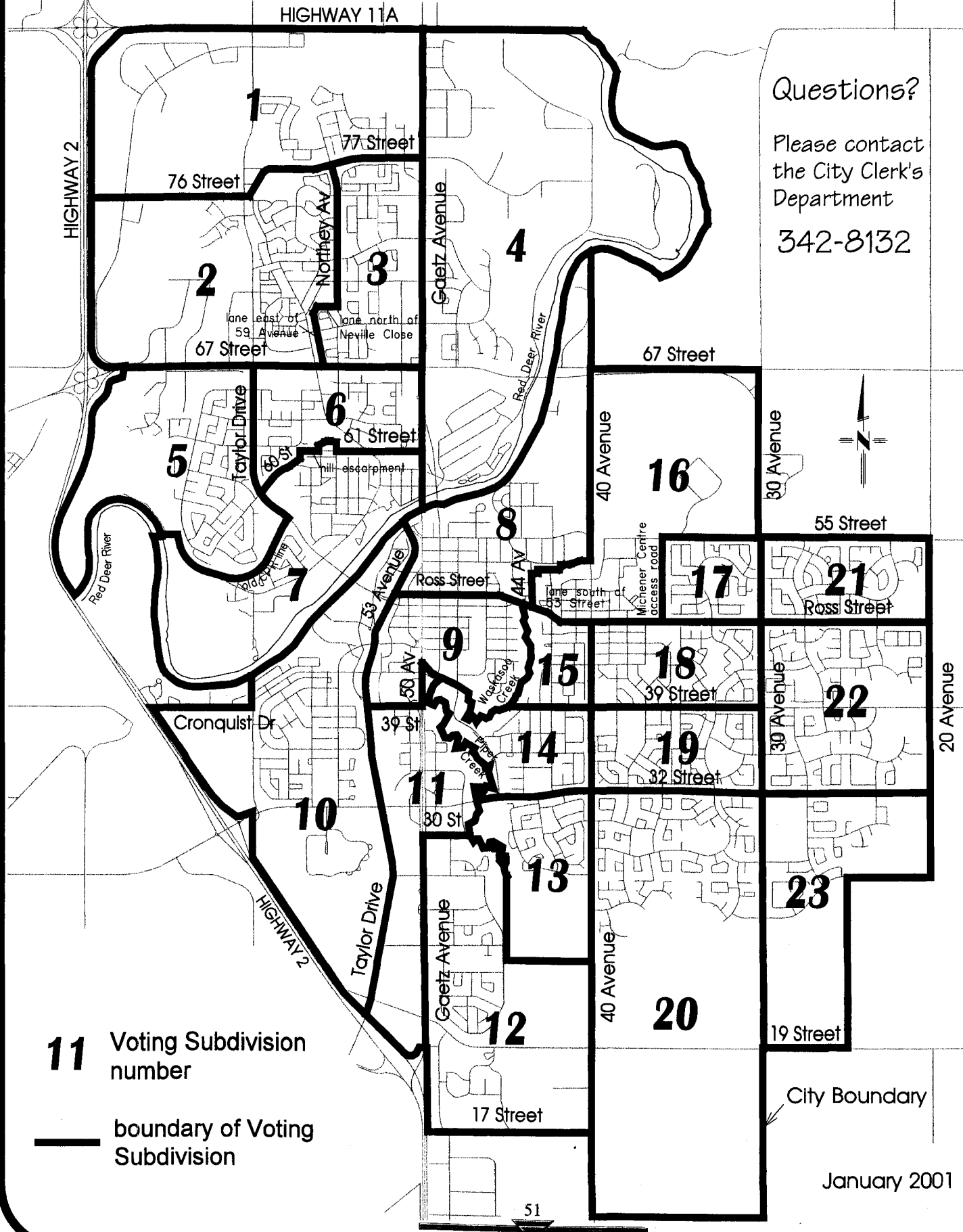
Please contact  
the City Clerk's  
Department

342-8132



**11** Voting Subdivision  
number

boundary of Voting  
Subdivision



January 2001

**2001 VOTING STATIONS**  
**CATHOLIC SCHOOL VOTERS LIVING OUTSIDE THE CITY OF RED DEER**  
**Red Deer Ward**

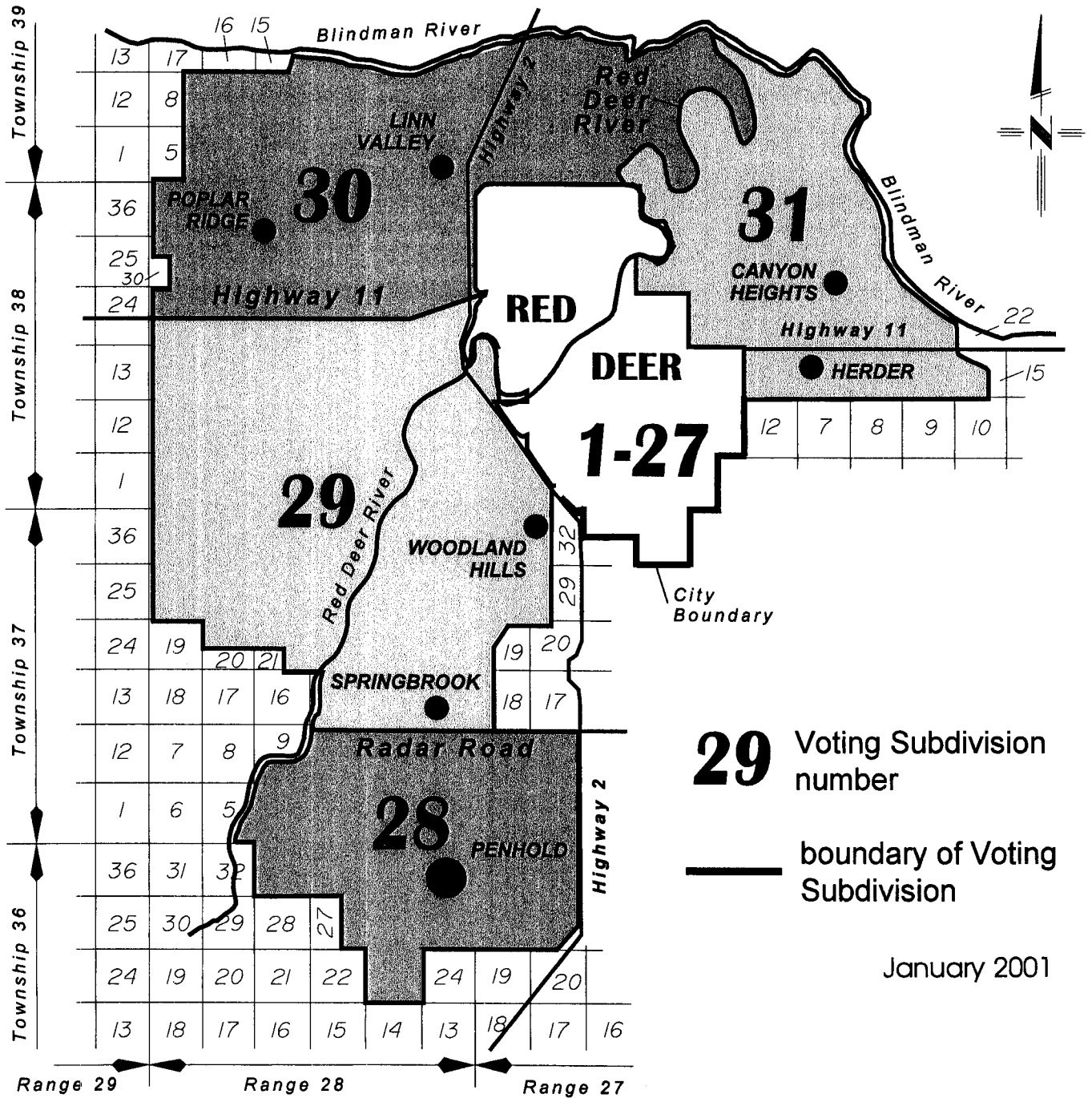
*All Voting Station are Handicapped Accessible*

<u>VOTING SUBDIVISIONS</u>	<u>VOTING STATIONS</u>	<u>ADDRESSES</u>
1-27	Voting Stations for residents of the City	
28	Penhold Lions Memorial Hall	1123 Flemming Avenue
29	West Park Junior High School	3310 - 55 Avenue, Red Deer
30	G.H. Dawe Community School	56 Holt Street, Red Deer
31	Rosedale Community Shelter	2 Roland Street, Red Deer

# 2001 VOTING SUBDIVISION MAP

## Red Deer Catholic Regional Division #39

### Catholic School Voters Living in the Red Deer Area



January 2001

Questions? Please contact the City Clerk's Department at 342-8132

**2001 VOTING STATIONS**  
**CATHOLIC SCHOOL VOTERS LIVING OUTSIDE THE CITY OF RED DEE**  
**Rocky Mountain House Ward**

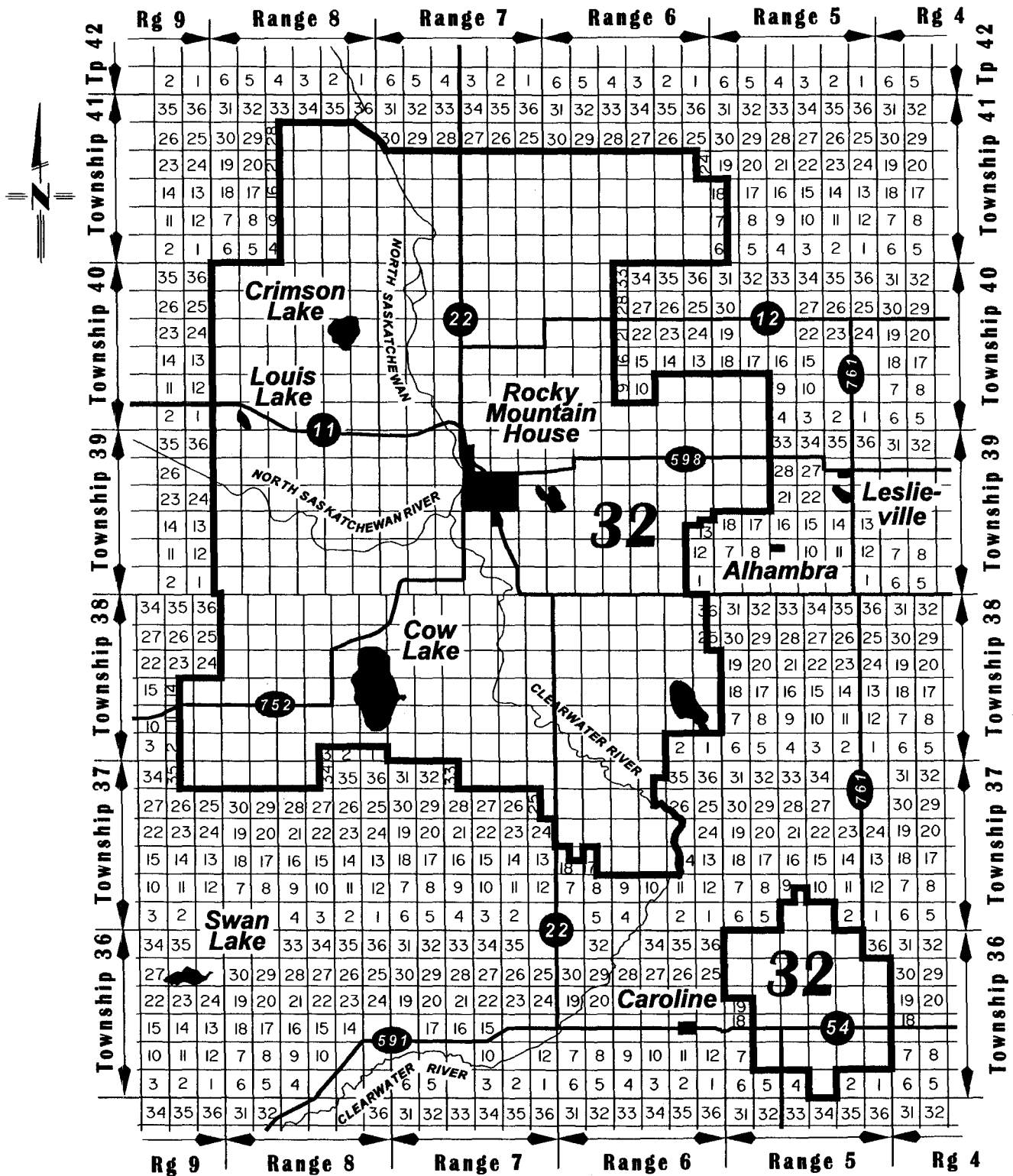
*All Voting Station are Handicapped Accessible*

<u>VOTING SUBDIVISIONS</u>	<u>VOTING STATIONS</u>	<u>ADDRESSES</u>
32	Rocky Mountain House Centre	4733 - 54 Avenue, Rocky Mountain House
33	Rocky Mountain House General Hospital	5016 - 52 Avenue Rocky Mountain House
34	Westview Lodge	5427 - 52 Avenue Rocky Mountain House
35	ADVANCE VOTE Rocky Mountain House Centre	4733 - 54 Avenue Rocky Mountain House

# VOTING SUBDIVISION MAP

## Red Deer Catholic Regional Division #39

### Catholic School Voters Living in the Rocky Mountain House Area



**32**

Voting Subdivision  
number

55

boundary of Voting  
Subdivision

**2001 VOTING STATIONS**  
**CATHOLIC SCHOOL VOTERS LIVING OUTSIDE THE CITY OF RED DEER**  
**Sylvan Lake Ward**

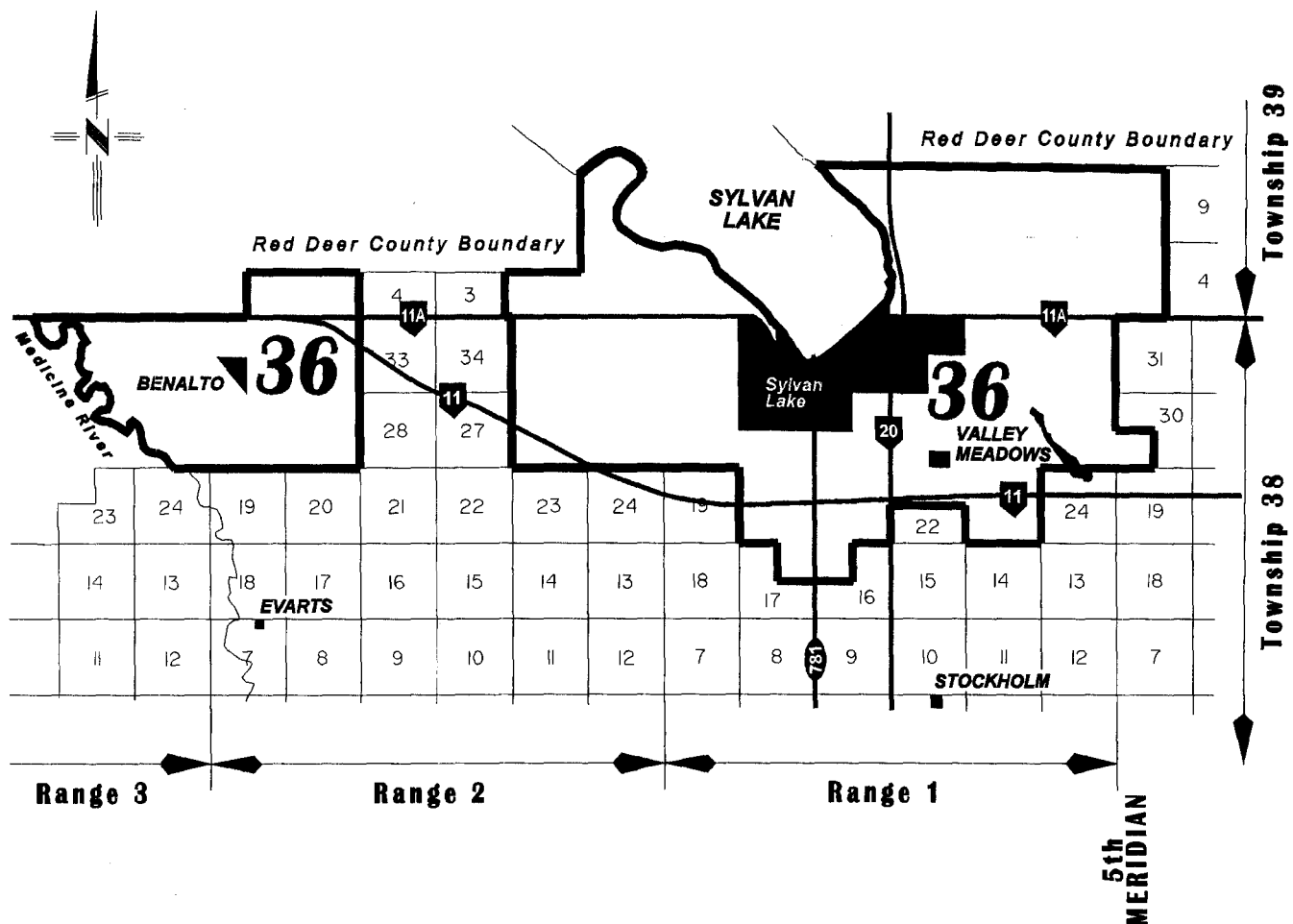
*All Voting Stations are Handicapped Accessible*

<u>VOTING SUBDIVISIONS</u>	<u>VOTING STATIONS</u>	<u>ADDRESSES</u>
36	Chinook's Edge Community Centre	4725 - 43 Street Sylvan Lake
37	ADVANCE VOTE Town of Sylvan Lake	location to be determined

# VOTING SUBDIVISION MAP

## Red Deer Catholic Regional Division #39

### Catholic School Voters Living in the Sylvan Lake Area



**36** Voting Subdivision number

— boundary of Voting Subdivision

Questions? Please contact the City Clerk's Department at 342-8132

January 2001

**FILE**

***Council Decision – Monday, January 29, 2001***

**DATE:** January 30, 2001

**TO:** Returning Officer  
Deputy Returning Officer  
Election Coordinator, Maureen Hermary  
Election Coordinator, Donna Nowochin

**FROM:** City Clerk

**RE:** *2001 Municipal Election - Monday, October 15, 2001:*  
(a) *2001 Election Bylaw 3274/2001*  
(b) *Bylaw 3257/A-2001 - Repeal of Permanent Register of Residents Entitled to Vote Bylaw 3257/2000*

---

**Reference Report:** City Clerk dated January 10, 2001

***Bylaw Readings:***

Bylaw 3274/2001 - 2001 Municipal Election Bylaw, was given three readings


Bylaw 3257/A-2001 - Bylaw to repeal Permanent Register of Residents Entitled to Vote Bylaw, was given three readings

**Report Back to Council Required:** No

***Comments/Further Action:***

Bylaw 3274/2001, the Municipal Election Bylaw, repeals previous Election Bylaw 3195/98 and provides for the manner in which the 2001 Municipal Election will be carried out.

Bylaw 3257/A-2001, repeals Permanent Register of Residents Entitled to Vote Bylaw 3247/2000.



Kelly Kloss  
City Clerk

/clr  
attchs.

c F. McDougall, Administrative Assistant





**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Suite 404, 4808 Ross Street  
Red Deer, Alberta T4N 1X5  
Phone: (403) 343-3394  
FAX: (403) 346-1570  
e-mail: pcps@pcps.ab.ca

**Date:** January 22, 2001

**To:** Kelly Kloss, City Clerk

**From:** Frank Wong, Planning Assistant

**Re:** Land Use Bylaw Amendment 3156/F-2001  
Lot 11, Block 14, Plan 972 2047,  
Lot 7, Block 13, Plan 952 4124,  
Lot 9, Block 14, Plan 852 2172, and  
Remainder of Lot 2, Block 14, Plan 812 0222  
DC(2) Direct Control District No. 2  
Heritage Business Park  
477599 Alberta Ltd./Soap Suds Car Wash Inc./  
Imperial Oil Ltd./Westfair Properties Ltd.

---

477599 Alberta Ltd., owner of the commercial strip mall adjacent to the Westfair Warehouse Store, is requesting to have their site rezoned from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District. The purpose of the request is to facilitate consolidation of their site with the adjacent vacant lot to the north, which they recently purchased. The consolidation would enable the commercial strip mall to expand.

In reviewing this rezoning request, Planning staff decided to conduct a full review of the DC(2) District.

The DC(2) District was established by City Council in 1980 for the area known as "Heritage Business Park" which has its own unique list of uses and regulations, which are specific to individual lots. The individual development standards and uses on each lot make it more complex to develop and as a result most of the lots have been rezoned to C4 Commercial Major Arterial District. All of the new developments in the area were developed under the C4 zoning.

The remaining DC(2) District covers five lots or areas;

1. Heritage Esso Gas and Wash – Lot 9, Block 14, Plan 852 2172
2. Real Canadian Wholesale Club – Remainder Lot 2, Block 14, Plan 812 0222
3. Lazer Car Wash – Lot 7, Block 13, Plan 952 4124
4. Canada Post Depot – Lot 2, Block 13, Plan 822 0067
5. Cash Casino Strip Mall – Lot 11, Block 14, Plan 972 2047 (current application for rezoning)

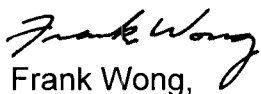
**Bylaw No. 3156/F-2001...page 2**

With the exception of the Canada Post Depot, the other four properties or uses can be accommodated in the C4 District. The Canada Post Depot remains unique as it does not fit as a commercial use thus should remain under the DC(2) District. The other four uses should be rezoned to C4 District to simplify the Land Use Bylaw and to standardize development standards in the area.

Staff Recommendation

Planning staff recommend that City Council proceed with first reading of Land Use Bylaw Amendment 3156/F-2001. All of the property owners will be notified by a copy of this report and through the rezoning process of the proposed rezoning by the City Clerks Department. We do not anticipate any objections to the rezoning.

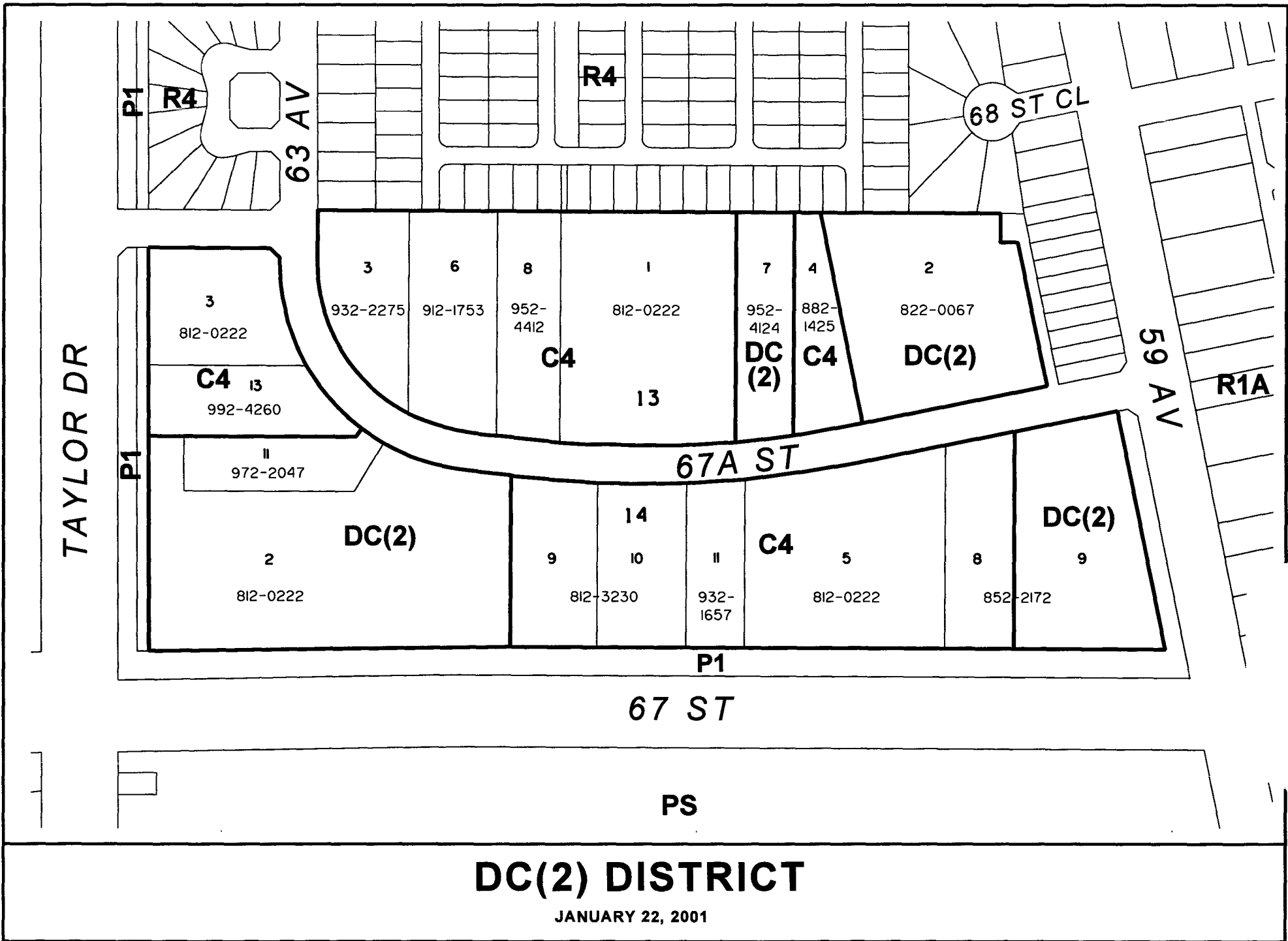
Sincerely,



Frank Wong,  
Planning Assistant

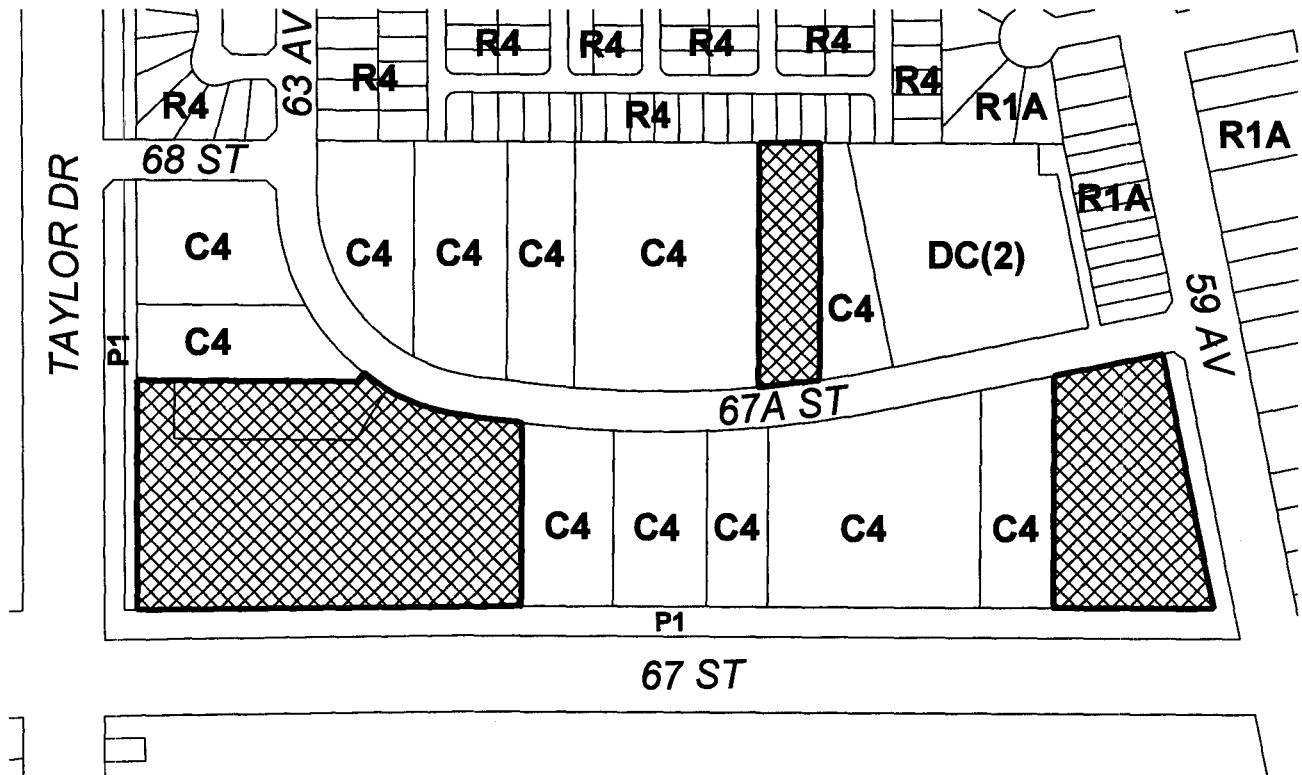
Attachment

- c. 477599 Alberta Ltd., 4040B Blackfoot Tr. SE, Calgary, Alta. T2G 4E5  
Westfair Properties Ltd., Suite 3200 Home Oil Tower, 3189 Grandview Hwy.  
Vancouver, B.C. V5M 2E9  
Soap Suds Car Wash Inc., 6104 67A St., Red Deer, Alta. T4P 3E8  
Imperial Oil Ltd., Box 422, Don Mills Station, Toronto, On. M3C 2T2  
Her Majesty The Queen, The Regional Group, 200 Catherine St. 6<sup>th</sup> Floor,  
Ottawa, On. K2P 2K9



# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



*Change from:*

*DC(2) to C4* 

### AFFECTED DISTRICTS:

*DC(2) - Direct Control District No. 2*

*C4 - Commercial (Major Arterial)*

*MAP No. 5/2001*

*BYLAW No. 3156 /F - 2001*

***Comments:***

We agree with the recommendation of the City Planner that Bylaw 3156/F-2001 be given first reading. A Public Hearing could then be held in the Council Chambers of City Hall at 7:00 p.m. on Monday, February 26, 2001.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager



## THE CITY OF RED DEER

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

Web Site: [www.city.red-deer.ab.ca](http://www.city.red-deer.ab.ca)

City Clerk's Department (403) 342-8132

Email: [cityclerk@red-deer.ab.ca](mailto:cityclerk@red-deer.ab.ca)

DATE: February 5, 2001

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 8 45

FAX TO: 477599 Alberta Ltd.

ATTENTION: Ron Desrochers

THEIR FAX NO: 403-243-4812

FROM: Christine Kenzie

DEPARTMENT: City Clerk's

PHONE #: (403) 342-8132

**MESSAGE AREA (if required):**

**Land Use Bylaw Amendment 3156/F-2001 – Rezoning of Properties within Heritage Business Park.**

*This telecopy is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. If you have received this telecopy in error, please notify us immediately by telephone and return the original transmission to us by mail, or destroy same without making a copy. Thank you for your assistance.*

ORIGINAL TO FOLLOW: BY MAIL \_\_\_\_\_ BY COURIER \_\_\_\_\_  
NO ORIGINAL WILL BE FORWARDED: \_\_\_\_\_

**IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.**



January 8, 2001

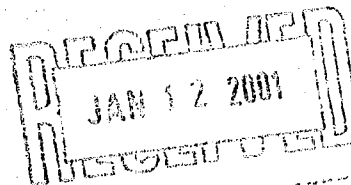
Parkland Community Planning Service  
Suite 404, 4808 Ross Street  
RED DEER, Alberta  
T4N 1X5

Attention: Paul Meyette ACP, MCIP

**CALGARY**  
Located in  
THE BLACKFOOT GAMING CENTRE  
4040 Blackfoot Trail S.E. T2G 4E6  
Phone: (403) 287-1635  
Fax: (403) 243-4812

**RED DEER**  
6350 - 67th Street T4P 3L7  
Phone: (403) 346-3339  
Fax: (403) 346-3339

**LETHBRIDGE**  
920 - 2nd Avenue A North  
(Brick Plaza) T1H 0E3  
Phone: (403) 328-6222  
Fax: (403) 328-6222



Dear Paul:

Further to our conversation of today's date, we hereby request that our current operating location at 6350 - 67<sup>th</sup> Street in Red Deer, being Plan 97-22047, Blk 14, Lot 11 be rezoned from the existing DC (2) zoning to a C-4 zoning.

The purpose for this request is to accommodate a consolidation of title with the north adjacent property which we have purchased being Lot 13, Block 14, Plan 99-24260. This lot is currently C-4 and we wish to have identical zoning to facilitate such consolidation.

The purpose for such consolidation and rezoning is to accommodate expansion of our existing gaming facility at 6350 - 67<sup>th</sup> Street and we understand that this process will accomplish this.

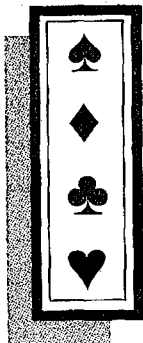
This letter shall also be your authority to bill us for any related fees and out-of-pocket costs in regards to this rezoning request.

Should you have any questions, please call the writer.

Yours truly,  
CASH CASINO

Per: Ron Desrochers

Feuillets de transmission par télécopieur		Date	# of pages
Post-It™ Fax Note		7671B	Feb 5/01
To / A	From / De	# of pages / Nbre de pages 1	
Christine	Frank		
Co./Dept. / Cie/Service	Co. / Cie		
City Clerk	PCPS		
Phone # / N° de tél.	Phone # / N° de tél.		
Fax # / N° de télécopieur	Fax # / N° de télécopieur		





Office of the City Clerk

FILE

Box 5008

Red Deer, Alberta

T4N 3T4

The City of Red Deer

February 5, 2001

477599 Alberta Ltd.  
Suite 3200 Home Oil Tower  
3189 Grandview Highway  
Vancouver, BC V5M 2E9

Dear Sir/Madam:

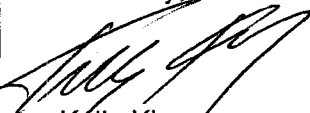
**Re: Land Use Bylaw Amendment 3156/F-2001, Rezoning of Properties within  
Heritage Business Park from DC(2) District No. 2 to C4 Commercial Major Arterial  
District / Cash Casino**

On January 30, 2001 this office forwarded to you a letter regarding the above and a required deposit for the advertising of the noted Land Use Bylaw amendment.

Please disregard that letter. I inadvertently forwarded the letter to your business and I apologize for any inconvenience or confusion this may have caused.

Please do not hesitate to contact at (403) 342-8132 should you require any further clarification.

Sincerely,



Kelly Kloss  
City Clerk

/clr

c Council File  
F. Wong, Planning Assistant



\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

TX/RX NO 1240  
CONNECTION TEL 14032434812  
SUB-ADDRESS  
CONNECTION ID  
ST. TIME 02/05 13:34  
USAGE T 01'30  
PGS. 5  
RESULT OK



## THE CITY OF RED DEER

P.O. Box 5008, Red Deer, Alberta T4N 3T4  
Web Site: [www.city.red-deer.ab.ca](http://www.city.red-deer.ab.ca)

City Clerk's Department (403) 342-8132  
Email: [cityclerk@red-deer.ab.ca](mailto:cityclerk@red-deer.ab.ca)

DATE: February 5, 2001

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 8 95

FAX TO: 477599 Alberta Ltd.

ATTENTION: Ron Desrochers

THEIR FAX NO: 403-243-4812

FROM: Christine Kenzie

DEPARTMENT: City Clerk's

PHONE #: (403) 342-8132

MESSAGE AREA (if required):

Land Use Bylaw Amendment 3156/F-2001 - Rezoning of Properties within  
Heritage Business Park.



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 30, 2001

(Cash Casino)  
477599 Alberta Ltd.  
Suite 3200 Home Oil Tower  
3189 Grandview Highway  
Vancouver, BC V5M 2E9

*Incorrect  
Letter re-sent dr.*

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3156/F-2001, Rezoning of Properties within Heritage Business Park from DC(2) District No. 2 to C4 Commercial Major Arterial District / Cash Casino - Red Deer, AB**

At the City of Red Deer's Council meeting held Monday, January 29, 2001, first reading was given to Land Use Bylaw Amendment 3156/F-2001. A copy of the bylaw is attached for your information.

Land Use Bylaw Amendment 3156/F-2001 provides for the rezoning of property in Heritage Business Park from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District. The purpose of the rezoning is to facilitate the consolidation of this site with the adjacent vacant lot to the north. The consolidation will enable the commercial strip mall to expand.

The DC(2) District was established in 1980 for the area known at Heritage Business Park. It has its own unique list of uses and regulations specific to individual lots. The individual development standards and uses on each lot make it more complex to develop and as a result most of the lots have been rezoned to C4 Commercial Major Arterial District. All of the new development in the area has been developed under the C4 zoning. The remaining DC(2) District covers five lots or areas: Heritage Esso Gas and Wash; Real Canadian Wholesale Club; Lazer Car Wash; Canada Post Depot and Cash Casino Strip Mall. With the exception of the Canada Post Depot, the other four properties or uses can be accommodated in the C4 District. The Canada Post Depot remains unique as it does not fit as a commercial use and thus should remain under the DC(2) District. The other four uses should be rezoned to C4 District to simplify the Land Use Bylaw and to standardize development standards in the area.

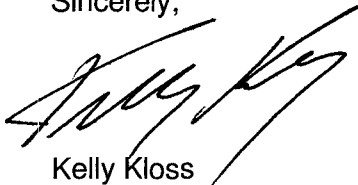
This office will now proceed with the advertising for a Public Hearing to be held on Monday, February 26, 2001 at 7:00 p.m., or as soon thereafter as Council may determine, in the Council Chambers of City Hall.

Land Use Bylaw 31256/F-2001  
January 30, 2001  
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 \$400. We require this deposit by no later than 10:00 a.m., Wednesday, February 7, 2001, in order to proceed with the advertising. Once the actual cost of advertising is known, you will either be invoiced for or refunded the difference.

If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name.

Kelly Kloss  
City Clerk

/clr  
attchs.

c      Principal Planner  
C. Adams, Administrative Assistant, City Clerk's Office



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

February 1, 2001

(Cash Casino)  
477599 Alberta Ltd.  
3218, 6707 Elbow Drive S.W.  
Calgary, AB T2V 0E4

Dear Sir/Madam:

**Re: *Land Use Bylaw Amendment 3156/F-2001, Rezoning of Properties within Heritage Business Park from DC(2) District No. 2 to C4 Commercial Major Arterial District / Cash Casino - Red Deer, AB***

At the City of Red Deer's Council meeting held Monday, January 29, 2001, first reading was given to Land Use Bylaw Amendment 3156/F-2001. A copy of the bylaw is attached for your information.

Land Use Bylaw Amendment 3156/F-2001 provides for the rezoning of property in Heritage Business Park from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District. The purpose of the rezoning is to facilitate the consolidation of this site with the adjacent vacant lot to the north. The consolidation will enable the commercial strip mall to expand.

The DC(2) District was established in 1980 for the area known at Heritage Business Park. It has its own unique list of uses and regulations specific to individual lots. The individual development standards and uses on each lot make it more complex to develop and as a result most of the lots have been rezoned to C4 Commercial Major Arterial District. All of the new development in the area has been developed under the C4 zoning. The remaining DC(2) District covers five lots or areas: Heritage Esso Gas and Wash; Real Canadian Wholesale Club; Lazer Car Wash; Canada Post Depot and Cash Casino Strip Mall. With the exception of the Canada Post Depot, the other four properties or uses can be accommodated in the C4 District. The Canada Post Depot remains unique as it does not fit as a commercial use and thus should remain under the DC(2) District. The other four uses should be rezoned to C4 District to simplify the Land Use Bylaw and to standardize development standards in the area.


This office will now proceed with the advertising for a Public Hearing to be held on Monday, February 26, 2001 at 7:00 p.m., or as soon thereafter as Council may determine, in the Council Chambers of City Hall.

Land Use Bylaw 31256/F-2001  
February 1, 2001  
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 \$400. We require this deposit by no later than 10:00 a.m., Wednesday, February 7, 2001, in order to proceed with the advertising. Once the actual cost of advertising is known, you will either be invoiced for or refunded the difference.

If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,

  
for Kelly Kloss  
City Clerk

/clr  
attchs.

c      Principal Planner  
C. Adams, Administrative Assistant, City Clerk's Office

**FILE**

**Council Decision – Monday, January 29, 2001**

**DATE:** January 30, 2001

**TO:** F. Wong, Planning Assistant,  
Parkland Community Planning Services

**FROM:** City Clerk

**RE:** *Land Use Bylaw Amendment 3156/F-2001, Rezoning of Properties within  
Heritage Business Park from DC(2) District No. 2 to C4 Commercial Major  
Arterial District*

---

**Reference Report:** Planning Assistant, dated January 22, 2001

**Bylaw Readings:**

Land Use Bylaw Amendment 3156/F-2001 was given first reading. A copy is attached.

**Report Back to Council Required:** Yes

**Comments/Further Action:**

Land Use Bylaw Amendment 3156/F-2001 provides for the rezoning of property in Heritage Business Park from DC(2) Direct Control District No. 2 to C4 Commercial Major Arterial District. The purpose of the rezoning is to facilitate the consolidation of this site with the adjacent vacant lot to the north. The consolidation will enable the commercial strip mall to expand.

The DC(2) District was established in 1980 for the area known at Heritage Business Park. It has its own unique list of uses and regulations specific to individual lots. The individual development standards and uses on each lot make it more complex to develop and as a result most of the lots have been rezoned to C4 Commercial Major Arterial District. All of the new development in the area has been developed under the C4 zoning. The remaining DC(2) District covers five lots or areas: Heritage Esso Gas and Wash; Real Canadian Wholesale Club; Lazer Car Wash; Canada Post Depot and Cash Casino Strip Mall. With the exception of the Canada Post Depot, the other four properties or uses can be accommodated in the C4 District. The Canada Post Depot remains unique as it does not fit as a commercial use and thus should remain under the DC(2) District. The other four uses should be rezoned to C4 District to simplify the Land Use Bylaw and to standardize development standards in the area.

A Public Hearing has been scheduled for Monday, February 26, 2001 at 7:00 p.m. in the Council Chambers. Cash Casino will be responsible for the advertising costs in this instance. A copy of the correspondence advising them of this responsibility is attached for your information.

  
Kelly Kloss  
City Clerk

/clr  
attchs.

c Director of Development Services  
Inspections & Licensing Manager  
Land and Economic Development Manager  
C. Adams, Administrative Assistant, City Clerk's Office

C. Kenzie, City Clerk's Office

**DATE:** January 23, 2001

**TO:** Kelly Kloss, City Clerk

**FROM:** Rick Assinger, Chair, Community Housing Advisory Committee  
Lyle Keewatin Richards, Vice-Chair, Community Housing Advisory Committee

**RE:** Recommendations from the Community Housing Advisory Committee

---

The Community Housing Advisory Committee is pleased to recommend to City Council the first projects to be funded by the Government of Canada and the Government of Alberta, in partnership with The City of Red Deer and the broader community, to meet some of the objectives of *The Journey Home, A Community Housing Plan for the City of Red Deer, Alberta*.

The Community Housing Advisory Committee was appointed by Council on November 20, 2000, and began deliberations on December 5, 2000. With the assistance of the Social Planning Department, the Committee designed the process for receiving applications and the criteria on which the proposals would be evaluated. The Committee was careful to adhere to the objectives of the Community Housing Plan and to meet the guidelines of the funders.

Each Committee member received and read each proposal before they met to discuss the allocations. The Committee invited the applicants to present to the Committee regarding how their proposal met the objectives of the Housing Plan and to answer any questions that the Committee had about the proposals.

Two proposals require further discussion by the Community Housing Advisory Committee and meetings are being set with the applicants on February 22, 2001. Decisions on these proposals will come to Council in early March.

The Recommendations of the Community Housing Advisory Committee are attached to this memo. As Chair and Vice-Chair of the Community Housing Advisory Committee, we would like to thank the community for meeting the short timelines for submitting and discussing the proposals. We are also very appreciative of the time and hard work that the Committee members were willing to commit, within their very busy schedules.

## **RECOMMENDATION**

THAT City Council accept and approve the recommendations of the Community Housing Advisory Committee as contained in the attached chart.

- c. Colleen Jensen, Community Services Director, City of Red Deer  
John Jackson, Director, Human Resources Development Canada  
Marcia Lee, Programs Officer, Human Resources Development Canada  
Scott McKay, Housing Advisor, Alberta Community Development  
Barbara Jeffrey, Social Planning Manager

**DATE:** January 22, 2001

**TO:** Kelly Kloss, City Clerk

**FROM:** Barbara Jeffrey, Social Planning Manager

**RE:** Recommendations from the Community Housing Advisory Committee

---

On November 6, 2000, City Council agreed to be the Fund Administrator for the Community Housing Plan, subject to funding agreements being in place with the Government of Canada and the Government of Alberta and to the City receiving reasonable compensation for being the administrator.

On November 20, 2000, City Council established an ad hoc Community Housing Advisory Committee, with nine voting members and one representative from the Red Deer Housing Committee. The list of voting members is attached.

On December 18, 2000, *The Journey Home, A Community Housing Plan for the City of Red Deer, Alberta*, was endorsed by City Council and the Community Housing Advisory Committee was directed to use the Plan to recommend to Council proposals for funding to meet the priorities addressed in the Plan.

The Community Housing Advisory Committee met, in early December, to discuss the process for receiving proposals and, in early January, to discuss the format for assessing the proposals, in keeping with the Housing Plan and with the requirements of the funders. The Community Housing Plan and the application process were made available on the web and from the Social Planning Department.

The funding dollars that the Community Housing Advisory Committee is allocating at the present time is specifically to deal with issues of homelessness and transitional housing. The Agreement with the Province of Alberta states that the projects will provide "housing and/or housing support services to alleviate the problem of homelessness." The Government of Canada states that projects eligible for funding will address the spectrum of homelessness issues, but can not be used for permanent housing for homeless people.

Council should also be aware that the Urban Aboriginal funding available from Human Resources Development Canada for the Homelessness Initiative will be considered by the Community Housing Advisory Committee. Agreements for funding the projects from these funds will be made directly with Human Resources Development Canada.

**RED DEER HOMELESSNESS PROGRAMS BUDGET**  
April 1, 2000 – March 31, 2003

	2000 / 2001	2001 / 2002	2002 / 2003
Federal Government (Supporting Community Partnership Initiative SCPI)	\$306,691	\$306,691	\$306,691
Provincial Government (Homeless Funding)	\$180,000*	\$200,000	\$200,000
Urban Aboriginal Strategy	\$140,700	\$140,700	\$140,700

\*\$20,000 was allocated by the Province to a community agency from these funds



Eight proposals were received from the community in the first round of funding. The Committee dedicated the full day on January 15, 2001, to discussing each proposal. Representatives of each group that submitted a proposal were asked to attend the meeting to elaborate on how their proposal fitted the Housing Plan, and to answer questions.

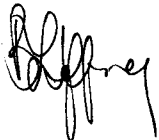
Simultaneously, the Social Planning staff have been preparing the agreements with the Government of Canada and the Government of Alberta. Both levels of government have expressed satisfaction with the Community Housing Plan and directed The City to proceed to the contract stage. The agreement with the Government of Alberta has been forwarded to the Honourable Stan Woloshyn, Minister of Community Development for signing. The agreement with the Government of Canada should be ready for submission before the end of January.

Each of the groups that submitted a proposal has been notified of the recommendations of the Community Housing Advisory Committee and the date that the recommendations would be considered by Council. The Committee has not made a decision on two of the proposals and has requested further discussion with the representatives later in February. One proposal was not recommended for funding, but the applicants were encouraged to work with the Housing Coordinator, if they wish to reapply.

Rick Assinger, Chair of the Community Housing Advisory Committee, and the Vice Chair, Lyle Keewatin Richards, will attend the meeting of Council to answer any questions.

#### RECOMMENDATION

That Council for the City of Red Deer approve the recommendations of the Community Housing Advisory Committee as presented.



- c. Rick Assinger, Chair, Community Housing Advisory Committee  
Lyle Keewatin Richards, Vice Chair, Community Housing Advisory Committee  
Colleen Jensen, Community Services Director, City of Red Deer  
John Jackson, Director, Human Resources Development Canada  
Marcia Lee, Programs Officer, Human Resources Development Canada  
Scott McKay, Housing Advisor, Alberta Community Development

enc.

## Community Housing Plan Community Advisory Board City Council, City of Red Deer

The City of Red Deer has agreed to be the fund administrator for the funds from Human Resources Development Canada through their *"Supporting Community Partnerships Initiative"* and from Alberta Community Development through their *"Homelessness Policy: Moving Forward..."*. The funds from the *"Urban Aboriginal Strategy"* of Human Resources Development Canada will be administered through a process determined by the Aboriginal community.

City Council has appointed the following individuals to the Community Advisory Board to review all proposals submitted by the community and advise City Council regarding appropriate allocation of the funds. The Advisory Board will utilize the Community Plan to guide their decision-making and advice to Council.

- ☐ **Rick Assinger,**  
Lawyer
- ☐ **Jan Fisher,**  
Executive Director, Red Deer Chamber of Commerce
- ☐ **John Hull,**  
Architect
- ☐ **Lyle Keewatin Richards,**  
Aboriginal Relations Manager, Diamond Willow Child & Family Services Authority
- ☐ **Karen Murphy,**  
Vice President, Catholic Social Services
- ☐ **Val Sandal,**  
Professional Volunteer
- ☐ **Raye St. Denys,**  
Executive Director, Shining Mountains Living Community Services
- ☐ **Donna Stewart-Wood,**  
Chief Executive Officer, Michener Centre
- ☐ **Di Vosburgh,**  
Administrative Director, Regional Mental Health Services  
(AB Mental Health Board and David Thompson Health Region)

**COMMUNITY HOUSING FUNDING ALLOCATIONS  
JANUARY 15, 2001**

Applicants	Proposal	Recommendations	Year One (to March 31, 2001)	Year Two (to March 31, 2001)	Year Three (to March 31, 2001)
Canadian Mental Health Association Central Alberta Women's Emergency Shelter Native Friendship Society	Coordinated Outreach Services to persons experiencing difficulties with homelessness and other issues: 5 workers.	Coordinated Outreach Services among the three agencies and with other agencies in the city: 3 workers	\$21,000	\$126,000	\$126,000
Foundation for Inspirational Moments	Operate the Community Housing Program, begun in 1996, which provides transitional housing for people, in rental accommodations.	No decision made at this time. Applicant invited to meet with the Committee February 22, 2001	--	--	--
Four Private Citizens	To build 15 low income suites with the help of 50% of the cost of the building, \$300,000	Not recommended for funding	--	--	--
Central Alberta Housing Society	Two support workers to staff the People's Place Shelter (existing positions)	Recommended as requested	\$12,500	\$50,000	\$50,000
Central Alberta Housing Society	Purchase of a duplex to provide transitional housing for employed persons, to provide temporary accommodations, mentor and outreach support, and a long range plan	Recommended as requested.	\$190,000	--	--

**COMMUNITY HOUSING FUNDING ALLOCATIONS  
JANUARY 15, 2001**

Applicants	Proposal	Recommendations	Year One	Year Two	Year Three
			(to March 31, 2001)	(to March 31, 2001)	(to March 31, 2001)
P & S Investments	Develop 10 transitional suites and 2 emergency family suites in an existing, owned building in downtown.	Further discussion requested with the applicant on February 22, 2001	--	--	--
Loaves and Fishes	Salary to provide extended hours of service to individuals waiting to access People's Place and Inn From The Cold	Recommended as requested	\$2,750	\$16,500	\$16,500
Loan Circle Society of Central Alberta	a) Emergency Fund, in partnership with four agencies, to meet housing crises needs.	Recommended as requested.	\$25,000	--	--
	b) Administration funds to support the interest-free loan programs, emergency fund and money management training	Recommended as requested.	\$2,080	\$12,500	\$12,500
<b>TOTALS</b>			<b>\$253,330</b>	<b>\$205,000</b>	<b>\$205,000</b>

***Comments:***

We agree with the recommendations of the Community Housing Advisory Committee. Under the terms of the agreements with the Province of Alberta and Government of Canada, the City of Red Deer is the Community Housing Plan Fund administrator and therefore is responsible for approving the allocation of available funds. The process that the Advisory Committee went through leading to the recommendations are outlined in the attached reports.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**DATE:** January 30, 2001  
**TO:** Mayor and City Council  
**FROM:** Barbara Jeffrey, Social Planning Manager  
**RE:** COMMUNITY HOUSING FUNDING ALLCOATIONS

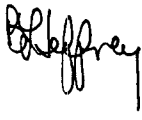
---

On page 52 of the Council agenda for January 29, 2001 is the first page of a two-page table outlining the Community Housing Funding Allocations.

In the first block, under the heading "*Applicants*", the three agencies listed ***should have read:***

Canadian Mental Health Association  
**Central Alberta Women's Outreach Society**  
Native Friendship Society

Unfortunately, the Central Alberta Women's Emergency Shelter was accidentally indicated rather than the Central Alberta Women's Outreach Society. Both agencies have been notified.

  
/jj

c. Norbert Van Wyk, City Manager  


# FILE

## **Council Decision – Monday, January 29, 2001**

**DATE:** January 30, 2001

**TO:** Community Housing Advisory Committee  
(Rick Assinger, Chair  
Lyle Keewatin Richards, Vice Chair)

**FROM:** City Clerk

**RE:** Recommendations for Community Housing Funding Allocations

**Reference Report:** Rick Assinger, Chair  
Lyle Keewatin Richards, Vice Chair  
Community Housing Advisory Committee, dated January 23, 2001

**Resolutions:**

**Resolved that** Council of The City of Red Deer, having considered report from the Community Housing Advisory Committee dated January 23, 2001, re: Recommendations from the Community Housing Advisory Committee, hereby accepts and approves the recommendations of the Community Housing Advisory Committee as set out in the chart attached to and forming part of the report dated January 23, 2001 and presented to Council January 29, 2001.

**Report Back to Council Required:** No

**Comments/Further Action:**



Kelly Kloss  
City Clerk

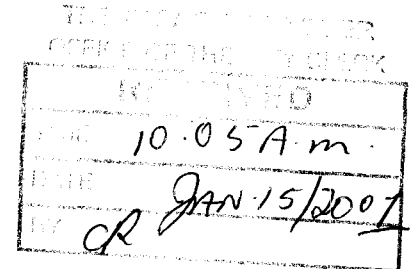
/clr

c Director of Community Services  
Social Planning Manager

January 15, 2001

36 Anquetel Close  
Red Deer, AB  
T4R 1G7

Office of City Clerk  
City of Red Deer  
4914-48 Avenue  
Red Deer, AB  
T3N 3T4



Dear Mr. Kloss:

I am writing to request an opportunity to appear before and ask our City Council for permission to build an echo building on the same footprint as our existing building known as the Palace Livery and operating as Kovac's Manufacturing & Repairs located at 5009-49 Street, Red Deer.

My partner and I purchased the building in July 1999 with the full intent of performing a historical restoration of the existing building. We partnered with the Alberta Historical Resources Foundation and shared the cost to do a feasibility study on the Palace Livery. The study rated the Mercantile livery "Poor" for structural condition in all categories and the economics for a restoration are simply not viable.

The study further rated the Architectural Interest of the site "Above Average" for Design, Construction, Integrity/Alterations, Landmark, Streetscape/Environment, and Style. These evaluations were the deciding factor for us to make application to the Municipal Planning Commission to build an echo on the same property.

Our Municipal Historical site was the first Red Deer property to fall within the guidelines of our Historical Preservation Bylaw. I conducted a tour of the building for the members of the Normandeau Cultural Society (Heritage Preservation Committee) and they agreed with us that the building was simply beyond repair. The Committee was delighted to hear that we were contemplating constructing an echo building to replace Design, Landmark, Streetscape, and Style of one of Red Deer's oldest buildings.

Our application for a Development Permit was refused because of the Land Use Bylaw (Section 36) requiring setbacks on both front and back of the said property for possible future road widening on the street. We further asked that we be granted a Development Permit to demolish the building, retain and restore the façade, and place a new building behind the renovated façade. This was also refused as the City Solicitor deemed this as major structural change, which also contravenes the Land Use Bylaw.



We were asked by MPC to wait for the recommendations, which would be forthcoming from the Greater Downtown Action Plan. The window of opportunity for construction in year 2000 was closed. The Greater Downtown Action Plan was presented to City Council in the fall and approved in principle.

The Plan refers to a recommendation in the Land Use Bylaw Section. It reads *Eliminate the requirement in the current Bylaw for additional setbacks through the Downtown core. The recommendation is based on a wide range of criteria, including;*

- 1) *costs to both the private and public sector*
- 2) *studies to existing vibrant Downtown core precedents*
- 3) *sound urban planning policy, and*
- 4) *current transportation engineering design philosophy*

I have attached the Background Report compiled by John Hull for the recommendation to amend the Land Use Bylaw.

“The setback requirement is for the sole purposes of moving more high-speed traffic, more quickly, and more efficiently through the heart of our City. The basic planning principle of the Greater Downtown Action Plan is that of creating and enhancing a pedestrian focused downtown environment.”

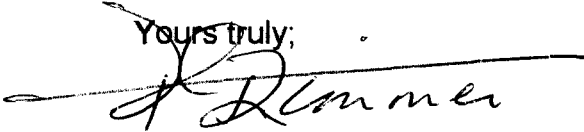
I am requesting that our City Council grant relaxation of the Land Use Bylaw for our property located on Plan 1323KS, Block 9, Lot C, and I further urge them to repeal the entire Land Use Bylaw (Section 36) based on the following criteria:

- 2001 construction season is quickly approaching and contractors/trades are in very short supply
- the setbacks would eliminate approximately 2900 square feet (3 floors) of useable and lease space from our building
- our new building will be an enhancement to our Downtown while preserving the character of our past
- relaxation's have been granted on other commercial properties
- the Alberta Main Street Programme preservation of historical buildings may encounter the same roadblocks
- there will be huge unknown public costs to purchase land and buildings for road widening
- road widening will violate the principle of a pedestrian focused downtown and will destroy much of the historic urban fabric of the city
- many cities have vibrant downtown cores and revitalized business districts with narrow bustling streets
- the Bylaw has been in-place since the 1960's and does not reflect current transportation approaches
- pedestrian traffic, cyclists are going to increase significantly with the large residential development in Downtown. Traffic speeds and pedestrian safety will also be an issue
- property owners and business owners in the Downtown core are not in favor of wide high speed, one-way streets and avenues

- the public sector of our City need to focus on assisting the private sector in enhancing the development of our business community rather than creating delays and barriers for the private sector. Small business continues to lose the struggle for development in our City due to our lack of finances, resources, expertise, and time. We eventually capitulate and walk away from our dreams with the net result of two losses (private and public) for our community

I am pleased attach a Development Permit Application for a new building for our business and our Downtown. I look forward to presenting this to our City Council and ask for their support and permission to complete the proposed development without setback restrictions.

Yours truly;

A handwritten signature in black ink, appearing to read "Dennis Zimmer", written over a horizontal line.

Dennis Zimmer  
Co-owner

Attachments:

1. Background Report
2. Development Permit Application

## **Greater Downtown Action Plan Background Report:**

### **On the Recommendation to amend the Land Use Bylaw Requirement for Downtown Road widening Setbacks**

#### **1. Costs to both the private and public sector:**

The setback requirements are costly to both the private and public sectors.

Exciting development opportunities have been lost because of the restrictions this bylaw imposes. Construction and development in the core of our downtown is restricted for possible road widening at an undetermined future date.

In 1994, a local developer proposed a major restaurant for the Old Kresge building. Under the bylaw, only "non-structural" renovations are allowed to an existing building. This effectively prevented the development of the restaurant.

The 2000 development proposal for the Kovac's property has also been blocked. Many building owners along the setback streets will be affected as the time comes to upgrade and modernize.

A hypothetical argument: if additional lanes of traffic are considered necessary for a population horizon of 115,000, then would *even wider* setbacks make sense for a larger population? Where is the limit to requiring future setbacks? We suggest in the plan that the limit in the downtown should be the current road width.

What would the public cost be if the decision were made to build wider roads tomorrow on the setbacks? Aside from the simple land costs (where no building is affected), the City would have to compensate owners of perfectly good buildings which currently sit within the set back such as the Bunn Building, the Ranchers Inn, the Bank of Montreal and the Uptown Plaza.

Additional non-financial losses of the road widening include some of our historic buildings such as the Arlington Hotel, and many mature trees planted as part of previous streetscaping programmes.

#### **2 Studies of existing vibrant Downtown core precedents:**

Anyone who has traveled to other cities in Canada, the US or Europe will have seen successful and vibrant downtowns which have maintained street widths designed for earlier traffic demands. Toronto, New York, New Orleans, Quebec City, San Francisco and many others all were "stuck" with their originally surveyed, relatively narrow streets, certainly narrow for accommodating our modern car-oriented society. But they all have exciting downtowns and have found creative ways to work around the restricted traffic flow.

#### **3. Sound urban planning policy:**

Sound urban planning policies, those that have proven themselves as tools for establishing the diverse and vibrant Downtown the citizens of Red Deer envision, include the following:

##### **A. Pedestrian focused design:**

Downtown is considered a special part of the City, not unlike a Playground or School zone in a residential area, where the pedestrian is given priority. Yes, cars have to be able to get through and around Downtown- that is critical- but not in the same way they do when the environment is designed primarily for the car.

*continued . . .*

... continued

Does widening the roads through downtown Red Deer improve the pedestrian environment?  
Does it improve the visual scale of the Downtown, providing unique, sheltered street edges?  
Does it encourage retail and commercial activity by giving traffic a chance to check out the specials being offered in the store windows or to look for parking spots?  
Does it encourage use of the public transportation system and the new Transit Terminal?

**B. Build on the Downtown's strengths:**

Downtown Red Deer is a unique of the city. It is our oldest area and is the centre of the historical record of the city. One of its strengths is the scale and design given to it's streets, avenues and lots by the original railway surveyors at the turn of the last century. This framework for development should be maintained and encouraged. The setback requirement is invasive and disruptive to the existing, character-rich "bones" of the city.

**4. Current transportation engineering design philosophy:**

Like all things, the philosophy of urban traffic engineering is changing as society changes. Does it make sense to make straight-line predictions for traffic needs based on yesterday's design model?

The development of ultra-convenient, multi-mode public transportation systems, new approaches to inner city traffic, rising gasoline prices, changing consumer attitudes, and environment-based tax structures are all new factors in the design of future transportation systems.

New design approaches are not limited to traffic engineering. In architecture and urban planning, the principles of The New Urbanism are changing the way we plan and build our urban communities.

The City of Calgary recently completed its Street Design Standards Report. This creative report is written with a new engineering vocabulary. This study and others like it, look at vehicle movement engineering in a dramatic new light. Some phrases quoted from the Executive Summary of that Report will demonstrate this:

- *Design. . .to minimize pedestrian, cyclist and vehicle conflicts*
- *Develop the role of streets as public space*
- *Pedestrian connectivity is particularly important*
- *Traffic dispersal (several routes) rather than funneling (single route)*
- *Use ...traffic calming measures to provide a message to the driver that he/she is sharing the streetscape with others,*
- *Flexible application of street standards- the ability to provide for a wider variety of street design choices*
- *Philosophy. . . to contribute to community sustainability*
- *Recognize the "Ecology of the Street"*
- *Smaller curb radii at intersections*
- *These new Standards were rigorously tested in the field and in the office with respect to such issues as emergency vehicle and garbage truck movement. It is fair to say that many of the new Standards involve a reduction in vehicle-to-vehicle driving and parking clearances when compared to the current standards. At the same time, the intent is to achieve a more comfortable environment for pedestrians, cyclists and transit users.*

continued . . .

... continued

The 1996 City of Red Deer's Transportation Plan Update also recognizes the special status of Red Deer's Downtown. It concludes that although the population of Red Deer continues to increase, it does not necessarily imply more congestion on existing downtown streets. In other words, most of the new traffic will be accommodated by new roads, new subdivisions and new suburban commercial development.



Indeed, it concludes that some congestion in the downtown can be viewed in a positive light:

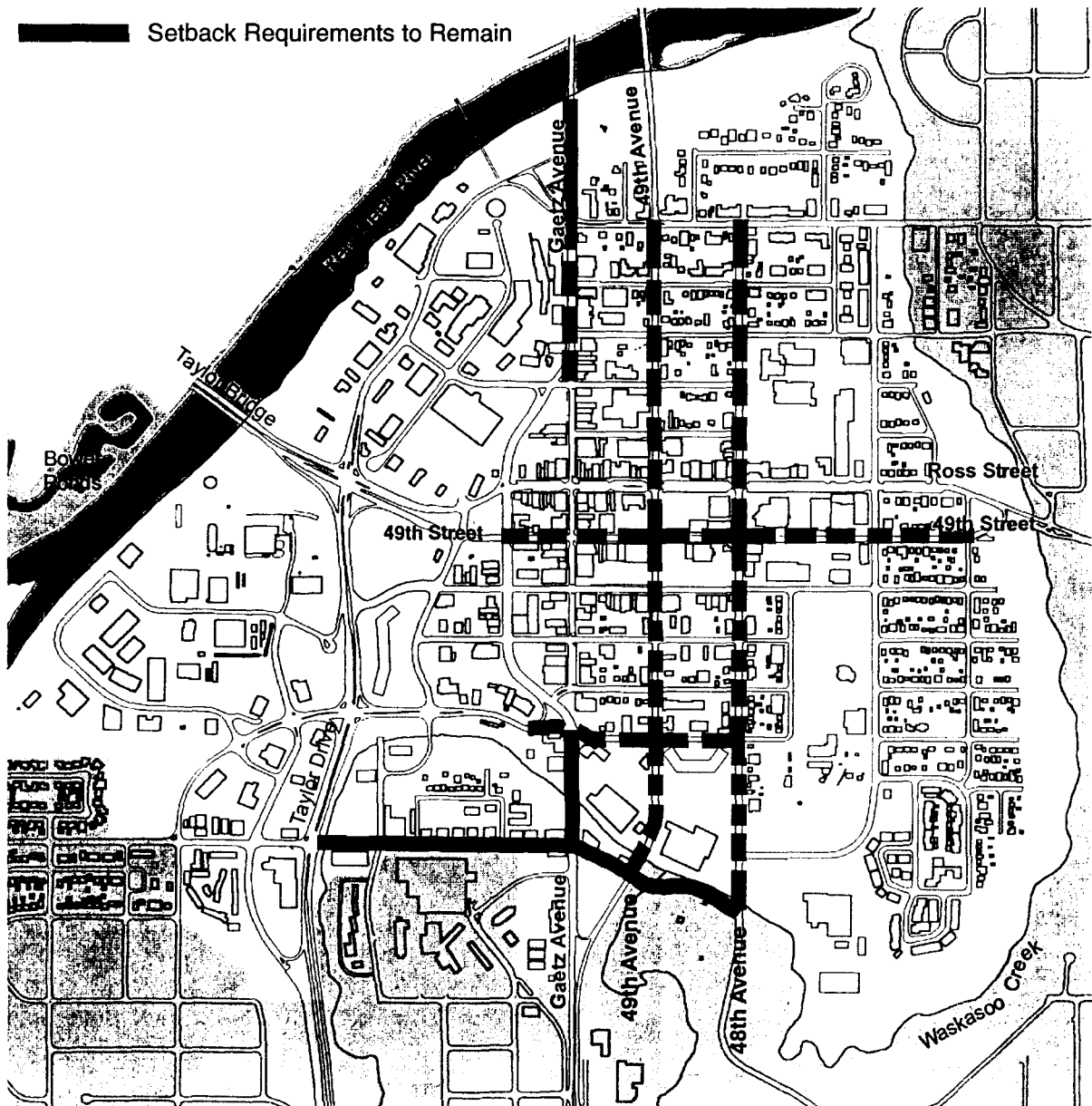
*Congestion on downtown streets with on-street parking and at some intersections around major parking areas may become evident due to these circulation movements.*

***Many would consider this type of congestion as the sign of a vibrant downtown, while the solution to the traffic congestion problem (road widenings, removing on-street parking etc.), may have significant impacts on the downtown as a whole.***

John Hull  
GDAP Project Coordinator  
August 2000

### Legend

-  Remove Setback Requirements
-  Setback Requirements to Remain



Map 18:  
Future Road Widening Setbacks

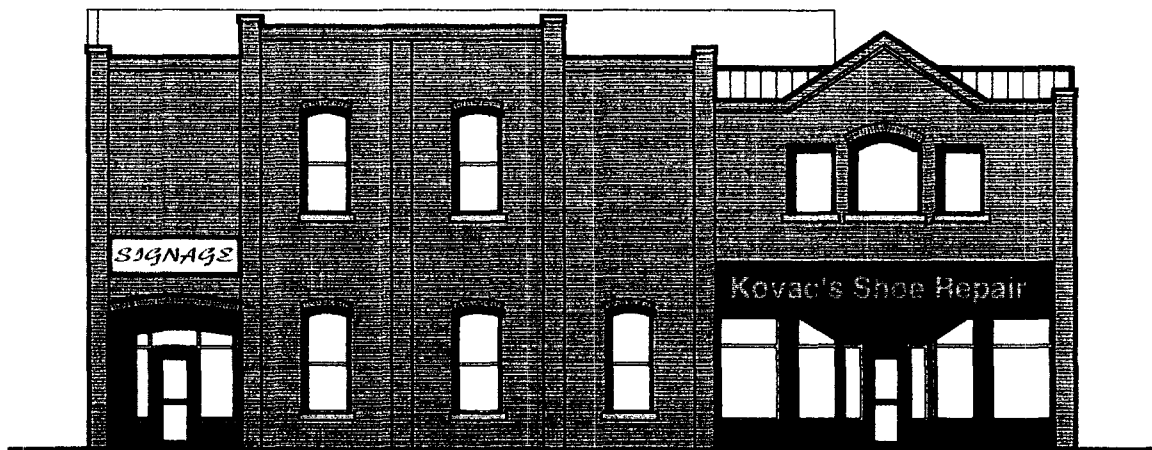


**Development  
Permit  
Application:  
Proposed New  
Building  
for Dennis  
Zimmer**

Kovacs' Shoe Repair - Existing



Existing North Elevation



Proposed New North Elevation

Sheet:

**1**

**Proposed  
New Building for Dennis  
Zimmer**

March 30, 2000

0 1 3 5  
metres



**John Hull  
Architect**

**General Project Description:**

This development proposal would replace the existing historical Kovacs' Shoe Repair building (originally the Palace Livery) with a new two storey building on a full basement. The new building would occupy the same site coverage as the existing.

In 1999, the Owner commissioned a Historical Conservation Feasibility Study to establish the condition of the building and the prospects of restoring the exterior envelope to its original condition. It should be noted that the existing brick exterior walls, windows, doors and roof are generally in "very poor condition".

A proposal for adaptive reuse was put forth in the Study with a corresponding project budget estimate. This proposal included the full restoration of the exterior using established historical conservation techniques, acceptable to Alberta Historic Sites Services.

Further economic analysis by the Owner has established that his preferred option is to demolish the original building and build a new two storey building.

This proposal shows a new building which keeps the flavour of many of the original building's features. The North and West elevations are modified from the original to suit the functional needs of the new development. The elevations are treated in light brick, as an "echo" or "ghost" of the original Palace Livery. No attempt is made to pretend that this is a historical restoration. At the same time, the fine lines and proportions of the old building are respected in the new building.

The Owner has requested three relaxations with respect to the Land-use bylaw in this proposal. These requests are based on the fact that the new building would not appreciably alter the use of the site from its current status.

**Municipal Address:** 5009c 49th Street, Red Deer

**Legal Address:** Lot C, Block 9, Plan 1323 KS

**Municipal Land Use Bylaw Assessment:**

**Zoning:** C1 Commercial (City Centre) District, Permitted use (Merchandise Sales)

**Regulations:** The proposal is compliant with the C1 regulations

with the following exceptions (requiring relaxations):

- Rear Yard: 1.5 metres
- Loading Spaces: one opposite each loading door
- Additional Setbacks: Section 36 requires an additional 2.13 metre setback along 49th Street.

**Alberta Building Code Review:**

**Building Area:** 295 square metres / 3174 square feet

**No. of Stories:** 2, Full Basement

**Major Occupancies:** Lower Level: E Mercantile;

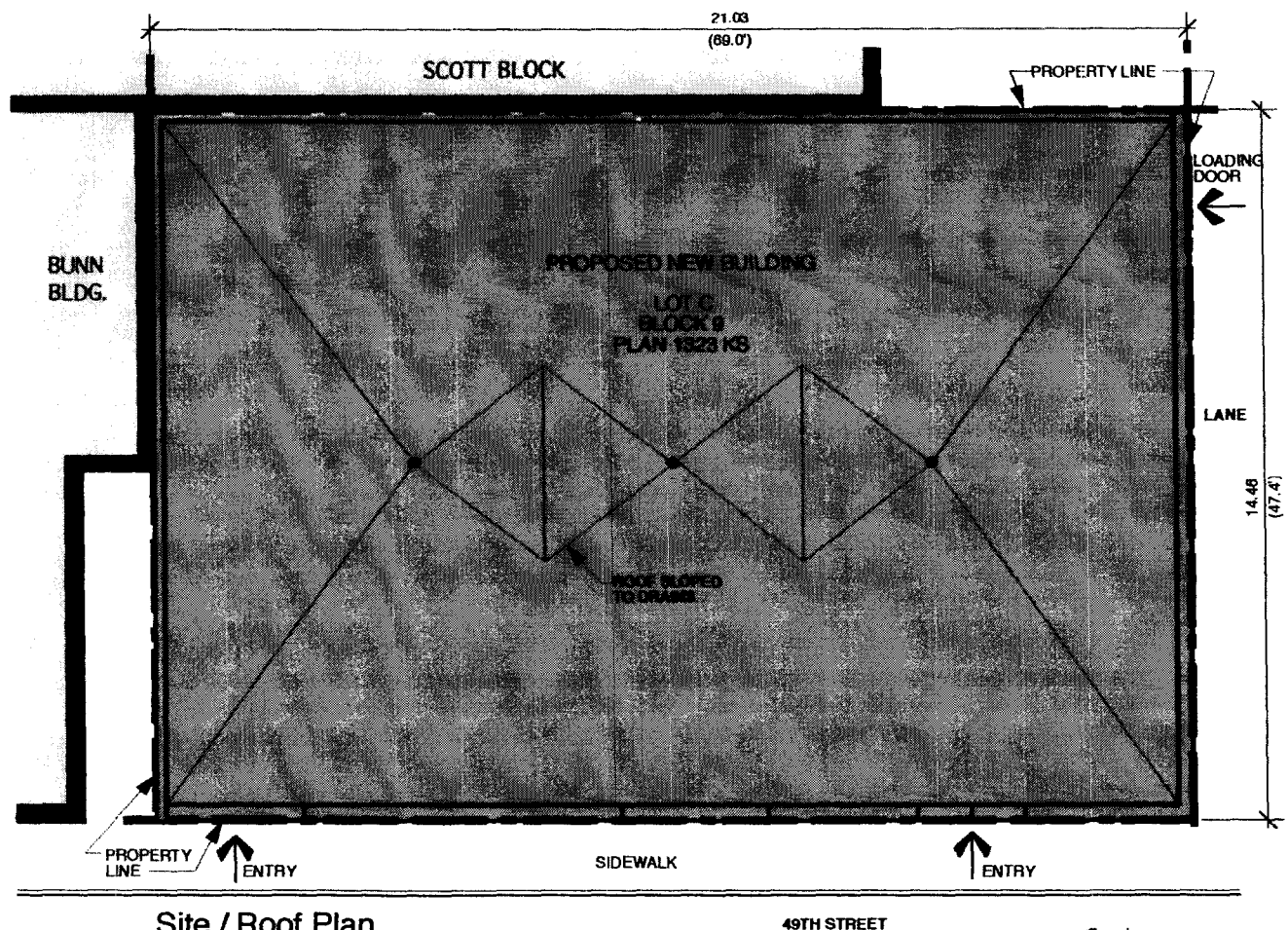
Upper Level: D Business

**Construction Type:** Combustible or non-combustible

**Applicable Code Section:** Part 9

**Requirements:**

- Non-combustible construction and other requirements at Property Line (Exposed Building Face)
- Two Exits required from each floor area.
- 45 minute rating to structural support elements and floor assemblies



Site / Roof Plan

49TH STREET

Sheet:

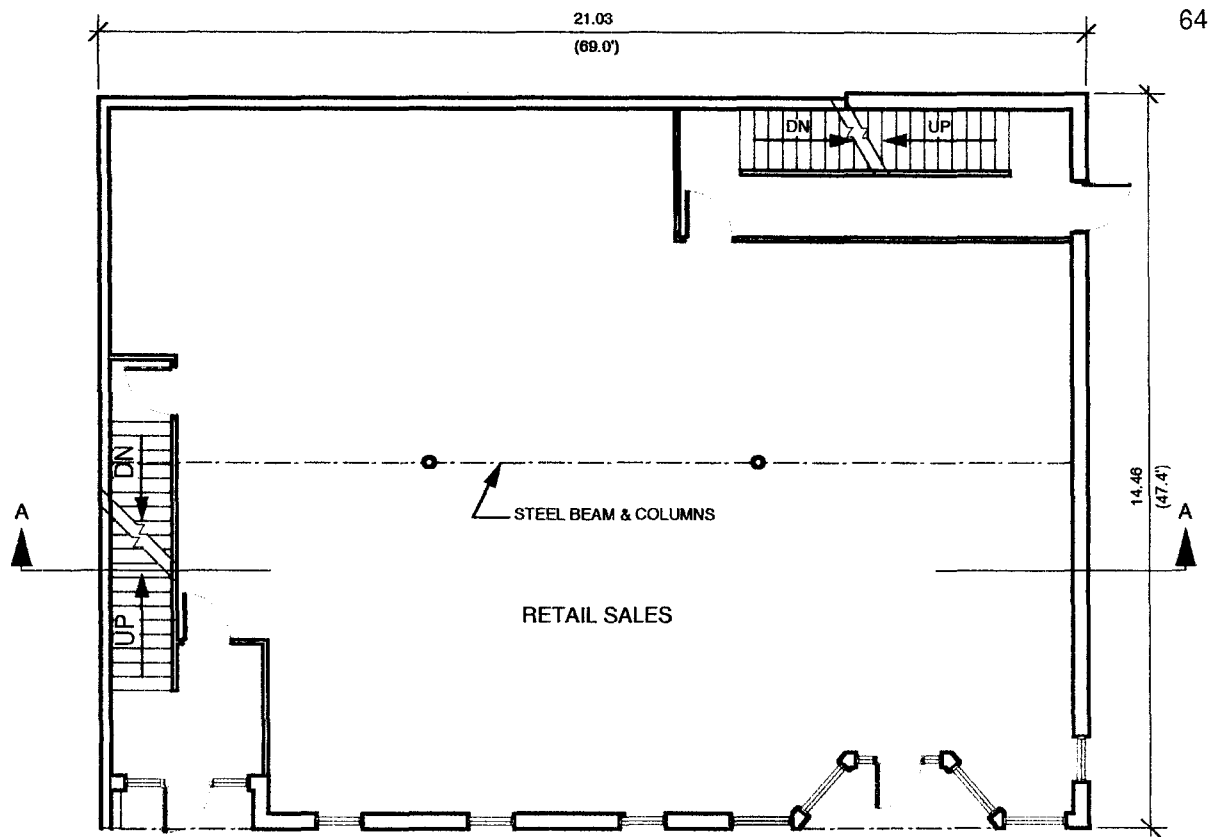
**2**

**Proposed  
New Building for Dennis  
Zimmer**

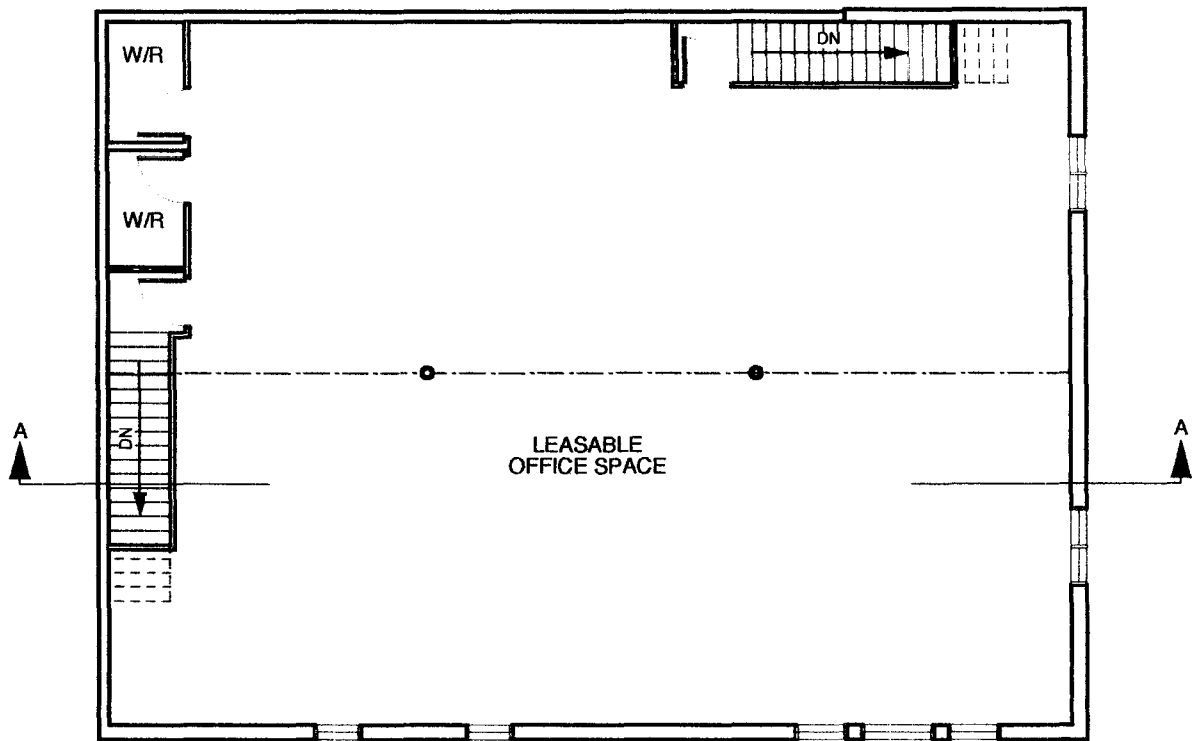
0 1 3 5  
metres







Main Floor Plan



Upper Floor Plan

Sheet:

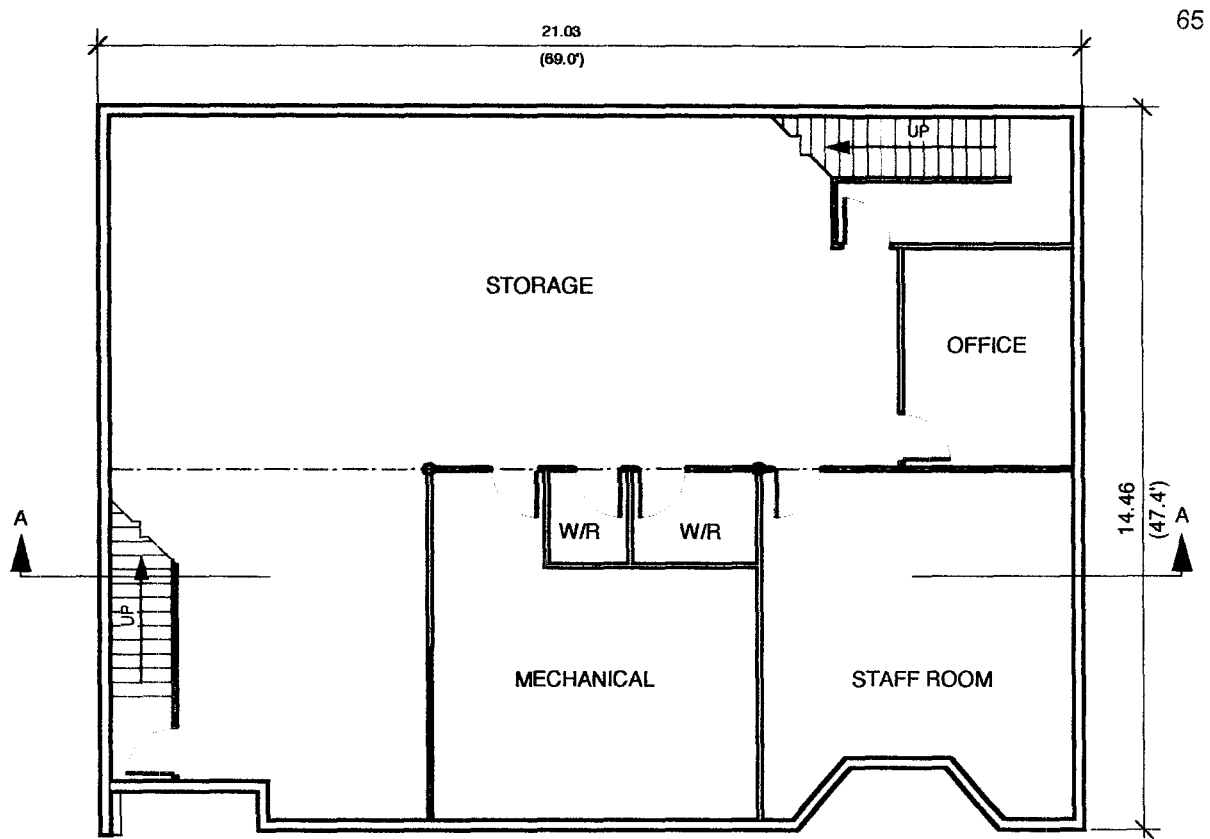
**3**

**Proposed  
New Building for Dennis  
Zimmer**

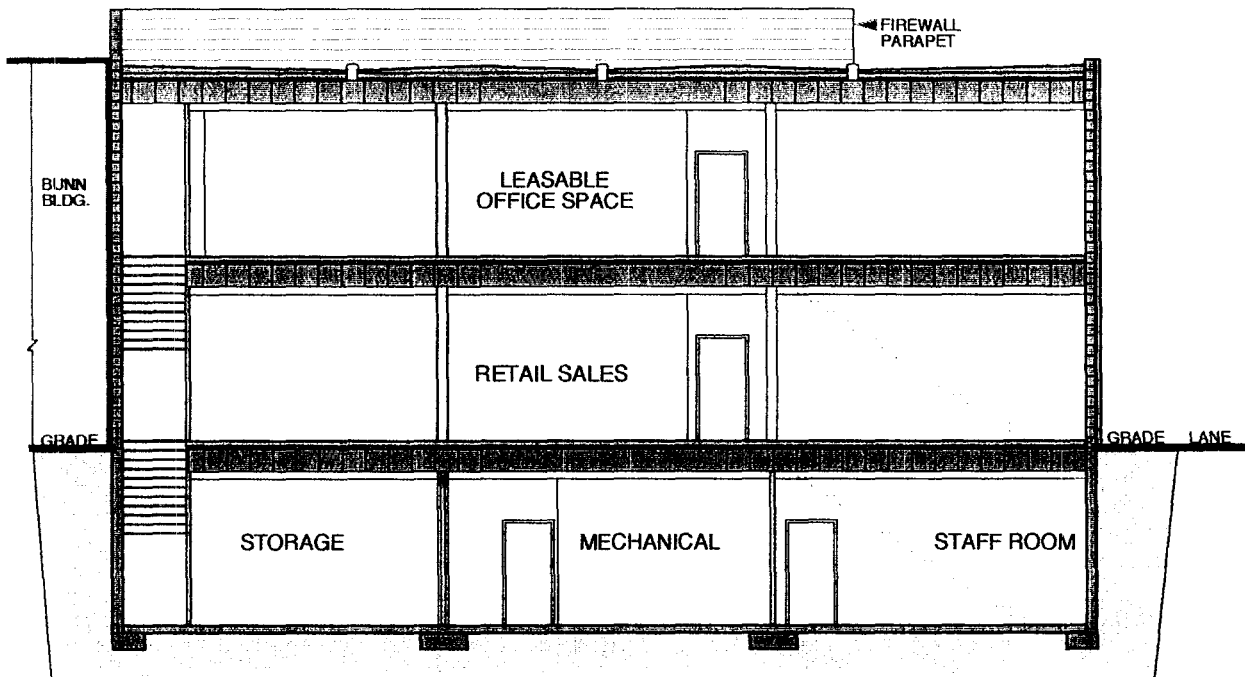
March 30, 2000

0 1 3 5  
metres

**John Hull  
Architect**



Basement Plan



Section A-A

Sheet:

**4**

**Proposed  
New Building for Dennis  
Zimmer**

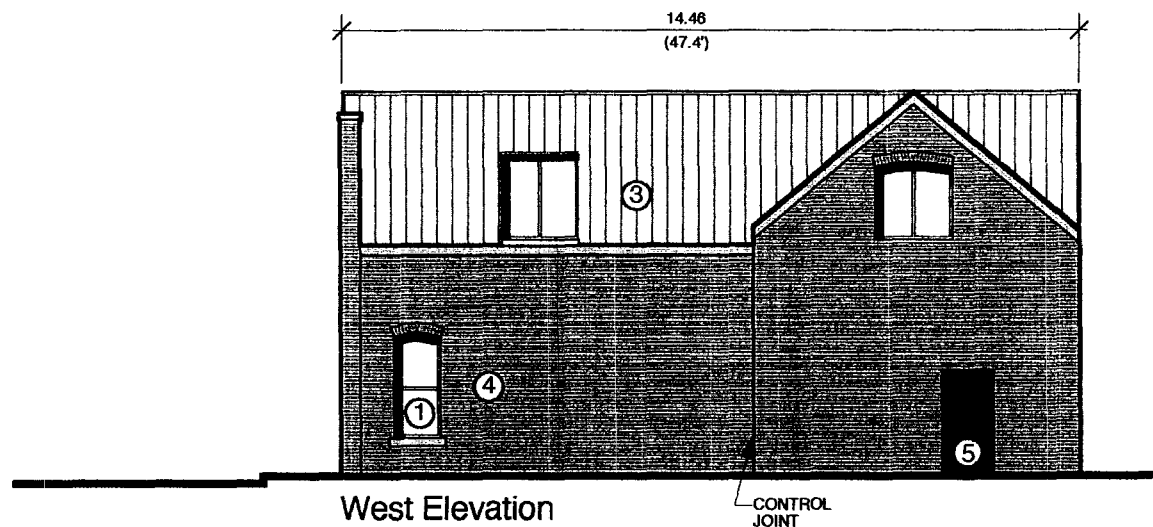
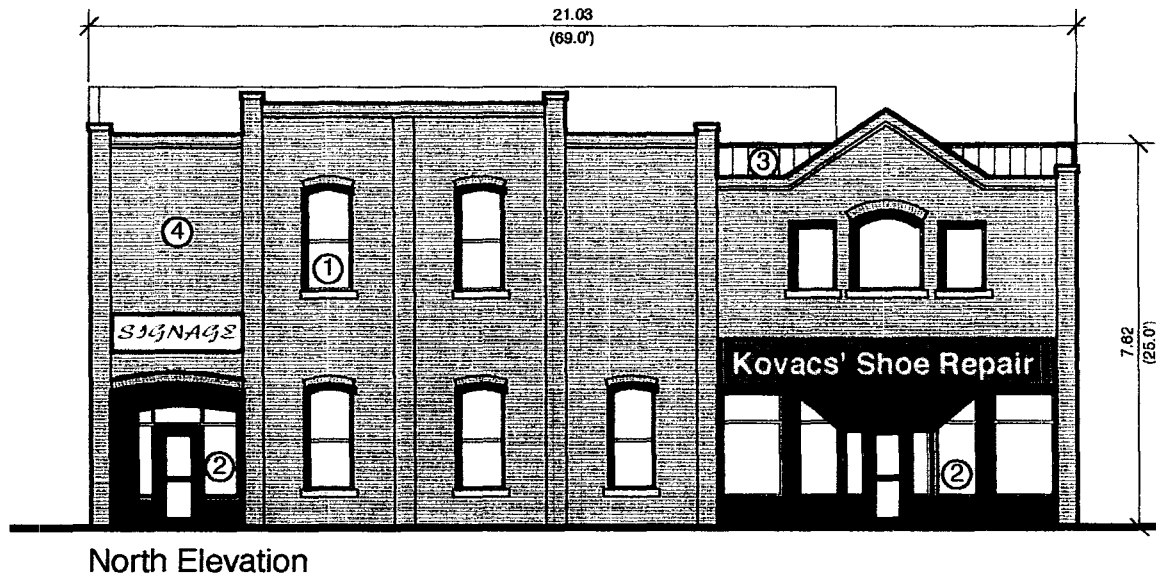
March 30, 2000

0 1 3 5  
metres

**John Hull  
Architect**

**Typical Exterior Finishes:**

- ① Aluminum clad, wood windows
- ② Painted wood doors, storefront glazing and panels (2 entries)
- ③ Prefinished metal cladding
- ④ Brick veneer
- ⑤ Metal door



Sheet:

**5**

**Proposed  
New Building for Dennis  
Zimmer**

March 30, 2000

0 1 3 5  
metres

**John Hull  
Architect**

**Date:** January 19, 2001  
**To:** City Clerk  
**From:** Acting Public Works Manager  
**Re:** Development Permit Request – Mr. Dennis Zimmer  
5009 – 49 Street, Red Deer

---

Mr. Zimmer is requesting the City to grant a permit to demolish and reconstruct a new building in the same location as the old building. This application is currently in contravention of the building setback requirement in the Land Use Bylaw of 2.13m, or 7 feet, from the street. The intent of the Bylaw requirement is to eventually provide a wider right of way (from 20m to 24m) for either additional lane(s) of traffic or wider sidewalks for pedestrian and also for landscaping purposes.

Mr. Zimmer makes reference to the Downtown Redevelopment Plan, which has been approved by City Council in principle and contains a recommendation to eliminate the building setback requirement. The Plan states that this recommendation is based upon a range of criteria, one of which is "current transportation engineering design philosophy". One might assume from this statement that the transportation impact of this change in the Bylaw has been thoroughly reviewed, identified, discussed, agreed to, and determined not to create any immediate or long-term problems for the City. This is not the case and the Engineering Services Department does not support removal of the setback requirement from the Bylaw at this time.

According to Mr. Zimmer, another statement in the Plan is that "The setback requirement is for the sole purpose of moving more high-speed traffic, more quickly, and more efficiently through the heart of our City." This statement is inaccurate, as the purpose of a wider right of way is to create the ability for the City to provide wider pedestrian walkways and more landscaping as well as to accommodate further increases in traffic demand.

In order to assure Council that removal of the setback requirement will not create transportation problems for the City, we have engaged Stantec Consulting Ltd. to predict what the future 115,000 population level traffic demands could be and to provide information and recommendations as to which right of way widths should be maintained. This study is underway, but behind schedule due to consultant staff problems. Work completed to date doesn't provide any indication of what their final recommendation may be.

...../2

January 19, 2001  
City Clerk  
Page 2 of 2

---

The completion date of the study was to be February 1, 2001. The revised schedule is now:

- Submission of the 90% draft report by February 28.
- Review, make revisions, and submit the final report by March 30.
- If the study findings indicate that there is no need to retain the setback requirement, initiate Bylaw amendment during the month of April.
- Assuming the Bylaw amendment is passed, the City would be in a position to issue permits around the first of May.

### **Recommendation**

The setback study represents a detailed investigation into the possible impacts of removing the long-standing building setback requirement in the Land Use Bylaw. It represents a considerable investment by the City of \$55,000. It is being undertaken to ensure that the transportation, pedestrian, and landscaping options in the future are not unreasonably restricted. We are relatively close to receiving the information that was contracted for. Therefore, we would respectfully recommend that this application be tabled until City Council has this additional information to assist in making a decision.



Ken G. Haslop, P.Eng.  
Acting Public Works Manager

/blm

c     Director of Development Services  
       Licensing & Inspections Manager

***Comments:***

We understand Mr. Zimmer's frustration with the existing bylaw and the amount of time it has taken to resolve the issues around building setbacks in the downtown.

Nevertheless, given the steps that The City is currently taking to analyze and develop the best long term solutions for the downtown, given all the objectives of the Downtown Action Plan, we find little alternative but to await the results of the pending study prior to considering any significant changes to the existing setback requirements. As such, we agree with the recommendations of the Acting Public Works Manager.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

## Council Decision – Monday, January 29, 2001

**DATE:** January 30, 2001

**TO:** Acting Engineering Services Manager  
Principal Planner, Parkland Community Planning Services

**FROM:** City Clerk

**RE:** *Dennis Zimmer: Request for Relaxation of Building Setback Requirements on 49 Street (Palace Livery, o/a Kovac's Manufacturing & Repairs at 5009 - 49 Street)*

---

**Reference Report:** Correspondence from Dennis Zimmer dated January 15, 2001

**Resolution:**

**Resolved that** Council of The City of Red Deer, having considered correspondence from Mr. Dennis Zimmer dated January 15, 2001, re: Request for Relaxation of Building Setback Requirements on 49 Street / Palace Livery, o/a Kovac's Manufacturing & Repairs / (5009 - 49 Street), hereby directs the Administration to prepare a Land Use Bylaw amendment to provide for a reduced setback requirement at 5009-49 Street.

**Report Back to Council Required:** Yes

**Comments/Further Action:**

Parkland Community Planning Services - As directed by Council, please proceed to prepare the necessary Land Use Bylaw amendment for consideration by Council at their Monday, February 12, 2001 meeting.

Acting Engineering Services Manager - Council has requested that a report/profile outlining the current setbacks along 49<sup>th</sup> Street be prepared for the Council meeting scheduled for Monday, February 12, 2001 to provide information when considering the Land Use Bylaw amendment.



Kelly Kloss  
City Clerk

/clr

~~attch.~~

c     Acting Public Works Manager  
      Inspections & Licensing Manager  
      Land & Economic Development Manager  
      Greg Scott, Greater Downtown Action Plan  
      Nancy Hackett, Greater Downtown Action Plan



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**FILE**

January 30, 2001

Mr. Dennis Zimmer  
36 Anquetal Close  
Red Deer, AB T3N 3T4

Dear Sir: *Dennis*

**Re: Request for Relaxation of Building Setback Requirements on 49 Street /Palace Livery, o/a Kovac's Manufacturing & Repairs (5009 - 49 Street)**

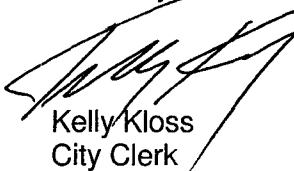
At the City of Red Deer's Council meeting held Monday, January 29, 2001, Council considered your correspondence dated January 15, 2001 and passed the following resolution:

*Resolved that Council of The City of Red Deer, having considered correspondence from Mr. Dennis Zimmer dated January 15, 2001, re: Request for Relaxation of Building Setback Requirements on 49 Street / Palace Livery, o/a Kovac's Manufacturing & Repairs / (5009 - 49 Street), hereby directs the Administration to prepare a Land Use Bylaw amendment to provide for a reduced setback requirement at 5009-49 Street.*

An amendment to the Land Use Bylaw will be prepared for Council's consideration at their meeting scheduled for Monday, February 12, 2001. This office will contact you regarding the time at which this item will appear on the agenda.

Please do not hesitate to contact me at 342-8132 should you require any further information regarding Council's decision in this regard.

Sincerely,

  
Kelly Kloss  
City Clerk

/clr

c     Acting Engineering Services Manager  
      Acting Public Works Manager  
      Inspections & Licensing Manager  
      Greg Scott, Greater Downtown Action Plan  
      Nancy Hackett, Greater Downtown Action Plan





# *The Wild Rose*

## *Optimist Club of Red Deer*



Maggie Nobes  
President  
86 Denovan Cres.,  
Red Deer, AB  
T4R 1W5

Daphne Jacobs  
Secretary Treasurer  
5510 Kerrywood Dr #103  
Red Deer, AB  
T4N 7A1

Mr. Don Batchelor,  
The City of Red Deer,  
4914 - 48 Avenue,  
Red Deer, AB  
T4N 3T4

Dear Mr. Batchelor:

re: Policy 3108  
Title: Leasing & License to Occupy City-Owned Parkland  
Section: Community Services (Recreation, Parks and Culture)

As per the above policy, our club would like to apply to lease the Lion's City Campground for \$1.00 per year from Mid October until Mid January beginning in the year 2001 for 3 years with three 1 year extensions.

Attached are details of our proposal.

Sincerely,

Maggie Nobes,  
President.



# *The Wild Rose* *Optimist Club of Red Deer*



## 1.0 EXECUTIVE SUMMARY

The Wild Rose Optimist Club of Red Deer proposes to develop a major festive light project in 2001 at beautiful Lion's Campground. Capitalizing on the great Canadian pastime of viewing Christmas lights, *Adventure in Lights* will feature 15 exciting theme areas containing over 200 animated and static light displays from mid-November to early January each year.

Using computer-aided sequential lighting, action figures will come alive. The beaver felling a tree... a 'red deer' leaps over your car... the man tries his luck at fly fishing... watch cowboys working their cattle. These are just some of the exciting scenes that may be created *Adventure in Lights*.

This wholesome family event will attract over 20,000 vehicles throughout a 45 day period. That's over 70,000 people who will share in the magic. Kids and seniors... teenagers and adults... everybody will the enjoy this festival of lights. Consumers will enjoy the festive lights in the comfort of their own vehicles. Similar light parks were opened in Edmonton, Medicine Hat, and Grande Prairie to a resounding applause from the community and sponsors. They've become major winter tourism attractions.

The Wild Rose Optimist Club of Red Deer is negotiating for the fee of \$1.00 per year for exclusive use of Lion's Campground in 'the dead of winter and the dark of night' when regular use is non-existent.

All displays are secured in the ground with simple tent pegs and guide wires. No environmental damage or impact will be experienced at the campground. The displays will be powered by electricity from the various campsites, and portable generators if necessary. Over 90 light parks have been built throughout North America and, other than a few broken light bulbs, vandalism has not been an issue.

The displays are funded through corporate sponsorship and lottery dollars so there is no outlay of funds by the sponsoring non-profit society. The Wild Rose Optimist Club of Red Deer owns the displays which are packed up after the event in semi-trailer units and stored off-site.

An interest-free line of credit will be negotiated with a local banking institution to offer sponsors a three-year interest-free payment plan. An attractive promotional plan is offered to each sponsor to ensure that they receive a fair return on their investment from this innovative marketing concept.

A \$7.00 per vehicle admission fee will be charged to see *Adventure in Lights*. It is projected that the annual operating budget will return a profit each year. All net proceeds will be used by the Wild Rose Optimist Club of Red Deer to support worthwhile community projects.

*Adventure in Lights* is being developed in co-operation with Lights for All Seasons Inc., the recognized leader in major light attractions in North America with offices in Medicine Hat and Portland.

## TABLE OF CONTENTS

1.0	Executive Summary	
2.0	Introduction .....	3
2.1	Concept .....	3
2.2	Event Details .....	4
2.3	Community Benefits .....	4
2.4	Why Red Deer? .....	5
2.5	Economic Impact .....	5
3.0	Project Development .....	6
3.1	Organization Structure .....	6
3.2	Location - Site Plan .....	7
3.3	Infrastructure Requirements .....	7
3.4	Sponsorship Funding .....	7
3.5	Operations .....	7
3.6	Finance .....	8
4.0	Project Budgets	
4.1	Capital Budget .....	10
4.2	Operational Budget .....	11
5.0	Project Marketing .....	12
9.0	Conclusion .....	12
10.0	Appendices	
A	Site Plan	
B	'Adventure in Lights' Sales Brochure	
C	Festive Light Project References	
D	Letters of Support	

## 2.0 INTRODUCTION

### 2.1 Concept

Christmas Lights are a predominantly visual image of Christmas in North America. They symbolize the spirit, colour and festive nature of the holiday season simply through their presence on houses, city streets and business locations. They represent a means of common expression by focusing the community and its actions on a single theme - Christmas.

People of all ages take in these Christmas displays in active or passive ways. It is very common to drive around a community to take in the lights. Shoppers in malls and in downtown areas enjoy the lights as part of the Christmas shopping experience. They serve as constant reinforcements of the season.

Although Christmas represents the basic framework for the 'Festival of Lights' concept, it is much broader than that. Community harmonization, co-operation and multiculturalism can be celebrated within its general parameters. There is a real opportunity to showcase the community and all of its unique and colorful attributes. It, in simple terms, can be a focal point for a community's expression of its pride.

It is through the recognition of the power and magic of lights that better describes the concept's origins. There are numerous examples in North America of formalized lighting displays that not only capture this spirit, but raise it to an even higher plain of appreciation. The concept is simple. Lights are used as the artistic medium creating larger than life works of art celebrating the Christmas season.

Works of art in lights may range from Christmas castles to sports scenes to graphic depictions of nativity settings, all painted by the magic of lights. The formula has been proven to work in that it captures a basic human fascination and appreciation of the beauty of these light sculptures coupled with the spirit of Christmas.

The success is realized in the number of in and out of town visits to these projects, resulting in significant increases in tourist activities in the communities. Elaborate light projects have literally transformed several unknown communities into Christmas tourism destination spots. (See Appendix C for a listing of light parks in Canada.)

The development of 'Adventure in Lights' will be the first of its kind and size in central Alberta.

## 2.2 Event Details

A combination of over 200 animated and static light displays will be installed in fifteen theme areas in Lion's Campground from mid-November to early January each year. Generally, each theme area contains 2-3 large animated displays with 6-10 smaller static displays (see Sales Brochure in Appendix B). A per vehicle gate admission is charged with net proceeds to go to community projects in the Red Deer area.

The Wild Rose Optimist Club of Red Deer has entered into an agreement with Lights for All Seasons Inc. as project consultants to provide valuable advice and guidance. The company is the industry leaders in the development of light theme projects and will provide the know-how to make *Adventure in Lights* a reality. Local fabricators may be requested to build some of the static light displays from specifications supplied by the manufacturer.

## 2.3 Community Benefits

*Adventure in Lights* is intended to be a total community project. It will be built by the community, for the community and supported by the community. It represents an undertaking that will:

- Establish a major, innovative winter tourism attraction that will encourage Canadians to visit Red Deer and area during peak retail shopping season.
  - Focus on light displays that represent the uniqueness of Red Deer
  - Promote a major tourism attraction that is clean and environmentally-friendly.
  - Create a unique and innovative Christmas experience in the area.
  - Establish a wholesome, family-orientated image for the Optimist Club and sponsors
  - Organize additional promotional events around the *Adventure in Lights* theme.
- Catalyst for other light features within the city

There are many other direct and indirect benefits of such an undertaking with this list only partially representing its potential.

## 2.4 Why Red Deer?

- Red Deer is well-known for its imagination and innovation when it comes to special events and attractions.
- The City and surrounding area population helps to ensure sufficient numbers of people will attend the event and help to raise funds each year for worthwhile community projects
- The strong sense of local community pride and its demonstrated ability to rally around a project.
- The strength of the local economy and its ability to support such an undertaking.
- *Adventure in Lights* will benefit from, and build upon existing winter tourism attractions in Red Deer and area
- The ability of the energetic Optimist Club “to get the job done”.

## 2.5 Economic Impact

It is difficult to determine an actual dollar figure associated with the economic impact that *Adventure in Lights* will have on tourism in Red Deer. Thirty percent of attendance at Medicine Hat's 'WinterSPIRIT Festival of Lights' comes from people residing from outside of the city.

A similar event in Edmonton, Edmonton Power's Bright Nights, realized 65,000 vehicles (250,000 people) in their first year in 1998.

Using a base vehicle count of 20,000 for *Adventure in Lights* at a minimum of \$7.00 per vehicle, the Wild Rose Optimist Club of Red Deer could raise close to \$30,000 annually for worthwhile community projects.

By using a projected out-of-town visitor rate of 6,000 vehicles/year for *Adventure in Lights* (30% of 20,000 total vehicles) and a \$50/person multiplier effect for money spent in the community, the economic impact to the Red Deer area could be \$750,000/year or higher.

### 3.0 PROJECT DEVELOPMENT

#### 3.1 Organizational Structure

The objective of the Wild Rose Optimist Club of Red Deer is to plan, develop, market, and implement a comprehensive festive light celebration at Lion's Campground that will serve to add a significant new winter tourism attraction for Red Deer and area, and raise funds for worthwhile community projects.

The Optimist Club has experienced volunteers to manage, promote, and develop the project. They have engaged the services of Lights for All Seasons Inc. to assist in all stages of development.

Part of the Chamber's mandate is to promote Red Deer and raise funds for worthwhile community projects. The association is incorporated as a non-profit association under the provincial Societies Act.

They plan to hire a project coordinator to help assemble a team that would coordinate volunteers; assist with set-up and other operational logistic; co-ordinate marketing efforts; and participate in raising the necessary funding.

The following chart identifies the organizational structure for *Adventure in Lights*:

#### Wild Rose Optimist Club of Red Deer

Lights for All Seasons Inc.

Co-ordinator

Sponsorship  
Committee

Operations  
Committee

Finance  
Committee

Marketing  
Committee

### 3.2 Location - Site Plan

Enclosed on Appendix A is a site plan of Lion's Campground.

### 3.3 Infrastructure Requirements

There are no requirements to add to the basic infrastructure at Lion's Campground.

#### Electrical

Power requirements will come from existing power at the campground. Portable generators would be used in areas where required. The generators are muffled as to not provide unnecessary noise pollution. All displays meet CSA standards.

#### Roadways

Traffic to *Adventure in Lights* will be entering and exiting on ??????. The road network is sufficient to handle expected event traffic. ?????Road is two lanes so that the outside lane will be designated for event traffic only from 5:30 PM – 10:00 PM. No serious disruption of local traffic or street closures are required as the campground is located in an industrial area where local traffic is minimal in the winter evenings. There is also an existing admission booth.

#### Signs

Free standing signs need to be part of the consideration in planning access to the attraction, primarily to direct traffic to the site.

#### Parking

*Adventure in Lights* is a drive-through event so parking in the campground will not be required.

### 3.4 Sponsorship Funding

*Adventure in Lights* will be developed in 2001 to celebrate the new millennium. It will require significant financial support from corporate sponsors and some levels of government. These type of public and private partnerships, in conjunction with non-profit associations, is the new, efficient mean of delivering services to the community (see Appendix D for letters of support).

Governments at all levels have generally been supportive of efforts to develop new winter tourism attractions.

The majority of the \$520,000 in funding needs to be in place by May 31, 2001 in order to take advantage of a 25% discount offered by the manufacturer and to ensure delivery of the displays by October. Consequently, the Wild Rose Optimist Club of Red Deer will be initially concentrating its efforts in that area.



It is imperative that *Adventure in Lights* is completed in its entirety in 2001 to create that critical first impression. An exciting and positive first year will enhance the event's long-term viability and assist in securing additional sponsorship to add in future years.

An *Adventure in Lights* promotional video and sales brochure will be developed to assist the committee in soliciting the corporate sponsorship dollars. Enthusiasm is high in the corporate world for creative projects that help celebrate the new millennium.

Benefits from sponsorship of the project are numerous as well as diverse. Sponsors are being sold on the fact that *Adventure in Lights* is a legitimate marketing opportunity in addition to being a wholesome, family-orientated community project that raises funds for worthwhile projects.

A three-year interest-free payment plan will be offered to allow sponsors to pay over three years which helps to reduce the financial commitment in the first year. *Adventure in Lights* advertisements will feature the participating sponsors. A short-wave frequency FM Radio band specific to the event will broadcast Christmas music and sponsor advertisements. Signage within Lion's Campground will recognize sponsors.

Sponsor and government agencies will be solicited directly by staff and volunteers of the Wild Rose Optimist Club of Red Deer.

### 3.5 Operations

The Wild Rose Optimist Club of Red Deer will negotiate exclusive 'evening use' of Lion's Campground from mid-November to early January. This exclusivity in 'the dead of winter and the dark of night' should not pose any impediment to the Campground as it is normally closed for the winter months. In fact, it should enhance use and exposure of this beautiful facility.

All displays are built of light-weight steel and the electrical wiring meets CSA standards. They are easily installed as they are temporary fixtures displayed for an 8-10 week period.

The displays are assembled on-site and erected in the first year under the supervision of Lights for All Seasons Inc.. Most of the large displays are erected by a lift truck and supported by four guide wires with large tent pegs. The smaller displays have steel feet that are simply pushed into the grounds. Consideration of existing underground services will be co-ordinated with City staff.

No displays are planned to be attached to existing buildings that would damage or otherwise harm them. No permanent display structures are planned. Some of the more mature trees may be decorated with simple light strings.

It will take a 6-man crew approximately 7 days in November to set up the displays under the first-year supervision of Lights for All Seasons Inc. An additional 4 days will be required to take down the displays in January. The use of a 40' lift truck will be required for the larger displays.

All electrical cabling will be run along the ground. No electrical cords will be placed directly on roadways or pathways.

Hours of operation will be from 5:30 PM – 10:00 PM nightly. Access during periods of event operation shall be restricted to traffic coming to the event. *Adventure in Lights* is a drive-through event only. Walking traffic will not be permitted.

The Wild Rose Optimist Club of Red Deer will make provisions for snow removal with a private operator in the event of a heavy snowfall.

It has been proven throughout the USA and now in Canada that vandalism has not been a problem. A few bulbs may need to be changed from time to time. The size and scope of these major light attractions actually deters vandals. Lion's Campground is a relatively secure site.

The Wild Rose Optimist Club of Red Deer will carry sufficient liability insurance to cover this special event, and will name the City of Red Deer as a co-insured.

Once the event is finished, the displays are taken down and stored in freight trailers and kept off site.

### 3.6 Finance

The Wild Rose Optimist Club of Red Deer has a volunteer treasurer who will be responsible for the accurate accounting functions for this event. Their records are annually audited by a local chartered accountant.

The Event Finance Committee will be responsible for all financial record-keeping related to corporate sponsorships; interest-free bank financing; government grant accounting forms; and the preparation of all income statements related to the construction and operation of the project.

The results of the project will be measured by the commitment and support of sponsors and government to develop the project; number of vehicles attending; and the amount of funds raised for community projects.

#### 4.0 PROJECT BUDGETS

##### 4.1 Capital Budget (to build the project in the first year)

#### CAPITAL REVENUE

Corporate Sponsorship		
Title Sponsorship		\$ 60,000
Presenting Sponsor (interest-free financing)		nil
Theme Area Sponsors		
Gold - 14 @ \$10,000	\$140,000	
Silver - 28 @ \$5,000	140,000	
Bronze - 28 @ \$2,000	56,000	\$336,000
Alberta Lotteries (CFEP)		<u>\$125,000</u>
	<b>Total Revenue</b>	<b><u>\$521,000</u></b>

#### CAPITAL EXPENSES

Light Displays		\$381,000
Freight		12,000
Storage Trailors	10,000	
Extension cords, light line, signage, floodlights		20,000
Shortwave FM Radio Transmitter		3,000
Signs		5,000
Contingency		<u>14,000</u>
	<b>Total Expenses</b>	<b><u>\$445,000</u></b>
Phase 2 Expansion – additional light displays		\$76,000

#### NOTES:

1. Sponsorship dollars buy the sponsor a 3 year agreement. They generally have an opportunity to renew for another 3-years at 50%-75% of the original amount. Sponsorship amounts are generally based on local market conditions. The proposed sponsor levels are similar to Medicine Hat who raised over \$500,000.
2. Most communities obtain interest-free financing through a bank and pass it on to the sponsors to stage in their contribution over three years.
3. Communities do not generally pay for the displays until at least 60% of the funds are committed. A 25% discount is available on orders prepaid by May 31, 2001.
4. Medicine Hat, Calgary, and Edmonton projects all received Alberta Lotteries CFEP funding for their projects.
4. Budget is based on 15 theme areas which can vary depending on the amount of funds raised.

6. The physical assets (light displays) are owned by the sponsoring organization but are paid for by corporate and lottery funding.

#### 4.2 Annual Operational Budget (to annually operate the project)

##### OPERATING REVENUE

Gate Admission (20,000 people @ \$7.00/person)	\$140,000
Less GST	<u>9,800</u>
<b>Total Revenue</b>	<b><u>\$130,200</u></b>

##### OPERATING EXPENSES

Snow removal	300
Co-ordinator (1/2 time)	\$ 20,000
Set-up and Tear Down (wages and equipment)	15,000
Electrician	8,000
Maintenance Staff (1 person for 10 weeks)	6,000
Gate Staff (1 person for 10 weeks)	6,000
Advertising	20,000
Display Maintenance	4,000
Insurance	4,000
Power	10,000
Office Supplies	2,000
Signs	1,000
Liability Insurance	350
Miscellaneous	<u>5,000</u>
<b>Total Expenses</b>	<b><u>\$101,650</u></b>

**Potential Annual Profit      \$ 28,550**

#### NOTES:

1. Medicine Hat and Thunder Bay Chambers of Commerce averages about 14,000 cars per year. Gate admissions vary from \$5-\$10 per vehicle depending on the market and the quality of the show.
2. Most of the communities in North America do not provide any 24 hr. security. Some bulbs make be broken but is insignificant when compared to full-time security costs.
3. Set-up (7 days) and tear down (4 days) can generally be done by the co-ordinator, maintenance person, and 8 hired labourers under the supervision of Lights for All Seasons.
4. The donation of volunteer labour for set-up/tear down will substantially reduce the budget.
5. Edmonton secured a rental company as sponsor for their generators.
6. Some advertising costs can be reduced though media sponsorships. Additional advertising will come directly from the sponsors as many will add *Adventure in Lights* to their normal Christmas advertising program.
7. Some communities have secured an employment grant to offset the cost of the co-ordinator.

*Adventure in Lights* is working for a better Red Deer.

## SCHEDULE 'C'

### *Lights for All Season Inc. Clients* Major Festive Light Projects

Regina Chamber of Commerce	Carissa Robb	306-757-4658
Edmonton Chamber of Commerce	Martin Salloum	780-426-4620
Thunder Bay Chamber of Commerce	Rebecca Johnson	807-622-9642
Sarnia Convention/Visitors Bureau	Julianne Jones	519-336-3232
Medicine Hat Chamber of Commerce	Dana Cooper	403-527-5214
Medicine Hat Downtown Business Assoc.	Linda Fowler	403-502-7371
City of Portage la Prairie	Dean Yaremchuk	204-239-8330
Charlottetown Chamber of Commerce	Harvey MacKinnon	902-628-2000
Grande Prairie Ag Society	Linda Haggerty	780-532-3279
Greater Kingston Chamber of Commerce	Bob Scott	613-548-4453
Winnipeg – Red River Exhibition Association	Paul Robson	204-888-6992
Calgary Health Trust	Richard Ballantine	403-541-2603
Cranbrook Rotary Club	Pam Spiers	250-426-6811
Windsor Jaycees	Mark Schilling	519-254-2880

Wild Rose Optimist Club of Red Deer - Dec 4/00

There were 18 people in attendance. As this was more of a Christmas Social I didn't note names.

The meeting was called to order by Maggie Nobes.

Invocation read by Wanda Johnson.

Zone Calendar is now on sale.

June needs more workers for Dec 10 bingo.

Adventure In Lights - moved by June and seconded by Lois that project moves ahead. All members were in favour and the motion was carried.

Central Middle School wrote a thank you letter for the \$200 milk donation.

P.G.I. - Susan handed out pins.

We had the Chinese gift exchange.

Next meeting is at Shauneys on January 8, 2001.

Meeting adjourned at 8:45 p.m.

WILD ROSE OPTIMIST CLUB  
STATEMENT OF OPERATIONS  
OCTOBER 1,1999 TO SEPTEMBER 30/2000

REVENUE

DUES	\$2,532.00	
FIN SALES	\$ 115.75	
50/50/GIFT	\$ 65.57	
EVENTS	\$ 726.25	
COSTCO	\$ 250.00	
OPTIMIST CLUB OF RED DEER	<u>\$2,000.00</u>	
		\$5,689.57

EXPENSES

DUES	\$2,179.96	
L.T. GOVENOR DUES	\$ 250.00	
MAGGIE NOBES (PRPS. AWARD)	\$ 187.50	
POSTAGE/COURIER	\$ 432.02	
FUNCTIONS/EVENTS/CONVENTIONS	\$ 939.08	
ORATORICAL	\$ 40.00	
SUPPLIES	\$1,554.84	
DONATIONS	\$ 250.00	
BANK CHARGES	<u>\$ 3.00</u>	
		<u>\$5,836.40</u>

NET LOSS FOR YEAR ENDING SEPTEMBER 30,2000 \$ (146.83)

BALANCE FWD. FROM OCTOBER 1,1999 \$1,468.05

BALANCE OF FUNDS AVAILABLE AS OF SEPTEMBER 30,2000 \$1,321.22

**WILD ROSE OPTIMIST CLUB  
STATEMENT OF OPERATIONS  
OCTOBER 1, 1998 TO SEPTEMBER 30, 1999**

**REVENUE**

DUES	\$2,734.93	
50/50/GIFT	\$ 62.26	
EVENTS	\$ 40.00	
SILENT AUCTION (CANDLELIGHT)	\$1,917.59	
SWEAT SHIRTS/JERSEYS	<u>\$ 152.00</u>	
		\$4,906.78

**EXPENSES**

DUES	\$2,598.10	
LT. GOVERNOR DUES	\$ 250.00	
SUSAN HANNETT (LIFETIME MEM.)	\$ 300.00	
POSTAGE/COURIER	\$ 67.78	
FUNCTIONS/EVENTS/CONVENTIONS	\$ 634.81	
BLACK KNIGHT INN (MEALS)	\$ 697.91	
SUPPLIES	\$ 764.75	
SWEATSHIRTS/JERSEYS	\$ 212.40	
RETURNED CHEQUE	<u>\$ 75.00</u>	
		\$5,600.75

**NET LOSS FOR YEAR ENDING SEPTEMBER 30, 1999** \$ (693.97)

**BALANCE FWD. FROM OCTOBER 1, 1998** \$2,162.02

**BALANCE OF FUNDS AVAILABLE AS OF SEPTEMBER 30, 1999** \$1,468.05



## The Wild Rose Optimist Club of Red Deer

We have just received our funds from our Casino:

Balance	\$14164.31
---------	------------

# **ADVENTURE IN LIGHTS**

## Lion's Campground, Red Deer, Alberta

**ENTRANCE:**

<i>Item:</i>	<i>Size:</i>	<i>Quantity:</i>	<i>Price:</i>	<i>Total:</i>
Leaping Deer Arch (A) (red)	38'x25'	2	12,368	24,736

**TOTAL 24,736.00**

---

**TAKING YOU TO ANOTHER LEVEL**

<i>Item:</i>	<i>Size:</i>	<i>Quantity:</i>	<i>Price:</i>	<i>Total:</i>
Small Balloon	6.5x10.	1		3,265
Medium Balloon (A)	7.5x12	1		13,000
Large Balloon	9x14	1		6,180
Large Cloud	14x10	1		1,500
Small Cloud	8x4	1		790.
Light Line	100'	7	125.	875.

**TOTAL 25,610.00**

---

**SNEAK A PEAK AT US**

<i>Item:</i>	<i>Size:</i>	<i>Quantity:</i>	<i>Price:</i>	<i>Total:</i>
Directional Reindeer	8x11	1		6,770
Elf Peeking From Tree (A)	4.5x2.5	3	1,200	3,600
Elf Hanging w/Present	13x28	1		6,600
Elves Flipping Burgers (A)	17.5x10.5	1		5,400
Elf Sleeping On Log (A)	9.5x11	1		3,150

**TOTAL 25,520.00**

---

**FRIENDLY FLURRIES**

<i>Item:</i>	<i>Size:</i>	<i>Quantity</i>	<i>Price:</i>	<i>Total:</i>
Silhouette Snowflake	3x3	12	370.	4,440
Silhouette Snowflake	4x4	10	400.	4,000
Silhouette Snowflake	5x5	10	420.	4,200
Pixies Tossing Snowflakes (A)	31x13	1		9,075
Snow Pixie On Snowflake (A)	8x16	1		3,300

**TOTAL 25,015.00**

---

**THE MEANING OF CHRISTMAS**

<i>Item:</i>	<i>Size:</i>	<i>Quantity:</i>	<i>Price:</i>	<i>Total:</i>
Wiseman w/Box	5'x8	1		1,058
Wiseman w/Urn	6'x7'	1		1,058
Wiseman On Camel	9'x10'	1		2,475
Shepherd	3.5x8	1		705.
Shepherd w/Sash	4.5x9	1		705.
Joseph	4.5x6.5	1		615.
Mary	4x6	1		615.
Christ Child	3.5x4.5	1		443.
Stable w/ Star	21x22	1		4,245
Donkey	6.5x4	1		668.
Camel	9x7.5	1		1,148.
Sm. Palm Tree	5x8	1		1,590.
Tall Palm Tree	6x10.5	1		2,115.
Sheep	4x3	1		353.
Peace On Earth Globe	17x19	1		11,500

**TOTAL 29,293.00**

## THEME AREA COST SUMMARY

ENTRANCE	\$24,736.00
TAKING YOU TO ANOTHER LEVEL	\$25,610.00
SNEAK A PEAK AT US	\$25,520.00
FRIENDLY FLURRIES	\$25,015.00
WILDLIGHT PRESERVE	\$62,908.00
A DAY ON THE RIVER	\$33,725.00
MARQUEE SIGN	\$20,000.00
BOTANICAL GARDEN	\$33,245.00
HOME ON THE RANGE	\$52,401.00
FOUR SEASONS ENTRANCE	\$25,000.00
SPRING	\$28,178.00
SUMMER	\$26,302.00
FALL	\$26,525.00
WINTER	\$30,220.00
THE TRUE MEANING	\$29,293.00

---

**\$468,678.00**

**The following discount and payment programs are available in the year 2001:**

- **30% discount** if paid in full between January 1 and February 28
- 25% discount if order is placed and a payment plan is used between January 1 and Feb. 28
- **25% discount** if paid in full between March 1 and May 31
- 20% discount if order is placed and a payment plan is used between March 1 and May 31
- **20% discount** if paid in full between June 1 and July 31
- 15% discount if order is placed and a payment plan is used between June 1 and July 31
- **15% discount** if paid in full between August 1 and September 30
- 10% discount if order is placed and a payment plan is used between Aug. 1 and Sept. 30

Orders placed after September 30 are not eligible for a discount, and shipment of product is not guaranteed. **Shipping and applicable taxes not included.**

Carpenter Decorating offers the following two payment plans:

- 50% deposit with order and balance due 10 days after delivery
- 1/3<sup>rd</sup> deposit with order, 1/3<sup>rd</sup> due 10 days after delivery, and 1/3<sup>rd</sup> due by January 11, 2001 (plus 8% interest on last 1/3<sup>rd</sup> amount)

# SPONSORS' RETURN ON INVESTMENT

## Gold Sponsorship

(\$10,000)

- \* Exclusive theme area sponsorship for 3 years
- \* Only 14 available
- \* Interest-free loan (3 yrs)
- \* Prominent signage featuring company name and logo at entrance to theme area
- \* Full page coupon or ad in booklet
- \* Advertising on FM band
- \* 20 complimentary passes
- \* Discount on bulk gate pass purchases
- \* Sponsor nights
- \* Invitation to "V.I.P. Sneak Preview Night"

## Silver Sponsorship

(\$5,000)

- \* Secondary sponsorship of a theme area for 3 years
- \* Only 28 available
- \* Interest-free loan (3 yrs)
- \* Secondary location of company name and logo on sign entering theme area
- \* Half-page coupon or ad in booklet
- \* Name mention on FM band
- \* 10 complimentary passes
- \* Discount on bulk pass purchases
- \* Invitation to "V.I.P. Sneak Preview Night"

## Bronze Sponsorship

(\$2,000)

- \* Minor sponsorship of a theme area for 3 years
- \* Only 28 available
- \* Interest-free loan (3 yrs)
- \* Shared signage (no logo) with other bronze sponsors of theme area
- \* Small coupon or ad in booklet (subject to available space)
- \* Name mention on FM band
- \* 5 complimentary passes
- \* Discount on bulk gate pass purchases
- \* Invitation to "V.I.P. Sneak Preview Night"



We invite your company to join the excitement and share in the magic. Interest-free financing over your 3-year sponsorship agreement makes this opportunity attractive and affordable. You will enjoy more than just a return on your investment. Your improved corporate image will shine through with a statement of community pride. **Adventure in Lights** will bring the winter season alive as never before! For further information on how to become a proud sponsor of **Adventure in Lights** contact:

Carol Preece, Wild Rose Optimist Club, 403-347-9626.

# Adventure in Lights

Lion's Campground, Red Deer, Alberta

Brought to you in co-operation with Lights for All Seasons Inc., the North American leader in decorative lighting projects with offices in Medicine Hat, Alberta and Portland, Oregon

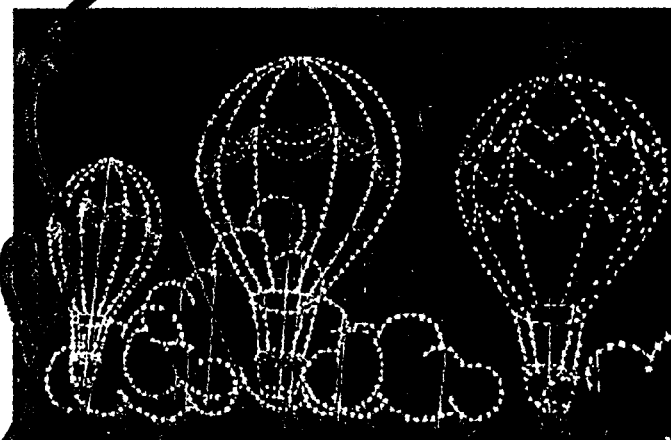
SPONSOR

OPPORTUNITIES

# Adventure in Lights

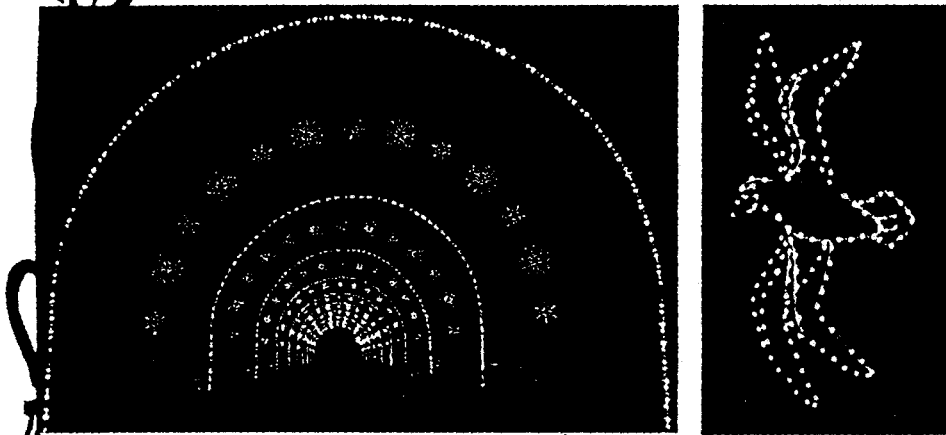
Lion's Campground, Red Deer, Alberta

Unique  
and innovative  
marketing  
opportunity  
for  
you!



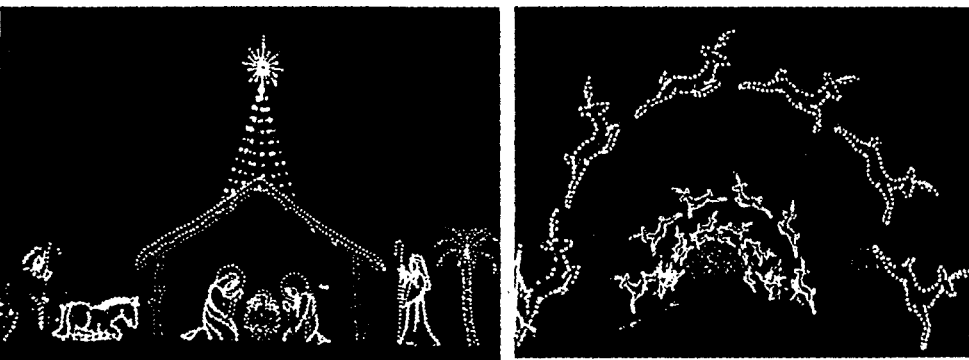
# Adventure in Lights

Lion's Campground, Red Deer, Alberta



The Wild Rose Optimist Club of Red Deer is launching a brand new event to celebrate the new millenium. **Adventure in Lights**, will transform Red Deer's Lion's Campground into an exciting winter light show. This sensational attraction will draw visitors from throughout the region. The goal of the light show is to create excitement, attract tourists, and bring the festive season alive as never before!

From mid-November to the early January, **Adventure in Lights** will attract an estimated 70,000 visitors annually. People of all ages will share in the magic of this spectacular light show each year. Kids and seniors... teenagers and adults... everybody will enjoy **Adventure in Lights**.



*Event runs from mid-November  
through early January  
attracting visitors region-wide*

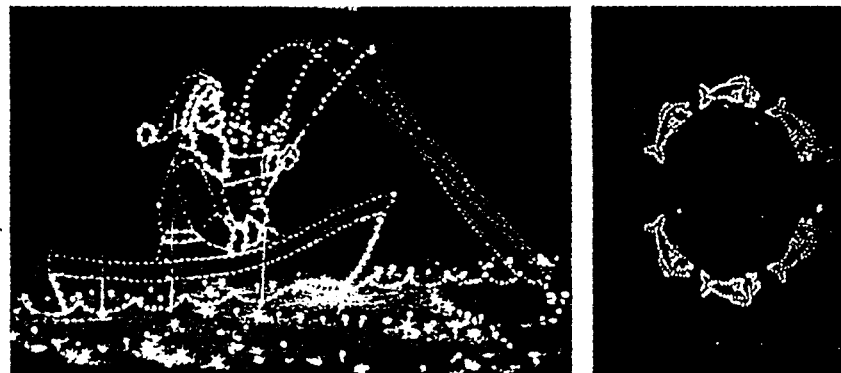
**Adventure in Lights** will feature a variety of exciting theme areas with hundreds of light display pieces. Driving or strolling through, Lion's Campground, visitors will watch many of the dazzling light displays come to life through the magic of animation. Custom designed pieces will reflect the culture and history of the area.

Similar light shows opened recently in Edmonton, Medicine Hat, Grande Prairie and Thunder Bay to resounding applause from the community and sponsors. They are among more than 90 light shows across the continent, developed in co-operation with Lights for All Seasons Inc., the light show leaders in North America.

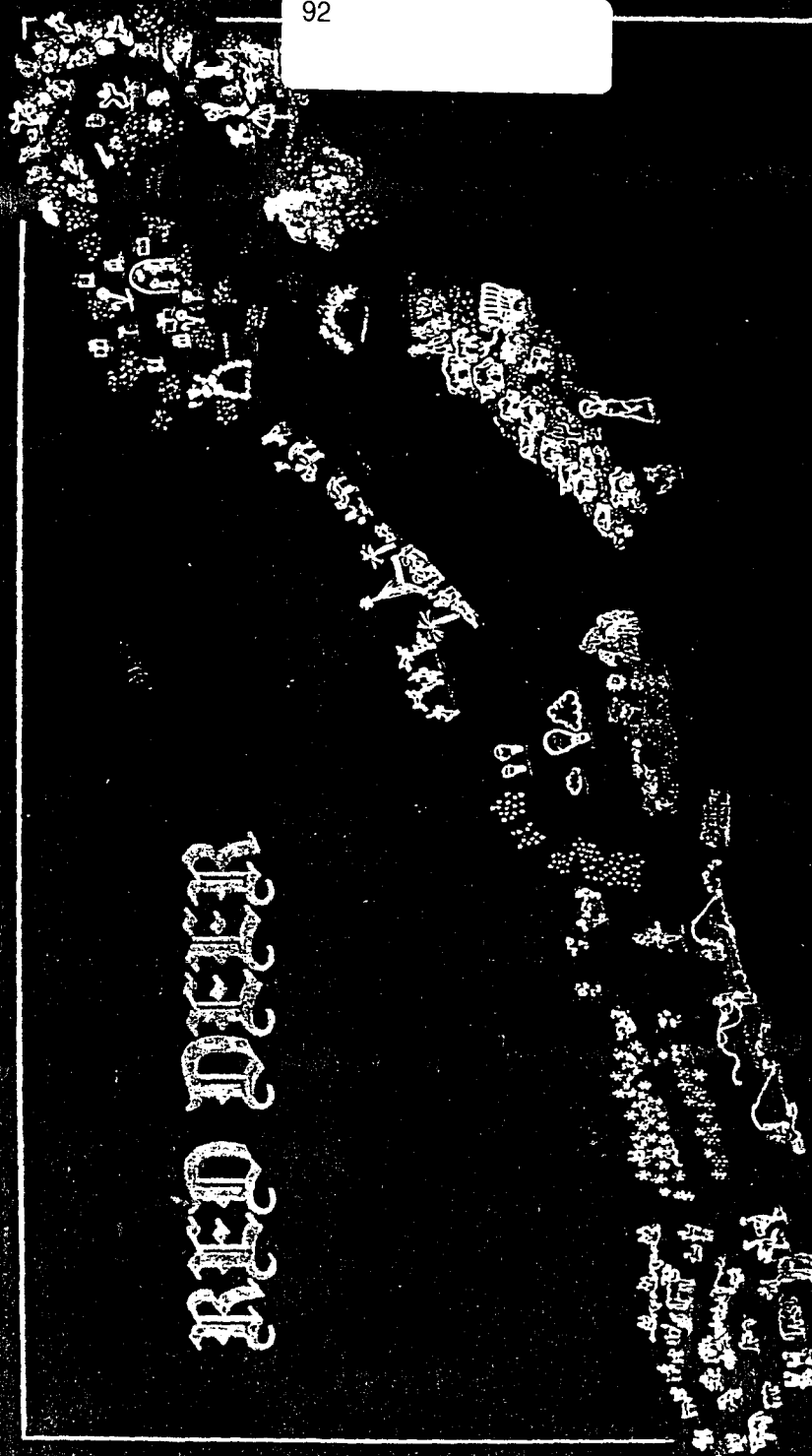
**Adventure in Lights** is a truly unique winter attraction that advertises itself. People of all ages love lights and many will come back with relatives and friends.

Our mission is to attract businesses and service clubs to sponsor this exciting community project. Corporate sponsors benefit through this innovative marketing concept with the ability to directly reach more than 200,000 visitors during a 3-year period. Sponsors also receive promotional opportunities in a variety of ways (see back page).

Bring the festive spirit alive as never before and celebrate the new millennium in a brilliant way... and help to support worthwhile community projects.



## RED DEER



# Adventure in Lights 93

Lion's Campground, Red Deer, Alberta

## Entrance

Giant red deer leap over your vehicle as you enter Lion's Campground. Don't bother ducking... they never miss!

## Taking You to Another Level

Up, up, and away... what a way to begin a journey into the light fantastic. Three hot air balloons will whisk your imagination to another level.

## Sneak a Peek at Us

Now you know what elves do when the boss is away. They play! What a treat to peek in one on of the corners of the North Pole.

## Friendly Flurries

Have you ever seen a snow pixie? Here they are, playing among the giant 4' and 5' snowflakes.

## Wild Light Preserve

These grazing animals of all shapes and sizes seem right at home at the Lion's Campground. Don't miss the beaver working diligently on that tree... and keep your eyes peeled for the 9' foot and 10' python!

## A Day on the River

Fly-fishing on land and cast fishing on water... what a way to spend time on the Red Deer River. Did you know the fish in this river jump 6' high?

## Marquee Sponsor Sign

This sign will remind you to thank all the sponsors who have put on this terrific light show.

## Botanical Garden

This area is in bloom no matter how cold it is outside. So many flowers... just look at that giant 18' sunflower.

## Home on the Range

A full moon is rising and the coyotes are out. The cowboys have parked their 16' covered wagon and are warming up around the campfire.

## The Four Seasons

Enter through this archway to begin your journey through Alberta's four beautiful seasons.

### Spring

It may not feel like spring outside, but look at those lilies blooming. It's time to get busy and seed the garden.

### Summer

Windsurfing, beach volleyball... it's all waiting for you here at the beach. Can't you feel the sun's warm rays?

### Fall

Leaves lie scattered all around, there's a pumpkin on the ground. It's time for Halloween...

### Winter

Feast your eyes on the treats winter brings... giant presents, 10' candy canes, tasty lollipops, mmm! And it just wouldn't feel right without a greeting from good old Santa Claus.

## The True Meaning

Your journey through the lights ends with the traditional nativity scene.



**DATE:** January 24, 2001  
**TO:** Kelly Kloss, City Clerk  
**FROM:** Don Batchelor, Recreation, Parks & Culture Manager  
**RE:** Wildrose Optimist Club – Light Display at Lions Campground

---

Outlined below and attached is a summary of the comments from the Environmental Advisory Board, Recreation Parks and Culture Board and the administration on the above.

Environment Advisory Board Comments

Support the project but suggests the Wildrose Optimists Club consider including a public education program; provide a mass transportation alternative (bus tours) and allow pedestrians access during designated times.

Recreation Parks & Culture Board Recommendation

**Recommend** to Council approval of the program subject to the conditions outlined by the Recreation, Parks & Culture Department including a fee for use of the campground at:

- |  |                     |
|--|---------------------|
| • 1 <sup>st</sup> and 2 <sup>nd</sup> year | 0% of gross revenue |
| • 3 <sup>rd</sup> year                     | 5% of gross revenue |
| • renewal and subsequent years             | 5% of gross revenue |

Administration Recommendation

**Recommended** to Council that the program be approved subject to the conditions including fee for use as outlined above and a three year term with renewal option. Furthermore, that the Wildrose Optimist Club review the feasibility of the suggestions of the Environmental Advisory Board and Consider implementation of these recommendations.



Don Batchelor

/jj

**DATE:** January 11, 2001  
**TO:** Environmental Advisory Board  
**FROM:** Don Batchelor, Recreation, Parks & Culture Manager  
**RE:** Adventures in Lights Proposal  
The Wild Rose Optimist Club of Red Deer


---

Attached is the proposal from the Wild Rose Optimist Club of Red Deer to develop a major festive light project at the Lion's Campground. "Adventure in Lights" project will feature fifteen theme areas containing over 200 animated and static light displays commencing in 2001, from mid November to early January.

Consumers will enjoy the festive lights in the comfort of their vehicle only, and walk-in traffic will not be permitted. It is estimated that this event will attract over 20,000 vehicles (over 70,000 people) during the 45 day period. An admission fee of \$7.00 per vehicle is being proposed. In exchange for exclusive use of the Lion's Campground, the Optimist Club will be charged a fee.

The Recreation, Parks & Culture Board has been asked to comment on the fee structure because it is a policy issue; The Recreation, Parks & Culture Board has forwarded a resolution to Council, that concurs with the progressive fee schedule outlined in my letter of January 9, 2000 (attached).

While this is viewed as an administrative and not a policy issue, I refer it to the Environmental Advisory Board for comment. Your comments, in particular related to the correspondence dated January 6, 2001 from Janet Cole, would be appreciated. Administratively, I do not see an environmental concern. Lion's Campground is open from May to October annually with most electrical outlets in operation by approximately 15,000 camping units. A total of approximately 35,000 people use the campground during the summer months with their trailers and motor homes. I view the use of Lion's Campground, for a Christmas light display, as an extension of the season through which the campground can be enjoyed by the citizens of Red Deer, regional neighbours, and tourists.



Don Batchelor

:jb  
att.

- c. Norbert Van Wyk, City Manager  
Colleen Jensen, Director of Community Services  
Harold Jeske, Recreation Facilities Superintendent  
Carol Preece/Maggie Nobes - Wild Rose Optimist Club

**Kelly Kloss**

**From:** Wanda Ewen  
**Sent:** January,08,2001 8:34 AM  
**To:** Kelly Kloss  
**Subject:** FW: Adventure in Lights proposal

From: Janet Cole

[bjcole@telusplanet.net](mailto:bjcole@telusplanet.net)

Sent: Saturday, January 06, 2001 8:37 PM

To: [feedback@city.red-deer.ab.ca](mailto:feedback@city.red-deer.ab.ca)

Subject: Adventure in Lights proposal

I am writing to voice my opposition to the upcoming proposal to add a light display at Lion's Campground during the Christmas season. For primarily environmental reasons, this is a bad idea: 200 displays, 20,000 vehicles driving through the river valley at night in winter..... Please say no to this idea. There are many ways to raise money for important causes and many ways to celebrate the gifts of the holiday season other than this. Let's not put our want for pretty ahead of our responsibility to the environment. Less is more....

Thank you.

Janet Cole

Red Deer voter

-----  
**From: Janet Cole**

**Sent:** January 06, 2001 9:28 PM

**To:** [bev@city.red-deer.ab.ca](mailto:bev@city.red-deer.ab.ca); [gails@city.red-deer.ab.ca](mailto:gails@city.red-deer.ab.ca); [lpimm@city.red-deer.ab.ca](mailto:lpimm@city.red-deer.ab.ca); [morrisf@city.red-deer.ab.ca](mailto:morrisf@city.red-deer.ab.ca); [jasonv@city.red-deer.ab.ca](mailto:jasonv@city.red-deer.ab.ca); [jeffreyd@city.red-deer.ab.ca](mailto:jeffreyd@city.red-deer.ab.ca); [comforts@telusplanet.net](mailto:comforts@telusplanet.net)

**Subject:** Adventure in Lights proposal

  
 ATT00001.htm

Greetings,

I am writing to voice my opposition to the upcoming proposal by the Wild Rose Optimist Club of Red Deer, called Adventure in Lights. The plan, already endorsed by the City Recreation, Parks and Culture board is to go to City council on January 15. Source: a December edition of the Red Deer Express.

As an concerned citizen/environmentalist and alumnus of the former Citizen's Action Group on the Environment, I am (and other alumni) opposed to the plan because of environmental concerns of unnecessary energy consumption and pollution from vehicle exhaust.

The Red Deer Express article reports that the plan is to be a Christmas Light display in Lion's Campground for 45 days next year, mid-November to early January. There would be 200 light displays and up to 20,000 vehicles driving through to look at them for a charge of \$7.00 per vehicle. Walk-in traffic would not be permitted.

In these days of rising energy cost discussions it is not a good idea to misuse energy in this way. As a municipality, you should be modeling wise use and conservation measures.

And, if I remember correctly, our Environmental Master Plan discusses a commitment to air quality. Twenty thousand vehicles driving through the river valley on cold winter evenings would be a contradiction to that commitment.

I am surprised and disappointed that this plan was not routed through the Environmental Advisory Board before it was sent onto council. It is an environmental issue!

Please do not accept this proposal and let's try to be a community committed to environmental health and conservation and find other creative ways to raise money and celebrate the joys of the Holiday season.

I would be happy to discuss this further if any of you are interested. I may forward a portion of this email as a letter to the editor.

Thank you.

**Date:** January 24, 2001

**To:** Kelly Kloss  
City Clerk

**From:** Harry Ng, Chairman  
Environmental Advisory Board

**Re:** Adventures in Lights Proposal  
Wild Rose Optimist Club of Red Deer

---

The Environmental Advisory Board supports, in principle, the proposal from the Wild Rose Optimist Club for a Christmas light display at Lions Campground, but makes the following suggestions. These suggestions were the result of discussions the board had with representatives of the Wild Rose Optimist Club during the regular board meeting of January 23, 2001.

- The club should run a public education campaign in November, encouraging residents to come and visit the display at Lions Campground, as an alternative to putting Christmas lights on their homes.
- Alternatives to the family vehicle should be pursued, such as Red Deer Transit bus tours, private bus tours, and sleigh rides, perhaps in conjunction with the operation of Heritage Ranch
- In order to encourage active lifestyles and clean air while providing alternative ways of seeing the lights, specific times/days should be set aside to allow pedestrians safe access through the displays without any motor vehicles.

The board has shared these suggestions with representatives of the Wild Rose Optimist Club and submits them to Council for consideration.



Harry Ng

:dmg

Enc.

- c. Carol Preece, Wild Rose Optimist Club  
Maggie Nobes, Wild Rose Optimist Club

**DATE:** December 13, 2000

**TO:** City Clerk

**FROM:** Phil Hyde, Chairman  
Recreation, Parks & Culture Board

**RE:** Adventure in Lights Proposal  
Wild Rose Optimist Club of Red Deer

---

The Recreation, Parks & Culture Board, after hearing a presentation from the Wild Rose Optimist Club, passed the following resolutions at their December 12, 2000 meeting.

*"That the Recreation, Parks & Culture Board support and recommend to Council of The City of Red Deer acceptance of the Wild Rose Optimist Club of Red Deer proposal subject to:*

- a) An annual fee of 5% of gross admission sales to be allocated toward upgrading and expanding of facilities at the Lion's Campground.
- b) Incorporating the comments and support of the Emergency Services Department, R.C.M.P. Department, Engineering Department, and Parkland Community Planning Services.
- c) Entering in an agreement for a term of three years with a renewal option for an additional three years."



Phil Hyde

DB/jb  
Att.

- c. Colleen Jensen, Director of Community Services  
Wild Rose Optimist Club of Red Deer  
Box 1104  
Red Deer, AB T4N 6S5



*The Wild Rose* 100

## *Optimist Club of Red Deer*



Maggie Nobes  
President  
86 Denovan Cres.,  
Red Deer, AB  
T4R 1W5

Daphne Jacobs  
Secretary Treasurer  
5510 Kerrywood Dr.#103  
Red Deer, AB  
T4N 7A1

January 2nd, 2001

Kelly Koss, City Clerk,  
The City of Red Deer,  
4914 - 48 Avenue,  
Red Deer, AB T4N 3T4

Dear Mr. Koss:

Re: Adventure in Lights Proposal

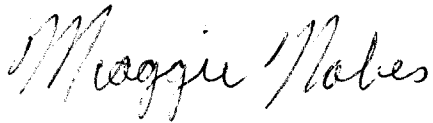
This is in response to Don Batchelor's letter dated December 13th in which he suggests an annual fee of 5% of gross admission sales.

Our members have reviewed the proposal further and with an annual fee set at this level, I regret to advise that we would not be able to proceed. The projected profits, given the amount of effort it would take to establish Adventure in Lights, is already fairly low and we feel that the fee of 5% of admission sales would make the project unfeasible. High expenditures and significant volunteer labor would be required in order to realize a potential annual profit of only \$28,000. There is also some risk involved in embarking on a new event such as this, which has never been tried before in Red Deer.

We do however, still feel that it is a worthy proposal and one that our Optimist Club would like to undertake. I would therefore like to request that The City relax the proposed fee to \$1 per year. This is the fee charged by both Edmonton and Medicine Hat City Councils for the use of their parks for light festivals. Adventure in Lights would draw spectators to a park that is currently not used in the winter, and would be very beneficial to the retail community and the citizens of Red Deer. The displays would attract tourism at a peak retail-shopping season. We hope to keep the attraction affordable to local families and we plan to have a collection box for the Food Bank and the Christmas Bureau. (Please refer to the highlighted sections of our executive summary for further direct and indirect benefits.)

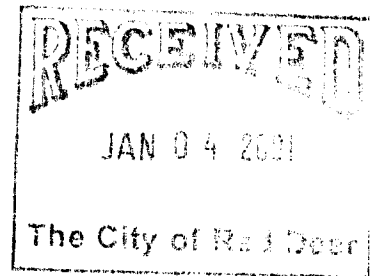
Given the potential benefits to the Red Deer community and fact the profits will be used to help the youth in our area, we ask you to reconsider your decision and reduce the fee to \$1 per year. I hope that we can come to some agreement and look forward to your response.

Sincerely,



Maggie Nobes, President,  
Wild Rose Optimist Club of Red Deer

cc Don Batchelor, Recreation, Parks and Culture Manager  
Harold Jeske, Recreation Facilities Superintendent





**DATE:** January 8, 2001  
**TO:** City Clerk  
**FROM:** Don Batchelor, Recreation, Parks & Culture Manager  
**RE:** Adventure in Lights Proposal

---

The Wild Rose Optimists Club of Red Deer prepared a very attractive and comprehensive proposal for a Christmas light display to be held annually in Lion's Campground. During preliminary discussions with representatives of the Wild Rose Optimists Club, they were told that the administration would be recommending a 5% fee based on gross admissions. The Recreation, Parks & Culture Board, on December 12, 2000, supported the 5% fee after asking representatives of the Optimists Club if this fee was a deal breaker. At that time, the fee (5% of gross sales at  $\pm \$130,000 = \pm \$6,500$ ) was not viewed as a concern by the Club.

Representatives of the Wild Rose Optimists Club of Red Deer have since reassessed their financial projections and now consider that the 5% fee may jeopardize the viability of the event. This annual event would be a wonderful event for Red Deer, and the administration has worked with club representatives to finalize all details. The only remaining issue now appears to be the fee.

Typically, the Recreation, Parks & Culture Department charges 10% on all gate receipts to public facilities. In this case, since Lion's Campground is closed during this event, a relaxation to 5% was recommended and supported by the Recreation, Parks & Culture Board. Perhaps a further exception can be made in this case to ensure that the event proceeds, yet provides a progressive contribution to The City over time. This would be consistent with the precedent that public facilities in Red Deer are not leased or provided for the purpose of making a profit, unless there is some financial contribution to The City. This financial contribution would be used to upgrade, repair, and enhance the facilities at Lion's Campground. At the same time, this will enable the event to proceed while allowing a few years for the event to be financially viable before the annual fee is changed.

#### **Recommendation**

That Council of the City of Red Deer, after considering the recommendations of the Recreation, Parks & Culture Board, and the January 2, 2001 letter from the Wild Rose Optimists Club, consider approving a progressive annual fee payment of 0% in the first two (2) years, 2.5% in the third year, and 5% in any term renewal after the original three (3) year term.



Don Batchelor

:jb  
Att.

c. Colleen Jensen, Director of Community Services

DATE: December 6, 2000

TO: Recreation, Parks and Culture Board

FROM: Harold Jeske  
Recreation & Culture Facilities Superintendent

SUBJECT: "ADVENTURE IN LIGHTS" PROPOSAL -  
THE WILD ROSE OPTIMIST CLUB OF RED DEER

---

Attached is a proposal from the Wild Rose Optimist Club of Red Deer to develop a major festive light project at the Lions Campground. "Adventure in Lights" project will feature fifteen theme areas containing over 200 animated and static light displays commencing in 2001, from mid November to early January.

Consumers will enjoy the festive lights in the comfort of their vehicle only and walk-in traffic will not be permitted. It is estimated that this event will attract over 20,000 vehicles (over 70,000 people) during the 45 day period. An admission fee of \$7.00 per vehicle is being proposed. In exchange for exclusive use of the Lions Campground, the Optimist Club is offering the City \$1.00 per year.

Our policy for facility rentals is on an hourly rate basis and may include alternative rates such as gate receipts, game rate, daily rate or a flat rate. However, the Recreation, Parks & Culture Manager, or designate, has the authority to consider special circumstances which may vary from this policy, when doing so will result in increased use and revenues. The current commission on admission fees is 10%.

**RECOMMENDATION:**

That the Recreation, Parks and Culture Board support and recommend to Council of the City of Red Deer acceptance of the Wild Rose Optimist Club of Red Deer proposal subject to:

- a) an annual fee of 5% of gross admission sales to be allocated toward upgrading and expanding of facilities at the Lions Campground.
- b) incorporating the comments and support of the Emergency Services Department, R.C.M.P. Department, Engineering Department and the Regional Planning Commission.
- c) entering in an agreement for a term of three years with a renewal option for an additional three years.

  
Harold Jeske

/ns

Att.

Date: December 14, 2000  
To: Harold Jeske  
Recreation and Culture Facilities Superintendent  
From: Engineering Services Manager  
Re: **Adventure In Lights Proposal - Lions Campground**

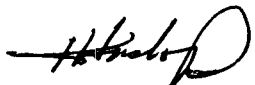
---

We have read through the proposal and provide the following comments:

1. Twenty thousand vehicles over a 45-day period averages to about 500 vehicles per day. It is projected that the additional vehicle demand will occur during the hours of 5:30 p.m. to 10 p.m. This should not pose any significant traffic operational problems along Riverside Drive or the adjacent intersections.
2. Five hundred vehicles during a four-hour period averages to 125 vehicles per hour or about 2 vehicles per minute. We expect that there will be adequate gaps in Riverside Drive traffic to accommodate vehicles exiting the park. If site traffic is not uniform, temporary traffic control in the form of RCMP or Special Constables may be required.
3. Riverside Drive is a four-lane undivided arterial roadway in this area; therefore, the proposal to dedicate the eastbound outside curb lane for park traffic access should not be a problem.
4. We understand that the proposal is a drive through event with no foot traffic permitted, so parking either on site or along Riverside Drive should not be a problem.

#### SUMMARY

In view of our understanding of the proposal, we have no concerns with this project proceeding.

  
Ken G. Haslop, P. Eng.  
Engineering Services Manager

KGH/emr

- c. Paul Meyette, Parkland Community Planning  
Gilles Guertin, RCMP  
Gord Stewart, Emergency Services Manager  
Paul Goranson, Public Works Manager

**DATE:** 14 DEC 2000

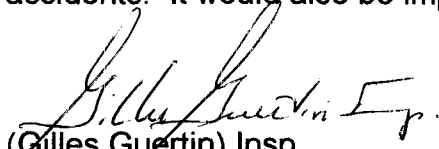
**TO:** Harold Jeske - Recreation & Culture Facilities Superintendent

**FROM:** Gilles Guertin - Officer In Charge Red Deer City Detachment

**RE:** "Adventure In Lights" Proposal  
The Wild Rose Optimist Club of Red Deer

---

We have reviewed the above noted proposal and do not believe that this project will add any more policing responsibilities. From a traffic perspective, this location is suitable with 4 lanes of traffic. The only recommendation which we believe should be considered is to ensure that the entrance of the campground is properly sanded to minimize the risk of accidents. It would also be important to lock the front entrance gate after hours.

  
(Gilles Guertin) Insp.  
Officer In Charge  
Red Deer City Detachment

**Date:** January 4, 2001  
**To:** Kelly Kloss, City Clerk  
**From:** Emergency Services  
**Re:** "Adventure in Lights" Proposal

---

### **Background**

The department has reviewed the Optimist Club proposal for "Adventures in Lights". We do not anticipate any serious problems with such an event. We do anticipate, however, some significant traffic congestion in the area, particularly during the Christmas holiday period. Traffic flow could be managed and access for emergency service response units may detour the congested area satisfactorily.

We have consulted with two other cities that operate light festivals and they advise us that no unmanageable problems have been encountered by their emergency services.

### **Conclusion**

The Emergency Services department has no objections to the "Adventure in Lights" proposal as Lions Campground



Gordon Stewart, P. Eng.  
Fire Chief/Manager

GS/jw

c: Director of Development Services  
Harold Jeske, Recreation and Culture Facilities Superintendent

***Comments:***

We agree with the recommendations of the Recreation, Parks & Culture Manager outlined in his report dated January 24, 2001, including the referral to the Wildrose Optimist Club of the suggestions made by the Environmental Advisory Board.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**FILE**



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

January 30, 2001

Ms. Maggie Nobes, President  
The Wild Rose Optimist Club of Red Deer  
86 Denovan Crescent  
Red Deer, AB T4R 1W5

Dear Madam:

**Re: *Adventure in Lights Proposal / Lion's Campground***

Thank you to you and Carol for attending the Monday, January 29, 2001 meeting of Council and for your informative presentation at that time.

Upon considering correspondence from the Wild Rose Optimist Club of Red Deer and the information presented to Council at the meeting, Council passed the following resolution:

**Resolved that** Council of The City of Red Deer, having considered a report from the Recreation, Parks & Culture Manager dated January 24, 2001, and letter from the Wild Rose Optimists Club of Red Deer dated January 2, 2001 re: Adventure in Lights Proposal / Wild Rose Optimist Club of Red Deer / Leasing and License to Occupy City Owned Parkland, hereby agrees:

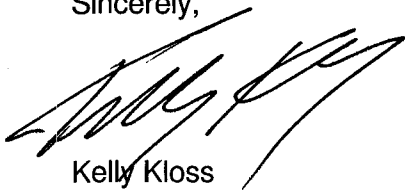
1. that The City enter into an agreement with the Wild Rose Optimist Club of Red Deer for a term of three years with a renewal option of an additional three years, to develop and operate a light display at the Lion's Campground;
2. to a fee for use of the Lion's Campground as follows:
  - (a) first, second and third years: 0% of gross revenue
  - (b) renewal and subsequent years to be reviewed prior to the expiry of the third year.
3. that the report from the Environmental Advisory Board dated January 24, 2001 re: Adventure in Lights Proposal, be referred to the Wild Rose Optimist Club for their consideration in developing the project.

Wild Rose Optimist Club of Red Deer  
January 30, 2001  
Page 2

For your reference, I have attached a copy of the Environmental Advisory Board's memo dated January 24, 2001. Please contact the Recreation, Parks and Culture Manager, Mr. Don Batchelor, at 342-8165, to proceed with the preparation of the necessary agreement.

On behalf of Council, I wish you success in your endeavours with the *Adventure in Lights* project at the Lion's Campground.

Sincerely,

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

Kelly Kloss  
City Clerk

/clr

c     Director of Community Services  
       Director of Corporate Services  
       Director of Development Services  
       Recreation, Parks & Culture Manager

Recreation, Parks & Culture Board  
Environmental Advisory Board



**Date:** January 24, 2001  
**To:** Kelly Kloss  
City Clerk  
**From:** Harry Ng, Chairman  
Environmental Advisory Board  
**Re:** Adventures in Lights Proposal  
Wild Rose Optimist Club of Red Deer

---

The Environmental Advisory Board supports, in principle, the proposal from the Wild Rose Optimist Club for a Christmas light display at Lions Campground, but makes the following suggestions. These suggestions were the result of discussions the board had with representatives of the Wild Rose Optimist Club during the regular board meeting of January 23, 2001.

- The club should run a public education campaign in November, encouraging residents to come and visit the display at Lions Campground, as an alternative to putting Christmas lights on their homes.
- Alternatives to the family vehicle should be pursued, such as Red Deer Transit bus tours, private bus tours, and sleigh rides, perhaps in conjunction with the operation of Heritage Ranch
- In order to encourage active lifestyles and clean air while providing alternative ways of seeing the lights, specific times/days should be set aside to allow pedestrians safe access through the displays without any motor vehicles.

The board has shared these suggestions with representatives of the Wild Rose Optimist Club and submits them to Council for consideration.



Harry Ng

:dmg

Enc.

- c. Carol Preece, Wild Rose Optimist Club  
Maggie Nobes, Wild Rose Optimist Club

**DATE:** January 19, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** ***Councillor Dawson: Notice of Motion: Amendment to Procedure Bylaw 3140/95***

---

At the City of Red Deer's Council meeting held Monday, January 15, 2001, Councillor Dawson submitted the following Notice of Motion:

***Resolved that*** Council of The City of Red Deer hereby agrees that an amendment be drafted to Procedure Bylaw 3140/95:

1. deleting the requirement to pass a resolution to authorize a Council meeting to proceed passed 10:00 p.m., or
2. amending the hour that requires a motion to extend a Council meeting from 10:00 p.m. to 12:00 a.m.

***History***


The City of Red Deer's Procedure Bylaw 3140/95 provides for guidelines surrounding the hours between which Council meetings will be held, as follows:

***Procedure Bylaw, Section 5 states:***

- "5 Regular meetings of Council shall adjourn at 10:00 p.m. if then in session, unless otherwise determined by a two-thirds majority vote of the members present, upon motion made and passed either before or after that time and either while in session or committee of the whole. Any business not completed at the time of adjournment shall be the first order of business at the next regular meeting of Council, unless in the meantime a special meeting be called under the *Municipal Government Act*.

As noted, it is now a requirement of this bylaw that a resolution be passed agreeing to extend meetings passed 10:00 p.m. Councillor Dawson is proposing that the bylaw be amended to extend the time from 10:00 p.m. to 12:00 a.m. before a resolution need be passed to continue with a meeting, or to delete this requirement entirely.

This is being submitted for Council's consideration. Your direction is requested.



Kelly Kloss  
City Clerk

/clr

**Comments:**

We agree with the Notice of Motion put forward by Councillor Dawson. We recommend that Council adopt Option No. 1 deleting the requirement to pass a resolution to extend the length of a Council meeting.

Our experience has been that Council always agrees to move passed the 10:00 p.m. deadline, making the procedure an ineffective one, practically. It should be noted that if at anytime a Councillor or the Mayor as the chair, believes that Council is no longer effectively dealing with the business on its agenda, a tabling motion can be presented calling for a non debatable vote of Council to defer the remaining business items on the agenda to the following meeting, or an alternate time defined by the tabling motion. In effect, Council already has the power it needs to address this issue.

“G. D. Surkan”  
Mayor

“N. Van Wyk”  
City Manager

**FILE**

**Council Decision – Monday, January 29, 2001**

**DATE:** January 30, 2001  
**TO:** Mayor  
Councillors  
**FROM:** City Clerk  
**RE:** *Councillor Dawson: Notice of Motion: Amendment to Procedure Bylaw  
3140/95*

---

**Reference Report:**

City Clerk, January 19, 2001

**Bylaw Readings:**

Procedure Bylaw Amendment 3140/A-2001 was given three readings. A consolidated copy of Procedure Bylaw 3140/95 (as amended), is attached for your information.

**Report Back to Council Required:** No

**Comments/Further Action:**



Kelly Kloss  
City Clerk

/clr

c Deputy City Clerk  
C. Adams, Administrative Assistant  
F. McDougall, Administrative Assistant  
C. Rausch, Administrative Assistant  
City Solicitor  
Council Tray

**BYLAW NO. 3140/A-2001**

Being a bylaw to amend Bylaw No. 3140/95, the Procedure Bylaw of the City of Red Deer.

**COUNCIL ENACTS AS FOLLOWS:**

Bylaw No. 3140/95 is hereby amended by:

- 1 Deleting Section 5 in its entirety.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2001.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2001.

---

MAYOR

---

CITY CLERK

**BYLAW NO. 3156/F-2001**

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

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

- 1 The "Use District Map E12" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 5/2001 attached hereto and forming part of the bylaw.
- 2 Sections 130 to 133 DC(2) Direct Control District No. 2 is replaced with the following Sections:

**"Direct Control District No. 2**

**130 Permitted Uses**

- (1) Mail sorting and distribution centre.

**131 Discretionary Uses**

- (1) Accessory use.
- (2) Identification and local advertising on the following types of signs:
  - (a) Awning, canopy signs,
  - (b) Under canopy signs,
  - (c) Fascia signs,
  - (d) Free standing signs,
  - (e) Painted wall signs,
  - (f) Projecting signs,
  - (g) Roof signs,
  - (h) Wall signs.

**132 Regulations**

- (1) Notwithstanding any provision of this Bylaw, all development within

this District shall be in accordance with the following regulations:

- (a) Floor Area: maximum 46% of site area
  - (b) Building Height: maximum 2 storeys
  - (c) Front Yard: 9m
  - (d) Side Yard: 4m
  - (e) Rear Yard: 3m
  - (f) Landscaped Area 15% of site area
  - (g) Parking Spaces: 3 spaces per 93m<sup>2</sup>
  - (h) Loading Spaces: 1 space opposite each loading door with a minimum of 1 space per 1860m<sup>2</sup> of floor area
  - (i) Site Area: minimum 0.4 ha  
maximum 1.2 ha
  - (j) Frontage: minimum 30m
- (2) Any outdoor storage must be screened to the satisfaction of the Development Authority.

### 133 Site Development

- (1) The site plan, the relationship between buildings, structures and open space, the architectural treatment of buildings, the provision and architecture of landscaped open space, and the parking layout, shall be subject to approval by the Development Authority or the Commission."

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

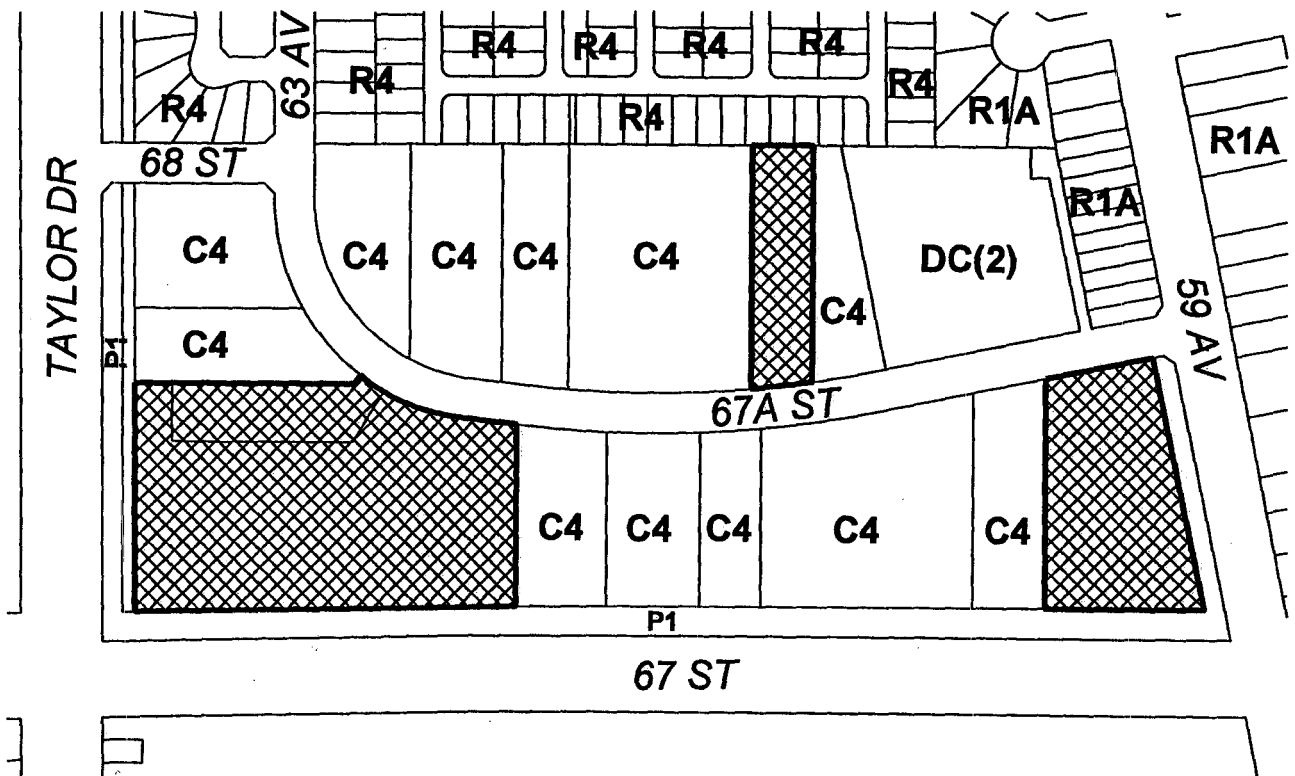
AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2001.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



Change from:

DC(2) to C4 

### AFFECTED DISTRICTS:

DC(2) - Direct Control District No. 2

C4 - Commercial (Major Arterial)

MAP No. 5/2001

BYLAW No. 3156 /F - 2001



Item No. 3

**BYLAW NO. 3196/A-2001**

Being a bylaw of The City of Red Deer to amend Bylaw No. 3196/98, the City of Red Deer's Business Revitalization Zone Business Tax Bylaw.

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

That Bylaw No. 3196/98 is hereby amended as follows:

1 By deleting Section 4 in its entirety and replacing it with the following new Section 4:

"4 The business assessment shall be a sum equal to 100% of the net annual rental value of the premises occupied by the business."

2 By deleting Section 5 in its entirety and replacing it with the following new Section 5:

"5 Each person carrying on business within the boundaries of the Business Revitalization Zone established under Business Revitalization Zone Bylaw 2827/83 shall pay annually as a business tax a sum equal to .76% of the business assessment of that business or the sum of \$100.00, whichever is the greater sum."

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2001.

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 3274/2001**

Being a bylaw to provide for Municipal Elections in the City of Red Deer;

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

TITLE

- 1            This bylaw may be called the "Municipal Election Bylaw".

DEFINITIONS

- 2            Except as otherwise provided for in this bylaw, the terms used in the Local Authorities Election Act (the Act), where used or referred to in this bylaw, shall have the same meaning as defined or provided in the Act.

- 3            In this bylaw, the following terms shall mean:

"Automated voting system" means an automated or electronic system designed to automatically count and record votes and process and store the election results;

"Ballot" means the part of the ballot card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions if any, and containing the spaces in which the elector is to mark his vote;

"Ballot box" means a container, in a form approved by the Returning Officer, intended to contain the voted ballot cards;

"Ballot card" means a paper card, in a form approved by the Returning Officer, listing the ballots to be voted on in the election;

"City" means the municipal corporation of The City of Red Deer, in the Province of Alberta;

"Council" means the Council of The City elected pursuant to the Act;

"Counting centre" means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of election results;

"Local Jurisdiction" means, and includes, The City of Red Deer, the Red Deer Public School District No. 104, the Red Deer Catholic Regional Division #39 and the David Thompson Health Region - Authority #6.

"Marking instrument" means the pen or other device, approved by the Returning Officer, for use in marking ballots by the elector;

"Secrecy sleeve" means an open ended envelope, in a form approved by the Returning Officer, intended to be used to cover the ballot card to conceal the markings made on the ballot card by the elector without covering the initials of the election official;

"Tally register tape" means the printed record generated by a vote tabulator showing the number of accepted ballots, the ballots read, and the results of the ballots read by that vote tabulator;

"Vote tabulator" means a unit of the automated voting system designed for use at the counting centre to receive ballots and automatically scan a specified area or areas on the ballot card and record the results.

## RETURNING OFFICER

- 4           The City Clerk of The City is hereby appointed the Returning Officer for The City (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the Act.

## JOINT ELECTION

- 5           The City Clerk of The City is authorized to enter into agreements, on behalf of The City, to conduct elections on behalf of other local jurisdictions in Red Deer whose boundaries may or may not be contiguous with the City but do have areas in common.

## NOMINATION HOURS

- 6           The Returning Officer:
  - (a)   will receive nominations of candidates for the local jurisdiction elections between the hours of 8:00 a.m. and 12:00 noon on Nomination Day and on any subsequent day to which the time for receipt of nominations is adjourned;
  - (b)   may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

## VOTING SUBDIVISIONS

- 7           The Returning Officer is authorized to divide the local jurisdiction into voting subdivisions and to amend the boundaries thereof.

## ADVANCE VOTING

- 8 The holding of an advance vote on any vote held in an election for the local jurisdiction is hereby authorized.

## INSTITUTIONAL VOTING STATIONS

- 9 (a) The following Institutional Voting Stations are hereby established for the local jurisdiction for voters in the Red Deer area:

Red Deer Regional Hospital	3942 - 50A Avenue
Red Deer Auxiliary Hospital	3929 - 52 Avenue
Red Deer Nursing Home	4736 - 30 Street
West Park Nursing Home	5715 - 41 Street Crescent
Valley Park Manor	5505 - 60 Avenue
Pines Lodge	52 Piper Drive
Parkvale Lodge	4277 - 46A Avenue
Piper Creek Lodge	4820 - 33 Street
Waskasoo Towers	4810 - 54 Street

- (b) The following Institutional Voting Stations are hereby established for The Red Deer Catholic Regional Division #39 for voters in the Rocky Mountain House area:

Rocky Mountain House General Hospital	5016 - 52 Avenue
Westview Lodge	5427 - 52 Avenue

## INCAPACITATED ELECTOR AT HOME

- 10 Provision is made for the attendance of a deputy at a residence of an elector, during the hours an advance voting station of an election of the

local jurisdiction is open, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.

#### AUTOMATED VOTING SYSTEM

- 11           The taking of votes of the electors and the tabulation of election results on any question or in any election conducted by The City may be done by means of an automated voting system, as directed by the Returning Officer.
- 12           In the event that an automated voting system is used in the election, the Returning Officer will:
- (a)       satisfy himself, prior to the date of the election, that the automated voting system has been pre-tested and is accurate and in good working order; and
  - (b)       take whatever reasonable safeguards may be necessary to secure the automated voting system and any part thereof, including the vote tabulators and the ballot boxes from unauthorized access, entry, use, tampering, or any unauthorized use of the ballot cards or tabulated results.

#### BALLOTS

- 13           Following nomination day, the Returning Officer will ensure sufficient ballots and ballot cards are printed.

## FORM OF BALLOT

- 14            Ballots for candidates may be in the general form as set out in Schedule "A" attached or as otherwise prescribed by the Returning Officer.

## VOTING PROCEDURES

- 15            Each elector eligible to vote shall be given:
- (a)    the ballot card(s) that the elector is eligible to receive and that has been initialled by a deputy; and
  - (b)    a secrecy sleeve.
- 16            Upon receiving the ballot card(s) and secrecy sleeve, the elector will proceed to the voting compartment to vote.
- 17            While the elector is in the voting compartment, the elector will mark the ballots only with the marking instrument provided in the compartment, by completing the arrow pointing to his choice of candidate or, where there is more than one vacancy, the candidates of his choice. Where the ballot includes a bylaw or question, the elector will mark his vote within the portion of the ballot containing the affirmative or negative, or containing the for or against, whichever way he decides to vote by completing the arrow pointing to his choice.
- 18            After the elector has finished marking the ballot card and has completed his voting, he shall immediately:
- (a)    insert the ballot card into the secrecy sleeve without showing the

markings on the ballot card to anyone and without folding the ballot card; and

(b) leave the voting compartment and deliver the secrecy sleeve, containing the ballot card, to the deputy supervising the ballot box; and

(c) attend the placing of his ballot card into the ballot box.

19 The deputy supervising the ballot box shall insert the marked ballot card, contained in the secrecy sleeve, into the ballot box so that the ballot card is extracted from the secrecy sleeve without exposing the marks made on the ballot card by the elector.

20 The voting procedure prescribed in this bylaw will, during an advance vote and an institutional vote, as far as is practicable, apply and may be modified as may be necessary upon the direction of the Returning Officer.

21 Each elector must follow the voting procedures as set out in this bylaw and as posted in the voting station, and upon the deposit of his ballot card into the ballot box, the elector shall leave the voting station.

#### SEALING OF BALLOT BOXES

22 Prior to the removal of the ballot box(es) from any voting station, the ballot box(es) containing the used ballot cards shall be:

(a) closed and sealed with the presiding deputy's seal so that it cannot be opened without breaking the seal; and

(b) marked on the outside with the voting station name and number



## COUNTING OF VOTES

- 23     (1)     The ballot boxes used in the advance vote will be closed and sealed upon the completion of voting of the advance vote and will remain like that until opened for the counting of ballots on election day.
- (2)     The ballot boxes used in the institutional vote will be closed and sealed upon the completion of the institutional vote and will remain like that until opened for the counting of ballots on election day.
- (3)     The Returning Officer may direct that the sealed ballot boxes be delivered to the counting centre until they are opened for the counting of ballots, or may make any other direction deemed necessary for the storage and disposition of said ballot boxes
- 24             After 4:00 p.m. on election day the Returning Officer may provide for two Deputy Returning Officers to pick up from the voting stations and deliver to the counting centre, ballot boxes which have been closed and sealed with the presiding deputy's seal and contain used ballot cards.
- 25     (1)     Immediately after the close of the voting station, the remaining ballot box(es) containing the used ballot cards will be closed and sealed with the presiding deputy's seal and will be immediately delivered to the counting centre, by the deputy supervising the ballot box and one other deputy designated by the presiding deputy.
- (2)     After the close of the voting station, the presiding deputy will personally, as soon as is practicable, deliver to the Returning Officer the ballot account and in a sealed box, the counted unused ballot cards, the spoiled ballot cards, together with the voting register and all statements.

26

The deputy supervising at the counting centre will:

- (a) receive all sealed ballot boxes containing used ballots and record for each ballot box, the time of arrival and the voting station name and number in a check-in book and initial each entry;
- (b) immediately after 4:00 p.m. on election day, if provided for by the Returning Officer, in the presence of at least one and any additional officers that the Returning Officer considers necessary, ensure that the ballot boxes referred to in Sections 23(1), 23(2) and 24 are opened, and subject to Section 27, cause the ballots to be counted by inserting the ballot cards through the vote tabulator;
- (c) immediately after the close of voting on election day, in the presence of at least one and any additional officers that the Returning Officer considers necessary, ensure that the ballot boxes referred to in Section 25(1) are opened, and subject to Section 27, cause the ballots to be counted by inserting the ballot cards through the vote tabulator;
- (d) upon completion of the ballot count for each individual ballot box, place the counted ballot cards into the ballot box, and close and seal the ballot box;
- (e) ensure that no result totals are generated prior to 8:00 p.m. on election day;
- (e) after 8:00 p.m. on election day, activate the vote tabulator to produce one (1) copy of the tally register tape for each voting

subdivision, or such other number as may be directed by the Returning Officer and as soon as is practicable, deliver to the Returning Officer the tally register tapes and the sealed ballot boxes containing the counted ballot cards.

#### DECLARATION OF VOID BALLOTS

27           A void ballot will not be counted. A ballot is void if:

- (a)   the ballot card does not bear the initials of the deputy;
- (b)   more votes are cast on the ballot than an elector is entitled to cast;
- (c)   the ballot card is torn, defaced or otherwise dealt with by an elector so that he can be identified;
- (d)   no vote is cast by an elector or the ballot has not been marked sufficiently for the vote tabulator to discern a vote;
- (e)   a ballot has been marked outside of the space indicated on the ballot for the placing of a mark;
- (f)   a ballot that is rejected or returned by the vote tabulator or that cannot be read by the vote tabulator or deputy.

#### GENERAL

28           If the Returning Officer makes a recount, pursuant to Section 98 of the Act, the ballots shall be recounted by the automated voting system.

29           Upon the completion of the tabulation of the election results, the City

Clerk shall retain the programs and the memory packs of the automated voting system as provided for in the Act for the keeping of ballots.

30 Bylaw 3195/98 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2001.

\_\_\_\_\_  
MAYOR

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

## FORM OF BALLOT

## CITY OF RED DEER

GENERAL ELECTION  
OCTOBER 8, 1996

Deputy's Initial

To Vote, completely fill in the arrow(s) ←

Pointing to your choice(s) like this: ←→

Use Only Special Marker Provided

For the Office of

(Vote for a Maximum of  
One (1) Candidate)

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

For the Office of

(Vote for a Maximum of  
Eight (8) Candidates)

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

CANDIDATE'S Name ←

Item No. 5

**BYLAW NO. 3257/A-2001**

Being a bylaw of The City of Red Deer to repeal Bylaw 3257/2000, the Permanent Register of Residents Bylaw.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

1 That Bylaw No. 3257/2000 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2001.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2001.

\_\_\_\_\_  
MAYOR

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

# NOTICE OF SPECIAL COUNCIL MEETING

**TO:** Councillors  
**FROM:** Mayor Surkan  
**RE:** SPECIAL MEETING OF COUNCIL

In accordance with Section 194(1)(A) of the Municipal Government Act, I hereby call a special Council meeting as follows:

**DATE:** Wednesday, January 31, 2001  
**TIME:** 4:30 p.m.  
**PLACE:** Council Chambers, City Hall  
**PURPOSE:** 2001 City of Red Deer  
Budget Deliberations

Gail Surkan  
Mayor

c City Manager  
Directors  
Department Heads  
Red Deer Media

## **A G E N D A**

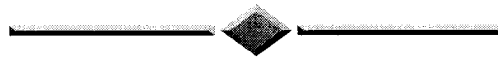


FOR THE ***SPECIAL MEETING OF RED DEER CITY COUNCIL***

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

***WEDNESDAY, JANUARY 31, 2001***

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



1. 2001 City of Red Deer Budget Deliberations