



City Council Meeting Agenda

Monday, October 26, 2020 – Council Chambers, City Hall

Call to Order:	1:30 PM
Recess:	5:00 PM to 6:00 PM
Public Hearing(s):	6:00 PM

1. Minutes

- 1.1. Confirmation of the Minutes of the October 13, 2020 Council Meeting
(Pages 3 – 8)

2. Points of Interest

3. Presentations

- 3.1. Alberta Law Enforcement Response Team (ALERT)
(Pages 9 – 34)

4. Reports

- 4.1. Community Development Grants
(Pages 35 – 42)
- 4.2. Red Deer Policing Priorities – 2020-2022
(Pages 43 – 48)
- 4.3. Request to set Special Council Meeting
(Page 49)

5. Bylaws

- 5.1. 2021 Municipal General Election
(Pages 50 – 93)

- 5.1.a. Consideration of Second Reading of the Bylaw

5.1.b. Consideration of Third Reading of the Bylaw

5.2. Emergency Services Fees and Charges Bylaw Amendment 3586/A-2020
(Pages 94 – 104)

5.2.a. Consideration of First Reading of the Bylaw

5.2.b. Consideration of Second Reading of the Bylaw

5.2.c. Motion for Permission to go to Third Reading

5.2.d. Consideration of Third Reading of the Bylaw

5.3. Public Art Review
(Pages 105 – 122)

5.3.a. Motion to Lift from the Table

5.3.b. Consideration of First Reading of the Bylaw

6. Public Hearings

6.1. Land Use Bylaw Amendment 3357/N-2020 - Rezoning II Industrial (Business Service) District to C4 Commercial (Major Arterial) District - 2404 Gaetz Avenue
(Pages 123 – 147)

6.1.a. Consideration of Second Reading of the Bylaw

6.1.b. Consideration of Third Reading of the Bylaw

7. Adjournment



UNAPPROVED - MINUTES

**of the Red Deer City Council Regular Meeting
held on, Tuesday, October 13, 2020
commenced at 1:30 PM**

Present: Mayor Tara Veer
Councillor Buck Buchanan
Councillor Michael Dawe
Councillor Tanya Handley
Councillor Vesna Higham
Councillor Ken Johnston
Councillor Lawrence Lee
Councillor Frank Wong
Councillor Dianne Wyntjes
City Manager, Allan Seabrooke
City Clerk, Frieda McDougall
Deputy City Clerk, Samantha Rodwell

Present (via teleconference):

General Manager Community Services, Sarah Tittlemore
General Manager Corporate Services, Lisa Perkins
General Manager Planning & Development Services, Tara Lodewyk
Revenue & Assessment Manager, Joanne Parkin
Chief / Emergency Services Manager, Ken McMullen
Intergovernmental Strategist, Steven Ellingson
Senior Planner, Kimberly Fils-Aime



I. MINUTES

I.1. Confirmation of the Minutes of the September 28, 2020 Regular Council Meeting

Moved by Councillor Vesna Higham, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer hereby approves the Minutes of the September 28, 2020 Regular Council Meeting with the following amendments on page 10 related to the defeated motion to amend:

- Adding a semi colon and the word 'or' at the end of the first bullet
- Replacing the word 'on' with the word 'at' in the second bullet

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

I.2. Confirmation of the Minutes of the September 29, 2020 Special Council Meeting

Moved by Councillor Buck Buchanan, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby approves the Minutes of the September 29, 2020 Special Council Meeting as transcribed.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Mayor Tara Veer left the meeting at 1:57 p.m. and Deputy Mayor Michael Dawe assumed the Chair.



2. REPORTS

2.1. Multi Family Property Class Report

Moved by Councillor Ken Johnston, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services dated Oct 13, 2020 re: Multi Family Property Class Report hereby directs Administration to phase in a municipal Multi Family tax ratio of 1.15 over 5 years in order to tax the Multi Family class at rate that is 15% higher than the Residential property class.

IN FAVOUR: Deputy Mayor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Lawrence Lee, Councillor Frank Wong

OPPOSED: Councillor Buck Buchanan, Councillor Ken Johnston, Councillor Dianne Wyntjes

ABSENT: Mayor Tara Veer

MOTION CARRIED

3. BYLAWS

3.1. 2021 Municipal General Election

Moved by Councillor Frank Wong, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated October 13, 2020 re: 2021 General Municipal Election hereby appoints the Deputy City Clerk as the Substitute Returning Officer as required under section 13(2.1) of the Local Authorities Election Act.

IN FAVOUR: Deputy Mayor Michael Dawe, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

ABSENT: Mayor Tara Veer

**MOTION CARRIED**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Frank Wong

FIRST READING: That Bylaw 3655-2020 (The Election Bylaw to establish rules for the conduct of elections in accordance with requirements of the *Local Authorities Election Act*) be read a first time.

IN FAVOUR: Deputy Mayor Michael Dawe, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

ABSENT: Mayor Tara Veer

MOTION CARRIED

Mayor Tara Veer returned to Council Chambers and assumed the chair at 3:06 p.m.

Council recessed at 3:06 p.m. and reconvened at 3:16 p.m.

4. REPORTS - continued**4.1. Emergency Dispatch Advocacy**

Moved by Councillor Lawrence Lee, seconded by Councillor Ken Johnston

Whereas The City of Red Deer provides a highly effective integrated emergency dispatch service to Red Deerians and partner municipalities in the Central region; and

Whereas the short-sighted decision by Alberta Health Services (“AHS”) to consolidate the integrated municipal ambulance dispatch into three provincial AHS communication centres in Peace River, Edmonton and Calgary to save \$5 million will lead to a degradation of emergency services and response time for all Albertans; and

Whereas, previous Ministers of Health under different Governments and Premiers have overturned AHS in 2009, 2014, 2015, 2016, once they understood the local perspective; and provincial wide impacts; and



Whereas, the proposal by AHS to consolidate ambulance dispatch will lead to delays in services to patients in emergencies and result in fewer Advanced Life Support fire vehicles being sent to provide patient care before an ambulance would arrive; and

Now, therefore, be it resolved that the Council of The City of Red Deer reaffirm our request to the Minister of Health to overturn AHS' proposal to consolidate ambulance dispatch in the interest of the health and safety of Red Deerians, Central Albertans and all Albertans.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

5. **BYLAWS - continued**

5.1.. **Lancaster/Vanier East Neighbourhood Area Structure Plan 3217/C-2020 and Land Use Bylaw Amendment 3357/S-2020: RIN to RIG**

5.1.a. **Consideration of First Reading of Bylaw 3217/C-2020**

Moved by Councillor Michael Dawe, seconded by Councillor Dianne Wyntjes

FIRST READING: That Bylaw 3217/C-2020 (an amendment to the Lancaster/Vanier East Neighbourhood Area Structure Plan to rezone 26 RIN Residential (Narrow Lot) District properties to RIG Residential (Small Lot) District along Livingston Close) be read a first time.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

5.2.b. **Consideration of First Reading of Bylaw 3357/S-2020**



City Council Regular Meeting Minutes
UNAPPROVED - Tuesday, October 13, 2020

Moved by Councillor Tanya Handley, seconded by Councillor Vesna Higham

FIRST READING: That Bylaw 3357/S-2020 (an amendment to the Land Use Bylaw to rezone 26 R1N Residential (Narrow Lot) District properties to R1G Residential (Small Lot) District along Livingston Close) be read a first time.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

6. ADJOURNMENT

Moved by Councillor Frank Wong, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Tuesday, October 13, 2020 Regular Council Meeting of Red Deer City Council at 5:38 p.m.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

MAYOR

CITY CLERK



October 26, 2020

Alberta Law Enforcement Response Team (ALERT)

Prepared by: Ken McMullen, Deputy General Manager
Department: Development and Protective Services

Report Summary & Recommendation

The Alberta Law Enforcement Response Team (ALERT) was established in 2006 and is a compilation of the province's most sophisticated law enforcement resources committed to tackling serious and organized crime. ALERT's work differs from that of municipal police departments or RCMP detachments. ALERT coordinates elite teams of highly skilled police officers who work together to investigate matters such as drug trafficking, gang violence, and child exploitation. ALERT complements RCMP and local police by taking a provincial, integrated approach to investigate specific crime issues with a strategic and intelligent response.

It is recommended that Council receive this presentation as information.

Proposed Resolution

That Council receive the report for information.

Background

The Alberta Law Enforcement Response Team (ALERT) was established by the Provincial Government in 2006 to bring together the province's most sophisticated law enforcement resources to combat organized and serious crime. ALERT comprises of more than 400 municipal police and RCMP that work together to investigate everything from drug trafficking to child exploitation to gang violence. ALERT's success in creating safer communities for Albertans lies in their model of integrating members from various police agencies who specialize in intelligence, enforcement and support services.

Funding for ALERT is primarily by the Government of Alberta, with significant contributions from the Government of Canada. Partner police agencies contribute a number of positions at their own expense. ALERT is governed by a Board of Directors who are responsible for the high-level strategic direction and represented by the Alberta Association of Chiefs of Police and the Senior Assistant Deputy Minister, Justice and Solicitor General.

In 2018, ALERT's Civilian Advisory Committee was created to provide an enhanced opportunity for community engagement and stakeholder relations, as it relates to ALERT's role in providing public safety. The Civilian Advisory Committee is comprised of representatives from the Alberta



Association of Police Governance (AAPG), the Alberta Urban Municipalities Association (AUMA) and the Rural Municipalities of Alberta.

ALERT has various teams that specialize in various enforcement initiatives:

- **Organized Crime and Gang Teams:** ALERT's organized crime and gang teams are headquartered in seven municipalities across Alberta (Calgary, Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer). They investigate, disrupts and dismantle organized and serious crime in both urban and rural areas, including drug trafficking and gang activity.
- **Internet Child Exploitation Unit:** The Internet Child Exploitation (ICE) Unit investigates the sexual exploitation of children via the Internet and work to reduce harm and protect children through public education and prevention programs.
- **Criminal Intelligence Service Alberta:** Criminal Intelligence Service Alberta (CISA) acts as a central hub for strategic analysis and intelligences sharing on serious and organized crime in Alberta.
- **Alberta Specialized Law Enforcement Training:** Alberta Specialized Law Enforcement Training (ASLET) supports police, government agencies and other stakeholders by providing training to enhance the ability of officers to detect, disrupt and dismantle organized and serious crime in Alberta.

Recommended Option:

It is recommended that Council receive this presentation as information.

ALERT



ALERT



**ALBERTA LAW ENFORCEMENT RESPONSE TEAMS
ANNUAL REPORT • 2019-2020**

ABOUT ALERT



ALERT WAS ESTABLISHED BY THE ALBERTA GOVERNMENT IN 2006 to bring together the province's most sophisticated law enforcement resources to combat organized and serious crime.

Nearly 300 municipal police and RCMP work together to investigate everything from drug trafficking to child exploitation to gang violence.

The strength of the ALERT model lies in the integration of members from various agencies who have expertise in intelligence, enforcement, and support services.

ALERT is the overarching umbrella organization of integrated, provincially focused law enforcement activities that promote safe and secure communities in Alberta.

ALERT BOARD

- **Chief Graham Abela**
Taber Police Service
- **Chief Keith Blake**
Tsuut'ina Nation Police Service
- **Chief Lorne Blumhagen**
Lacombe Police Service
- **Chief Dale Cox**
Lakeshore Regional Police Service
- **Chief Dean LaGrange**
Camrose Police Service
- **Chief Dale McFee**
Edmonton Police Service
- **Chief Andy McGrogan**
Medicine Hat Police Service
- **Chief Kyle Melting Tallow**
Blood Tribe Police Service
- **Chief Mark Neufeld**
Calgary Police Service
- **Chief Lee Newton**
Alberta Sheriffs
- **Chief Shahin Mehdizadeh**
Lethbridge Police Service
- **Deputy Commissioner Curtis Zablocki**
RCMP K Division
- **Senior Assistant Deputy Minister Bill Sweeney**
Alberta Justice and Solicitor General

PARTNERS



SUMMARY

ALERT BRINGS TOGETHER

Alberta's most sophisticated law enforcement resources and is an overarching umbrella organization of integrated, provincially focused law enforcement activities that promote safe and secure communities in Alberta.

Through integration with ALERT's partner agencies, ALERT serves several distinct public safety goals:

1. **Promote intelligence-led policing**
2. **Disrupt and dismantle organized crime**
3. **Reduce harm and help victims**
4. **Enhance law enforcement capacity**

In 2019-20, ALERT conducted investigations in communities big and small across Alberta that resulted in more than 1,600 charges laid against 366 people and the seizure of \$14.8 million worth of drugs. With its partner agencies, ALERT is keeping Alberta safe from serious and organized crime.

Here are some of the highlights from the past year:

- ALERT's integrated model facilitates the promotion of intelligence-led policing. Criminal Intelligence Service Alberta was able to identify 86 organized crime groups and 1,456 individuals for its 2020 Provincial Threat Assessment.
- ALERT investigations put major dents in drug trafficking across the province. Project Coyote resulted in the largest amount of drugs and property seized in a single operation in ALERT's history, as well as what is believed to be the largest fentanyl seizure in Canadian history at 250,000 pills. Meanwhile, Project Rocker targeted the drug trafficking activity of outlaw motorcycle clubs in Red Deer, while Project Elder cut off a drug pipeline between Alberta and British Columbia. Project Embrace followed a drug trafficking network from rural Alberta towns back to a supplier in British Columbia.

- ALERT's Internet Child Exploitation (ICE) Unit worked with partner agencies spanning from Saskatchewan to Texas to protect children from exploitation over the Internet. ICE teams arrested 74 suspects and forensic technicians analyzed 153 terabytes of data.

- ALERT enhances the capacity of provincial law enforcement by providing specialized training to officers from across Alberta. Nearly 800 candidates received training in 2019-20.

The results achieved in the 2019-20 fiscal year were made possible by the support of the Alberta Government, specifically the Ministry of Justice and Solicitor General; Public Safety Canada; and our partner agencies, which are listed on page 2.

Since being formed in 2006, ALERT teams have made nearly 9,000 arrests, seized \$578 million worth of dangerous drugs, and have taken 1,458 guns out of criminals' hands.



1,629

charges laid
(ICE & CFSEU teams)



\$14.8M

value of
seized drugs



25

child interventions



366

people charged
(ICE & CFSEU teams)



121,970

grams of
cocaine seized



259

agency assists
by CFSEU teams



\$4.65M

proceeds of crime
seized



12,482

methamphetamine
grams seized



94

firearms seized

MESSAGE FROM ALERT'S CEO

When I joined ALERT as Chief Executive Officer in August 2019, I could not have predicted how quickly the world was going to change in just a few short months.

As an organization, I believe ALERT has navigated the challenges of COVID-19 very well. Our members have worked tirelessly to keep Albertans safe during the pandemic – especially investigators in the Internet Child Exploitation (ICE) Unit, who saw a significant spike in cases as both children and predators increased their online presence.

Behind the scenes, our support staff worked dutifully to maintain continuity of operations. Even before COVID-19, it had already been an eventful year as several large-scale investigations wrapped up in 2019-20. The biggest of these by far was Project Coyote, spearheaded by our organized crime team in Calgary, which resulted in the seizure of nearly \$20 million worth of drugs, cash and assets. That includes a seizure of 250,000 fentanyl pills,



which we believe is the largest fentanyl seizure in Canadian history.

While getting drugs and firearms off the streets is important, seizing cash and assets from organized crime groups may be more significant, as that hampers their ability to restart operations once they have navigated through the justice system.

As successful as the 2019-20 fiscal year was, we know crime continually evolves and advances in the province, and it is our responsibility

to enhance operations and relentlessly disrupt and dismantle organized crime in our communities. It is a big challenge, but one to which the entire ALERT team is steadfastly committed.

However, ALERT's success could not be realized without the contributions of our policing partners. This co-operative approach to policing has proven to be an extremely successful model, especially as the criminal landscape evolves and pushes beyond local and regional boundaries.

I want to close by acknowledging the Alberta Government's continued support of ALERT. Their financial commitment will enable ALERT to deliver a more robust response to serious and organized crime in Alberta. I look forward to many successes for 2020 and beyond.

A handwritten signature in black ink, appearing to read 'D. Lakusta'.

Supt. Dwayne Lakusta
ALERT CEO



PERFORMANCE MEASURES

GOAL 1: PROMOTE INTELLIGENCE-LED POLICING

	2018-19	Q1	Q2	Q3	Q4	2019-20
CRIMINAL NETWORKS IDENTIFIED	87	-	-	-	86	86
ACIIS ENTRIES	3,698	171	379	165	216	931
INTELLIGENCE REPORTS DISSEMINATED	1,934	488	481	485	465	1,919

GOAL 2: DISRUPT AND DISMANTLE ORGANIZED CRIME*

	2018-19	Q1	Q2	Q3	Q4	2019-20
CRIMINAL NETWORK INVESTIGATIONS	167	24	34	43	20	121
PEOPLE ARRESTED BY CFSEU TEAMS	254	69	71	67	85	292
CHARGES LAID BY CFSEU TEAMS	1,419	360	504	239	288	1,391
FIREARMS SEIZED	68	46	22	18	8	94
ESTIMATED VALUE OF DRUGS SEIZED	\$11,929,924	\$11,439,414	\$1,481,561	\$792,462	\$1,128,739	\$14,842,176
ESTIMATED VALUE OF PROCEEDS OF CRIME	\$2,476,896	\$553,748	\$3,407,220	\$465,751	\$228,161	\$4,654,880

*A detailed breakdown of Goal 2 statistics by region for 2019-2020 is located on page 9

GOAL 3: REDUCE HARM AND HELP VULNERABLE VICTIMS

	2018-19	Q1	Q2	Q3	Q4	2019-20
CHILD EXPLOITATION INVESTIGATIONS	1,044	306	381	339	514	1,540
PEOPLE ARRESTED BY ICE UNIT	89	15	18	20	21	74
CHARGES LAID BY ICE UNIT	416	63	57	57	61	238
CHILDREN RESCUED*	24	12	6	3	4	25
CHILD PORNOGRAPHY PHOTOS/VIDEOS IDENTIFIED	380,351	380,877	504,717	74,211	16,764	976,569

*from sexual abuse, exploitation, luring and/or drug endangerment

GOAL 4: ENHANCE LAW ENFORCEMENT CAPACITY

	2018-19	Q1	Q2	Q3	Q4	2019-20
NUMBER OF COMMUNITIES WORKED	266	50	46	55	51	202
TRAINING COURSES OFFERED	26	4	3	7	9	23
CANDIDATES TRAINED	1,154	93	66	350	289	798

PROMOTE INTELLIGENCE-LED POLICING

GOAL 1: Integrated, intelligence-led policing is supported by strategic and actionable intelligence on provincial and transnational organized and serious crime.

Strategic analysis and intelligence sharing are the cornerstones of success in fighting organized crime. ALERT promotes an integrated, intelligence-led approach to combating this issue by bringing together intelligence and enforcement teams to share information and work closely on serious and organized crime investigations around the province.



86

criminal networks identified



1,919

intelligence reports disseminated



931

ACIIS entries

ACIIS is the national database for sharing criminal information and intelligence on organized crime.

MAJOR ACHIEVEMENTS

PROVINCIAL THREAT ASSESSMENT

In its 2019 Provincial Threat Assessment (PTA), Criminal Intelligence Service Alberta (CISA) identified 86 criminal organizations to assess and rank them as low-, medium- or high-threat groups. CISA also collected information on 1,456 individuals.

TIRE THEFTS

In July 2019, ALERT's organized crime team in Lethbridge used information gathered from law enforcement agencies and auto dealerships across the province to arrest a Calgary man for his role in a series of thefts from car lots that dated back more than three years.

The 31-year-old man was accused of stealing tires and rims off cars at dealerships in Alberta on at least eight separate occasions between March 2016 and October 2018. The dealerships were

located in Lethbridge, Leduc, Taber, Wetaskiwin, and Calgary. During the investigation, ALERT relied on the assistance of Lethbridge Police, Calgary Police, Taber Police, and RCMP detachments in Wetaskiwin and Leduc.

It is believed the stolen tires and rims were sold online, and none of the stolen property was recovered.

STRAW PURCHASING

Information shared between the RCMP's National Weapons Enforcement Support Team (NWEST) and ALERT organized crime teams helped a number of firearms straw purchasing investigations get off the ground during the 2019-2020 fiscal year.

Straw purchasing typically involves someone with a valid Possession and Acquisition License (PAL), but no criminal record, obtaining firearms for someone who otherwise could not, or who does not want their name associated with the transaction.

Two of those investigations were in Grande Prairie. First, in May 2019, ALERT's Grande Prairie organized crime team intercepted an exchange of firearms as it took place in the parking lot of a shopping centre in the city. Three suspects were arrested and five firearms – four handguns and a rifle – were seized, along with body armour, ammunition, cocaine and cash.

Later, in October 2019, the Grande Prairie organized crime team arrested a 37-year-old woman during a traffic stop and arrested her for firearms trafficking. It was alleged that she had purchased five handguns over the previous three months – including one that was seized from the vehicle during her arrest – and re-sold them to the criminal market.

The third file concluded in Athabasca, Alta., in May 2019. ALERT Edmonton's organized crime team arrested a 23-year-old man and charged him with firearms trafficking, alleging that he had also bought several handguns and re-sold them to criminals. Only one of the handguns had been recovered at the time of his arrest, and four other firearms were seized from the man's home.

PROMOTE INTELLIGENCE-LED POLICING

CROSS-BORDER COOPERATION

ALERT-DEA relationship shines in Project Coyote

While the laws they enforce and the methods they use might differ, law enforcement agencies on both sides of the Canada-U.S. border have the same goal: to catch the bad guys.

That shared goal is a big reason why Alberta Law Enforcement Response Teams (ALERT) and the U.S. Drug Enforcement Administration (DEA) have developed a great working relationship since ALERT was founded in 2006. Primarily through the DEA's office in Vancouver, the two agencies have worked together on a number of successful files.

The most recent of those files was Project Coyote, which wrapped up in November 2019 and set multiple records for ALERT. In total, almost \$20 million worth of drugs and assets were seized, including 250,000 fentanyl pills – believed to be the largest fentanyl seizure in Canadian history – 98 kilograms of cocaine, five kilograms of methamphetamine, 13 firearms and \$1.3 million in cash proceeds of crime.

"I wasn't expecting how easy the relationship would be," said Det. Laird Linklater with ALERT's Calgary organized crime team, who was the primary investigator on Project Coyote.

"The DEA in Vancouver was willing to help out in any which way they could. From information requests to surveillance, they bent over backwards to help out."

Meanwhile, the DEA says it's very satisfying to see the results of a cooperative effort like Project Coyote, and that kind of success only encourages further cooperation.

"The relationship between DEA and ALERT is successful and growing," said a DEA spokesperson in an emailed statement. "The collaboration between DEA and ALERT on Project Coyote is a great example of how our two agencies can be successful when working together."

The seizure of 250,000 fentanyl pills from a Calgary apartment in February 2018 kicked Project Coyote into high gear, and more than 30 search warrants were executed over the next 20 months. But when targets started booking travel into the United States, Linklater knew he had to call in help.

"We needed to figure what the nature of those trips were, so that's when we started reaching out



to the DEA asking for surveillance resources to determine what the target was up to," he said.

Through a contact with the DEA's Vancouver office, Linklater was able to make requests for information and assistance that were fulfilled quickly and efficiently. This came in extremely handy

when ALERT got information that a Calgary woman was travelling to Houston, Texas, to pick up an 81-kilogram shipment of cocaine and bring it back to Canada. She was

intercepted and arrested by ALERT, the DEA and the Harris County (Texas) Sheriff's Office.

"I believe we have a good working relationship, and hopefully we'll be able to build on it and target the people who are bringing drugs into the country," Linklater said.

That relationship has been built not only on the back of Project Coyote, but other collaborative efforts over the years. The DEA also assisted ALERT with Project Arbour in 2017 and 2018, which involved the seizure of 100 kilograms of methamphetamine near Provo, Utah, and with the dismantling of a cocaine trafficking network in Alberta following the 2012 seizure of 45 kilograms of cocaine in Nevada that were bound for Calgary.

ALERT assisted the DEA in investigating and extraditing two men from Lethbridge to Colorado in 2015, where they were wanted on drug charges.

While organized crime has never respected

borders, the spokesperson added that, in recent years, technology has presented new hurdles in law enforcement's efforts to dismantle international criminal organizations.

"The use of cryptocurrency and encrypted cellphone apps have presented challenges in investigating those international organized crime groups," he said. "The emergence of this new technology makes the working relationships between DEA and its foreign counterparts all the more important."

Linklater said that, in his time working at ALERT, he and his colleagues have become more aware of and gained more experience with international cases, making it more feasible to leverage international partnerships and see those cases through to a conclusion.

"As ALERT matures and we gain more experience, we're able to go after higher targets who are in control and orchestrating the transporting of shipments or the importation of drugs and money," he said.



ALERT-AB.CA EXCLUSIVE:

ACIIS is a powerful tool for law enforcement agencies across Canada. But what exactly is it?

DISRUPT & DISMANTLE ORGANIZED CRIME



GOAL 2: Organized and serious crime in Alberta is reduced.

Integrated policing is one of the most effective ways to battle organized crime because it encourages and fosters collaboration between investigators, intelligence analysts and experts. ALERT can then expertly perform dedicated investigations that span multiple jurisdictions and target the highest threat groups and individuals. Historically, organized crime has been synonymous with drug trafficking; however, organized crime is becoming increasingly complex, is multi-faceted, and is always evolving.

MAJOR ACHIEVEMENTS

PROJECT COYOTE

ALERT hit new heights in November 2019, as Project Coyote set several records for the organization, including the largest estimated value of drugs and assets seized for a single operation.

The two-year investigation by ALERT's Calgary organized crime team – along with the assistance of numerous law enforcement agencies across Canada and the United States – resulted in the seizure of nearly \$15 million worth of drugs and \$4.5 million in cash, property and other assets.

The drug total includes 250,000 fentanyl pills, believed to be a Canada-wide record seizure. It also includes 98 kilograms of cocaine – 81 kilograms of which were intercepted in Houston, Texas, in May 2019 – five kilograms of methamphetamine, 7,626 pills containing meth and ecstasy, ketamine,

heroin, phenacetin, cannabis resin and psilocybin mushrooms.

Thirteen firearms were also seized, along with \$1.3 million in cash proceeds of crime and seven houses.

PROJECT ELDER

A two-year investigation by ALERT's Edmonton organized crime team concluded in June 2019, cutting off a major drug pipeline between British Columbia and Alberta.

Twelve people from both provinces were arrested and charged with a total of 59 offences. North Vancouver resident Neil Kravets was allegedly at the centre of the network, coordinating the supply of drugs from B.C. to Alberta and overseeing the group's activities.

Two homes, two businesses and multiple vehicles were searched. The drugs seized have an estimated street value of \$1.5 million, and include 9.3 kilograms



292

people charged by CFSEU teams



1,391

charges laid by CFSEU teams



\$14.8M

estimated value of drugs seized



94

firearms seized

of cocaine, six kilograms of methamphetamine, and 684 grams of fentanyl powder. More than \$500,000 cash, a handgun with a suppressor and expanded magazine, and five vehicles with hidden compartments were also seized.

PROJECT EMBRACE

A drug trafficking network that stretched all the way from Vancouver to rural Alberta communities was dismantled by ALERT's Edmonton organized crime team during a nine-month investigation that wrapped up in July 2019.

Project Embrace resulted in the arrest of six people and the seizure of more than \$1 million

DISRUPT & DISMANTLE ORGANIZED CRIME

worth of drugs. The drug trafficking network under investigation was allegedly centred in Edmonton but spread its tentacles into smaller communities including Bonnyville, Lloydminster, St. Paul, Cold Lake, Little Smoky and Frog Lake.

Six homes were searched – four in Edmonton and two in Vancouver – and investigators seized 6.5 kilograms of cocaine, two kilograms of methamphetamine, 18 kilograms of a cocaine buffing agent, \$342,982 cash, and a vehicle with a hidden compartment.

In conjunction with Project Embrace, Bonnyville RCMP arrested eight street-level drug traffickers in separate investigations and laid multiple drug-related charges against each of them.

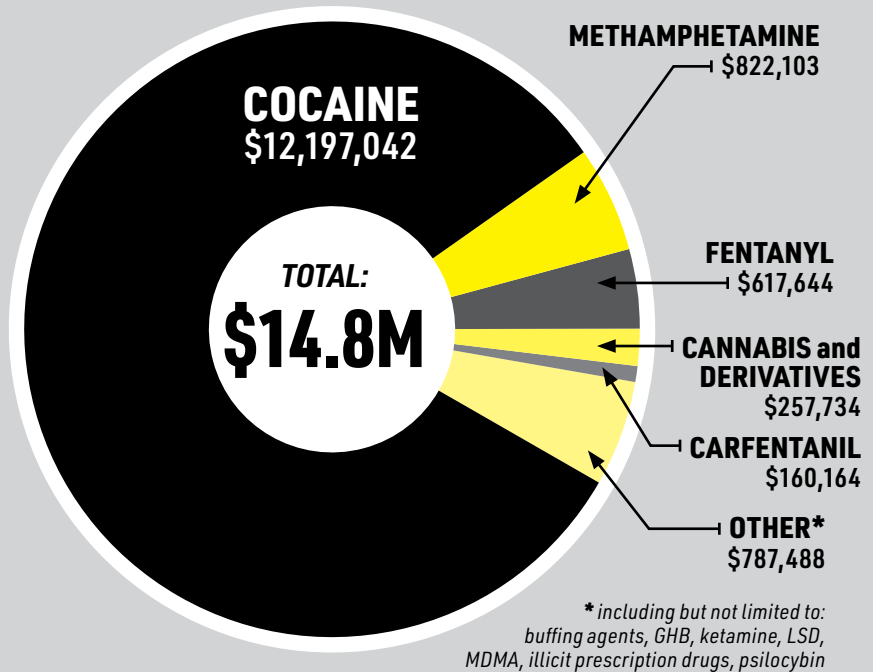
PROJECT ROCKER

Two full-patch members of a support club for the Hells Angels outlaw motorcycle gang, along with one other person, were arrested as ALERT's Red Deer organized crime team concluded a two-year investigation into the club's suspected drug trafficking activities in May 2019.

The accused are allegedly members of the Syndicate outlaw motorcycle gang. Support clubs are typically utilized to carry out lower-level dirty work for the Hells Angels, such as drug trafficking and expanding territory to secondary markets. The Nomads chapter of the Hells Angels is based in Red Deer.

Three Red Deer homes were searched and an estimated \$350,000 worth of drugs were seized, along with firearms, motorcycles and \$78,794 cash. Drugs seized include three kilograms of cocaine, nine kilograms of a cocaine buffing agent, and 2.8 kilograms of cannabis.

DRUGS SEIZED - 2019-20



MEDICINE HAT METH RECORD

ALERT's Medicine Hat organized crime team made what was, at the time, believed to be the largest methamphetamine seizure in the city's history in July 2019.

The two-month investigation concluded with the execution of search warrants at two residences in Medicine Hat, as well as a traffic stop along the Trans-Canada Highway near Brooks, Alta.

Over the course of the investigation, the following items were seized: 1.13 kilograms of methamphetamine; 156 grams of cocaine; seven grams of psilocybin mushrooms; 207 tablets of illicit prescription drugs; a replica firearm; and \$34,145 cash proceeds of crime.

This methamphetamine seizure exceeded the previous record for Medicine Hat, which the ALERT organized crime team set in December 2017 when 1.02 kilograms of meth were seized.

GOAL 2: REGIONAL STATISTICS – 2019-2020

	CGY	EDM	FTM	GP	LETH	MH	RD	TOTAL
CRIMINAL NETWORK INVESTIGATIONS	7	24	16	7	7	35	25	121
PEOPLE ARRESTED BY CFSEU TEAMS	20	83	29	15	17	85	43	292
CHARGES LAID BY CFSEU TEAMS	145	306	101	60	61	351	367	1,391
FIREARMS SEIZED	19	11	1	25	1	9	28	94
ESTIMATED VALUE OF DRUGS SEIZED	\$9,335,709	\$3,860,567	\$63,855	\$569,465	\$240,371	\$522,438	\$249,772	\$14,842,176
ESTIMATED VALUE OF PROCEEDS OF CRIME	\$3,847,454	\$666,333	\$0	\$83,970	\$54,706	\$2,417	\$0	\$4,654,880

DISRUPT & DISMANTLE ORGANIZED CRIME



GOOD NEIGHBOURS

Alberta, B.C. work together to curb interprovincial crime

Organized crime doesn't respect provincial borders, but thanks to cooperation between police agencies in British Columbia and Alberta, more effort is being put into tackling criminals who operate interprovincially.

Alberta Law Enforcement Response Teams (ALERT) and the Combined Forces Special Enforcement Unit – British Columbia (CFSEU-BC) have had a long-standing working relationship as they investigate and take down organized crime operations that stretch across both provinces.

Staff Sgt. Dave Paton was the primary investigator on ALERT's Project Elder, which wrapped up in June 2019 and involved a pipeline of drugs flowing from B.C. to Edmonton and Calgary. The man alleged to be at the centre of the network was arrested in North Vancouver.

"I would venture to guess that probably, of the files I worked while I was at ALERT, upwards of 70 per cent had connections to B.C.," said Paton, who has since been promoted and transferred to the Edmonton Police Service's Economic Crimes Section. "Some of them, it was difficult to know where they were sourcing their drugs from, but pretty much on every other occasion where we were able to get an idea where they were sourcing drugs from, it was all coming out of B.C."

While Project Elder started with a suspect in B.C. and wound its way into Alberta, another major ALERT investigation from 2019, Project Embrace, went the other way.

Project Embrace primary investigator Const. Nick Clarabut saw that file follow a network of

street-level dealers in rural Alberta communities like Bonnyville, St. Paul and Cold Lake to an organized crime group in Edmonton, and then to a supplier based out of Vancouver. More than \$1 million worth of drugs and cash were seized.

"It's obviously extremely important to be able to see what targets are doing in B.C. from an investigative standpoint," he said of the cooperation between the two provinces. "One can rely on source information to identify what targets are doing, but to corroborate that source information with observations or enforcement, it is easier as an investigative team to direct the investigation."

Meanwhile, CFSEU-BC media relations officer Sgt. Brenda Winpenny said plenty of B.C. cases have ties to Alberta, including major conflicts between organized crime groups.

"Historic B.C. gang conflicts continue to result in violence today between the Red Scorpions/ Bacon Brothers and the UN Gang and its affiliated groups, some of which are established in Alberta," Winpenny said.

She adds that the expansion of the Hells Angels outlaw motorcycle group – which already has several established chapters in Alberta – into B.C. is a major area of concern.

In 2019, CFSEU-BC's Provincial Tactical Enforcement Priorities process identified 33% of threat groups based in that province operating interprovincially. "The gang landscape in British Columbia involves criminality that spans across communities and jurisdictions, resulting in the need for a coordinated and integrated approach



by all levels of law enforcement," Winpenny said. "CFSEU-BC has leveraged partnerships with law enforcement agencies in B.C., as well as other provinces, including Alberta, in situations where an interprovincial nexus to B.C. gangs has been identified."

For Alberta investigators like Paton and Clarabut, having agencies in B.C. that are willing and able to lend a hand are a huge asset.

"Over the five years I worked for Edmonton ALERT, I would say that it's been a great relationship," said Clarabut, who is now working with ALERT's Lethbridge organized crime team. "For me, this would probably be the start of making those connections as an investigator to other investigators in B.C. I think I'm at a point now where I'd have no issues getting help if I gave them a call."

"All the agencies in B.C. were awesome and fantastic to deal with; everybody gets it," Paton said.

And such cooperation has led to a shift in how police approach these sort of large-scale investigations, Paton said.

"Earlier in my career, it seemed to be, in policing in general, we never really went after the sources, the people actually bringing drugs into locations. But in my time at ALERT, it seemed like we were doing that. That was exactly what we were going after," he said. "Although it wasn't in all cases, we had mostly gotten away from targeting the average street-level dealer. If you look at drug dealing as a multi-level marketing model, these guys are on the lower end of that model. I got the sense that ALERT was tackling the guys higher up in those chains."

DISRUPT & DISMANTLE ORGANIZED CRIME

PROPERTY CRIME ON THE RISE

'Undeniable correlation' between theft, drug issues

The link between the drug trade and property crime has been prevalent for years. But the commander of ALERT's organized crime team in Medicine Hat says property crime perpetrators are more brazen in their thefts than ever before.

Staff Sgt. Kelsey Fraser has been a police officer for 22 years. He said that there is an "undeniable correlation" between the rise in drug issues in Medicine Hat and the "exponential" rise in property crimes.

"We have open-air shoplifting now, where people don't even try to mask it," Fraser said. "These people are known drug users in our city. It has almost become a common behaviour now, to see these drug users and people in that subculture at stores, walking in and walking out with a cart full of goods. It seems that the culture and the conscience of people have changed to fuel their habits. They just don't care."

Sometimes, people with addictions will steal property and sell it for cash to buy drugs. But Fraser says what's becoming more common is for drug dealers to send people with addictions out with a list of goods to steal.

"Some of those goods have become commodities; they're better than cash to some people that are waiting for them," he said.

"We've actually seized physical shopping lists from people that were caught doing a bunch of thefts. And they've said in the interviews, 'Yeah, if I get all these things rounded up and give to this dealer, then I'm gonna get my two ounces of coke or meth.'"

Having led the Medicine Hat Police Service's Priority Crimes Team before joining the ALERT organized crime team, Fraser said he has seen all sorts of items stolen: food, electronics, clothes, even electric toothbrushes. "Anything that's not locked down can get stolen. Honestly, if it's not bolted down and they want it, it will go."

And with larger organized crime groups



Stolen property recovered by ALERT Medicine Hat during an investigation that concluded in December 2019.

getting in on the action, the scale of goods being stolen is ramping up as well.

"We've had files over the years, and even recently, where it's not just theft from stores or small-time break-ins – it's skid steers and vehicles being stolen and moved to different parts of the province," Fraser said. "It's any

level of commodity, from shoplifting at a big-box store to stealing a \$70,000 truck attached to a Bobcat on a trailer."

Dealers might keep the stolen property they receive, or they might try to sell it on social media platforms or to pawn shops. But Fraser says the second-hand shops in Medicine Hat

have become much more proactive in recent years.

"Ten years ago, we weren't organized with local pawn shops in combating the resale of stolen goods. But since that time, we've become a coalition of sorts with our pawn shops and taken an organized approach to preventing and curbing the resale of stolen goods through pawn shops," he said. "If we deem something stolen and they paid out on it, we take the property


back. They don't want to incur those losses either."

And police have tried to reciprocate: "We could tell them that we just had a whole bunch of drills stolen; if you see one, be wary who you're buying it from. It's proactive communication to them," Fraser said.

Meanwhile, Fraser said he has seen a concerted effort from community members to curb property theft. One of the most effective tools is the MHPS smartphone app, through which the service receives many tips every day.

"The good thing is that our community isn't getting in the way or putting themselves in harm's way trying to intervene," Fraser said. "They're keeping themselves safe, but they're not just sitting on the information; they're sharing it."

As for how people can avoid having their property stolen, Fraser says an ounce of prevention is worth a pound of cure.

"My personal advice has always been: If you don't want to lose it, don't leave it out," he said. "That's a really easy rule. I'm still amazed when I read files where people have their wallets or purses or electronics stolen from trucks that are unlocked. If you value it, so does somebody else who can't afford to buy it, and they're going to take it if given the opportunity." 

"Anything that's not locked down can get stolen. Honestly, if it's not bolted down and they want it, it will go."

REDUCE HARM & HELP VICTIMS



GOAL 3: Law enforcement activities reduce harm and provide necessary supports to vulnerable victims, including the drug-addicted, sexually exploited children, and victims of domestic abuse.

ALERT teams work to protect Albertans, reducing harm and taking measures to better ensure the safety of our province. They get harmful drugs off the street, intervene in the lives of children being abused or drug-endangered, and protect children from online sexual exploitation offences.

MAJOR ACHIEVEMENTS

SASKATCHEWAN COOPERATION

ALERT's Internet Child Exploitation Unit (ALERT ICE) and the Saskatchewan Internet Child Exploitation Unit (Sask ICE) worked together in June 2019 to quickly apprehend two men and rescue two children from potentially harmful situations.

The case began when Sask ICE received information about two men accessing cloud-based child sexual abuse material and discussing sexually assaulting children over social media. They soon discovered one of the suspects was located in Alberta and shared information with ALERT ICE to further the investigation.

Two days after the initial information was received, Sask ICE and ALERT ICE respectively executed search warrants in Rocanville, Sask., and Red Deer, Alta. Numerous electronic devices were seized and one man was arrested at each location. Two

children were also rescued, and each province's respective children's services department was engaged to care for them.

The Rocanville man, 35, was charged with eight criminal offences, including sexual interference and agreement to commit a sexual offence against a child. The Red Deer man, 40, was charged with 11 offences, including sexual assault, sexual interference, sexual exploitation and incest.

CHILD ENDANGERMENT CHARGES

In the course of their investigations into drug trafficking operations across the province, ALERT teams sometimes run into situations where children are being put in danger through their parents' or guardians' proximity to drugs, weapons and violence. In these situations, investigators have the ability to lay charges under Alberta's Drug-Endangered Children Act.

In June 2019, ALERT's Edmonton organized crime team searched two west Edmonton homes as part of a drug trafficking investigation. Two young



74

people charged
by ICE Unit



238

charges laid
by ICE Unit



25

child interventions
(ICE & CFSEU teams)



976,569

child exploitation
photos/videos ID'd



1,494

exhibits and
devices seized

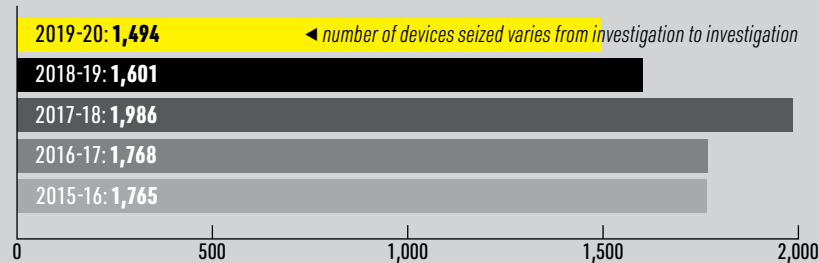


153

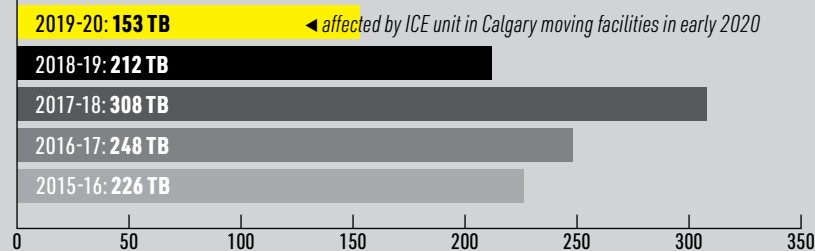
terabytes of
data analyzed

REDUCE HARM & HELP VICTIMS

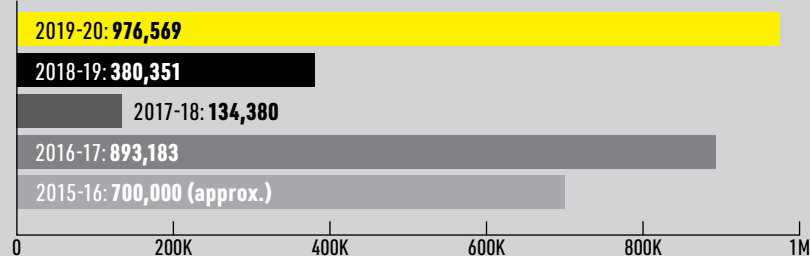
ICE UNIT STATISTICS 2015-20



DEVICES SEIZED



DATA ANALYZED (TERABYTES)



CHILD EXPLOITATION PHOTOS/VIDEOS IDENTIFIED

children were found to be living at one of the homes. Their parents were charged with child endangerment, while they and one more suspect were charged with drug- and firearm-related offences.

MEDICINE HAT ARREST

ALERT's ICE Unit arrested a 26-year-old Medicine Hat man in September 2019 for multiple sexual offences involving children and animals.

ICE alleged the suspect had been accessing child pornography online, and his computers and electronic devices were seized. Further investigation revealed additional sexual offences

committed against at least one child, who is believed to be known to him, and other alleged sexual offences involving several dogs.

He was charged with sexual assault, bestiality, and accessing, possessing, and distributing child pornography.

INTERNATIONAL COOPERATION

The internet knows no borders, so ALERT's ICE Unit once again took on several investigations this year that required collaborations with law enforcement agencies in other countries.

COURT UPDATES

WESLEY VANDER LEEUW

- **September 2019:**
Sentenced to 3 years, 9 months in prison
- **January 2017:**
Arrested by ALERT ICE Unit after engaging in conversations with an undercover operator

[EVANSBURG FATHER]*

- **September 2019:**
Sentenced to 23½ years
- **January 2017:**
Arrested by ALERT ICE Unit for offences committed against his own daughters

[RED DEER FATHER]*

- **September 2019:**
Sentenced to 11 years, 3 months in prison
- **January 2017:**
Arrested by ALERT ICE Unit in joint operation with Saskatchewan ICE; shared child pornography and discussed sexually assaulting children online with another man in Rocanville, Sask.

* Names cannot be published due to publication bans

One such investigation concluded in August 2019, when ALERT executed a search warrant in Edmonton and arrested a 35-year-old man. Based on information shared by members of the Abilene (Texas) Police Department, ICE investigators alleged that the man was luring a nine-year-old girl from Abilene over the internet, engaging in explicit conversations and sharing nude photographs over a social media application for several months.

The man was charged with child luring, exposing a child to explicit material, making child pornography, distributing child pornography, and possession of child pornography.

REDUCE HARM & HELP VICTIMS

LOOKING OUT FOR LURING

Definition of charge is broad, says ICE investigator

The word “luring” conjures up every parent’s worst nightmare: Their children are enticed by a predator they met online to leave the house and meet up with them in person.

But Det. Leigh Happner with ALERT’s Internet Child Exploitation (ICE) Unit says that, when laying charges in an investigation, the definition of “luring” is quite a bit broader.

“The suspect – who doesn’t necessarily have to be an adult; it can be someone under the age of 18 – has to use some kind of telecommunication device – a phone, a computer, whatever – to communicate with someone they know or believe to be under 18, and they’re trying to facilitate a secondary offence occurring,” she said.

“That secondary offence doesn’t necessarily have to have occurred; for instance, if a suspect is speaking with a child under the age of 18 and asks them for a nude photo, they’re luring to try to facilitate the making of child pornography.

“Regardless of whether or not the child sends the image, the offence of luring has occurred.”

According to the Canadian Centre for Child Protection, their Cybertip reporting service has averaged about 300 confirmed reports of luring attempts per year over the past two years. “Many of these reports are submitted by teens themselves who have gotten in over their heads,” said associate executive director Signy Arnason.

Happner said that she has seen the number of files that include luring that cross her desk decrease slightly in recent years, though she’s not certain if that means kids are getting wiser about online safety or if they are going unreported.

“We get files where the suspect will try, and



Parents need to talk to their kids about their online activity to keep them safe from exploitation and luring.

the kid will shut them down and say, ‘No, I’m not sending you any nude photos,’” she said. “The kid has done the right thing. Yes, it’s technically luring, but if it was reported, then we’d have to evaluate our caseload to determine if we’re actually going to action that file.”

But ALERT’s integrated approach to law enforcement allows ICE investigators to work on such files more thoroughly, liaising with local, national and even international partner agencies to track down suspects and other victims.

“Quite often, what we do find with luring is, when we end up arresting somebody, that person who came forward is not the only victim. If it’s a true luring investigation, we often find that the suspect has multiple victims. But we just need one person to bring it forward to us so that we can uncover all the rest of the victims and

the true scope of what that person has been up to,” Happner said.

“It’s really important to liaise with other law enforcement agencies at all levels. With any ICE file, we have a strong network of investigators; everybody kind of knows everybody. And we liaise with them at different points. Sometimes it’s because a victim has come forward here and the suspect is in another country, so we contact them and send them the information. Or the victims may be somewhere else, so we need to involve law

enforcement in that jurisdiction involved to get in contact with a victim and get their statement.”

With the rise of live-streaming platforms, the Canadian Centre for Child Protection is worried about how easily predators have access to potential victims in real time, and thus has focused much of its messaging recently to helping parents keep kids safe on these apps. “The risks are amplified with live streaming given that youth often don’t consider that the person on the other side could be recording their live stream, which is then shared with other offenders, and sometimes used to extort more images or money from the teen/tween,” Arnason said. “It is the immediate direct access that adults have to children that is incredibly problematic.”

In any case, Happner says that knowledge of their kids’ online activity is the best measure parents have to prevent their kids from becoming the victim of luring.

“Parents need to know their kids’ passwords and who their kids are talking to online. It’s important that kids only speak online with people they also know in person,” Happner said. “From a parental standpoint, they should be monitoring their kids’ online activities, whether it be limiting the duration they’re allowed on the devices, or physically checking through the apps, or even going as far as installing parental monitoring software. It’s super important that parents monitor, and communicate with their kids so that, if it does happen, a child feels that they can disclose it to their parents without being grounded.”

“Regardless of whether or not the child sends the image, the offence of luring has occurred.”

REDUCE HARM & HELP VICTIMS

PANDEMIC IMPACTS ICE UNIT

Child exploitation files spike sharply during COVID-19

When COVID-19 arrived in Canada, life slowed down for people who started working from home and cutting back on social activities. But, for investigators in ALERT's Internet Child Exploitation (ICE) Unit, things only got more hectic.

In March 2020 alone, the ICE Unit took in 243 online child exploitation files – more than double the unit's monthly average of 110 over the previous two years. That upward trend continued in April and May as Albertans were encouraged to stay home to stop the spread of COVID-19.

"Nobody anticipated what the byproducts of a worldwide pandemic would look like. In terms of child exploitation, that was something I think snuck up on people," said Staff Sgt. Dominic Mayhew, who heads up the ICE team based in Calgary. "When you look at it retrospectively, you can see how the pandemic added to risk factors that accounted for a spike, but I can't say we were anticipating a tidal wave."

Mayhew adds that, prior to March, a busy month might have entailed executing six search warrants. In May 2020, they executed 12.

Staff Sgt. Mike Zaparyniuk, the officer in charge of the Edmonton-

based ICE team, says that the number of files his team took in between January and May 2020 was up 63% compared to the same period in 2019. That puts a strain on investigators as they try to figure out which files are the most serious and need immediate action.

"Everything that comes in here is red hot; everything is something that we can action," he said. "But when you get this mass influx at once, they're already working a ton of files, but now you have to figure how to take those files and spread them out throughout the office."

When files come in, they are analyzed and suspects are checked against law enforcement databases before they go to the staff sergeant to be assigned out. Along

with the analysis and deconfliction results, pushing a file forward depends on factors like the quantity of child sexual abuse material (CSAM) found, the severity of the material, or the immediate danger a child might face.

More work for investigators also means more work for the ICE Unit's forensic technicians, who sift through the devices seized from suspects to prepare evidence for Crown prosecutors.

"When investigators do more search warrants, they bring back a ton more devices for the techs to work on," Zaparyniuk said. "And nowadays, people can store and access things anywhere – hard drives, thumb drives, gaming

consoles, anything you can think of." Even on a typical day – let

alone in the middle of a pandemic – ICE investigators and technicians deal with heinous crimes. The staff sergeants strive to give

members the support they need by maintaining open-door policies and checking in frequently.

"All our employees have access to psychological services. And we know that building a personal wellness plan is very individualistic. How to create that resiliency is something we try to get each of our members to think about in advance," Mayhew said.

"Many of us in the unit are parents, and we're exposed daily to CSAM, which is never easy," Zaparyniuk added. "There's mandatory psychological testing for each of the members, and they seek their own outlets, such as hobbies or physical fitness, to take their minds off what they see."

As Alberta recovers from COVID-19, Zaparyniuk feels ICE intakes will go down, but they may never return to pre-March 2020 levels. "Now that people are starting to get back to routines, it's not going to change their behaviour if they want to look at CSAM," he said. ■

"In terms of child exploitation, that was something I think snuck up on people."



ALERT ICE Unit Staff Sgt. Mike Zaparyniuk says that, while kids are spending more time online due to the COVID-19 pandemic, so are adults looking to exploit them.

ENHANCE LAW ENFORCEMENT CAPACITY



GOAL 4: Law enforcement officers possess an advanced level of expertise, skills, and knowledge to effectively and efficiently target gangs, organized crime and serious crime in Alberta.

ALERT intelligence and enforcement officers conduct sophisticated, long-term criminal investigations that require advanced training and knowledge. ALERT supports police by providing elite training to enhance the ability of officers to detect and disrupt organized crime in Alberta.

MAJOR ACHIEVEMENTS

TRAINING DEPT. REBRANDS

In order to serve ALERT members and staff better, Alberta Specialized Law Enforcement Training (ASLET) has rebranded to ALERT Training. The new name became official in early 2019.

"The name change reflects a shift in focus for ALERT Training to better align with ALERT's public safety priorities," said ALERT CEO Supt. Chad Coles at the time. "ALERT Training will prioritize our internal training needs, and seek to sufficiently equip our members with the required skill sets necessary to combat serious and organized crime."

Members of ALERT and its partner law enforcement agencies can still access

course offerings through ALERT's website at www.alert-ab.ca.

FIRST CURRICULUM

ALERT Training celebrated a major milestone in 2019 with the completion of its first curriculum fully developed and designed in-house.

The course is designed to bring new ALERT employees up to speed on the organization's disclosure software. It was developed to be delivered in a wide variety of settings, from a full classroom to one-on-one sessions.

"It's a good accomplishment for us," said ALERT Training acting manager Leila Andrews. "We now have a fully developed in-house program that we own; there's defensible curriculum and student resources to be used. It's a really neat



259

agency assists
by CFSEU teams

ALERT provides assistance to policing partners, corrections, government, schools, and NGOs.



23

courses offered



798

candidates trained

accomplishment."

The course itself is only four hours long, but Andrews estimates that more than 160 hours of work went into designing it. Edits, updates, pilot sessions and instructor training have tacked on even more hours.

KEEPING ALBERTA SAFE

AGENCIES ASSISTED

LAW ENFORCEMENT

- Blood Tribe Police Service
- Calgary Police Service
- Camrose Police Service
- Canada Border Services Agency
- CFSEU-British Columbia
- CFSEU-Saskatchewan
- Edmonton Police Service
- Lacombe Police Service
- Lakeshore Regional Police Service
- Lethbridge Police Service
- Medicine Hat Police Service
- Peel Regional Police Service (Ontario)
- Royal Canadian Mounted Police
- RCMP Federal Serious and Organized Crime
- RCMP Historical Homicide Unit
- RCMP Major Crimes Unit
- RCMP National Weapons Enforcement Support Team (NWEST)
- Saskatchewan Internet Child Exploitation (ICE) Unit
- Taber Police Service
- Toronto Police Service
- Waterloo (Ont.) Police Service
- York Regional Police Service (Ontario)

INTERNATIONAL

- Abilene (Texas) Police Department
- Drug Enforcement Administration (United States)
- Grant's Pass (Oregon) Police Department
- New Zealand Police
- United States Department of Homeland Security

GOVERNMENT

- Alberta Health
- Alberta Justice & Solicitor General
- Department of National Defence

EDUCATION/NON-PROFIT

- Grant MacEwan University
- Zebra Centre for Child Protection

COMMUNITIES WORKED



AGENCY ASSISTS

**TOTAL AGENCY ASSISTS
BY CFSEU TEAMS
IN 2019-20: 259**

BY ASSISTANCE TYPE

Intelligence Sharing.....	79
Expert Advice/Opinion.....	61
Specialized Skill.....	46
Surveillance.....	29
General Investigative Assistance.....	26
Presentations.....	16
Unable to Assist Due to Workload.....	2
Request Does Not Meet Mandate.....	0

BY CFSEU TEAM

CFSEU Calgary	57
CFSEU Edmonton	62
CFSEU Fort McMurray	29
CFSEU Grande Prairie	42
CFSEU Lethbridge	35
CFSEU Medicine Hat	6
CFSEU Red Deer	28

TOP AGENCIES ASSISTED

RCMP	162
Edmonton Police Service	29
Calgary Police Service	16
Lethbridge Police Service	14
CFSEU-Saskatchewan	7
Camrose Police Service	4
CFSEU-British Columbia	3
Taber Police Service	3
Blood Tribe Police Service	3

FINANCIAL SUMMARY BY BUSINESS LINE

	Annual Budget	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Year to Date Actual	Variance (Over/Under)
Intelligence							
Criminal Intelligence Service Alberta (CISA)	\$ 2,122,328	\$ 314,076	\$ 260,454	\$ 311,771	\$ 510,703	\$ 1,397,004	\$ 725,324
Combined Forces Special Enforcement Unit (CFSEU)							
CFSEU - Calgary	9,370,846	2,015,873	2,175,914	1,955,877	1,969,487	8,117,151	1,253,695
CFSEU - Edmonton	9,167,604	2,315,328	2,009,988	2,289,900	2,375,134	8,990,350	177,254
CFSEU - Fort McMurray	1,522,586	289,205	333,639	254,307	270,704	1,147,855	374,731
CFSEU - Grande Prairie	1,378,244	240,053	236,284	295,659	270,474	1,042,470	335,774
CFSEU - Red Deer	1,440,021	345,839	358,520	357,697	348,789	1,410,845	29,176
CFSEU - Lethbridge	1,502,052	280,426	410,266	316,709	411,659	1,419,060	82,992
CFSEU - Medicine Hat	1,346,744	390,452	417,329	384,421	375,269	1,567,471	(220,727)
Operational Unit Cost Totals	25,728,097	5,877,175	5,941,941	5,854,571	6,021,516	23,695,203	2,032,895
Internet Child Exploitation (ICE North)	2,418,626	318,509	296,851	378,526	367,693	1,361,579	1,057,047
Internet Child Exploitation (ICE South)	2,406,795	512,887	541,839	470,791	552,088	2,077,605	329,190
ALERT Training	603,942	82,446	103,833	113,031	106,559	405,869	198,073
ALERT Operational Support	11,280,427	3,131,705	2,052,017	2,652,647	3,687,451	11,523,820	(243,393)
Special Projects Assistance Fund	1,500,000	252,495	102,790	59,893	86,466	501,644	998,356
Total	\$ 46,060,215	\$ 10,489,293	\$ 9,299,725	\$ 9,841,230	\$ 11,332,476	\$ 40,962,724	\$ 5,097,492



ANNUAL REPORT 2019-2020

FINANCIAL SUMMARY BY PARTNER

For the Fiscal Year

March 31, 2020

April 1, 2019 to

Partner	Annual Budget	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Year to Date Actual	Variance (Over/Under)
Calgary Police Service	6,646,132	1,284,076	1,314,189	1,305,588	1,365,781	5,269,634	1,376,498
Edmonton Police Service	9,560,895	2,257,469	1,846,093	2,522,668	3,004,135	9,630,365	(69,470)
Lethbridge Police Service	1,065,903	167,822	237,982	216,130	362,183	984,117	81,786
Medicine Hat Police Service	1,174,016	282,549	300,562	295,031	298,998	1,177,140	(3,124)
Royal Canadian Mounted Police	16,595,947	4,139,281	3,552,237	3,493,512	3,873,609	15,058,639	1,537,308
Public Prosecution Service of Canada	187,500	46,875	43,142	48,309	49,961	188,287	(787)
Correctional Services	125,000	-	-	-	33,612	33,612	91,388
Sheriffs	-	12,914	9,627	4,547	-	27,088	(27,088)
ALERT Operational Support	9,204,822	2,045,814	1,893,102	1,895,552	2,257,731	8,092,198	1,112,625
Special Projects Assistance Fund	1,500,000	252,495	102,790	59,893	86,466	501,644	998,356
Total	\$ 46,060,215	\$ 10,489,293	\$ 9,299,725	\$ 9,841,230	\$ 11,332,476	\$ 40,962,724	\$ 5,097,492

FINANCIAL SUMMARY BY PARTNER & EXPENDITURE CATEGORY

	Calgary Police Service	Edmonton Police Service	Lethbridge Police Service	Medicine Hat Police Service	RCMP	PPSC	Correctional Services	Sheriffs	ALERT Operational Support	Total
Salary and Benefits										
Salaries	\$ 3,588,053.31	\$ 5,400,340.42	\$ 679,471.50	\$ 764,533.94	\$ 8,806,339.29	\$ 153,409.09	\$ 27,672.26	\$ -	\$ 2,370,765.00	\$ 21,790,584.81
Benefits	\$ 955,244.58	\$ 1,195,050.04	\$ 167,638.67	\$ 177,761.90	\$ 2,462,961.58	\$ 29,572.74	\$ 5,939.58	\$ -	\$ 449,989.78	\$ 5,444,158.88
Overtime	\$ 94,886.29	\$ 195,174.77	\$ 44,349.32	\$ 87,593.77	\$ 257,177.52	\$ 5,305.89	\$ -	\$ 22,276.45	\$ 45,525.79	\$ 752,289.80
Total Benefits and Salary	\$ 4,638,184.18	\$ 6,790,565.23	\$ 891,459.49	\$ 1,029,889.61	\$ 11,526,478.39	\$ 188,287.72	\$ 33,611.84	\$ 22,276.45	\$ 2,866,280.57	\$ 27,987,033.49
Operational travel	\$ 23,692.10	\$ 59,733.71	\$ 6,710.60	\$ 6,063.77	\$ 215,101.66	\$ -	\$ -	\$ 4,812.16	\$ 51,835.30	\$ 367,949.30
Professional services	\$ 951.93	\$ 34,921.03	\$ -	\$ -	\$ (102,614.39)	\$ -	\$ -	\$ -	\$ 141,368.34	\$ 74,626.91
Vehicle										
Fuel	\$ -	\$ 717.27	\$ -	\$ 3,037.61	\$ 38,816.66	\$ -	\$ -	\$ -	\$ 340,938.64	\$ 383,510.18
Vehicle Radios and Other Accessories	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,191.06	\$ 168,191.06
Insurance	\$ -	\$ 612.00	\$ -	\$ 2,256.00	\$ -	\$ -	\$ -	\$ -	\$ 303,504.36	\$ 306,372.36
Lease Vehicles	\$ 3,546.60	\$ 1,215,272.34	\$ -	\$ 15,992.32	\$ (34,038.01)	\$ -	\$ -	\$ -	\$ (126.00)	\$ 1,200,647.25
Repairs and Maintenance	\$ 7,491.89	\$ 911.31	\$ 93.98	\$ -	\$ 20,253.28	\$ -	\$ -	\$ -	\$ 328,417.08	\$ 357,167.54
Total	\$ 11,038.49	\$ 1,217,512.92	\$ 93.98	\$ 21,285.93	\$ 25,031.93	\$ -	\$ -	\$ -	\$ 1,140,925.14	\$ 2,415,888.39
Computer										
Computer hardware maintenance	\$ 4,353.05	\$ 27,098.76	\$ 2,239.76	\$ 7.00	\$ 72,533.14	\$ -	\$ -	\$ -	\$ 56.80	\$ 106,288.51
Computer software maintenance	\$ 3,750.00	\$ 914,275.65	\$ -	\$ 95.00	\$ 17,925.98	\$ -	\$ -	\$ -	\$ 17,704.94	\$ 953,751.57
Total	\$ 8,103.05	\$ 941,374.41	\$ 2,239.76	\$ 102.00	\$ 90,459.12	\$ -	\$ -	\$ -	\$ 17,761.74	\$ 1,060,040.08
Office Space and Parking										
Office space and parking	\$ 427,680.00	\$ 2,175.73	\$ 1,301.98	\$ 63,000.00	\$ 800.00	\$ -	\$ -	\$ -	\$ 3,452,072.38	\$ 3,947,030.09
Furniture & fixtures (Fit-up costs)	\$ -	\$ 522.00	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,614.24	\$ 78,216.24
Total	\$ 427,680.00	\$ 2,697.73	\$ 1,381.98	\$ 63,000.00	\$ 800.00	\$ -	\$ -	\$ -	\$ 3,529,686.62	\$ 4,025,246.33
Administrative expenses										
Office supplies, materials	\$ 617.43	\$ 49,915.24	\$ 8,934.96	\$ -	\$ 69,483.72	\$ -	\$ -	\$ -	\$ 9,498.17	\$ 138,449.52
Communications, phone, fax, email	\$ 54,306.15	\$ 154,038.74	\$ 22,175.67	\$ 3,468.84	\$ -	\$ -	\$ -	\$ -	\$ 8,704.35	\$ 242,693.75
Total	\$ 54,923.58	\$ 203,953.98	\$ 31,110.63	\$ 3,468.84	\$ 69,483.72	\$ -	\$ -	\$ -	\$ 18,202.52	\$ 381,143.27
Other Costs										
Covert/secret expenses	\$ 49,349.73	\$ 64,229.18	\$ 19,943.49	\$ 42,500.00	\$ 117,611.08	\$ -	\$ -	\$ -	\$ 11,518.45	\$ 305,151.93
Small Equipment	\$ 7,473.97	\$ 236,651.16	\$ 1,273.85	\$ 404.21	\$ 4,245.30	\$ -	\$ -	\$ -	\$ 1,326.49	\$ 251,374.98
Div. Administration	\$ -	\$ 428.57	\$ -	\$ -	\$ 2,594,571.60	\$ -	\$ -	\$ -	\$ -	\$ 2,595,000.17
Relocation	\$ -	\$ 157.93	\$ -	\$ -	\$ 284,721.84	\$ -	\$ -	\$ -	\$ -	\$ 284,879.77
Rewards recognition	\$ 402.90	\$ 2,536.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,707.93	\$ 4,647.29
Other administrative costs	\$ 2,380.13	\$ 31,687.10	\$ 20,423.34	\$ -	\$ 31,237.31	\$ -	\$ -	\$ -	\$ 302,391.21	\$ 388,119.09
Total	\$ 59,606.73	\$ 335,690.40	\$ 41,640.68	\$ 42,904.21	\$ 3,032,387.13	\$ -	\$ -	\$ -	\$ 316,944.08	\$ 3,829,173.23
Training, seminars and workshops	\$ 45,453.14	\$ 43,914.49	\$ 9,479.81	\$ 10,425.72	\$ 201,511.83	\$ -	\$ -	\$ -	\$ 9,194.89	\$ 319,979.88
Operational Costs	\$ 631,449.02	\$ 2,839,798.67	\$ 92,657.44	\$ 147,250.47	\$ 3,532,161.00	\$ -	\$ -	\$ 4,812.16	\$ 5,225,918.63	\$ 12,474,047.38
Special Project Funding	\$ 88,464.86	\$ 212,713.91	\$ 6,853.53	\$ -	\$ 186,405.58	\$ -	\$ -	\$ 7,205.80	\$ -	\$ 501,643.68
TOTAL	\$ 5,358,098.06	\$ 9,843,077.81	\$ 990,970.46	\$ 1,177,140.08	\$ 15,245,044.97	\$ 188,287.72	\$ 33,611.84	\$ 34,294.41	\$ 8,092,199.20	\$ 40,962,724.55

POSITION SUMMARY BY PARTNER

	Funded by ALERT Grant/PPSA				Contributed by Partners				Total Positions			
	Total Positions	Utilization	Vacancies	% Vacancy	Total Positions	Utilization	Vacancies	% Vacancy	Total Positions	Utilization	Vacancies	% Vacancy
Calgary Police Service	36.00	32.00	4.00	11%	3.00	2.00	1.00	33%	39.00	34.00	5.00	13%
Edmonton Police Service	51.00	51.00	-	0%	10.00	10.00	-	0%	61.00	61.00	-	0%
Lethbridge Police Service	6.00	5.00	1.00	17%	4.00	4.00	-	0%	10.00	9.00	1.00	10%
Medicine Hat Police Service	8.00	7.00	1.00	13%	7.00	6.00	1.00	14%	15.00	13.00	2.00	13%
Royal Canadian Mounted Police	110.00	101.00	9.00	8%					110.00	101.00	9.00	8%
Federal Contributed					12.00	12.00	-	0%	12.00	12.00	-	0%
Municipal Contributed					16.00	13.00	3.00	19%	16.00	13.00	3.00	19%
FSOC Contributed					2.50	2.50	-	0%	2.50	2.50	-	0%
Public Prosecution Service of Canada	2.00	2.00	-	0%					2.00	2.00	-	0%
Correctional Services	1.00	1.00	-	0%					1.00	1.00	-	0%
ALERT Corporate Support Services	27.00	26.00	1.00	4%					27.00	26.00	1.00	4%
	241.00	225.00	16.00	6.64%	54.50	49.50	5.00	9.17%	295.50	274.50	21.00	7.11%

ALERT



www.ALERT-AB.ca

ALERT

ALBERTA LAW ENFORCEMENT RESPONSE TEAMS

ABOUT ALERT

ALERT WAS ESTABLISHED BY THE PROVINCIAL GOVERNMENT IN 2006 to bring together the province's most sophisticated law enforcement resources to combat organized and serious crime.

More than 400 municipal police and RCMP work together to investigate everything from drug trafficking to child exploitation to gang violence.

The strength of the ALERT model lies in the integration of members from various agencies who have expertise in intelligence, enforcement, and support services.

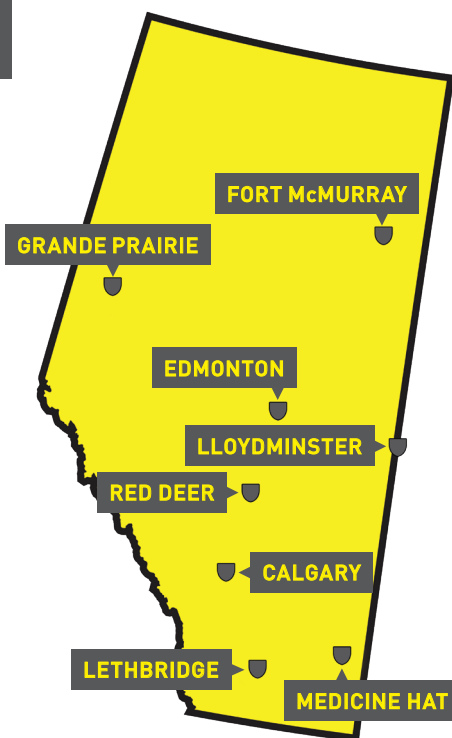
TEAM FOCUS

COMBINED FORCES SPECIAL ENFORCEMENT UNITS (CFSEU) investigate, disrupt and dismantle criminal organizations consistent with regional, provincial and national priorities. The teams also support other law enforcement agencies by assisting in organized and serious crime investigations.

CRIMINAL INTELLIGENCE SERVICE ALBERTA (CISA) acts as a central hub for strategic analysis and intelligence sharing on organized crime and serious crime with a connection to organized crime.

INTERNET CHILD EXPLOITATION (ICE) units investigate the sexual exploitation of children through the Internet and provide educational prevention opportunities to Albertans regarding the exploitation of children.

OPERATIONAL SUPPORT provides specialized skills in the areas of information technology, fleet management, building services, finance, communications, training, information management, and disclosure services.



POSITIONS

421 TOTAL POSITIONS

369 FUNDED BY GOVERNMENT

52 CONTRIBUTED BY PARTNERS

BY AGENCY

RCMP PROVINCIAL	158
EDMONTON POLICE	78
CALGARY POLICE	56
ALERT CORPORATE	34
JUSTICE & SOL. GEN.	17
MEDICINE HAT POLICE	11
LETHBRIDGE POLICE	7
BLOOD TRIBE POLICE	2
PPSC	2
CAMROSE POLICE	1
LACOMBE POLICE	1
TABER POLICE	1
TSUUT'INA NATION POLICE	1

STATISTICS

since ALERT's inception in 2006



9,000

arrests made



\$578M

value of drugs seized



1,458

firearms seized

BUDGET

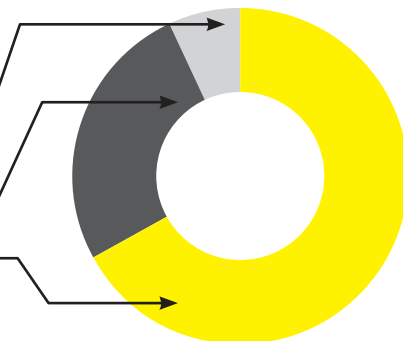
\$61 MILLION TOTAL BUDGET

\$4.2 million grants/other

\$15.9 million RCMP PPSA

\$40.9 million provincial funding

*2020-21 forecasts



ALERT

RED DEER HIGHLIGHTS

APRIL 2019



PROJECT ROCKER



- Two-year investigation into drug trafficking activities of local outlaw motorcycle clubs
- Three people arrested, including two full-patch members of Syndicate outlaw motorcycle club, a support club of the Hells Angels
- \$350,000 worth of drugs seized, including 3 kg of cocaine and 2.8 kg of cannabis
- Two firearms, four vehicles, and \$78,794 cash also seized

JUNE 2018



PROJECT RAILS



- Year-long investigation into suspected drug trafficking activity
- Two people arrested, 57 criminal charges laid
- More than \$250,000 worth of drugs and cash seized, including cocaine, cannabis, cannabis resin, and cannabis oil
- Two handguns, two shotguns, an SKS rifle, and body armour also seized

JULY 2019



JOINT ICE INVESTIGATION

- Joint investigation involving Saskatchewan Internet Child Exploitation Unit (Sask ICE) and ALERT's ICE Unit
- Search warrants carried out in Red Deer and Rocanville, Sask., two days after information was received by Sask ICE; one child rescued from each location
- Numerous electronic devices seized, and two men arrested on child sexual exploitation charges

SEPTEMBER 2019



GUN CACHE SEIZED

- 12 rifles (including one semi-automatic), two handguns and a sawed-off shotgun seized during a search warrant in the Clearview Ridge subdivision
- Four of the firearms were reported stolen after a break-and enter in Three Hills, Alta.
- 56 grams of cocaine also seized
- Two people arrested; total of 80 drug- and firearm-related charges laid

JUNE 2019



\$110K IN DRUGS, CASH SEIZED

- Search warrants executed in Red Deer and Red Deer County
- More than \$110,000 worth of drugs seized, including illicit prescription drugs, fentanyl, methamphetamine, cocaine, psilocybin mushrooms, and cannabis
- Two rifles — one with its serial number filed off — and a stolen handgun also seized
- Three people arrested; total of 23 drug- and firearm-related charges laid

DATE: October 29, 2020

TO: Ken McMullen, Deputy General Manager Development and Protective Services

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Alberta Law Enforcement Response Team (ALERT)

Reference Report:

Development & Protective Services, dated October 26, 2020.

Resolution:

At the Monday, October 26, 2020 Regular Council Meeting, Council accepted this report as information:

Report back to Council:

No.

Comments/Further Action:

None.

“Frieda McDougall”

Frieda McDougall
Manager

c. General Manager Development & Protective Services



October 26, 2020

Community Development Grants

Prepared by: Sarah Tittlemore in partnership with Lisa Perkins, & Tara Lodewyk
Department: General Manager Leadership Team

Report Summary & Recommendation

There is historical rationale as to why the City has many structures for delivering community development grants in the community, however, the overall process currently presents many risks. The City's procurement of these services, the purpose for procuring it, process for applying, the outcome reporting and adjudication processes vary based on many inconsistent factors: the service provided, the Agency that provides it, the City Department that administers it, the time of year, the program it belongs to and more.

Administration is proposing that community development grant funding opportunities be made more transparent, clear, simple, and focus on the outcomes for the community rather than the particular agency or organization that is being funded. It is recommended that Council classify all community development grants into four grant types: Community Service, Community Project, Community Investment, and Emergency Grant within the themes of Social Development, Recreation and Sport, Economic Development, and Arts and Culture.

Administration is recommending that Council authorize Phase 1 & Phase 2 of the Community Development Grants review process as presented in this report, which will include working with Council to set the 2023-2025 priorities and governance processes focusing on outcomes and working to align all processes where it makes sense.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the General Manager Leadership Team dated October 26, 2020 re: Community Development Grants hereby approves Phase 1 & 2 as presented, authorizing Administration to continue to review the Community Development Grant programs to align processes with the goal of reducing duplication, increasing accountability and reporting, and standardizing applications, adjudication, and authority as appropriate.

Background

Grants are funds provided to non-profits and other selected entities to underwrite the costs of specific projects or programs. Non-profits write grant proposals describing the project they have in mind and the amount of money they need; proposals are reviewed in a competitive



process, within the scope of the Grant providers intended outcomes. Only certain projects or programs receive the money they request, and they are typically limited to the time period described in the grant proposal. At The City of Red Deer, the goals of each program vary, however, the intention behind them is consistent: to enable the City to achieve our objectives by empowering people, establishing shared accountability, providing for or sustaining responsive services through the most efficient and effective means, (reducing or eliminating time and/or resources), or nurturing innovation or positive change in community.

It is noteworthy that this report does not address the area of Sponsorship. Sponsorship is a key area where the municipality can match our branding goals with a particular project or event to receive a return on investment (often in the form of Advertising or other activation activities) where the specific tangible benefits of the sponsorship are mostly to the Corporation. There is an exchange of goods.

For example, Sponsors pay a fee to own the rights to the commercial potential relating to an event or a charitable organization. They aim to create a link in the minds of target audiences between the charitable organization and their own brands, products and services. The sponsorship provides exposure or recognition in a desired context, and can serve to increase customer awareness and sales. At the City of Red Deer, our Sponsorship is driven primarily by City Council, via the Land and Economic Development Department in partnership with the Corporate Communications Department.

At present, various community development grants are provided by the municipality to outside providers in order to empower people and establish shared accountability, provide for or sustain responsive services that reduces time and/or resources, or nurtures innovation or positive change in community. Different themes and examples include:

- One-time funds for to complete special projects
- Flow through dollars from other levels of government to focus on local priorities.
- Funding provided in return for providing an essential community service or operating City owned assets
- Emergent or Emergency one-time funding for a start-up or a service or service provider deemed essential to the community and therefore the municipality ensures its sustainability.

The rationale for providing community development grants is very consistent. However at present, the City's procurement of these services, the purpose for procuring it, process for application, the outcome reporting and adjudication processes vary based on many inconsistent factors; the service provided, the Agency that provides it, the City Department that administers it, the time of year, the program it belongs to and more. Further, Council considers Agency requests through the annual budget process each year, and who, how, how much or why a particular group is funded over another is politicized.



Four examples of the historical inconsistencies are as follows:

1. When Council approves OSSI funding allocations, it is focused on the service and outcomes and not the provider at all. For example, Council has approved \$75,000 for the Rapid Rehousing program to be offered in our community, through procurement rules established by policy. Over the next 3 years, the provider of the service will be accountable to report on their success in providing Rehousing Services with regular reporting intervals. As a consequence to not effectively providing the service during ongoing reviews, the provider's contract may be cancelled and a new provider procured. In the end, it is hoped that the City will report the outcome "that 150 people were housed over the past year" and does not focus on who provided the service at all.
2. During the budget process, Council provided funding to sustain ongoing operations of a particular Agency, with the only measure of success being that the Agency continues to exist over the term of the funds. It is recognized that there is general value to doing this, but no measurable outcomes assigned for the Agency, or any requirement to report back to community on the funding allocation's resulting influence or impact.
3. When Council approves lump sum funding for specifically identified outcomes, such as those identified and approved by Council (the Community Culture Development Fund, Economic Incentives Program or the Community Recreation Enhancement Fund) and then delegates responsibility for applications and adjudication to either Administration or another outside entity, with the expectation that the delegated authority will report back to Council on the funding allocation's resulting influence or impact on an annual basis.
4. When Council approves funding for a particular entity to operate a City owned asset, and delegates all operation and administration for the same to this entity. This had been done in many ways, from policy directed procurement practices, (ie: RFP) to the City creating an entity for the purpose of operating the asset or single sourcing operations because an entity has traditionally always been given the opportunity.

There is historical rationale as to why the City has these, as well as many other structures for delivering Community Development grants in the community, however, the overall process currently presents many risks. Administration has been reviewing the many funding opportunities that exist within the City and other comparator communities. The Intercity Forum on Social Policy table has also been looking at this item, and sharing information on best practice for many communities to reduce red tape, establishing consistency for political influence and oversight when appropriate and required, and create a transparent and defensible position when it is not. Further, as resources become more and more scarce, many



municipalities are working toward clearly articulating intended outcomes for effective reporting back to the community.

Current Situation

Administration is proposing that community development funding opportunities to outside agencies be made more transparent, clear, simple and promoted to have a single entry point to our organization. It is also proposed that governance processes are established in a consistent way to allow for political influence and oversight when appropriate and required, and create a transparent and defensible position when it is not.

To that end, Administration is proposing the following risks of our current processes be mitigated with the intended outcomes as follows:

CURRENT RISK	PROPOSED FUTURE STATE
Inconsistent process. Many departments operating in silos creates lack of transparency and confusion by community.	Increased clarity on intakes and opportunities. Established process exists that aligns with & supports the budget cycles.
Increase in asks from outside agencies; Lack of established process or eligibility requirements allows for any and all requests to be considered by Council; Inefficient process – dealing with each one individually.	Council will set principles, develop priorities, define funding limitations and amounts, establish the decision making/governance then delegate process to Admin for implementation.
Minimal or inconsistent reporting mechanisms.	Increase effectiveness and efficiency of service provision; Establish a reporting mechanism to share community Impact from tax funded investments
Not aligning with corporate priorities or direction	Develop priorities based on desired Outcome for the community, not just who you are
Increased political response	Remove one-off decision making in Chambers; Sort and align governance & oversight of CORD's various funding opportunities.

Administration is not recommending that each individual grant program be overhauled at this time. Rather, we propose that we reface our grants by first categorizing them and then working on a phased approach to articulate outcomes and process that aligns not just with the new



categories for funding, but also with Council's strategic plan and priorities. Administration recommends moving forward as follows:

Phase I: Reface our publically accessible community development grants –

Administration has utilized research, best practice and current situation to establish the framework for categorizing our community development grants as follows:

TYPE OF GRANT	FUNDING THEMES			
	Social Development	Arts & Culture	Sport & Recreation	Economic Development
Community Projects The intent is that the money is seed money for a project or a special event.				
Community Investment The Community Investment Grants support projects, programs or special events that align with the strategic documents of the community.				
Community Service A specific service that the City desires for citizens or businesses that Administration could be providing but the not-for-profit sector or other legislated body can do so more effectively and efficiently.				
Emergency Grant Provides a one-time sustainability support to a project or organization that would otherwise collapse.				

Phase I Continued:

Administration will then work to align all CORD programs under the new Funding Type and Themes, and clearly articulate the existing processes to the community for 2021/2022, while also signaling the work in Phase 2 that will be concurrently underway. Successful community grants for 2021/2022 budget will be required to establish accountability agreements, submitting a logic model with regular reporting requirements. Performance reporting on the outcomes will circulated to Council for information at the end of Q2 and Q4 annually in 2021 & 2022.



Any contracts deemed as non-performing will be flagged with recommendations on how to get back on track or to end funding.

Phase 2: Review existing Community Development Grant programs and establish consistent process: Complete June 2022

Starting in early 2021, Administration would work with Council to establish or reaffirm Funding Priorities, Accountability Processes and Governance structures in each of the Funding Types and Themes. During this Phase, Council will review and direct the authority/decision maker, the intended outcomes/community change desired over a determined term, in each Type and Theme.

Administration will then work to align all CORD programs under the new framework as established and approved by Council, and clearly articulate the new processes to the community. This phase of the program would work to align our many intakes and processes with the goal of reducing duplication, increasing accountability and reporting, and standardizing applications, adjudication, and authority where it makes sense.

Administration will also work with other funding agencies (ie: United Way, Community Foundation, and other government Systems) to increase the efficiency and overall achievement of broad community goals.

This work would be completed by Q2 2022 for transparent and equal opportunity to the community in advance of the preparation of the 2023-2025 budget.

Financial:

Government typically reports on funding programs from a transparency perspective. By aligning our Funding Types and Themes, Administration will be in a better position to be accountable to the public through Council on grants. We can track how funding is provided, what outcomes are being achieved, the value for money (through Council's values framework) and ensure we are in alignment with our financial policies in all instances.

Analysis

It can be said that all activities of community groups and agencies are working on behalf of our residents and are worthwhile in the community. However, it is often very difficult for Council to allocate funding to one group over another.

By creating categories for Funding Types and Themes, Council can then identify priority areas in each to be accomplished over a budget cycle. This can be clearly communicated to the public, offering increased transparency over why one group may be eligible of funding over another at a particular point in time, based on being responsive to community need. Further, by aligning like program processes we can sort out the governance/oversight concerns of our various grant programs while also establishing a reporting mechanism to share community impact from investments in alignment with Council priorities. This reporting function will further increase transparency, while also forcing evaluation of effectiveness and efficiency of the service



provision. Lastly, by aligning and sorting our community development grant opportunities, we will help remove one-off decision making, develop priorities based on Outcomes for the community and not the Agency (or who your are), further ensuring accountability toward the increasingly limited resource allocations.

It can often be argued that creating positive community change and Advertising can occur within the same application, effectively intertwining Grants and Sponsorships. However, the size and scope of the project will often influence where it falls within the City of Red Deer's objectives. For example, events within the Major Event Strategy will likely involve Sponsorship, while community projects of smaller scale might produce long lasting change impact in the area of focus and therefore be deemed a Grant. Administration will work with Applicants and Council over Phase 2 to determine the best fit within our new structures.

Recommendation

That Council approve Phase 1 & 2 as presented, authorizing Administration to continue to review our Community Development Grant programs to align processes with the goal of reducing duplication, increasing accountability and reporting, and standardizing applications, adjudication, and authority where it makes sense.



APPENDIX A: Current Grants offered by CORD summary:

Type of Grant	Governance	Term	Reporting/Accountability
Direct Grant/One-offs	City provides funding directly to the agency/organization, by Council resolution or via delegated Administrative authority.	Varies; based on agency, specific project, or funding cycle.	varies; Some have many or no reporting requirements to Council or Administration. Funding may or may not be based on outcomes.
Flow Through Funding (with Delegated Authority)	Adjudication of the City's portion of the funding is delegated to another body for recommendation or distribution	Varies; based on grant steam, funding requirements, and contract	varies by grant stream and funder; Specific outcomes required.
Fee for Service/Third Party	Through historical operations or RFP Processes, the City provides funding to an operator to provide service on the City's behalf, usually out of one of our assets.	Varies; based on contract and operator	varies by department, agency, or asset; sustainable operations are required over the term.

DATE: October 29, 2020
TO: General Manager Leadership Team
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Community Development Grants

Reference Report:

General Manager Leadership Team, dated October 26, 2020.

Resolution:

At the Monday, October 26, 2020 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from the General Manager Leadership Team dated October 26, 2020 re: Community Development Grants hereby approves Phase I & 2 as presented, authorizing Administration to continue to review the Community Development Grant programs to align processes with the goal of reducing duplication, increasing accountability and reporting, and standardizing applications, adjudication, and authority as appropriate.

Report back to Council:

Yes.

Comments/Further Action:

Administration will report on outcomes to Phase I at the end of Q2 and Q4 annually in 2021 and 2022. Administration will review existing Community Development Grant programs and establish process to be completed by June 2022.

“Frieda McDougall”

Frieda McDougall
Manager

c. Corporate Meeting Administrator



October 26, 2020

Red Deer Policing Priorities – 2020-2022

Prepared by: General Manager Tara Lodewyk
Division: Development & Protective Services

Report Summary & Recommendation

The RCMP is the chosen police service for The City of Red Deer. The Municipal Police Service Agreement indicates that The City can communicate their priorities for the RCMP. This report recommends priorities that will be part of the Red Deer Policing Plan (RDPP) and communicated to the RCMP.

Council adopted approving two year policing priorities in 2018 as progress on achieving generally takes a substantial time to achieve.

This report provides:

- Results of the Red Deer Policing Plan – 2018 - 2020
- Summary of input process and results of input
- Recommended priorities for 2020-2022

From November 2019 to January 2020 public participation was conducted on the topic of Crime and Community Safety, with both in person and online components. Hundreds of Red Deerians participated in these sessions, sharing their top concerns and ideas for short term action.

In February, four-hundred respondents answered the statistically valid phone survey on policing priorities.

The information and data collected from citizens is being used to inform Council, as they consider where to focus policing efforts. Drugs and property crime and social issues, and police responsiveness/visibility continue to be areas of concern, and this is reflected in the priorities for the next two years.

It is recommended that Council adopts the recommended priorities, objectives, and goals as the Red Deer Policing Plan for 2020-2022.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Development & Protective Services dated October 26, 2020 re: Red Deer Policing Priorities – 2020 – 2022 hereby adopts the following as the policing priorities for the 2020-2020 Red Deer Policing Plan (RDPP):

Priority I – Crime Reduction – Property and Drugs



Priority 2 – Public Safety - Dynamic Enforcement

Priority 3 – Community Relations – Responsive and Visible

Background

Why is Council being asked to approve the Policing Priorities?

The RCMP is the municipal police force for The City of Red Deer. This contractual relationship is defined by the Municipal Police Service Agreement which indicates that The City can communicate their priorities, objectives and goals for the RCMP. Priorities identified by City Council will be part of the Red Deer Policing Plan (RDPP) for 2020-2022. Progress will be reported regularly.

The Annual Policing Plan (APP) is an RCMP process developed for contract policing to improve local community consultation, accountability and risk management. The APP are reviewed by RCMP senior management to ensure oversight and accountability. Council's approval of the priorities, objectives, and goals will be the confirmation that the community is satisfied and supportive of the plan.

The Red Deer Policing Priorities (RDPP) are the shared priorities between the Red Deer RCMP and The City of Red Deer, based on the unique needs of our local community.

Prior APP 2018 – 2020 Results

PRIORITY	GOALS	ACHIEVED
Drug & Property Crime	Increase drug traffic related charges by 5 per cent	✓
	Reduce property crime by 3 per cent in 18/19 and 3 per cent in 19/20 ✓	✓
Downtown	Citizens feeling of safety downtown increases from 16% to 19% in 18/19 and to 23% in 19/20	✓
	Reductions in calls for service to the downtown area (5 Sectors) by 3% in 18/19 and by 3% in 19/20	✓
	Reduction in property crimes downtown (Zone 3) by 3% in 18/19 and 3% in 19/20	✓
Level of Service & Responsiveness	Citizen satisfaction with service provided by the Red Deer RCMP increases from 82% to 84% (19/20)	✓
	Increase the reporting rate from 79% to 81% (19/20), for those citizens that identify as being victims of crime	✓
	Citizens feeling of safety in the community overall increases from 45% to 48% (19/20)	✓



Discussion

Community Dialogue and Input Process

The following community input methods were implemented between November 2019 and February 2020; the results are being applied to inform the RDPP.

1. A statistically valid telephone survey
2. Public participation at the Crime and Community Safety sessions (in person and online)

Telephone Survey:

The telephone survey was conducted between February 3 and February 20, 2020. Input was obtained from 400 randomly-selected residents. The survey was developed to be statistically valid and provides a margin of error no greater than +/- 4.9% 19 times out of 20. Residents provided their input on the following topics:

- important policing issues
- future policing priorities
- perceived level of crime in Red Deer
- feelings of safety
- ways the RCMP could help increase feelings of safety
- level of satisfaction with the RCMP

Community Dialogue:

Council members listened to residents in public participation sessions regarding Crime and Community Safety. At these sessions, citizens and business owners were asked to raise their main concerns with regard to community safety. Following that, they were asked to identify actions, and with who those actions would rest; these categories included: The City of Red Deer, Citizens, Business, Police, and Other Orders of Government.

The main areas of concern that were raised through the sessions were: justice and enforcement, property crime, personal and community safety, addictions and substance abuse, and business and economic impact.

Council Process

Administration facilitated a Council workshop in February 2020 to support Council's process of identifying their policing priorities and to gather their direct input on each



component, including the validation of Council's policing priorities following a review of public participation results.

Analysis

Community Dialogue and Input Key Findings

Telephone Survey:

Respondents indicated that drugs (51%, up from 41%), property crimes (including theft, motor vehicle theft, break and enters) (42%, down from 56%), motor vehicle thefts (28%) and crime in general (including safety concerns) (22%, down from 29%) are the most important policing issues in Red Deer.

Top responses for future policing priorities included increased focus on drug related crime (41%, down from 43%), increased police patrols/presence (20%, down from 22%), and crime reduction (22%, up from 20%).

When asked about their feelings of safety, respondents expressed concerns in the following areas: downtown, parks/trails, industrial areas, public transit areas, and apartment/condo buildings.

82% indicated that they were satisfied, to very satisfied, with the service provided by the RCMP member they last contacted. This is consistent with the results from the 2019 Municipal Satisfaction survey (Ipsos Reid) which showed that 79% of respondents were satisfied to very satisfied with the police.

28% of respondents who had experienced a crime did not report it to the RCMP. The primary reason provided for not reporting was that the crime was "petty" or minor; in 2018, the number was 21%.

A number of additional issues were identified by citizens that are beyond the scope of identifying policing priorities and the work of the RCMP. These items are captured outside of this report and will be used to inform other municipal processes as appropriate.

Policing Priorities

Following the review and analysis of community dialogue and input, crime trends and statistics, Council identified the following priority areas:

Priority 1 – Crime Reduction – Property and Drugs

Priority 2 – Public Safety - Dynamic Enforcement

Priority 3 – Community Relations – Responsive and Visible



For each of these priorities, goals are identified to identify broadly what the respective priority is seeking to achieve. Objectives further help to define what success would look like if achieved in the various areas. Various initiatives/tactics that the RCMP is planning to either investigate or implement related to each priority, are shown below.

Considering the timing of this decision and the expected effort and time it will take to accomplish the goals it is recommended that the timeline be set as a two year overall objective. A further input process would be done near the end of two years to measure progress and also to inform subsequent policing priorities.

Priority 1 – Crime Reduction – Property and Drugs

Goals:

1. Reduce the negative impact of repeat and prolific offenders in our community.
2. Reduce the number of crimes and activities that are driven by or support the illicit drug trade.
3. Citizens participate actively in crime prevention/education
4. Proactive approaches to policing continue to deliver favourable results.

Objectives:

- Reduce property crime by 7% by the end of 2022
- Increase clearance rates by 4% by the end of 2022 for property crimes
- Increase drug trafficking charges by 5% by the end of 2022

Priority 2 – Public Safety - Dynamic Enforcement

Goals:

1. Improve feelings of safety and increase legitimate use of public spaces through enhanced enforcement
2. Decrease the impact of social disorder on citizens in Red Deer
3. Improve relationships between social agencies and businesses

Objectives:

- Decrease calls for service to RCMP for social disruption by 5%
- Increase in proactive and integrated police engagement in public spaces
- Police partner with social agencies to connect individuals to supports.

Priority 3 – Community Relations – Responsive and Visible

Goals:

1. Citizens have a positive customer service experience when interacting with police services.
2. Citizens report crimes with the confidence that it will be acted on appropriately.

**Objectives:**

- Increase reporting made to police by 3%.
- Increased police visibility through enhanced patrols in public spaces.

What will be done differently as a result of this decision?

The RCMP and Municipal Police Services has reviewed the recommendations and has developed a general approach of tactics and methods they will be utilizing or considering to achieve the results. Many of the initiatives are currently being utilized and will continue or be enhanced and some are new initiatives that will be investigated to determine feasibility. There are also covert tactics that the RCMP utilizes to achieve crime reduction that are not listed here due to the confidential nature of the activities.

Priority 1 Drug and Property Crime – Initiatives/Tactics

- Creation of potential priority crime units with the Red Deer RCMP
- Investigate new bylaws with The City
- Continue Pinpoint and Habitual Offender Management (trap & warrant round up)
- Drug enforcement and education
- Crime prevention education

Priority 2 Dynamic Enforcement – Initiatives/Tactics

- Update Community Standards Bylaw to curb disruptive behaviours
- Implementation of a Social Diversion Team pilot
- Integrated enforcement approach to better enhance responses; CPO with enhanced authorities

Priority 3 Level of Service and Responsiveness – Initiatives/Tactics

- Enhanced customer service training for public facing staff
- Enhanced public education on when to report

DATE: October 29, 2020

TO: Tara Lodewyk, General Manager Development & Protective Services

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Red Deer Policing Priorities – 2020-2022

Reference Report:

Development & Protective Services, dated October 26, 2020.

Resolution:

At the Monday, October 26, 2020 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Development & Protective Services dated October 26, 2020 re: Red Deer Policing Priorities – 2020 – 2022 hereby adopts the following as the policing priorities for the 2020-2020 Red Deer Policing Plan (RDPP):

Priority 1 – Crime Reduction – Property and Drugs

Priority 2 – Public Safety - Dynamic Enforcement

Priority 3 – Community Relations – Responsive and Visible

Report back to Council:

No.

Comments/Further Action:

None.

“Frieda McDougall”

Frieda McDougall
Manager

- c. Deputy General Manager Development & Protective Services
Gerald Grobmeier, Superintendent



October 26, 2020

Request to set Special Council Meeting

Prepared by: Frieda McDougall, City Clerk
Department: Legislative Services

Report Summary & Recommendation

A request has been made that a Special Council Meeting date be set for Council to consider the Westerner Exposition Association Financial Sustainability as follows:

Date: Monday, November 2, 2020

Time: 1:00 p.m.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated October 26, 2020, re: Request to set a Special Council Meeting hereby agrees that an Special Council Meeting will be held on Monday, November 2, 2020 at 1:00 p.m. online, to discuss the Westerner Exposition Association Financial Sustainability.

DATE: October 29, 2020
TO: Samantha Rodwell, Deputy City Clerk
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Request to set Special Council Meeting

Reference Report:

Legislative Services, dated October 26, 2020.

Resolution:

At the Monday, October 26, 2020 Regular Council Meeting, Council passed the following resolution:

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated October 26, 2020, re: Request to set a Special Council Meeting hereby agrees that an Special Council Meeting will be held on Monday, November 2, 2020 at 1:00 p.m. online, to discuss the Westerner Exposition Association Financial Sustainability.

Report back to Council:

No.

Comments/Further Action:

Administration to advertise, organize and facilitate.

“Frieda McDougall”

Frieda McDougall
Manager

c. Corporate Meeting Administrator



October 26, 2020

2021 Municipal General Election

Consideration of Second and Third Reading

Prepared By: Amber Senuk, Corporate Meeting Administrator

Department: Legislative Services

Report Summary & Recommendation:

Summary:

The attached report is being brought forward from the Tuesday, October 13, 2020 City Council meeting.

Recommendation:

That Council considers second and third readings to Bylaw 3655/2020.

Background:

On October 13, 2020 Council gave first reading to Bylaw 3655/2020, The Election Bylaw to establish rules for the conduct of elections in accordance with requirements of the *Local Authorities Election Act*.

Proposed Resolution:

That Bylaw 3655/2020 be read a second and third time.



October 13, 2020

Originally Submitted to the October
13, 2020 Council Meeting

2021 Municipal General Election

Prepared by: Frieda McDougall, Returning Officer
Department: Legislative Services

Report Summary & Recommendation

It is recommended that:

A. The following items be received as information only:

1. Joint Elections:
The City conducts the Red Deer School Division's elections and Red Deer Catholic Separate School Division's elections.
2. Ministerial Powers:
That the relevant Minister may give directions governing the conduct of a general election, by-election or vote on a bylaw or question if the relevant Minister considers the provisions of this Act insufficient, and require the elected authority to conduct a vote of the electors on any question specified by the relevant Minister at the same time as a general election is held or any question respecting any matter over which the elected authority has jurisdiction.
3. Election of Mayor:
Mayor continues to be elected by a vote of the electors as provided under section 150 of the *Municipal Government Act*.
4. Election Day:
The Election Day will be the 3rd Monday in October as provided under section 11 of the *Local Authorities Election Act*.
5. Nomination Day & Nomination Period:
Nomination day will be 4 week before election day (Monday, September 20, 2021) and a person may file a nomination to become a candidate for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day as provided under section 25 of the *Local Authorities Election Act*.
6. Nomination Forms:
That the nomination form of a candidate must be signed by at least 5 electors eligible to vote in the election as provided under section 27 of the *Local Authorities Election Act*.
7. Deposit and Disposition of Deposit:
A nomination deposit not be required.
8. Death of a Candidate:
The death of a candidate would be posted in all relevant voting stations as provided under section 33(2) of the *Local Authorities Election Act*.
9. Ward System / At-Large System:
Based on the 2013 direction of both Council and Red Deer's electorate, the 2021 election



- will be conducted At-Large.
10. Contents of Ballots:
The names of the candidates on each ballot be arranged alphabetically as provided under section 43(1) of the *Local Authorities Election Act*.
 11. Voting Hours:
Voting hours on election day will be from 10:00 a.m. to 8:00 p.m. as provided under section 36 of the *Local Authorities Election Act*, unless otherwise established in areas where The City partners in the conduct of the Red Deer Catholic Separate School Division.
 12. Permanent Elector Register:
The authorized identification produced by the Chief Electoral Officer under the *Election Act* will be used for proof of elector eligibility instead of preparing a permanent elector register.
 13. List of Electors:
The authorized identification produced by the Chief Electoral Officer under the *Election Act* will be used for proof of elector eligibility instead of preparing a list of electors.
 14. Proof of Elector Eligibility:
Proof of elector eligibility will be based on the authorized identification that is produced by the Chief Electoral Officer under the *Election Act*.
 15. Advance Vote:
An advance vote will be held for the 2021 election as required under section 73 of the *Local Authorities Election Act*.
 16. Elector Assistance at Home:
Elector assistance at home will be provided during the hours an advance voting station is open.
 17. Declaration of Results:
Official results are published at noon on the 4th day after the election day as provided under section 97 of *Local Authorities Election Act*.
 18. Election Outreach:
Election outreach will include the development and distribution of informational materials (brochures, banners and posters throughout The City to promote election) and a unique web presence.
- B. Administration recommends that Council pass a resolution for:
1. Appointment Returning Officer and Substitute Returning Officer:
The Deputy City Clerk is appointed as the Substitute Returning Officer as required under section 13(2.1) of the *Local Authorities Election Act*.
- C. Council supports the following recommendations as presented in Election Bylaw 3655/2020:
1. Nominations:
The returning officer may, in addition local jurisdiction office, establish one or more locations for receipt of nominations.



2. Voting Subdivisions and Voting Stations:
The returning officer may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries and may designate more than one voting station for each subdivision and the location of those voting stations for that election.
3. Vote by Special Ballot:
That special ballots be provided.
4. Elector Assistance:
That blind elector template be provided.
5. Institutional Vote Locations, Eligibility and Appointments:
That the returning officer is authorized to designate the location of one or more institutional voting stations.
6. Alternative Voting Equipment:
That votes of the electors occur by means of voting machines.
7. Counting of Votes & Counting Centres:
The returning officer is permitted to count the special ballot box, advance vote ballot box and institutional vote ballot box commencing at 7:30 p.m. on Election Day and the results of a count shall not be publicly disclosed until after 8:00 p.m. on election.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated October 13, 2020 re: 2021 General Municipal Election hereby appoints the Deputy City Clerk as the Substitute Returning Officer as required under section 13(2.1) of the *Local Authorities Election Act*.

That Bylaw 3655/2020 be read a first time. If first reading is given, this bylaw will come back for second and third reading at the Monday, October 26, 2020 Council Meeting.

Background

The *Municipal Government Act* (MGA) defines a general election as an election to fill vacancies on council caused by the passage of time. The MGA identifies the *Local Authorities Election Act* (LAEA) as the predominant legislation for local authority elections. Under the LAEA, local authority elections are held every four years for the offices of Mayor, Councillors and School Trustees. The next general election is set for 2021.

Since the 2017 general election, both the MGA and LAEA have been amended and any future amendments to the LAEA that may require decision by Council will be brought forward at such a time.

Both the MGA and the LAEA outline a number of areas where Council or the Returning Officer can determine processes related to the conduct of the election. The purpose of this report is to outline



The City's compliance with the provisions of both of these pieces of legislation and to identify other steps to be undertaken by The City in the conduct of the 2021 election. In preparation for the 2021 general municipal election, the following report provides a summary of recommendations for Council to:

- A. Receive as information only;
- B. Pass a resolution; and
- C. Support Administration's recommendations as presented in Election Bylaw 3655/2020.

A. Information Only: Legislative Context & Other Requirements

The following sections are submitted for Council's information only. Administration will conduct the 2021 election based on the provisions of the LAEA, unless otherwise directed by Council.

1. Joint Elections

Sections 2 & 3 of the LAEA provide that an elected authority may hold an election in conjunction with another elected authority in the same area. The City has entered into agreements with the Red Deer School Division, formerly known as Red Deer Public School District No. 104, and the Red Deer Catholic Separate School Division, formerly known as Red Deer Catholic Regional Division No. 39, to conduct the trustees' election on their behalf based on a cost sharing formula. This has been a very successful long-standing partnership.

The Red Deer School Division and The City of Red Deer's jurisdictional boundaries are the same.

The Red Deer Catholic Separate School Division's boundaries include:

- the City of Red Deer and Blackfalds;
- a portion of Red Deer County surrounding Red Deer;
- Rocky Mountain House, Caroline, Alhambra, Eckville, Sylvan Lake, Penhold, Innisfail, Bowden, Olds and Didsbury and a portion of the counties surrounding these jurisdictions.

The Legislative Services Manager has agreements in place with both divisions and will conduct the 2021 general election in their jurisdictions.

Recommendation: Council receive this as information only.

2. Ministerial Powers

Section 6 of the LAEA provides that the relevant Minister may give directions governing the conduct of a general election, first election, by-election or vote on a bylaw or question if the relevant Minister considers the provisions of this Act insufficient, and require the elected authority to conduct a vote of the electors on any question specified by the relevant Minister at the same time as a general election is held or any question respecting any matter over which the elected authority has



jurisdiction. As a result, the City may be required to conduct referendums and senate election as part of the general election.

The City is expecting to conduct a senate election in our jurisdiction as part of the October 18, 2021 general election and the Premier indicated this summer that a referendum on equalization reform will be pursued, if a referendum proceeds it is most likely that The City will conduct the referendum in our jurisdiction as part of the October 18, 2021 general election.

At this time, funding formulas related to senate elections and referendums are not clear; however, the government has provided compensation for past senate elections and we expect the same for 2021. As The City is already conducting an election there is a great deal of efficiency in conducting these votes jointly.

Further, Administration expects that the Minister will provide additional direction closer to the election date related to the conduct of the election in compliance with public health orders.

Recommendation: Council receive this as information only.

3. Election of Mayor

Section 150 of MGA 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. A bylaw under section 150 must be passed by December 31 of the year before the general election at which it is to take effect. A bylaw passed under section 150 must be advertised.

As with past elections, Administration recommends that the Mayor continue to be elected by a vote of the electors as provided under section 150 of the MGA. This is consistent with the practices of all other large cities in Alberta.

Recommendation: Council receive this as information only.

4. Election Day

Section 11 of the LAEA states that election day for a local jurisdiction is to be the 3rd Monday in October; however, a council may stipulate by a bylaw passed prior to June 30 of a year in which a general election is to be held, and provide that election day be the Saturday immediately preceding the 3rd Monday in October (Monday, October 18, 2021). The City's practice has been to hold the election on the 3rd Monday in October and it is recommended that this practice is continued for the following reasons:

- There would be additional costs associated with a Saturday election. Increased administrative costs for employees and additional costs would be incurred for opening the buildings, security, janitorial services, etc. because most of the voting stations are schools.



- Nomination day, which is four weeks before election day, would also have to be on a Saturday. This results in increased administrative costs as staff would have to work the Saturday. The City would have to conduct the Red Deer Catholic Separate School Division's election on Saturday in partner municipalities further increasing the costs of the election.
- Community association centres are also used as voting stations and this may conflict with the Saturday recreational use of these facilities.
- The electors in Red Deer are accustomed to voting on Monday.
- Saturday represents Sabbath for some religious groups.
- At this time, we are not aware of any other large jurisdictions in Alberta considering moving the election day to Saturday.

Recommendation: Council receive this as information only.

5. Nomination Day & Nomination Period

Section 25 of the LAEA establishes the nomination day. Nomination day is 4 weeks before election day. Nomination day will be Monday, September 20, 2021. However, a person may file a nomination to become a candidate for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day (September 20, 2021). This has been changed from prior years when a candidate could only file their nomination papers on the designated nomination day.

Recommendation: Council receive this as information only.

6. Nomination Forms

Section 27 of the LAEA states that a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the *Education Act* of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

In the past, Council has only required the signatures of 5 electors. To ensure validity of a candidate's nomination form, a candidate may submit more than the required 5 electors' signatures and candidates are encouraged to do so. Administration will continue this practice.

A summary of the minimum number of electors required to sign the nomination form for Mayor, Councillor and School Trustee for other municipalities are as follows:

Municipality	Minimum number of electors required to sign nomination forms
City of Calgary	
Mayor	100 signatures from electors residing in the local jurisdiction



Councillor & School Trustee	100 signatures from electors residing in the candidate's ward
City of Edmonton	
Mayor	100 signatures from electors residing in the local jurisdiction
Councillor & School Trustee	25 signatures from electors residing in the candidate's ward
City of Grand Prairie	
Mayor	25 signatures
Councillor	25 signatures
City of Airdrie	
Mayor	10 signatures
Councillor & School Trustee	10 signatures
City of Lethbridge, City of Medicine Hat, City of St. Albert, Regional Municipality of Wood, Buffalo, Rocky View County, Town of Cochrane, Town of Crossfield, Town of Irricana	
Mayor	5 signatures
Councillor & School Trustee	5 signatures

Recommendation: Council receive this as information only.

7. Deposit and Disposition of Deposit

Section 29 of the LAEA provides that Council may, by bylaw passed not less than 30 days before nomination day; require that every nomination be accompanied by a deposit. Council can set the amount of the deposit; however, it cannot exceed \$1,000. Disposition of Deposit will be in accordance with LAEA.

In past elections, Council has viewed the election as foundational in a democratic political system in which the power lies in a body of citizens who can elect people to represent them. Because of this, every citizen should be afforded the same opportunity to run for office. As a result, Council did not require a deposit.

The City did undertake a review of the required deposit amount for other municipalities and the findings are presented for Council's information:

Municipality	Deposit amount required to accompany nomination forms
City of Calgary, City of Edmonton	
Mayor	\$500



Councillor & School Trustee	\$100
Regional Municipality of Wood Buffalo	
Mayor	\$250
Councillor & School Trustee	\$100
City of Airdrie, City of Grand Prairie, Rocky View County, Town of Irricana	
Mayor	\$100
Councillor & School Trustee	\$100
City of Lethbridge, City of Medicine Hat, City of St. Albert, Town of Cochrane, Town of Crossfield	
Mayor	Deposit not required
Councillor & School Trustee	Deposit not required

Recommendation: Council receive this as information only.

8. Death of a Candidate

Section 33(1) of the LAEA states that Council may, by bylaw passed prior to nomination day (Monday, September 20, 2021), provide that if prior to the opening of the voting stations on election day, a candidate dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority 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 1998, Council repealed a bylaw that provided for the discontinuance of the election for which the deceased candidate was nominated. Administration does not recommend instituting such a bylaw because a new election for that position would have to be held; 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; and the costs to run a second election would be substantial.

Recommendation: Council receive this as information only.

9. Ward System / At-Large System

In the 2013 election, Red Deer's electorate was asked whether the City should be divided into Wards or remain as an At-Large election. At the time, the results showed that 71.6% of voters were against dividing the city into wards.



This means that each member of Council. The Red Deer Catholic Separate School Division is a modified at-large system in that it is broken into three wards in which 5 representatives are elected from the Red Deer Ward, one from the Highway 11 Ward, and one from the QEII Ward.

Recommendation: Council receive this as information only.

10. Contents of Ballots

Section 43(1) of LAEA states the names of the candidates on each ballot shall be arranged alphabetically in order of surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

Despite section 43(1), Council may pass a bylaw 2 months before an election providing that ballots shall be printed in as many lots as there are candidates for the office. Printing in lots means that the names on the ballot would be rotated ensuring that the ballots have an equivalent distribution of which candidates name is on top of the candidates list on the ballot.

The City's practice is to arrange the names alphabetically for the following reasons:

- the costs and complexity of printing ballots based on the practice of rotating names would increase substantially;
- the ballot cards are designed to have more than one office on a ballot card, rotating the names would be almost impossible unless a separate ballot card for each office was printed which further increases the cost of administering an election;
- operationally, the timelines to have the ballots produced, tested and printed does not make rotation of names feasible;
- the City of Red Deer uses a ballot tabulating system which is programmed and tested to meet our legislative context.

Based on a study that has been done over the previous 9 elections, the number of votes cast is distributed throughout the ballot. This indicates that one ballot style based on names of candidates appearing in alphabetical order for each ballot does not create an advantage for those names appearing on the top portion of the ballot. As shown in the following table, those elected are disbursed between the top and bottom half.

Office	Candidates Elected in 2017 General Election	
	Top Half of Ballot	Bottom Half of Ballot
Mayor	0	1
Councillor	5	3
Public School	4	3
Catholic School	3	2
Total	12	9



Recommendation: Council receive this as information only.

11. Voting Hours

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

Some Alberta municipalities have moved to earlier voting hours in recent elections; however, based on an evaluation undertaken by The City of Calgary, there was no indication that opening earlier resulted in significantly higher voter turnout but did result in significantly higher costs.

To date, all jurisdictions outside of the Red Deer, in which The City conducts the election on behalf of the Red Deer Catholic Separate School Division, use the hours of 10:00 a.m. to 8:00 p.m. for their voting stations to remain open. The City of Red Deer has kept open voting stations for this same timeframe and it is recommended that the same hours be in place for the 2021 general municipal election.

Recommendation: Council receive this as information only.

12. Permanent Elector Register

Section 49 of LAEA gives Council the option to, by bylaw, direct the Returning Officer to prepare a permanent elector register of residents in the municipality who are entitled to vote in an election. If the elected authority enacts a bylaw under section 49 of LAEA, the municipality may enter into an agreement with the Chief Electoral Officer under the *Election Act* to receive information that will assist the municipality in compiling the permanent elector register and to provide the Chief Electoral Officer information that will assist with revising information for the purposes of updating the register of electors under the *Election Act*.

In past elections, The City has not prepared a permanent elector register and relied on process outlined in LAEA for proof of elector eligibility.

Recommendation: Council receive this as information only.

13. List of Electors

Section 50 of LAEA states that an elected authority may, by bylaw, 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 and provide for the use of information from a permanent electors register, if any. If a list of electors is prepared, the returning officer must, on the request of the candidate, with a copy of the list of electors. The list of electors may be used only by candidates for the purposes of campaigning for election.



If Council elects to pass a bylaw pertaining to establishing a list of electors, enumeration of the electors residing in the local jurisdiction where an election is required will need to be completed. Enumeration of electors can be completed as part of 2021 municipal census.

Lastly, there is a perception that the use of a voter's list enhances the integrity of the election; however, if an elector's name does not appear on the list, an elector is still able to vote by meeting the proof of elector eligibility as outlined in section 53 of LAEA.

Recommendation: Council receive this as information only.

14. Proof of Elector Eligibility

Section 53.01 of LAEA states that an elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.

In past elections, The City has not prepared a list of additional types of identification and has used the authorized identification produced by the Chief Electoral Officer under the *Election Act*. Administration recommends that The City continues to use the authorized identification that is produced by the Chief Electoral Officer. A complete list of authorized identification is provided in Appendix A (Note: the Chief Electoral Officer may revise this list before the general election. Administration has been in agreement with past revisions to the list).

Recommendation: Council receive this as information only.

15. Advance Vote

Section 73 of the LAEA states that a municipality having a population greater than 5,000 must provide for holding an advance vote on the election of municipal councillors and that the Returning Officer must determine the days and hours when the advance vote is to be held.

In 2017, 2,639 Red Deer residents voted during the five dates of advance voting. For 2021, the Returning Officer has established the following advance vote dates and times:

Date	Time
Friday, October 1, 2021	10:00 a.m. – 8:00 p.m.
Saturday, October 2, 2021	10:00 a.m. – 8:00 p.m.
Friday, October 8, 2021	10:00 a.m. – 8:00 p.m.
Saturday, October 9, 2021	10:00 a.m. – 8:00 p.m.
Friday, October 15, 2021	10:00 a.m. – 8:00 p.m.



Saturday, October 16, 2021	10:00 a.m. – 8:00 p.m.
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Advance votes for Red Deer Catholic Separate School Division's electors located outside of Red Deer will be in accordance with the dates established by the presiding municipality.

Recommendation: Council receive this as information only.

16. Elector Assistance at Home

Section 79 of LAEA allows Council to provide for the attendance of two deputies 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 disability, 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 are unable to 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, and since 2004 has also included accommodation to electors who must rely on special transportation with the challenges of needing to book outgoing and returning trips in advance. In previous elections, elector assistance at home has been offered during the hours an advance voting station is open.

Recommendation: Council receive this as information only.

17. Declaration of Election Results

Section 97 of LAEA states that the returning officer may publish unofficial results of the counting of ballots after an election as the results are received from voting stations. This has been the City's practice in the past elections and in the 2017 election, the unofficial results were published on the website. The City will continue to publish unofficial results.

As prescribed by LAEA, official results are published at noon on the 4th day after the election day.

Recommendation: Council receive this as information only.

18. Election Outreach

Traditionally, Legislative Services department has focused its election efforts on the development of a candidate handbook and on legal advertising in compliance with LAEA. In recent years other tools such as the utilization of The City's Web site have enhanced voter information and understanding of election processes. Some of the key elements of election outreach to be employed in the 2021 election include:

- Development of election campaign;
- Use of informational material such as the candidate handbook and voter brochures;
- Development and mass distribution (door-to-door) of legislated election information;



- Use of banners and posters throughout the city to promote the election;
- A unique web presence, including pre and post-election information will be established.

Recommendation: Council receive this as information only.

B. Administration's Recommendations for a Resolution: Legislative Context & Other Requirements

I. Appointment of Returning Officer and Substitute Returning Officer

Section 13(1) of the LAEA states that Council may appoint a returning officer for the purpose of conducting elections. The City Manager has delegated these powers to the Legislative Services Manager. The Legislative Services Manager acts in the capacity of Returning Officer for general elections.

A new provision in the LAEA, section 13(2.1), indicates that Council must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs. In the event that, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under the LAEA.

Recommendation: That the Deputy City Clerk is appointed as the Substitute Returning Officer.

C. Administration's Recommendations for Bylaw 3655/2020: Legislative Context & Other Requirements

I. Nominations

Section 28 of the LAEA provides that nominations can be submitted at the local jurisdiction office at any time during the nomination period (January 1, 2021 and ending at 12 noon on Monday, September 20, 2021) and that an elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

The City of Red Deer conducts the Red Deer Catholic Separate School Division's election and partners with municipalities that are part of the Red Deer Catholic Separate School Division. In the past elections, the returning officer has established locations in town offices of other municipalities located within the boundaries of Red Deer Catholic Separate School Division and will do so for the 2021 election.

Recommendation: That the returning officer may, in addition local jurisdiction office, establish one or more locations for receipt of nominations.



2. Voting Subdivisions and Voting Stations

Section 36 of the LAEA states that the elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day. The City of Red Deer works to create voting subdivisions in alignment with neighbourhoods.

Section 37 of the LAEA states that the returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area. However, the elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.

In past elections, the returning officer has divided the local jurisdiction into voting subdivisions and altered their boundaries as necessary to deliver the election.

Recommendation: That the returning officer may may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries and may designate more than one voting station for each subdivision and the location of those voting stations for that election.

3. Vote by Special Ballots

Section 77.1(1) of LAEA states an elector who is unable to vote at an advance vote or at the voting station on election day because of physical disability, absence from the local jurisdiction or, being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence, may apply to vote by special ballot.

An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one of the following methods: in writing; by telephone; by fax; in person; by e-mail or by secure website.

The resolution shall also set the time and dates that application for special ballots will be accepted. The elected authority may set a time and date earlier than the closing of the voting stations on election day for when special ballots must be received by the Returning Officer. City Hall closes to the public at 4:30 p.m. it would be proposed that the time for receipt of special ballots be established accordingly.

In 2007, special ballots were adopted and implemented at The City of Red Deer and 40 voters took advantage of the service. In the 2010 General Election, 14 voters cast their votes using special ballots followed by 37 in 2013, and 52 in 2017.



Recommendation: That special ballots be provided as outlined.

4. Elector Assistance

In 2003 Section 78 of LAEA was amended to require that a municipality, if requested by an elector at least 3 months before election day, must provide the elector with a blind voter template in the prescribed form. At the time, The City of Red Deer requested that the Minister of Municipal Affairs approve the use of the Advance Vote to accommodate blind voters. The Red Deer Election Regulation was adopted to provide for a visually impaired elector, via a headset, to hear the instructions on how to vote and the names of candidate. It walks the elector through the process of voting and provides opportunity to make corrections. This same equipment provides visual information for electors who may not be able to hear instructions from election personnel. This technology was very well received by all voters attending the Advance Vote.

Due to legislative changes to LAEA, The Red Deer Election Regulation was repealed on January 1, 2019; however, section 78 of LAEA states that if an elector requests a blind elector template by June 30 in a year in which a general election is to be held, a municipality must pass a bylaw setting out the blind elector template.

The municipality may also pass a bylaw setting out the blind elector template even if no request is made and the bylaw must specify when the blind elector template is available and how the municipality will notify electors of the availability of the blind elector template.

Recommendation: That blind elector template be provided as outlined.

5. Institutional Vote Locations, Eligibility and Appointments

In the 2017 election, 19 institutional voting stations were established within the city and an additional 8 locations were established in outlying jurisdictions.

Section 80 of LAEA states elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to Election Day voting stations. An elector who on election day is confined to a treatment centre in the local jurisdiction, or is a resident in a supportive living facility in the local jurisdiction, is eligible to vote at an established institutional voting station.

Recommendation: That the returning officer is authorized to designate the location of one or more institutional voting stations as outlined.

6. Alternative Voting Equipment

Section 84 of LAEA states that an elected authority may by bylaw provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting systems. This section further provides that a bylaw established to provide for the taking of votes by means of voting machines also must prescribe the procedures for counting the votes.



In 1992, The City began using a ballot counting machine to tabulate the votes of the electors. This has been an excellent system and has been received well by the electors, candidates and staff.

In the 2007 election, The City built on the use of this technology with the use of voter activated ballot count machines located at each regular voting station. The elector marks their ballot and personally inserts it into the counter. If the machine detects an issue with the marks on the ballot, such as an under-vote or over-vote, the machine will ask the elector to verify their intent prior to accepting the ballot. No interpretation of a ballot by election staff is required.

While no results are available until after the voting station closes, the ballot is immediately tabulated electronically and a cumulative record is recorded for every ballot cast within the system. At the end of the day, the memory card of the machine is removed and delivered to the counting centre and where the tabulated results are downloaded. Employing similar technology to the ballot counting machine, audit and reporting functions are excellent making results available very quickly following the close of voting.

Recommendation: That votes of the electors occur by means of voting machines as outlined.

7. Counting of Votes & Counting Centres

Sections 85 and 85.1 provide for counting of votes and counting centres. The returning officer may designate a single location as a counting centre and must notify all affected candidates, official agents and scrutineers of the location of the counting centre. Once a location is determined, this information will be publicly available.

Further to that, an elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to count the special ballot box, advance vote ballot box and institutional vote ballot box no earlier than 7:30 p.m. on Election Day. The results of a count conducted will not be publicly disclosed until after 8:00 p.m. on Election Day.

Recommendation: That the returning officer is permitted to count the special ballot box, advance vote ballot box and institutional vote ballot box commencing at 7:30 p.m. on election day and the results of a count shall not be publicly disclosed until after 8:00 p.m. on election day as outlined.

Appendix A

AUTHORIZED IDENTIFICATION PRODUCED BY THE CHIEF ELECTORAL OFFICER UNDER THE *ELECTION ACT*

Authorized Identification with Elector's Name	
<ul style="list-style-type: none"> • Alberta Assured Income for the Severely Handicapped (AISH) card • Alberta Forestry Identification card • Alberta Health Care Insurance Plan (AHCIP) card • Alberta Health Services Identification Band (patient wrist identification band) • Alberta Natural Resources (conservation) ID card • Alberta Service Dog Team ID card • Alberta Wildlife (WIN) ID card • Baptismal Certificate • Birth Certificate • Canadian Air Transportation Security Agency (CATSA) ID • Canadian Blood Services card • Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card • Canadian Border Services Agency Free and Secure Trade (FAST) card • Canadian Border Services Agency Nexus card • Canadian Forces Civilian ID card • Canadian Forces Health card • Canadian Forces Identity card • Canadian Passport • Citizenship card 	<ul style="list-style-type: none"> • Canadian National Institute for the Blind (CNIB) card • Confirmation Certificate • Credit/Debit card • Employee/staff card • Firearm Possession and Acquisition License or Possession Only License • Fishing, Trapping or Hunting License • Hospital/Medical card • Library card • Marriage Certificate • Membership card: Service clubs, fitness/health club, political party or retail outlet • Métis Nation of Alberta membership card • Old Age Security card • Outdoors or Wildlife card/license • Pleasure Craft Operator (PCOC) card – Government of Canada • Prescription bottle insert • Public Transportation card • Secure Certificate of Indian Status (SCIS) card • Social Insurance Number card • Student ID card • Veteran's Affairs Canada Health card
Authorized ID with Elector's Name and Address	Attestations
<ul style="list-style-type: none"> • Bank/credit card statement or personal cheque • Correspondence issued by a school, college or university • Government cheque or cheque stub • Income/property tax assessment notice • Insurance policy or coverage card • Letter from a public curator, public guardian or public trustee • Pension Plan statement of benefits, contributions or participation • Residential lease or mortgage statement • Statement of government benefits: • Example: Employment insurance, old-age security, social assistance, disability support, or child tax benefit. • Utility bill: Telephone, public utilities commission, cable, power, gas, or water • Vehicle ownership, registration or insurance certificate • Where to Vote Card 	<ul style="list-style-type: none"> • Attestation of Identity and Ordinary Residence for Tenant Elector issued by an authorized representative of a property manager • Attestation of Identity and Ordinary Residence for Incarcerated Elector issued by the authorized representative of a correctional institution • Attestation of Identity and Ordinary Residence issued by the authorized representative of a First Nations band or reserve • Attestation of Identity and Ordinary Residence for Post-Secondary Student Elector in Residence issued by the authorized representative of a post-secondary institution • Attestation of Identity and Ordinary Residence for Homeless Elector issued by the authorized representative of a facility that provides services to the homeless • Attestation of Identity and Ordinary Residence for Elector in Long Term Care or Supportive Living Facility issued by the authorized representative of a supportive living facility or treatment centre

BYLAW NO. 3655/2020

Being a bylaw of The City of Red Deer, in the province of Alberta, to provide for elections within the jurisdiction of The City of Red Deer;

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

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION**Short Title**

- I This bylaw may be called the "Election Bylaw".

Purpose

- 2 The purpose of this bylaw is to establish rules for the conduct of elections in accordance with requirements of the *Local Authorities Election Act*.

Definitions

- 3(1) Except as otherwise provided for in this bylaw, the terms used in the *Local Authorities Election Act* (Act), where used or referred to in this bylaw, have the same meaning as defined or provided in the Act.

- (2) In this bylaw, the following terms mean:

- (a) "Automated voting system" means the vote tabulators, memory storage devices, remote accumulation systems, printers, computers and software used to count votes and generate election results electronically;
- (b) "Auxiliary ballot box" means a separate compartment in the ballot box for ballot cards that have been marked by electors but not counted by the vote tabulator;
- (c) "Ballot" means the part of a printed or electronically produced ballot card on which is indicated the office to be voted on, the names of the candidates, questions or bylaws posed to electors, if any, and containing the spaces in which the elector is to mark his or her vote;
- (d) "Ballot box" means a container for paper ballots or ballot cards that have been marked by the electors;
- (e) "Ballot card" means a paper card, in a form approved by the Returning Officer, listing the ballots to be voted on in the election;
- (f) "City" means the municipal corporation of The City of Red Deer, in the Province of Alberta;

- (g) "Council" means the Council of The City elected pursuant to the *Municipal Government Act*;
- (h) "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;
- (i) "Deputy" means deputy returning officer;
- (j) "Electronic ballot device" means a data storage unit that records and counts votes by electronic means where an elector casts his or her vote using touch screen technology;
- (k) "Local jurisdiction" means, and includes, The City of Red Deer and any other jurisdiction The City of Red Deer has an agreement with to conduct elections on their behalf including Red Deer School Division, and Red Deer Catholic Separate School Division;
- (l) "Marking instrument" means the pen or other device, approved by the Returning Officer, for use in marking ballots by the elector;
- (m) "Memory storage device" means a computer memory unit that plugs into the vote tabulator or electronic ballot device that contains:
 - (i) the names of the candidates for each contest;
 - (ii) the alternatives 'yes' and 'no' for each bylaw or question (where there is a bylaw or question); and
 - (iii) a secure mechanism to record and count votes;
- (n) "Register tape" means the printed record generated from the vote tabulator or electronic ballot device which shows:
 - (i) the number of ballots received;
 - (ii) the number of ballots accepted;
 - (iii) the number of votes for each candidate; and
 - (iv) where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question;
- (o) "Vote tabulator" means a machine into which ballot cards are inserted and:
 - (i) records the number of votes for each candidate; and

- (ii) where applicable, records the number of votes for and against each bylaw or question.

PART II – GENERAL

Joint Election

- 4** The Legislative Services Manager 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.

Nominations

- 5(1)** The Returning Officer will receive nominations of candidates for the local jurisdiction pursuant to the Act.
- (2) The Returning Officer may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

Voting Subdivisions & Stations

- 6(1)** The Returning Officer may alter the boundaries of voting subdivisions and create additional voting subdivisions pursuant to the Act.
- (2) The Returning Officer may designate more than one voting station for each subdivision and the location of those voting stations pursuant to the Act.

Form of Ballot

- 7** The form of the ballot will be established by the Returning Officer.

Ballots

- 8** Following nomination day, the Returning Officer will ensure sufficient ballots and ballot cards are printed and/or prepared electronically.

Voting Hours

- 9(1)** Every voting station will be kept open continuously on Election Day and during the advance vote from 10 a.m. until 8 p.m.
- (2) The Returning Officer may alter voting hours to correspond with hours established in areas where The City partners in the conduct of the Red Deer Catholic Separate School Division's election of trustees.

Advance Voting

- 10(1)** An advance vote will be held on any vote held in an election for the local jurisdiction.
- (2) The Returning Officer will determine the number and location of the advance voting stations and the days and hours during which they will operate.

- (3) An electronic ballot device will be used to conduct the advance vote within the city of Red Deer and:
- (a) A deputy returning officer will:
 - (i) explain the voting procedures for the electronic ballot device;
 - (ii) direct the elector to the voting compartment
 - (iii) place the completed ballot in the ballot box or the electronic ballot device by loading the correct ballot into the unit; and
 - (iv) leave the voting compartment.
 - (b) The elector may only vote by selecting a candidate's name (or candidates, where there is more than one vacancy) and where there is a vote on a question or bylaw, beside "yes" or "no".
 - (c) Once an elector has placed the ballot in a ballot box or pressed the "vote" button and cast the ballot, a replacement ballot shall not be issued.
 - (d) In the event that an elector leaves the voting station without pressing the "vote" button to cast the ballot, the deputy will cancel the ballot and it will be recorded as a rejected ballot.
 - (e) At the end of each day of an advance vote the presiding deputy will place the electronic ballot device into a protective lock mode and physically lock each electronic ballot device.
- (4) The Returning Office will establish the form of ballot and voting procedures for any Advance Vote held on behalf of the Red Deer Catholic Separate School Division in the area outside of the city of Red Deer.

Vote by Special Ballot

- 11(1) Applications for special ballots will be accepted during regular business hours between July 1 in the year of an election and 4:30 p.m. on Election Day.
- (2) Application for special ballot may be made by any of the following methods:
- (a) in writing;
 - (b) by telephone;
 - (c) by fax;

- (d) in person;
 - (e) by e-mail; or
 - (f) by secure website.
- (3) Council will set dates for receipt of applications for special ballots in the event of a by-election or a vote held on a question or bylaw, other than that held in conjunction with a general election.

Elector Assistance at Voting Station

- 12(1)** The electronic ballot device with an audio ballot feature is provided as a blind elector template to allow for the vote of a blind elector at the advance vote held within the local jurisdiction of the city of Red Deer.
- (2) Electors will be notified of the availability of the blind elector template through advertising.
- (3) Elector assistance at voting station(s) will be provided pursuant to Act.

Elector Assistance at Home

- 13** Elector assistance at home will be provided during the hours an advance voting station is open, as established by the Returning Officer, in order to take the votes of an elector, who because of physical disability, is unable to attend a voting station or an advance voting station to vote.

Institutional Voting Stations

- 14(1)** The Returning Officer is authorized to designate the location of one or more institutional voting stations for an election.
- (2) Date(s) and time(s) of the institutional vote will be posted at the institution at least two days before the vote is to be taken.
- (3) The deputies, accompanied by an official of the institution, may attend with a ballot box on those patients or residents confined in their rooms, and take the votes of any of those patients or residents who express a desire to vote.

Automated Voting System

- 15(1)** 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.
- (2) In the event that an automated voting system is used in the election, the Returning Officer will:
- (a) satisfy himself or herself, 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.
- (3) Notwithstanding anything in this bylaw, in the event of:
- (a) a malfunction of an automated voting system;
 - (b) the unavailability of an automated voting system or any of its components;
 - (c) a defect in the ballots or ballot marking pens; or
 - (d) anything related to the operation of an automated voting system or any of its components;

the Returning Officer may make any directions that he or she thinks necessary or desirable with respect to: the voting procedures to be used; the taking of votes; for the counting of the votes; and where required, for a recount.

PART III – VOTING PROCEDURES

Automated Voting System Voting Procedures

16(1) 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;
 - (b) if requested, an explanation of the voting procedures.
- (2) Upon receiving the ballot card(s), the elector will proceed to the voting compartment to vote.
- (3) 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 oval next to his or her choice of candidate or, where there is more than one vacancy, the candidates of the elector's choice. Where the ballot includes a bylaw or question, the elector will mark his or her vote within the portion of the ballot containing the affirmative or negative, or containing the for or against, whichever way the elector decides to vote by completing the oval next to his or her choice.
- (4) After the elector has finished marking the ballot card(s) and has completed his or her voting, the elector shall immediately leave the voting compartment and deliver the ballot card(s) to the deputy supervising the ballot box and/or the vote tabulator.

- (5) The Deputy at the ballot box and/or the vote tabulator:
- (a) must ensure that the ballot card was initialled by a Deputy;
 - (b) must insert the ballot card directly into the ballot box and/or vote tabulator, ensuring that the ballots are not exposed; or
 - (c) permit an elector to deposit the elector's ballot into the ballot box and/or vote tabulator.

Ballots Marked Incorrectly

- 17(1)** If an elector has made a mistake when marking a ballot, the elector will return the ballot card to the Deputy from whom he or she received the ballot, and may request a replacement ballot card.
- (2) The Deputy will mark the returned ballot card as "SPOILED" and if the elector requests a replacement ballot card, the Deputy will provide a replacement ballot card to the elector.

Vote Tabulator Errors

- 18(1)** If a ballot card is rejected by the vote tabulator, the Deputy at the ballot box must advise the elector to request another ballot card, and if the elector:
- (a) requests a replacement ballot card, the Deputy issuing the replacement ballot card will mark the original ballot card "SPOILED";
 - (b) declines to obtain a replacement ballot card, the original ballot card will be marked "REJECTED" and placed into the ballot box.
- (2) Spoiled ballot cards must be retained and kept separately from all other ballot cards.
- (3) Rejected ballot cards must be retained and kept separately from all other ballot cards.

Automated Voting System Failure

- 19(1)** If the automated voting system fails to work or stops working, the Deputy at the ballot box must insert into the auxiliary ballot box all ballot cards delivered by electors while the automated voting system is not working.
- (2) The Returning Officer may establish such other procedures as required to facilitate an electronic vote.
- (3) The voting procedure prescribed in this bylaw will, during an Advance Vote and an Institutional Vote, as far as is feasible, apply and may be modified as may be necessary upon the direction of the Returning Officer.

- (4) 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 or her ballot card into the ballot box, and/or vote tabulator, the elector shall leave the voting station.

Vote on a Question or Bylaw

- 20** Unless otherwise specified by legislation or decided by Council, a vote on any question or bylaw will be held in conjunction with a general municipal election.

Sealing of Ballot Boxes

- 21** (1) Electronic ballot device used to acquire electronic votes is deemed to be a sealed ballot box.
- (2) The electronic ballot device will be closed and sealed at the close of the advance vote and will remain like that until opened for the tabulation of results on Election Day.
- (3) With regard to any ballot box used to receive paper ballots:
- (a) The ballot box will be closed and sealed upon the completion of each vote and will remain like that until opened for the counting of ballots on Election Day.
- (b) Any ballot box used in either the elector assistance at home vote or for special ballots:
- (i) may have its seal broken to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes; and
- (ii) will be closed and sealed upon the completion of the elector assistance at home vote and will remain like that until opened for the counting of ballots on Election Day.
- (4) The ballot boxes used in the institutional vote:
- (i) may have its seal broken to allow the deposit of ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote; and
- (ii) 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.
- (5) 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.

PART IV – POST VOTE PROCEDURES

Regular Voting Station Procedures

- 22(1)** Relative to automated voting system, immediately after the close of the voting station, the Presiding Deputy must, in the presence of at least one and any additional officers that he or she considers necessary, and the candidates and agents if any:
- (a) insert any ballot cards from the auxiliary ballot box into the vote tabulator;
 - (b) secure the vote tabulator so that no more ballot cards can be inserted;
 - (c) produce the required number of copies of the register tape as directed by the Returning Officer;
 - (d) together with another Deputy, certify the register tapes as directed by the Returning Officer;
 - (e) package and seal all voted ballot cards and place them into the ballot transfer container(s);
 - (f) count the unused ballot cards, the rejected ballot cards and the spoiled ballot cards and place them, packaged separately and sealed, in the ballot transfer container(s) along with the voting register and all statements;
 - (g) seal and initial the ballot transfer container(s) and ensure that it is ready to be delivered to the Returning Officer; and
 - (h) ensure that the Deputy supervising the ballot box and one other Deputy designated by the Presiding Deputy report the results to the Returning Officer by immediately delivering the vote tabulators, complete with memory cards to the counting centre.
- (2)** Relative to non-automated voting system, immediately after the close of the voting station, the Presiding Deputy must, in the presence of at least one and any additional officers that he or she considers necessary, and the candidates and agents if any:
- (a) count the unused ballot cards, the rejected ballot cards and the spoiled ballot cards and place them, packaged separately and sealed, in an empty ballot box(es) along with the voting register and all statements;
 - (b) seal and initial the ballot boxes and ensure that they are ready to be delivered to the Returning Officer; and
 - (c) ensure that the Deputy supervising the ballot box and one other Deputy designated by the Presiding Deputy immediately deliver the sealed ballot boxes to the counting centre for counting.

- (3) 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.
- (4) The Returning Officer may also require that results be reported by telephone.

Ballot Counting

23 The Deputy supervising at the counting centre will:

- (a) receive all sealed ballot boxes containing used ballots and all vote tabulators containing votes and record for each the time of arrival and the voting station name and number in a check-in book and initial each entry;
- (b) immediately after 7:30 p.m. on Election Day, the Returning Officer may count the special ballot box(es), advance vote ballot box(es) and institutional ballot box(es).
- (c) if the vote tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the elector intended to vote:
 - (i) a duplicated ballot may be prepared in the presence of two Deputies to reflect the intent of the elector, and the word "DUPLICATE" shall be marked on the ballot, and the word "ORIGINAL" shall be marked on the incorrectly marked ballot; and
 - (ii) the duplicated ballot will be assigned a number which will also be recorded on the incorrectly marked ballot and the duplicated ballot will be inserted into a vote tabulator to be counted.
- (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 result totals are not generated prior to 8:00 p.m. on Election Day;
- (f) after 8:00 p.m. on Election Day, activate the vote tabulator(s) to produce the required number of copies of the register tape for each voting subdivision and as soon as is practicable, deliver to the Returning Officer the register tapes and the sealed ballot boxes containing the counted ballot cards.

Rejected Ballot Card

24(I) A rejected ballot card will not be counted. A ballot card is rejected 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 or she can be identified;
 - (d) 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.
- (2) The Deputy must mark any such ballot card with the word 'REJECTED.'
- (3) Rejected ballot cards must be retained and kept separately from all other ballot cards.

Recount

- 25** If the Returning Officer makes a recount, pursuant to the Act, the ballots shall be recounted by the automated voting system.

Disposition of Election Material

- 26** Returning Officer will dispose of election material as per the Act.

Transitional

- 27** Bylaw 3579/2016 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this 2020.

READ A SECOND TIME IN OPEN COUNCIL this 2020.

READ A THIRD TIME IN OPEN COUNCIL this 2020.

AND SIGNED BY THE MAYOR AND CITY CLERK this 2020.

MAYOR

CITY CLERK

BYLAW NO. 3579/20163655/2020

~~Being a bylaw to provide for municipal and school trustee elections in the city of Red Deer;~~

Being a bylaw of The City of Red Deer, in the province of Alberta, to provide for elections within the jurisdiction of The City of Red Deer;

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

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION**Short Title**

1 This bylaw may be called the "Election Bylaw".

Purpose

2 The purpose of this bylaw is to establish rules for the conduct of elections in accordance with requirements of the *Local Authorities Election Act*.

Definitions

23 (1) 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, have the same meaning as defined or provided in the Act.

3 (2) In this bylaw, the following terms mean:

~~(a) "Automated voting system" means an automated or electronic system designed to automatically count and record votes and process and store the election results;~~

(a) "Automated voting system" means the vote tabulators, memory storage devices, remote accumulation systems, printers, computers and software used to count votes and generate election results electronically;

(b) "Auxiliary ballot box" means a separate compartment in the ballot box for ballot cards that have been marked by ~~voters~~ electors but not counted by the vote tabulator;

(c) "Ballot" means the part of a printed or electronically produced ballot card on which is indicated the office to be voted on, the names of the candidates, ~~the bylaw name and number or the questions if any questions or bylaws posed to electors, if any,~~ and containing the spaces in which the elector is to mark his or her vote;

(d) "Ballot box" means a container for paper ballots or ballot cards that have been marked by the ~~voters~~ electors;

- (e) "Ballot card" means a paper card, in a form approved by the Returning Officer, listing the ballots to be voted on in the election;
- (f) "City" means the municipal corporation of The City of Red Deer, in the Province of Alberta;
- (g) "Council" means the Council of The City elected pursuant to the *Municipal Government Act*;
- (h) "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;
- (i) "Deputy:" means deputy returning officer;
- (j) "Electronic Ballot Device" means a data storage unit that records and counts votes by electronic means where an an voter elector casts his or her vote using touch screen technology;
- ~~(k) "Local Jurisdiction" means, and includes, The City of Red Deer, Red Deer Public School District No. 104, and the Red Deer Catholic Regional Division #39;~~
- (k) "Local jurisdiction" means, and includes, The City of Red Deer and any other jurisdiction The City of Red Deer has an agreement with to conduct elections on their behalf including Red Deer School Division, and Red Deer Catholic Separate School Division;
- (l) "Marking instrument" means the pen or other device, approved by the Returning Officer, for use in marking ballots by the elector;
- (m) "Memory Storage Device" means a computer memory unit that plugs into the Vote Tabulator or Electronic Ballot Device that contains:
 - (i) the names of the candidates for each contest;
 - (ii) the alternatives 'yes' and 'no' for each bylaw or question (where there is a bylaw or question); and
 - (iii) a secure mechanism to record and count votes;
- (n) "Register Tape" means the printed record generated from the Vote Tabulator or Electronic Ballot Device which shows:
 - (i) the number of ballots received;

- (ii) the number of ballots accepted;
 - (iii) the number of votes for each candidate; and
 - (iv) where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question;
- (o) ~~"Secrecy sleeve" means an open ended envelope, in a form approved by the Returning Officer, used to cover a printed ballot card to conceal the markings made on the ballot card by the elector without covering the initials of the election official;~~
- (p)(o) "Vote tabulator" means a machine into which ballot cards are inserted and:
- (i) records the number of votes for each candidate; and
 - (ii) where applicable, records the number of votes for and against each bylaw or question.

PART II – GENERAL

Joint Election

- 4 The Legislative Services Manager 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.

Nominations Hours

- ~~5 The Returning Officer will receive nominations of candidates for the local jurisdiction elections between the hours of 8:00 a.m. and 12:00 p.m. on Nomination Day and on any subsequent day to which the time for receipt of nominations is adjourned.~~

- 5 (1) The Returning Officer will receive nominations of candidates for the local jurisdiction pursuant to the Act.

Receipt of Nominations

- 6 (2) The Returning Officer may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

Voting Subdivisions & Voting Stations

- 76 (1) The Returning Officer may alter the boundaries of voting subdivisions and create additional voting subdivisions ~~as long as the changes are made before notice of election is given pursuant to the Act.~~

Voting Stations

~~8~~ The Returning Officer, in accordance with the modified voting procedures of the Act, may designate more than one voting station for each voting subdivision when authorized by Ministerial Order.

- (2) The Returning Officer may designate more than one voting station for each subdivision and the location of those voting stations pursuant to the Act.

Form of Ballot

~~107~~ The form of the ballot will be established by the Returning Officer.

Ballots

~~98~~ Following nomination day, the Returning Officer will ensure sufficient ballots and ballot cards are printed and/or prepared electronically.

Voting Hours

~~119~~ (1) Every voting station will be kept open continuously on Election Day and during the advance vote from 10 a.m. until 8 p.m.

- (2) The Returning Officer may alter voting hours to correspond with hours established in areas where The City partners in the conduct of the ~~Red Deer Catholic Regional Division #39~~ Red Deer Catholic Separate School Division's election of trustees.

Advance Voting

~~1210~~ (1) An advance vote ~~may~~ will be held on any vote held in an election for the local jurisdiction.

~~13~~ (2) ~~The advance vote will be held on the dates and times set by the Returning Officer.~~

- (2) The Returning Officer will determine the number and location of the advance voting stations and the days and hours during which they will operate.

~~14~~ (3) An electronic ballot device will be used to conduct the advance vote within the city of Red Deer and:

(a) A deputy returning officer will:

- (i) explain the voting procedures for the electronic ballot device;
- (ii) direct the ~~voter~~ elector to the voting compartment
- (iii) place the completed ballot in the ballot box or the electronic ballot device by loading the correct ballot into the unit; and

(iv) leave the voting compartment.

- (b) The ~~voter~~ **elector** may only vote by selecting a candidate's name (or candidates, where there is more than one vacancy) and where there is a vote on a ~~bylaw or question~~ **question or bylaw**, beside "yes" or "no".
- (c) Once ~~a voter~~ **an elector** has placed the ballot in a ballot box or pressed the "vote" button and cast the ballot, a replacement ballot shall not be issued.
- (d) In the event that ~~a voter~~ **an elector** leaves the voting station without pressing the "vote" button to cast the ballot, the deputy will cancel the ballot and it will be recorded as a rejected ballot.
- (e) At the end of each day of an advance vote the presiding deputy will place the electronic ballot device into a protective lock mode and physically lock each electronic ballot device.

- ~~+5~~ (4) The Returning Office will establish the form of ballot and voting procedures for any Advance Vote held on behalf of the ~~Red Deer Catholic Regional Division #39 Schools~~ **Red Deer Catholic Separate School Division** in the area outside of the city of Red Deer.

Vote by Special Ballot

~~+6~~ ~~A vote by special ballot will be provided for those electors who are unable to vote at an advance vote or at the voting station on Election Day because of~~

- ~~a) physical incapacity disability,~~
- ~~b) absence from the local jurisdiction, or~~
- ~~c) being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on Election Day at a voting station other than that for the elector's place of residence.~~

- ~~+7~~ (1) Applications for special ballots will be accepted during regular business hours between July 1 in the year of an election and 4:30 p.m. on Election Day.

(2) Application for special ballot may be made by any of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by fax;

- (d) in person;
- (e) by e-mail; or
- (f) by secure website.

- (2) ~~The Returning Officer~~ Council will set dates for receipt of applications for special ballots in the event of a by-election or a vote held on a question ~~or bylaw~~, other than that held in conjunction with a general election.

~~18 At the close of voting on Election Day, the deputy returning officer supervising the special ballot box and one other deputy returning officer designated by the presiding deputy will immediately deliver the sealed ballot boxes to the counting centre for counting.~~

~~Incapacitated Elector~~ Elector Assistance at Voting Station

- ~~19~~12 (1) The electronic ballot device with an audio ballot feature is provided as a blind ~~voter~~ elector template to allow for the vote of a blind elector at the advance vote held within the local jurisdiction of the city of Red Deer.
- (2) Electors will be notified of the availability of the blind elector template by advertising.
- (3) Elector something about all other assistance will be provided pursuant to Act.

~~Incapacitated Elector~~ Elector Assistance at Home

~~20 If a voter is unable to attend at a voting station because of physical incapacity or mobility limitations, that voter may request, at least 48 hours before the end of the Advance Vote period, to have two deputies attend at the voter's residence in order to take the vote of the voter.~~

~~21 If the Returning Officer is satisfied that the voter is unable to attend at a voting station due to physical incapacity or mobility limitations, the Returning Officer will:~~

- ~~— (a) advise the voter that the request has been accepted;~~
- ~~— (b) appoint two deputies to attend at the voter's residence; and~~
- ~~— (c) inform the voter of the date and approximate time that the deputies will attend the residence.~~

13 Elector assistance at home will be provided during the hours an advance voting station is open, as established by the Returning Officer, in order to take the votes of an elector, who because of physical disability, is unable to attend a voting station or an advance

voting station to vote.

Institutional Voting Stations

- ~~22~~14 (1) The Returning Officer is authorized to designate the location of one or more institutional voting stations for an election.
- 23 (2) Date(s) and time(s) of the institutional vote will be posted at the institution at least two days before the vote is to be taken.
- 24 (3) The deputies, accompanied by an official of the institution, may attend with a ballot box on those patients or residents confined in their rooms, and take the votes of any of those patients or residents who express a desire to vote.

Automated Voting System

- ~~25~~15 (1) 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.
- 26 (2) In the event that an automated voting system is used in the election, the Returning Officer will:
- (a) satisfy himself or herself, 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.
- ~~27~~ (3) Notwithstanding anything in this bylaw, in the event of:
- (a) a malfunction of an automated voting system;
 - (b) the unavailability of an automated voting system or any of its components;
 - (c) a defect in the ballots or ballot marking pens; or
 - (d) anything related to the operation of an automated voting system or any of its components;

the Returning Officer may make any directions that he or she thinks necessary or desirable with respect to:

- ~~(a)~~ ~~to~~ the voting procedures to be used;
- ~~(b)~~ ~~to~~ the taking of votes;
- ~~(c)~~ for the counting of the votes; and
- ~~(d)~~ where required, for a recount.

PART III – VOTING PROCEDURES

Automated Voting System Voting Procedures

2816 (1) 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;
- ~~(b) — a secrecy sleeve; and~~
- ~~(c)~~(b) if requested, an explanation of the voting procedures.

29 (2) Upon receiving the ballot card(s) ~~and secrecy sleeve~~, the elector will proceed to the voting compartment to vote.

30 (3) 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 oval next to his or her choice of candidate or, where there is more than one vacancy, the candidates of the elector's choice. Where the ballot includes a bylaw or question, the elector will mark his or her vote within the portion of the ballot containing the affirmative or negative, or containing the for or against, whichever way ~~he or she~~ **the elector** decides to vote by completing the oval next to his or her choice.

31 (4) After the elector has finished marking the ballot card(s) and has completed his or her voting, ~~he or she~~ **the elector** 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(s), to the deputy supervising the ballot box and/or the vote tabulator.~~

32 (5) The Deputy at the ballot box and/or the vote tabulator **must**:

- (a) **must** ensure that the ballot card was initialled by a Deputy;

- (b) insert the ballot card directly ~~from the secrecy sleeve~~ into the ballot box and/or vote tabulator, ensuring that the ballots are not exposed; ~~and or~~
- (c) ~~the deputy supervising at the ballot box may~~ permit an elector to deposit the elector's ballot into the ballot box and/or vote tabulator.

Spoiled Ballot Card Ballots Marked Incorrectly

~~3318~~ (1) If ~~a voter~~ an elector has made a mistake when marking a ballot, the ~~voter~~ elector ~~may~~ will return the ballot card to the deputy from whom he or she received the ballot, and may request a replacement ballot card.

~~———— (2) The deputy must issue a new ballot card to a voter and mark the ballot card 'SPOILED' if the deputy is satisfied the voter made a mistake.~~

- (2) The deputy will mark the returned ballot card as "SPOILED" and if the elector requests a replacement ballot card, the deputy will provide a replacement ballot card to the elector.

Vote Tabulator Errors

~~3418~~—(1) If a ballot card is rejected by the vote tabulator, the deputy at the ballot box must advise the ~~voter~~ elector to request another ballot card, and if the elector:

~~———— (2)(4) If the voter requests another ballot card, the deputy from whom he or she received the ballot must issue a new ballot card to the voter and mark the returned ballot card 'SPOILED.'~~

~~35 — (5) If the voter refuses to request another ballot card, the deputy at the ballot box and/or vote tabulator must mark the ballot card with the word 'REJECTED', or must allow the ballot to be placed in the tabulator upon which time the elector or deputy will accept the ballot as submitted.~~

- (a) requests a replacement ballot card, the deputy issuing the replacement ballot card will mark the original ballot card "SPOILED";
- (b) declines to obtain a replacement ballot card, the original ballot card will be marked "REJECTED" and placed into the ballot box.

~~36 — (2)~~ Spoiled ballot cards must be retained and kept separately from all other ballot cards.

- ~~(2)(3)~~ Rejected ballot cards must be retained and kept separately from all other ballot cards.

Vote Tabulator Automated Voting System Failure

~~3719~~ (1) If the automated ~~ballot counting~~ voting system fails to work or stops working,

the deputy at the ballot box must insert into the auxiliary ballot box all ballot cards delivered by ~~voters~~ **electors** while the ~~vote-tabulator~~ **automated voting system** is not working.

- 38 (2) ~~Notwithstanding sections 32 to 35,~~ The Returning Officer may establish such other procedures as required to facilitate an electronic vote.
- 39 (3) The voting procedure prescribed in this bylaw will, during an Advance Vote and an Institutional Vote, as far as is feasible, apply and may be modified as may be necessary upon the direction of the Returning Officer.
- 40 (4) 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 or her ballot card into the ballot box, and/or vote tabulator, the elector shall leave the voting station.

Vote on a ~~Bylaw or Question~~ Question or Bylaw

4120 Unless otherwise specified by ~~statue~~ **legislation** or decided by **Council**, a vote on any ~~bylaw or question~~ **question or bylaw** will be held in conjunction with a general municipal election.

Sealing of Ballot Boxes

- 42 ~~(1) 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.~~
- 21 (2)(1) Electronic ~~equipment~~ **ballot device** used to acquire electronic votes is deemed to be a sealed ballot box.
- (3)(2) The electronic ballot device will be closed and sealed at the close of the advance vote and will remain like that until opened for the tabulation of results on Election Day.
- (4)(3) With regard to any ballot box used ~~in either the incapacitated elector at home vote or for special ballots to receive paper ballots:~~
- (a) The ballot box will be closed and sealed upon the completion of each vote and will remain like that until opened for the counting of ballots on Election Day.
 - (b) ~~Any sealed ballot box~~ Any ballot box used in either the elector assistance at home vote or for special ballots:

- (i.) may have its seal broken to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes; and
 - (ii.) will be closed and sealed upon the completion of the ~~incapacitated elector~~ **elector assistance** at home vote and will remain like that until opened for the counting of ballots on Election Day.
- ~~(5) — 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.~~
- (4) The ballot boxes used in the institutional vote:
 - (i) may have its seal broken to allow the deposit of ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote; and
 - (ii) 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.
- ~~(6)~~(5) 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.

PART IV – POST VOTE PROCEDURES

~~Post Vote Procedures~~ Regular Voting Station Procedures

- 4322 (1) Relative to automated ~~ballot counting~~ **voting** system, immediately after the close of the voting station, the presiding deputy must, in the presence of at least one and any additional officers that he or she considers necessary, and the candidates and agents if any:
- (a) insert any ballot cards from the auxiliary ballot box into the vote tabulator;
 - (b) secure the vote tabulator so that no more ballot cards can be inserted;
 - (c) produce the required number of copies of the register tape as directed by the Returning Officer;
 - (d) together with another deputy, certify the register tapes as directed by the Returning Officer;

- (e) package and seal all voted ballot cards and place them into the ballot transfer container(s);
 - (f) count the unused ballot cards, the rejected ballot cards and the spoiled ballot cards and place them, packaged separately and sealed, in the ballot transfer container(s) along with the voting register and all statements;
 - (g) seal and initial the ballot transfer container(s) and ensure that it is ready to be delivered to the Returning Officer;
 - (h) ensure that the deputy supervising the ballot box and one other deputy designated by the presiding deputy report the results to the Returning Officer by immediately delivering the vote tabulators, complete with memory cards to the counting centre;
- (2) Relative to non- automated ~~ballot-counting~~ voting system, immediately after the close of the voting station, the presiding deputy must, in the presence of at least one and any additional officers that he or she considers necessary, and the candidates and agents if any:
- (a) count the unused ballot cards, the rejected ballot cards and the spoiled ballot cards and place them, packaged separately and sealed, in an empty ballot box(es) along with the voting register and all statements;
 - (b) seal and initial the ballot boxes and ensure that they are ready to be delivered to the Returning Officer; and
 - (c) ensure that the deputy supervising the ballot box and one other deputy designated by the presiding deputy immediately deliver the sealed ballot boxes to the counting centre for counting.
- (3) 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.
- (4) The Returning Officer may also require that results be reported by telephone.
- ~~(5) The presiding deputy shall not permit more than one candidate or his or her agent, or more than one agent of either side of a vote on any bylaw or question to be present at the same time after the voting station is closed.~~

Ballot Counting

4423

The deputy supervising at the counting centre will:

- (a) receive all sealed ballot boxes containing used ballots and all vote

tabulators containing votes and record for each 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 22, 26 and 44 are opened, and cause the ballots to be counted by inserting the ballot cards through the vote tabulator;~~
- (b) immediately after 7:30 p.m. on Election Day, the Returning Officer may count the special ballot box(es), advance vote ballot box(es) and institutional ballot box(es).
- (c) if the vote tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the ~~voter~~ elector intended to vote:
 - (i) a duplicated ballot may be prepared in the presence of two deputies to reflect the intent of the elector, and the word "DUPLICATE" shall be marked on the ballot, and the word "ORIGINAL" shall be marked on the incorrectly marked ballot; and
 - (ii) the duplicated ballot will be assigned a number which will also be recorded on the incorrectly marked ballot and the duplicated ballot will be inserted into a vote tabulator to be counted.
- (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 result totals are not generated prior to 8:00 p.m. on Election Day;
- (f) after 8:00 p.m. on Election Day, activate the vote tabulator(s) 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.

Rejected Ballot Card

4524 (1) A rejected ballot **card** will not be counted. A ballot **card** is rejected 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 or she 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.
- (2) The deputy must mark any such ballot card with the word 'REJECTED.'
- (3) Rejected ballot cards must be retained and kept separately from all other ballot cards.

Recount

4625

If the Returning Officer makes a recount, pursuant to the Act, the ballots shall be recounted by the automated voting system.

Disposition of Election Material

~~47 (1) Upon the completion of the tabulation of the election results, the Returning Officer shall retain the voting registers, the ballot boxes with their seals unbroken, and the programs and the memory cards of the automated voting system for six (6) weeks from the date of voting.~~

~~(2) After six (6) weeks from the date of voting the Returning Officer will ensure that all voter registers and used ballots are destroyed and that any information retained on memory cards is cleared.~~

27 Returning Officer will dispose of election material as per the Act.

Transitional

4828

Bylaw ~~3491/2013~~ 3579/2016 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this day of November 2020.

READ A SECOND TIME IN OPEN COUNCIL this 2020.

READ A THIRD TIME IN OPEN COUNCIL this 2020.

AND SIGNED BY THE MAYOR AND CITY CLERK this 2020.

MAYOR

CITY CLERK



Council Decision – October 26, 2020

DATE: October 29, 2020
TO: Samantha Rodwell, Deputy City Clerk
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: 2021 Municipal General Election

Reference Report:

Legislative Services, dated October 13, 2020.

Bylaw Reading:

At the Monday, October 26, 2020 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

Bylaw 3655/2020 (The Election Bylaw to establish rules for the conduct of elections in accordance with requirements of the Local Authorities Election Act)

Report back to Council:

No.

Comments/Further Action:

Administration will update the bylaw and distribute in due course.

“Frieda McDougall”

Frieda McDougall
Manager

c. Project Coordinator
Corporate Meeting Administrator



October 26, 2020

Emergency Services Fees and Charges

Bylaw Amendment 3586/A-2020

Prepared by: Ken McMullen, Deputy General Manager / Chief of Emergency Services
Department: Emergency Services

Report Summary & Recommendation

Currently there are 294 registered petroleum tanks within the city of Red Deer, which are required to obtain an annual registration certificate which allows businesses to be permitted to receive fuel for bulk and retail sales. Prior to June 2020, the Petroleum Tank Management Association of Alberta (PTMAA) inspected and provided registration certificates to petroleum tank businesses.

Effective June 8, 2020, the Alberta Safety Codes Council mandated that the delegated authority for storage tanks systems, be transferred from PTMAA to accredited municipalities. The City of Red Deer is now responsible to create and manage a registry system for petroleum tanks in addition to completing tank inspections for newly installed, removed or altered tanks as required under the National Fire Code Section 4.3.

As a result of these changes, it is recommended that Council of The City of Red Deer give three readings to Bylaw Amendment 3586/A-2020, an amendment to replace Schedule “C” to represent the fee for issuing a storage tank registration certificate.

Proposed Resolution

That Bylaw 3586/A-2020 be read a first time time.

That Bylaw 3586/A-2020 be read a second time.

Resolved that with the unanimous consent of Council members present, Bylaw 3586/A-2020 be presented for third reading.

That Bylaw 3586/A-2020 be read a third time.

Rationale for Recommendation

The rationale for Administration’s recommendation:



1. These amendments acknowledge the Safety Codes Council changes effective June 8, 2020 making The City of Red Deer the delegated authority for fuel tank registrations in the city.
2. The \$75 per tank / per year fee is in alignment with other municipalities and the Alberta Safety Code Association and will be effective January 1, 2021.
3. An interim process has been set up by Red Deer Emergency Services so businesses do not see an interruption in the registration of tanks between September 1, 2020 to December 31, 2020. There is no cost to the business for this service.

Background

The National Fire Code (2.2.5.2 General) requires that storage tanks must be registered for them to be used.

The City of Red Deer is now responsible to create and manage a registry system for petroleum tanks and completing inspections for tanks that are to be installed, removed or altered as required under the National Fire Code Section 4.3.

All the registration certificates previously issued by the PTMAA have expired effective August 31, 2020. Presently, Red Deer Emergency Services, Fire Prevention Bureau has implemented an interim registry system at no cost to the businesses, and therefore all registration certificates are valid until December 31, 2020. Red Deer Emergency Services, Fire Prevention Bureau have issued letters to the affected businesses outlining the situation and advising on the interim process to allow fuel stations to continue to receive fuel deliveries.

A permanent program is in development with other municipal partners to take effect on January 1, 2021.

Fees and Charges

Under the PTMAA, tank registration fees were \$65.00 per tank / per year.

In reviewing other municipalities such as Calgary, Edmonton and Lethbridge they are all charging \$75.00 per tank / per year. The Alberta Safety Codes Association that oversees unaccredited municipalities will also be charging \$75.00 / tank / year (Appendix A).

The City of Red Deer is proposing a fee of \$75.00 per tank / year in alignment with other municipalities in the Province and the Alberta Safety Codes Association. Currently in the city there are 294 tanks that will require an annual registration certificate and based on the proposed fee would generate \$22,050 for the City of Red Deer.



Bylaw Changes

To implement this process and fees, amendments are needed to the current Emergency Services Fees and Charges Bylaw 3586/2017 Schedule “C” Permits and Services. Schedule “C” is amended by inserting Storage tanks registration certificate \$75.00 / tank / year.

It is recommended that Council give three readings to the Emergency Services Fees and Charges Bylaw Amendment 3586/A-2020 for approval of the proposed amendment to Schedule “C” for storage tank registration certificate fees.

Municipal Comparators
Petroleum Tank Registration Certificates

Fee Schedule	Calgary	Edmonton	Lethbridge	ASCA	Red Deer	Previous PTMAA Fees
Initial Plan Review Fee (incl inspection)	\$250 per project (install or removal)	\$511	\$150 plan review + \$87 1st tank + \$50 add'l tanks	\$275 per project install \$50 per tank removal	\$150 per tank	
Additional plan reviews (if required)	\$98	N/A	N/A	N/A	N/A	
initial Registration of tank (per tank)	\$75	\$75	\$75	\$75	\$75	\$65
Annual re-registration Fee (per tank)	\$75	\$75	\$75	\$75	\$75	\$65

Bylaw 3586/A-2020

Being a bylaw to amend Bylaw 3586/2017, the Emergency Services Department Fees and Charges Bylaw.

Council of the City of Red Deer, in the province of Alberta, amends Bylaw 3586/2017 as follows:

- 1 Schedule "C" is deleted and replaced with the attached Schedule "C".
- 2 This Bylaw shall come into force and effect on January 1, 2021.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, 2020.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, 2020.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, 2020.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of , 2020.

MAYOR

CITY CLERK

SCHEDULE "C"**Permits and Services**

Service	Fee
Occupant Load Calculation and Certificate	\$58.25 / hour or part thereof / person
File Search - Current Inspection less than 12 months old	\$100.00 / hour or part thereof
File Search - Inspection requested	\$100.00 / hour or part thereof for file search plus \$58.25 / hour or part thereof for inspection
<u>Construction/Demolition Fire Safety Plan:</u> 1 st hour 2 nd and subsequent hours	No charge \$58.25 / hour or part thereof
<u>General Fire Safety Plan:</u> 1 st hour 2 nd and subsequent hours	No charge \$58.25 / hour or part thereof
<u>Special Events Review</u> Per review Per inspection Per inspection (after hours)	\$58.25 / hour or part thereof \$58.25 / hour or part thereof \$116.50 / hour or part thereof / person
<u>Fire Extinguisher Training:</u> Not for profit Business	\$125.00 / hour or part thereof \$250.00 / hour or part thereof
Request for Administrative Services	\$150.00 / hour or part thereof / person plus expenses
Storage tank registration certificate	\$75.00 / tank/ year
Above ground or underground tank permit (including required inspections)	\$150.00 / tank, plus Safety Codes Council levy, plus expenses
<u>False Alarm response to be charged to the owner of the premises:</u> 1 st Occurrence 2 nd Occurrence 3 rd Occurrence 4 th and Subsequent Occurrences	<u>Per twelve month period:</u> No Charge \$300.00 \$500.00 \$750.00
<u>Fire Training Grounds Rental Rates:</u> Fire Training Tower only Classroom only Fire Props only	\$800.00 / day plus G.S.T. \$250.00 / day plus G.S.T. \$250.00 / hour or part thereof plus G.S.T.

BYLAW NO. 3586/2017

WHEREAS, pursuant to section 66 of the *Safety Codes Act*, RSA 2000, c S-1, an accredited municipality may pass bylaws respecting fees for anything issued or any material or service provided pursuant to the *Safety Codes Act*, and the carrying out of the powers and duties of an accredited municipality;

AND WHEREAS, pursuant to section 7 of the *Municipal Government Act*, RSA 2000, c M-26, a council may pass bylaws for municipal purposes respecting the following matters the safety, health and welfare of people and the protection of people and property and for any services provided by or on behalf of the municipality and services provided by or on behalf of the municipality;

AND WHEREAS the foregoing services are provided by members of The City of Red Deer Emergency Services Department.

NOW THEREFORE COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:**PART I – TITLE AND PURPOSE****Title**

1. This bylaw may be cited as the “Emergency Services Department Fees and Charges Bylaw”.

Purpose

2. The purpose of this bylaw is to establish fees for permits issued, or any other material or service provided by The City of Red Deer Emergency Services Department, pursuant to the *Safety Codes Act* and the *Municipal Government Act*.

PART 2 – FEES**Emergency Response Services**

3. The City Manager may charge fees in accordance with Schedule “A”:
 - (a) to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for fire response services inside City boundaries where the City has engaged in fire suppression activities for over one hour;
 - (b) to the owner of the motor vehicle where the City has engaged in motor vehicle collision response services;
 - (c) to the person responsible for the incident, to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle where the City has engaged in hazardous material incident response services for over one hour;
 - (d) to the person where the City has engaged in rescue response services for over one hour;
 - (e) to the person responsible for the incident, to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for the costs of any materials used and third party costs where the City has engaged in any response service for any duration of time; and

- (f) to the Province of Alberta for a response to a motor vehicle collision or fire on a Provincial Highway.

Other Fees

4. The City Manager may charge fees in accordance with Schedule “B” to any person requesting or requiring an inspection or service as described in the Schedule.
5. The City Manager may charge fees in accordance with Schedule “C” to any person requesting or requiring a service, approval or permit described in the Schedule.

PART 3 – GENERAL

City Manager

6. Without restricting any other power, duty or function granted by this bylaw or any other legislation, the City Manager may:
 - (a) waive any fees or charges owing pursuant to this bylaw; and
 - (b) delegate any powers, duties or functions under this bylaw to an employee of the City.

Repeal

7. Bylaw No. 3134/95 is hereby repealed.

Effective Date

8. This bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ A FIRST TIME IN OPEN COUNCIL this	21	day of February	2017.
READ A SECOND TIME IN OPEN COUNCIL this	21	day of February	2017.
READ A THIRD TIME IN OPEN COUNCIL this	21	day of February	2017.
AND SIGNED BY THE MAYOR AND CITY CLERK this	21	day of February	2017.

“Mayor Tara Veer”

MAYOR

“Frieda McDougall”

CITY CLERK

SCHEDULE “A”**Emergency Response Fees**

Service	Fee
Fire response	<u>Total response time less than 1 hour:</u> \$0 (plus cost of materials used and third party costs) <u>Total response time greater than 1 hour:</u> First hour - \$615 Additional hours - \$307.50 / unit / half hour or part thereof (plus cost of materials used and third party costs)
Motor vehicle collision response	<u>Total response time:</u> First hour - \$615 / hour or part thereof Additional hours - \$307.50 / unit / half hour or part thereof (plus cost of materials used and third party costs)
Hazardous material incident response	<u>Total response time less than 1 hour:</u> \$0 (plus cost of materials used and third party costs) <u>Total response time greater than 1 hour:</u> First hour - \$615 Additional hours - \$307.50 / unit / half hour or part thereof (plus cost of materials used and third party costs)
Rescue response	<u>Total response time less than 1 hour:</u> \$0 (plus cost of materials used and third party costs) <u>Total response time greater than 1 hour:</u> First hour - \$615 Additional hours - \$307.50 / unit / half hour or part thereof (plus cost of materials used and third party costs)
Any response	Cost of materials used and third party costs
Response to motor vehicle collision or fire on Provincial Highway	Alberta Transportation Rates

SCHEDULE “B”**Inspections and Services**

Service	Fee
<u>Inspection</u>	
1 st Inspection, no deficiencies	No charge
1 st Inspection with deficiencies	\$58.25 / hour or part thereof
2 nd Inspection, no deficiencies	No charge
2 nd Inspection with deficiencies	\$77.65 / hour or part thereof
3 rd Inspection, no deficiencies	No charge
3 rd Inspection and subsequent inspections, with deficiencies	\$155.30 / hour or part thereof
<u>Inspection After Hours</u>	
1 st Inspection, no deficiencies	No charge
1 st Inspection with deficiencies	\$116.50 / hour or part thereof / person
2 nd Inspection, no deficiencies	No Charge
2 nd Inspection with deficiencies	\$155.30 / hour or part thereof / person
3 rd Inspection, no deficiencies	No charge
3 rd Inspection and subsequent inspections, with deficiencies	\$310.60 / hour or part thereof / person
Fire Investigation	\$125.00 per hour or part thereof / person plus expenses and third party costs
Fire Investigation Report	\$75.00 / report
Special Request Inspection (inspection outside of Quality Management Plan)	\$77.65 / hour or part thereof

SCHEDULE "C"**Permits and Services**

Service	Fee
Occupant Load Calculation and Certificate	\$58.25 / hour or part thereof / person
File Search - Current Inspection less than 12 months old	\$100.00 / hour or part thereof
File Search - Inspection requested	\$100.00 / hour or part thereof for file search plus \$58.25 / hour or part thereof for inspection
<u>Construction/Demolition Fire Safety Plan:</u> 1 st hour 2 nd and subsequent hours	No charge \$58.25 / hour or part thereof
<u>General Fire Safety Plan:</u> 1 st hour 2 nd and subsequent hours	No charge \$58.25 / hour or part thereof
<u>Special Events Review</u> Per review Per inspection Per inspection (after hours)	\$58.25 / hour or part thereof \$58.25 / hour or part thereof \$116.50 / hour or part thereof / person
<u>Fire Extinguisher Training:</u> Not for profit Business	\$125.00 / hour or part thereof \$250.00 / hour or part thereof
Request for Administrative Services	\$150.00 / hour or part thereof / person plus expenses
Storage tank registration certificate	\$75.00 / tank/ year
Above ground or underground tank permit (including required inspections)	\$150.00 / tank, plus Safety Codes Council levy, plus expenses
<u>False Alarm response to be charged to the owner of the premises:</u> 1 st Occurrence 2 nd Occurrence 3 rd Occurrence 4 th and Subsequent Occurrences	<u>Per twelve month period:</u> No Charge \$300.00 \$500.00 \$750.00
<u>Fire Training Grounds Rental Rates:</u> Fire Training Tower only Classroom only Fire Props only	\$800.00 / day plus G.S.T. \$250.00 / day plus G.S.T. \$250.00 / hour or part thereof plus G.S.T.

DATE: October 29, 2020

TO: Ken McMullen, Deputy General Manager Development and Protective Services

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Emergency Services Fees and Charges Bylaw Amendment 3586/A-2020

Reference Report:

Planning and Development Services, dated October 26, 2020.

Bylaw Reading:

At the Monday, October 26, 2020 Regular Council Meeting, Council gave three readings to the following Bylaw:

Bylaw 3586/A-2020 (an amendment to the Emergency Services Fees and Charges Bylaw to replace Schedule C to represent the fee for issuing a storage tank registration certificate)

Report back to Council:

No.

Comments/Further Action:

Administration will update the bylaw and distribute in due course.

“Frieda McDougall”

Frieda McDougall
Manager

c. General Manager Development and Protective Services



October 26, 2020

Public Art Review –Committees Bylaw Amendment – Bylaw 3576/B-2020.

Prepared By: Amber Senuk, Corporate Meeting Administrator

Department: Legislative Services

Report Summary & Recommendation:

Summary:

At the Monday, September 28, 2020 City Council Meeting, the following tabling resolution was passed:

Resolved that Council of The City of Red Deer hereby agrees to table consideration of Public Art Review - Committees Bylaw Amendment – Bylaw 3576/B-2020, due to the lateness of the hour, for up to 8 weeks time to allow for this item to be scheduled to a future Council meeting.

Recommendation:

It is recommended that Council lift from the table the Public Art Review – Committees Bylaw Amendment – Bylaw 3576/B-2020. It is also recommended that Council approve the revised Council Policy EL-D-2.7 Public Art and give first reading to the Committees Bylaw Amendment 3576/B-2020.

Proposed Resolution:

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of Public Art Review - Committees Bylaw Amendment – Bylaw 3576/B-2020.

Resolved that Council of The City of Red Deer having considered the report from Recreation, Parks and Culture dated October 26, 2020 re: Public Art Review hereby approves the revised Council Policy EL-D-2.7 Public Art.

That Council consider first reading of the bylaw. If first reading is given, this bylaw will come back for second and third readings at the Monday, November 9, 2020 Council meeting.



September 28, 2020

Public Art Review

Prepared by: Sarah Tittermore, GM Community Services

Originally submitted to the
September 28, 2020 Council
Meeting

Report Summary & Recommendation

The following report provides a summary of proposed policy and governance changes to the public art program. These changes are recommended based on research conducted and administrations experience with the program.

It is recommended that Council approved the revised Council Policy EL-D-2.7 Public Art and approve first reading of Committees Bylaw Amendment 3576/B-2020 as presented in this report.

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Recreation, Parks and Culture dated September 28, 2020 re: Public Art Review hereby approves the revised Council Policy EL-D-2.7 Public Art.

That Council consider first reading of Bylaw 3576/B-2020. If first reading is given, Bylaw 3576/B-2020 will be presented for second and third reading at the Tuesday, October 13, 2020 Council meeting.

Background

The intent of a Public Art program is to be a strong contributor to the cultural, social and economic sustainability of our community. Public art promotes tourism, generates employment in the cultural sector and beyond and adds value to our public places. The City of Red Deer has an exceptional Public Art program with a strong collection dating back to 1922 (Cenotaph) and then more actively since 1981. Today The City has over 100 public art works on display in City facilities, parks, downtown, on streets and on the exterior of buildings.

Legislative Context:

Policy:

In 1996 the City's first Public Art Policy 3106-C was approved by City Council. The policy intended to ensure the incorporation of public art into the planning, design and building of City capital projects. The public art policy was reviewed by Council in 2003 and once again in 2010, resulting in policy updates which included a reduction from a 1.2% to a 1% allocation of funds from capital projects for public art. The year 2010 also marked the introduction of a Public Art Reserve. The current Council Policy on Public Art (EL-D-2.7) can be found in Appendix 1.



Governance:

On June 20, 2016 Council passed a resolution that delegated decision making related to public art.

“Resolved that Council of The City of Red Deer having considered the report from the Dialogue Steering Committee, dated June 20, 2016 re: Strengthening Public Participation: Phase 2 Implementation Plan in relation to the Public Art Jury hereby agrees that Council:

- *Delegates decision making to the committee;*
- *Rename the Public Art Jury Committee to the Public Art Commission;*
- *Will not be members of the renamed Commission; and*
- *Changes the purpose of this committee from a Public Advisory Committee to a Governance Committee and will be as follows:*
 - *Provide expert and community input on public art for The City of Red Deer*
 - *Recommend and advise on public art policies, guidelines, plans and issues as the related to The City of Red Deer*
 - *Review all acquisition and donations of public art*
 - *Adjudicate all public art projects and grant applications for the year in accordance with current policies.*

An excerpt from Committees Bylaw No. 3576/2016 pertinent to the Public Art Commission can be found in Appendix 3.

Strategic Alignment:

A commitment to public art is demonstrated in the 2001 Culture Master Plan and the 2008 Community Culture Vision, which recognizes the integration of art into public spaces as an important cultural legacy for the future. Public art is a reflection of Red Deer’s distinct heritage, culture, and character.

Analysis

In December 11, 2018, Council participated in a workshop to review the existing public art policy and governance structure. Following this workshop staff undertook an administrative review. The review focused on exploring alternatives related to Council’s workshop discussion, which summarized into three focus areas:

1. Capital Project Thresholds and Project Eligibility
2. % Allocation of Funds from capital projects for public art
3. Governance

The administrative review of the Public Art program included researching other public art programs across Canada, considering best practices, a comparison with other municipalities, and a review of current practice.

I. Capital Project Thresholds and Project Eligibility



As noted at the Council workshop, the areas of concern, and often confusion, related to project eligibility and thresholds were:

- Whether or not the project threshold was appropriate (\$250,000)
- Confusion around what constituted a “project with high visibility and public impact”
- Was the policy too broadly applied in terms of “all new construction projects, bridges, etc.”
- What was defined as “capital equipment” in a project

Research indicated that project thresholds vary significantly between municipalities. Some municipalities use a percentage value of their entire annual capital budget, while others have a per project threshold that varies from as low as \$125,000 to as high as \$1M. Most comparator municipalities had similar eligibility criteria, including engineered structures, bridges, buildings, parks and plazas and also included ‘highly visible’ and ‘public spaces’ in their eligibility criteria.

In the past ten years, administration recalls only one project of less than \$1M that has been subject to the public art policy (e.g. Riverside Meadows trail enhancement 2019/20). The smaller the threshold budget, the smaller the total value of the public art, which may not always support a meaningful project.

There has also been confusion around which projects are subject to the public art policy based on the interpretation of what it means for a project to have ‘high visibility and public impact’. Another area of confusion is around the definition of ineligible ‘capital equipment’. Providing a more robust definition around these items may help avoid misinterpretation and confusion.

Although there is no consistent threshold value across municipalities, the current threshold could be increased to reflect the magnitude of projects that, over the past ten years, have been subject to the public art policy. A higher threshold also increases the public art budget, thereby providing the opportunity for the creation of more meaningful public art projects.

Focus Area	Current Policy	Recommendation
Thresholds and Eligibility	<p>The policy applies to projects with high visibility and public impact in the following categories:</p> <ul style="list-style-type: none"> • New building construction in excess of \$250,000 • New engineered structures (i.e. bridges) in excess of \$250,000 • Major renovations to existing buildings and structures in excess of \$250,000 • Parks projects in excess of \$250,000 	<p>Increase the project threshold from \$250,000 to \$500,000.</p> <p>Keep the categories the same but further define spaces with <i>High Visibility</i> and <i>Public Impact</i>. For example: Spaces that can be accessed and/or observed by the public for a minimum of four hours during regular business day.</p>



	The policy is not applied to: <ul style="list-style-type: none"> Capital equipment 	Define capital equipment as: transferable equipment (office supplies, furniture, maintenance equipment, vehicles etc.)

2. Percent (%) Allocation of Funds

During workshop, there was discussion related to whether or not the percentage of allocation of funds was too high or too low. Based on the research, Red Deer's 1% contribution is in alignment with other municipalities. Nationally, the percentage contributions for public art programs averages between 1-2% of capital project budgets.

Focus Area	Current Policy	Recommendation
Percent Allocation of Funds	A minimum of 1.0% capital construction costs not including: <ol style="list-style-type: none"> Capital construction costs associated with design and engineering, project design, administration, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing, or any indirect costs such as interest, advertising or legal fees, are excluded from the 1.0% calculation. 	No change recommended

3. Governance

In 2016, as part of the Strengthening Public Participation Phase 2 Implementation Plan (review of various Council Committees), the Dialogue Steering Committee recommended that Council maintain delegation of decision making to the Public Art Commission and remove its membership on the commission, allowing it to be an empowered decision making body governed through Council policies that were already established.

The current role of the Public Art Commission is outlined in Council Committee Bylaw No. 3576/2016 (Appendix 3):

- Provide expert and community input on public art for The City of Red Deer
- Recommend and advise on public art policies, guidelines, plans and issues as the related to The City of Red Deer



- Review all acquisition and donations of public art
- Adjudicate all public art projects and grant applications for the year in accordance with current policies.

Within the Public Art Policy, item 2(1) states the following:

“Public Art selection is integrated into capital projects development at the conceptual stage.

(1) Construction template Public Art will be reviewed by Council as part of the project approval and budget process. “

It is recommended that Section 2 be removed from the policy. The ‘construction template’ has not been used by administration for more than ten years. Instead, departments identify on the individual project capital budget forms if the project is subject to the public art policy. Council then approves the capital budget including projects with a public art component. This is Council’s only touch point in the public art selection process as they have delegated the adjudication and selection of public art projects to the Public Art Commission.

A revised Council Policy EL-D-2.7 Public Art with the recommendations above is included in the report in Appendix 2. It is also recommended that text related to the Public Art Reserve section of Council’s Policy GP-F-2.0 Reserves be added to the Public Art Policy to provide a connection between the two policies.

Discussion at the December 11, 2018 workshop supported the continued role of the Public Art Commission as the decision making body for the adjudication of public art projects and grant applications.

All the municipalities researched have some type of committee or commission involved in the acquisition of public art. The majority also have purpose statements or guiding principles that create identity and focus as well as provide guidance to the decision making process.

It is recommended that Council continue to support the role of the Public Art Commission. It is further recommended that the Committees Bylaw, specific to the Public Art Commission, expand the Purpose Statement and add Guiding Principles. The purpose statement provides a cohesive explanation as to why the program is important and the guiding principles help direct the acquisition process without setting specific criteria that would limit the creativity and unique nature of public art.

The revised Committee Bylaw No. 3576/2016 is included in the report in Appendix 4.

Recommendation Summary

It is recommended that Council approve the revised policy EL-D-2.7 Public Art as outlined in Appendix 2.

It is further recommended that Council approve first reading of Committees Bylaw Amendment 3576/B-2020 as outlined in Appendix 4.



Appendix 1 – Current Council Policy EL-D-2.7 Public Art

	Council Policy	
	Public Art	
	Policy Type: EXECUTIVE LIMITATION	EL-D-2.7

With respect to Public Art, the City Manager will not fail to ensure that:

- 1 A minimum of 1.0% capital construction cost allocation for public art is identified and included as part of each project for Council's consideration during budget deliberations.
 - (1) Capital construction costs associated with design and engineering, project design, administration, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing, or any indirect costs such as interest, advertising or legal fees, are excluded from the 1.0% calculation.
 - (2) Administration will identify the source of this funding whether it is from the City budget or from other sources such as the Provincial and/or Federal Governments, private donations, granting bodies, foundations, special funding opportunities, or a combination of City and other funding.
- 2 Public Art selection is integrated into capital projects development at the conceptual stage.
 - (1) Construction template Public Art will be reviewed by Council as part for the project approval and budget process.
- 3 There is a Public Call to Artist process in place.
 - (1) The call to artist process for accessioning artworks may take one of two forms:
 - (a) Open: Process is open to a wide range of entrants who may submit entries. Projects over \$75,000.00 must use an open selection process.
 - (b) Limited: Process is open to invited entrants.
- 4 The location and placement of artwork is assessed based on public visibility and impact as well as its ability to be integrated into or displayed in public areas.



- 5 Developer, corporate and private contributions are sought pursuant to Policy PS-A-2.6 Sponsorship.
- 6 This policy is applied to projects with high visibility and public impact in the following categories:
 - (1) New building construction in excess of \$250,000
 - (2) New engineered structures (i.e. bridges) in excess of \$250,000
 - (3) Major renovations to existing buildings and structures in excess of \$250,000
 - (4) Parks projects in excess of \$250,000
- 7 This policy is not applied to:
 - (1) Capital projects such as roads, in-ground water, sewer or drainage structures and other structures with limited visual impact and public accessibility.
 - (2) Demolition projects
 - (3) Capital equipment

References:

- I Policy PS-A-2.6 Sponsorship

Document History:

Policy Adopted	January 5, 2015
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Administrative Revisions:

Date:	Description:
May 16, 2017	<ul style="list-style-type: none"> • Changed policy number to EL-D-2.7 • Updated to current template format
October 18, 2017	Updated to current format.



Appendix 2 -REVISED Council Policy EL-D-2.7 Public Art

The logo for The City of Red Deer, featuring a stylized red and grey 'R' icon to the left of the text 'THE CITY OF Red Deer' in a serif font.	Council Policy	
	Public Art	
	Policy Type: EXECUTIVE LIMITATION	EL-D-2.7

Public Art is defined as any original work of art that is accessible to the general public. Typically, the creation of a public artwork takes into consideration site and context as part of its process; the artwork can be functional, integrated, or discreet to its site. Public Art mediums can include, but are not limited to: sculpture, installation, paintings, drawings, prints, photography, multi-media projects, murals, mosaics, land art/earth works, or projects which incorporate design, architecture, or landscape architecture. While it is recognized that architecture, interior design, and landscaping are artistic in nature and have artistic components, this policy defines Public Art as a distinct component of a building project that, while it may be integrated into its site, is created by a person engaged as an artist or its creation is directed by an artist.

With respect to Public Art, the City Manager will not fail to ensure that:

- I A minimum of 1.0% capital construction cost allocation for public art is identified and included as part of each project for Council’s consideration during Capital Budget deliberations.
 - (1) Capital construction costs associated with design and engineering, project design, administration, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing, or any indirect costs such as interest, advertising or legal fees, are excluded from the 1.0% calculation.
 - (2) Administration will identify the source of this funding whether it is from the City budget or from other sources such as the Provincial and/or Federal Governments, private donations, granting bodies, foundations, special funding opportunities, or a combination of City and other funding.

~~Public Art selection is integrated into capital projects development at the conceptual stage.~~
~~Construction template Public Art will be reviewed by Council as part for the project approval and budget process.~~

- 2 The procurement process for accessioning artworks may take one of two forms:



- (1) Open: Process is open to a wide range of entrants who may submit entries. Public Art projects over \$75,000.00 must use an open selection process.
- (2) Limited: Process is open to invited entrants.

~~There is a Public Call to Artist process in place.~~

~~The call to artist process for accessioning artworks may take one of two forms:~~

~~Open: Process is open to a wide range of entrants who may submit entries. Projects over \$75,000.00 must use an open selection process.~~

- 3 The location and placement of artwork is assessed based on public visibility and impact as well as its ability to be integrated into or displayed in public areas.
- 4 Developer, corporate and private contributions are sought pursuant to Policy PS-A-2.6 Sponsorship.
- 5 This policy is applied to:
 - (1) New construction in excess of \$500,000 of publically accessible city owned buildings. Only the portion of the building that is accessible to the public is included in the public art construction budget calculation.
 - (2) New above ground engineered structures (e.g. bridges) in excess of \$500,000. The structure must be accessible to the public and/or observed by the public for a minimum of four hours during a regular business day.
 - (3) Major renovations to existing publically accessible city owned buildings and structures in excess of \$500,000. Major renovation is defined as an adaptation of an asset which increases material size or capacity, or which changes the intended ordinary use of the asset from when originally placed into service.
 - (4) The development or redevelopment of regional or multi-neighborhood park infrastructure in which the construction budget is in excess of \$500,000.

~~policy is applied to projects with high visibility and public impact in the following categories:~~

- ~~(5) New building construction in excess of \$;250,000~~
- ~~(6) New engineered structures (i.e. bridges) in excess of \$;250,000~~
- ~~(7) Major renovations to existing buildings and structures in excess of \$; and 250,000~~
- ~~(8) Parks projects in excess of \$.250,000~~
- 6 This policy is not applied to:
 - (+) Capital projects such as roads, parking lots, in-ground water, sewer or drainage structures and other structures with limited visual impact and public accessibility.
 - (2) Demolition projects
 - (3) Transferable equipment (e.g. office supplies, furniture)
 - (4) Buildings or engineered structures not owned by The City



(5) Projects with limited visibility or public access

In addition, the City Manager will not fail to:

- 7 Ensure that the Public Art Commission provides expert and community input on public art for The City, including the adjudication of all public art projects.
- 8 Develop a Public Art Reserve using a portion of the 1.0% allocation pursuant to GP-F-2.0 Reserves.
 - (1) Place the full amount into the Public Art Reserve if the 1.0% allotment for a given project generates less than \$25,000 and where a meaningful project cannot be completed. Allocate 10% of the total public art allotment to the Public Art Reserve if the 1.0% allotment for a given project generates over \$25,000.
 - (2) Utilize the remaining portion of the 1.0% for design, fabrication, and installation of public art.

References:

- 2 ~~Policy PS-A-2.6 Sponsorship~~

Document History:

Policy Adopted	January 5, 2015
Policy Revised	



Appendix 3 - Council Committee Bylaw No. 3576/2016

63. Committee Name: Public Art Commission

64. Purpose

The purpose of the Public Art Commission is to provide expert and community input on public art for The City of Red Deer.

65. Committee Outcomes

- (1) The Public Art Commission will:
 - (a) Recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
 - (b) Review all acquisitions and donations of public art;
 - (c) Make decisions on the re-siting and deaccessioning of public artwork, except in the following situations where the authority will rest with the Public Art Coordinator:
 - (i) temporary relocations to support repairs, maintenance, construction, or to protect artwork;
 - (ii) cases where there is significant, immediate concern for public safety, or the safety or integrity of the artwork; and
 - (iii) short term and permanent relocations of interior placement discreet artworks (e.g. to facilitate a dynamic and interesting public art program).
 - (d) Adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
 - (e) Receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.
- (2) The Committee will keep all information confidential including names and details of submissions.



66. Membership

- (I) The Public Art Commission consists of the following Members:
 - (a) Three representatives from the community who are knowledgeable about art (Artists, art historians, art curators, art students/educators, etc.);
 - (b) Two Citizen Representatives;

67. Meetings

The Public Art Commission meets every second Wednesday of the month, commencing at 5:00 p.m. as required.



Appendix 4 – REVISED Council Committee Bylaw No. 3576/

63. Committee Name: Public Art Commission

Purpose

The purpose of the Public Art Commission is to provide expert and community input on public art for The City of Red Deer.

The purpose of the Public Art Commission is to provide expert and community input on the public art for The City of Red Deer. The Public Art program serves Red Deer residents and visitors by integrating works of art into public spaces and facilities throughout the city that reflect our community's distinct culture and character. Through the acquisition of artworks for public display, The City provides a more aesthetically pleasing and culturally enriched urban environment and creates a legacy for the future.

The guiding principles of the Public Art Program are:

(1) Community Wellbeing

- (a) Public Art provides the opportunity for all members of our community to experience creative expression and innovation that is free of barriers. Public Art contributes to the development of a vibrant and unique environment encouraging our community to meet and interact in public spaces.

(2) Connection

- (a) Public Art is connected to spaces and opportunities that develop a dedication to place in our community. We believe in Public Art that is engaging and accessible for our community by creating a connection between our built environment, our natural environment and our cultural environment.

(3) Diversity and Inclusion

- (a) We respect Public Art that stems from diverse cultures and practices; this is embraced by our belief in a welcoming and inclusive community. We strive for Public Art comprised of a diverse range of mediums, themes and styles, created by a diverse range of artists from local to international, and emerging to established.

(4) Sustainability

- (a) Public Art contributes to the sustainability of our municipality through the development of pride and belonging in our public spaces. We are committed to a sustainable Public Art program that:



- (i) Maintains a high standard of excellence in the acquisition and conservation of our collection;
- (ii) Engages the community in the selection process;
- (iii) Values our collection;
- (iv) Maintains fiscal responsibility; and
- (v) Respects the integrity and accountability of the process.

(5) Transparency

- (a) Public Art policies and procedures are open and accountable ensuring the integrity and respect for process and those involved. The process is adaptable to the changing needs and issues faced by our community. Along with Council and Administration, community members play a vital role in the Public Art process.

(6) Authenticity

- (a) Public Art is a reflection of our collective nature as the people who dwell in this particular part of the earth at this particular time. We strive as a community to be true to our uniqueness of place: past, present and future.

(7) Stewardship

- (a) Public Art requires ongoing maintenance, and conservation to ensure the longevity of the Public Art collection. It is the responsibility of the municipality to care for the Public Art collection; criteria have been established for the acquisition and deaccessioning of Public Art.

Committee Outcomes

(3) The Public Art Commission will:

- (a) Ensure the achievement of the guiding principles;
- (b) Recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
- (c) Review all acquisitions and donations of public art;



- (d) Make decisions on the re-siting and deaccessioning of public artwork, except in the following situations where the authority will rest with the Public Art Coordinator:
 - (i) temporary relocations to support repairs, maintenance, construction, or to protect artwork;
 - (ii) cases where there is significant, immediate concern for public safety, or the safety or integrity of the artwork; and
 - (iii) short term and permanent relocations of interior placement discreet artworks (e.g. to facilitate a dynamic and interesting public art program).
 - (e) Adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
 - (f) Receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.
- (4) The Committee will keep all information confidential including names and details of submissions.

Membership

- (2) The Public Art Commission consists of the following Members:
- (a) Three representatives from the community who are knowledgeable about art (Artists, art historians, art curators, art students/educators, etc.);
 - (b) Two Citizen Representatives;

BYLAW 3576/B-2020

Being a bylaw to amend Bylaw 3576/2016, the Committees Bylaw.

COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, AMENDS BYLAW 3576/2016 AS FOLLOWS:

I Section 64 is amended by adding the following after the first sentence:

“The purpose of the Public Art Commission is to provide expert and community input on the public art for The City of Red Deer. The Public Art program serves Red Deer residents and visitors by integrating works of art into public spaces and facilities throughout the city that reflect our community’s distinct culture and character. Through the acquisition of artworks for public display, The City provides a more aesthetically pleasing and culturally enriched urban environment and creates a legacy for the future.

The guiding principles of the Public Art Program are:

(1) Community Wellbeing

- (a) Public Art provides the opportunity for all members of our community to experience creative expression and innovation that is free of barriers. Public Art contributes to the development of a vibrant and unique environment encouraging our community to meet and interact in public spaces.

(2) Connection

- (a) Public Art is connected to spaces and opportunities that develop a dedication to place in our community. We believe in Public Art that is engaging and accessible for our community by creating a connection between our built environment, our natural environment and our cultural environment.

(3) Diversity and Inclusion

- (a) We respect Public Art that stems from diverse cultures and practices; this is embraced by our belief in a welcoming and inclusive community. We strive for Public Art comprised of a diverse range of mediums, themes and styles, created by a diverse range of artists from local to international, and emerging to established.

(4) Sustainability

- (a) Public Art contributes to the sustainability of our municipality through the development of pride and belonging in our public spaces. We are committed to a sustainable Public Art program that:
 - (i) Maintains a high standard of excellence in the acquisition and conservation of our collection;
 - (ii) Engages the community in the selection process;

- (iii) Values our collection;
- (iv) Maintains fiscal responsibility; and
- (v) Respects the integrity and accountability of the process.

(5) Transparency

- (a) Public Art policies and procedures are open and accountable ensuring the integrity and respect for process and those involved. The process is adaptable to the changing needs and issues faced by our community. Along with Council and Administration, community members play a vital role in the Public Art process.

(6) Authenticity

- (a) Public Art is a reflection of our collective nature as the people who dwell in this particular part of the earth at this particular time. We strive as a community to be true to our uniqueness of place: past, present and future.

(7) Stewardship

- (a) Public Art requires ongoing maintenance, and conservation to ensure the longevity of the Public Art collection. It is the responsibility of the municipality to care for the Public Art collection; criteria have been established for the acquisition and deaccessioning of Public Art.”

2 Section 65 is amended by inserting a new subsection 1(a) as follows:

“Ensure the achievement of the guiding principles;”

and subsequently renumbering the remainder of the section.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2020.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2020.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2020.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2020.

MAYOR

CITY CLERK

DATE: October 29, 2020

TO: Sarah Tittlemore, General Manager Community Services

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Public Art Review

Reference Report:

Recreation, Parks and Culture, dated October 26, 2020.

Resolution:

At the Monday, October 26, 2020 Regular Council Meeting, Council passed the following Resolutions:

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of Public Art Review -Committees Bylaw Amendment – Bylaw 3576/B-2020.

Resolved that Council of The City of Red Deer considered the report from Recreation, Parks and Culture dated October 26, 2020 re: Public Art Review hereby approves the revised Council Policy EL-D-2.7 Public Art with the following amendments:

- by deleting the amount “\$500,000” and replacing it with the amount “\$1,000,000” throughout all of Section 5.

Resolved that Council of The City of Red Deer hereby agrees to amend Bylaw 3576/B-2020 by adding to Committee Outcomes, the following subsection (g):
The Public Art Commission may consider community engagement and/or have the artist engage with the community for commissioned Public Art projects.

Resolved that Council of The City of Red Deer hereby agrees to amend Bylaw 3576/B-2020 by: Guiding principles – Section 2(a) – delete the words “is connected to spaces and opportunities that develop” and replaces them with the word “creates”.

Bylaw Reading:

At the Monday, October 26, 2020 Regular Council Meeting, Council gave first reading, as amended, to the following Bylaw:

Bylaw 3576/B-2020 (an amendment to the Committees Bylaw to make revisions to the sections related to Public Art)

Report back to Council:

Yes.

Comments/Further Action:

This bylaw will come back for second and third readings at the Monday, November 9, 2020 Council Meeting.

“Frieda McDougall”

Frieda McDougall
Manager

- c. Policy Analyst
Corporate Meeting Administrator



October 26, 2020

Land Use Bylaw Amendment 3357/N-2020 - Rezoning
II Industrial (Business Service) District to C4 Commercial
(Major Arterial) District 2404 Gaetz Avenue
Consideration of Second and Third Reading

Prepared By: Amber Senuk, Corporate Meeting Administrator
Department: Legislative Services

Report Summary & Recommendation:

Summary:

The attached report is being brought forward from the Monday, September 28, 2020 City Council meeting.

Recommendation:

That Council considers second and third readings to Bylaw 3357/N-2020.

Background:

On September 28, 2020 Council gave first reading to Bylaw 3357/N-2020, an amendment to the Land Use Bylaw to rezone 2404 Gaetz Avenue from II Industrial (Business Service) District to C4 Commercial (Major Arterial) District to better align with the surrounding land use zoning along Gaetz Avenue.

Proposed Resolution:

That Bylaw 3357/N-2020 be read a second and third time.



Originally Submitted to the
September 28, 2020 Council
Agenda

September 14, 2020

Land Use Bylaw Amendment 3357/N-2020 - Rezoning I1 Industrial (Business Service) District to C4 Commercial (Major Arterial) District 2404 Gaetz Avenue

Prepared by: Christi Fidek, Senior Planner
Department: Planning Department

Report Summary & Recommendation

Administration has received an application to rezone 2404 Gaetz Avenue from I1 Industrial (Business Service) District to C4 Commercial (Major Arterial) District to better align with the surrounding land use zoning along Gaetz Avenue.

Administration recommends that Council proceed with first reading of Land Use Bylaw amendment 3357/N-2020 (see Appendix A).

Proposed resolution

That Bylaw 3357/N-2020 be read a first time. If first reading is given, this bylaw will be advertised for two consecutive weeks.

Rationale for Recommendation

1. Adheres to municipal policies.

The application is consistent with the Municipal Development Plan (MDP) and the Land Use Bylaw (LUB).

2. Consistent with zoning of properties along Gaetz Avenue.

With the exception of some residential properties near the hospital, all properties south of downtown along Gaetz Avenue are zoned as commercial.

3. Supported by the public.

No letters of concern were provided by landowners within 100m of the Site.

Discussion

Background

The landowner of 2404 Gaetz Avenue (Lot 10A, Block A, Plan 932 2126) is proposing to rezone the property from I1 Industrial (Business Service) to C4 Commercial (Major Arterial) to better align with the surrounding commercial districting along Gaetz Avenue, see Appendix B. The existing use is an animal clinic; this use would continue under C4 as a Commercial Service Facility. No redevelopment or new development is proposed at this time.

In the 1970's, development along this stretch of Gaetz Avenue was designated as industrial. Over the next twenty years, in conformance with the MDP, the area was redistricted to commercial. The site was not redistricted as the landowner wanted to retain the industrial designation until now.

Analysis

Municipal Development Plan (MDP)

The MDP's Generalized Land Use Concept map shows this area as commercial land within the Gaetz Avenue Commercial Corridor. The corridor area is to be the primary arterial commercial area within the city. The proposed rezoning brings the property into conformance with the current day MDP intent. A copy of the Generalized Land Use Concept map and related policies are shown in Appendix C.

Land Use Bylaw

The purpose of the C4 Commercial district is as follows:

"...to facilitate the development of the primary location for trade and service related to the automotive transportation and the automobile traveller, and other commercial land uses which are built at low densities, in planned centres, generally, to serve the city and region, as a whole."

The proposed redesignation of the Site is consistent with the purpose of the C4 district (see Appendix E) and the surrounding properties along Gaetz Avenue. The existing veterinary clinic was a small animal clinic which is a permitted use as a Commercial Services Facility in the C4 district. The clinic is currently not in operation. Rezoning to C4 will allow for additional future commercial uses in C4.

Dialogue

The application was circulated to various City departments for review. No concerns were identified.

An information package was sent to 9 landowners within 100m of the subject property. No concerns were identified. The information that was sent to landowners is in Appendix E.

Appendices

- Appendix A – Bylaw 3357/N-2020
- Appendix B – Zoning of Surrounding Area
- Appendix C – Municipal Policies
- Appendix D – External Referral Package
- Appendix E – C4 and I1 Districts

APPENDIX A

Bylaw 3357/N-2020

BYLAW NO. 3357/N-2020

Being a Bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of The City of Red Deer as described herein.

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

Bylaw No. 3357/2006 is hereby amended as follows:


- 1. Lot 10A, Block A, Plan 932 2126 shown in the sketch attached as Schedule “A” to this Bylaw is redesignated from I1 Industrial (Business Service) District to C4 Commercial (Major Arterial) District.
- 2. The “Land Use District Map L11” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 10 / 2020 attached hereto and forming part of the bylaw.

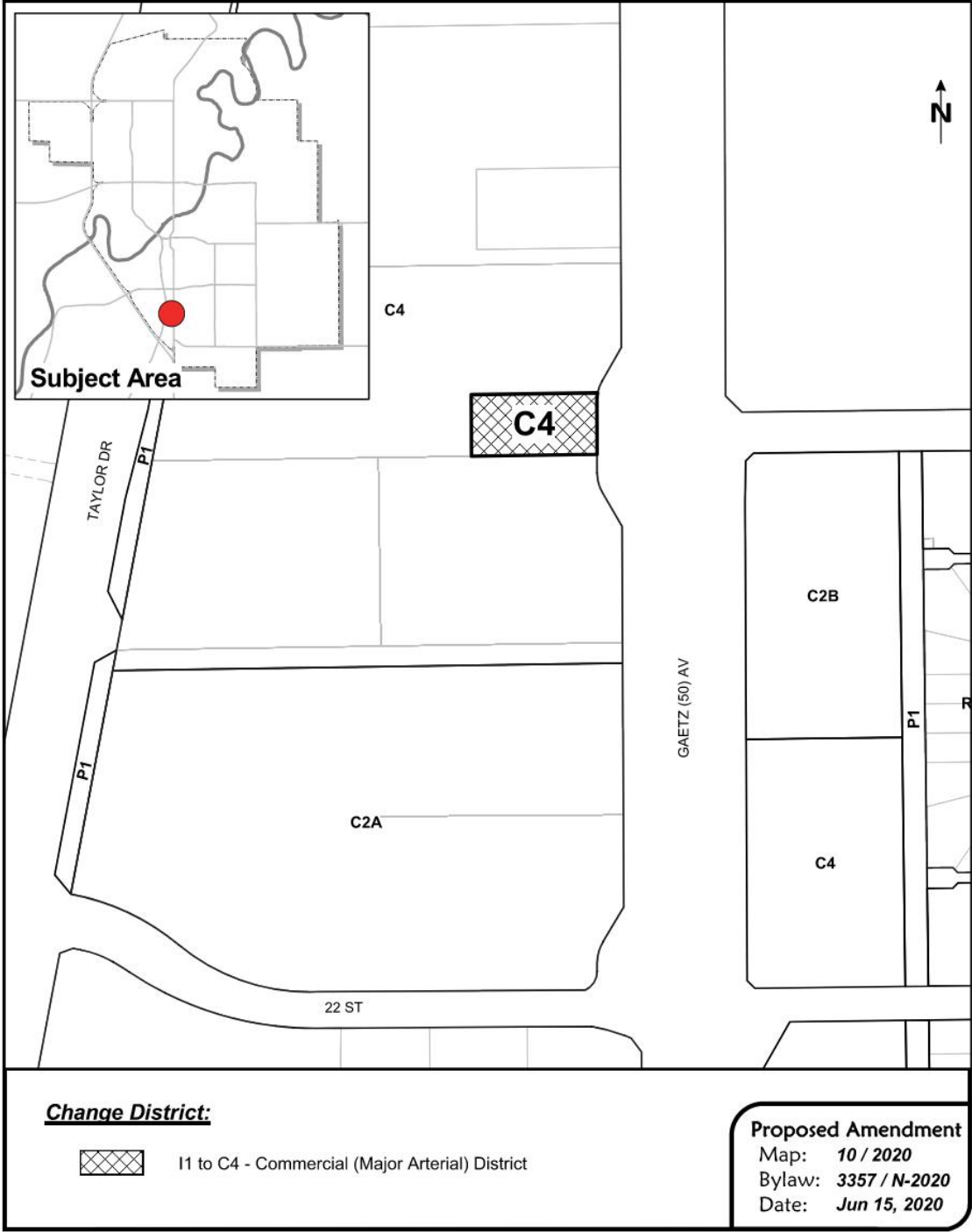
READ A FIRST TIME IN OPEN COUNCIL this	day of	2020.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2020.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2020.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2020.

MAYOR

CITY CLERK

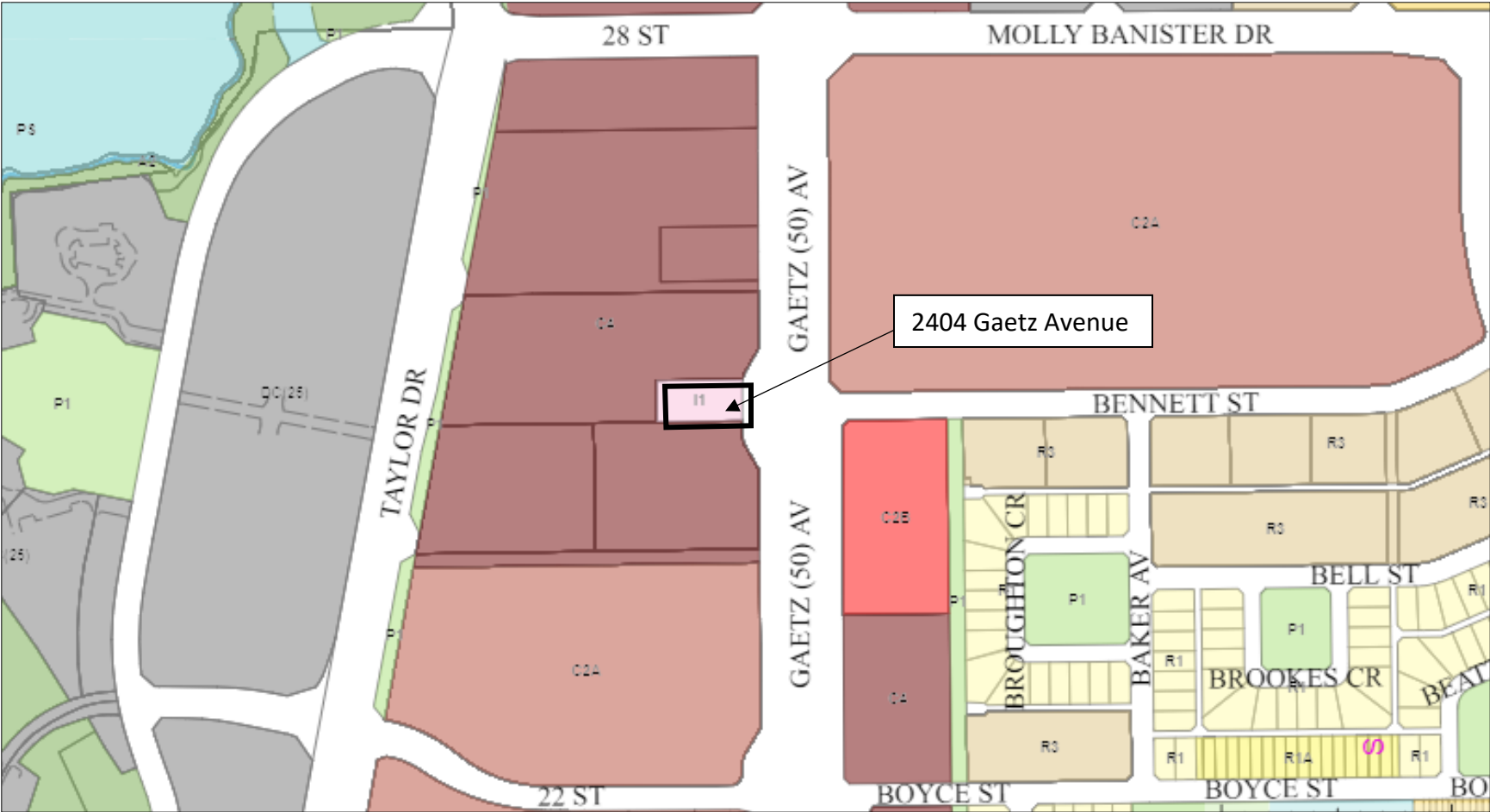
Schedule "A"

 **Red Deer** Proposed Amendment to Land Use Bylaw 3357/2006



APPENDIX B

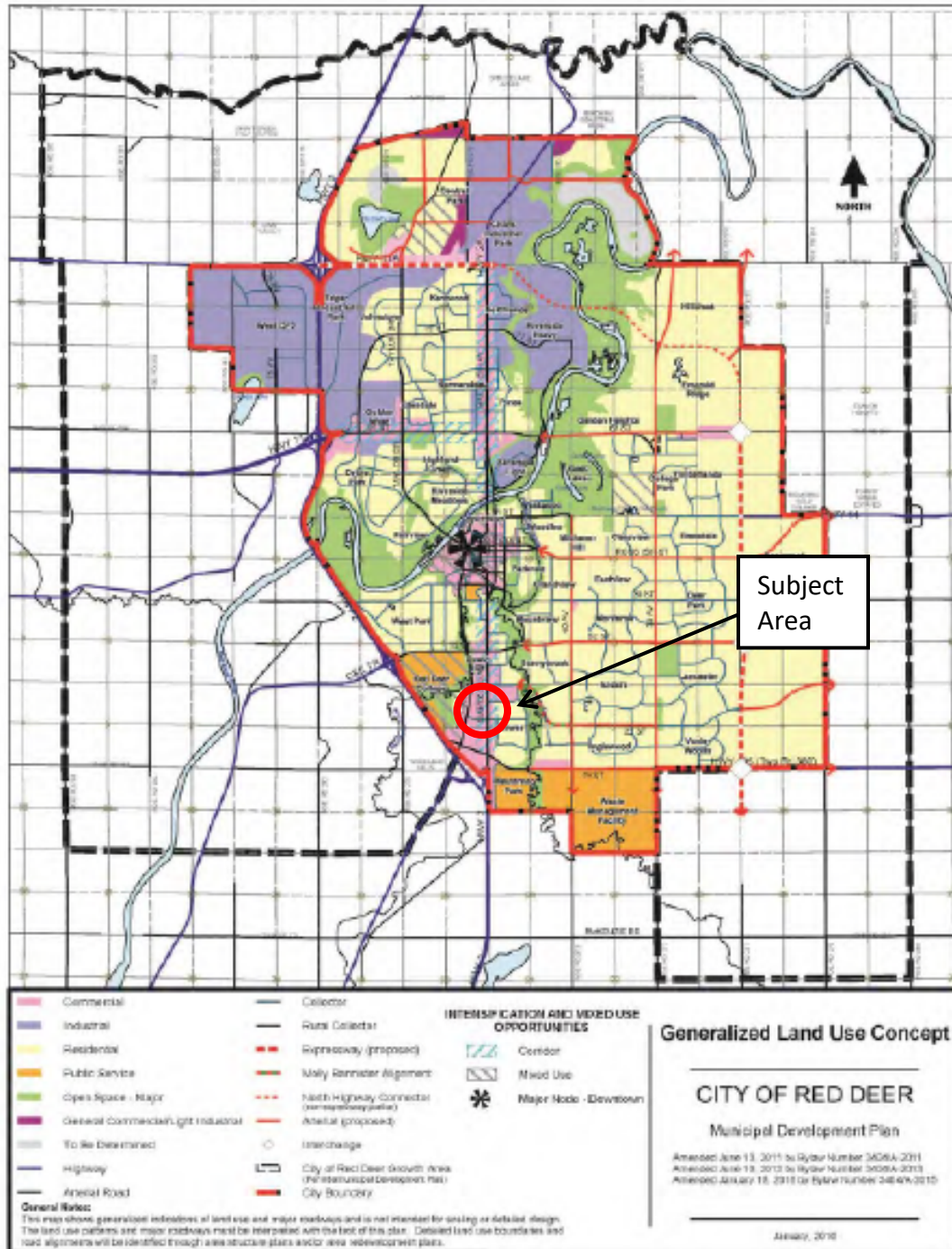
Zoning of Surrounding Area



APPENDIX C

Municipal Policies

Municipal Development Plan

**12.8 Gaetz Avenue and 67 Street Commercial Corridors**

The Gaetz Avenue commercial corridor shall be the primary arterial commercial area within the city and the 67 Street commercial corridor shall be a secondary arterial commercial area. In the areas shown on the Generalized Land Use Concept map as a major urban corridor, opportunities for intensification of land use, mixed use development and improvements to make these corridors more pedestrian friendly and transit oriented should be promoted and encouraged.

APPENDIX D

External Referral Package



Date: June 25, 2020

«Prime_Owner_Name»

«Owner_Address_1»

«Owner_Address_2»

To: Landowners within 100m of 2404 Gaetz Avenue

Re: Rezoning of 2404 Gaetz Avenue from I1 to C4

Why have you received this letter?

You are being notified of a proposed amendment to the Land Use Bylaw to provide for the rezoning of 2404 Gaetz Avenue from the I1 Industrial (Business Service) District to the C4 Commercial (Major Arterial) District. The subject site is home to the Central Animal Clinic. A map of the site and surrounding area is included in this package. As part of the City's overall evaluation process, landowners within 100 metres of the subject site are provided with an opportunity to review and comment on the proposed amendment. You are invited to review and provide comments on the proposed amendment by Thursday July 16, 2020.

What is being proposed?

The landowner proposes to rezone the property from industrial to commercial for consistency with surrounding zoning along Gaetz Avenue. No new development has been proposed. Copies of the I1 Industrial (Business Service) District and the C4 Commercial (Major Arterial) District have been attached to this letter.

Do you have to provide comments?

It is optional to provide comments. If you would like to submit comments, please do so by 4:30 PM, Thursday July 16, 2020. Methods for submitting comments are outlined on the attached comment sheet.

What will happen if I submit comments?

All comments received will be reviewed by Planning staff and considered for possible revisions to the draft bylaw. All comments will be incorporated into the planning report that will be forwarded to Council for consideration at First Reading of the proposed bylaw amendment.

What is the next step for this amendment?

It is anticipated that the proposed bylaw will be presented to Council for consideration in the coming months. If Council gives First Reading to the proposed amending bylaw, Council must hold a Public

Hearing prior to considering Second and Third Reading (i.e. adoption) of the proposed bylaw. Public Hearings are advertised in the Friday edition of the Red Deer Advocate and all landowners within 100-metres of the site will also receive written notification of the Public Hearing. The Public Hearing is an opportunity for the public to speak directly to Council about any concerns they may have with the proposed bylaw amendment.

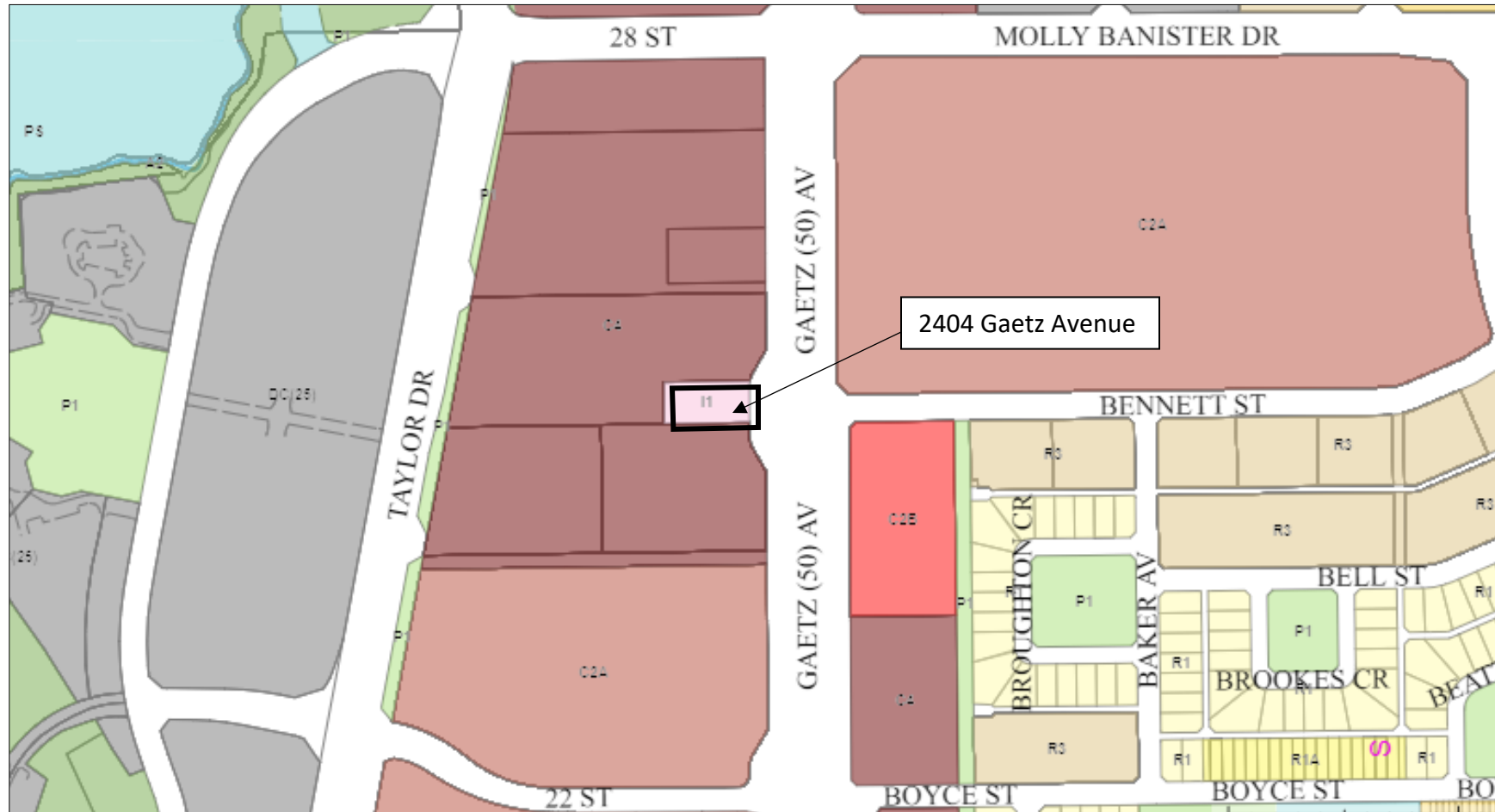
Thank you for your consideration in this matter. Do not hesitate to contact me if you have any questions.

Sincerely,

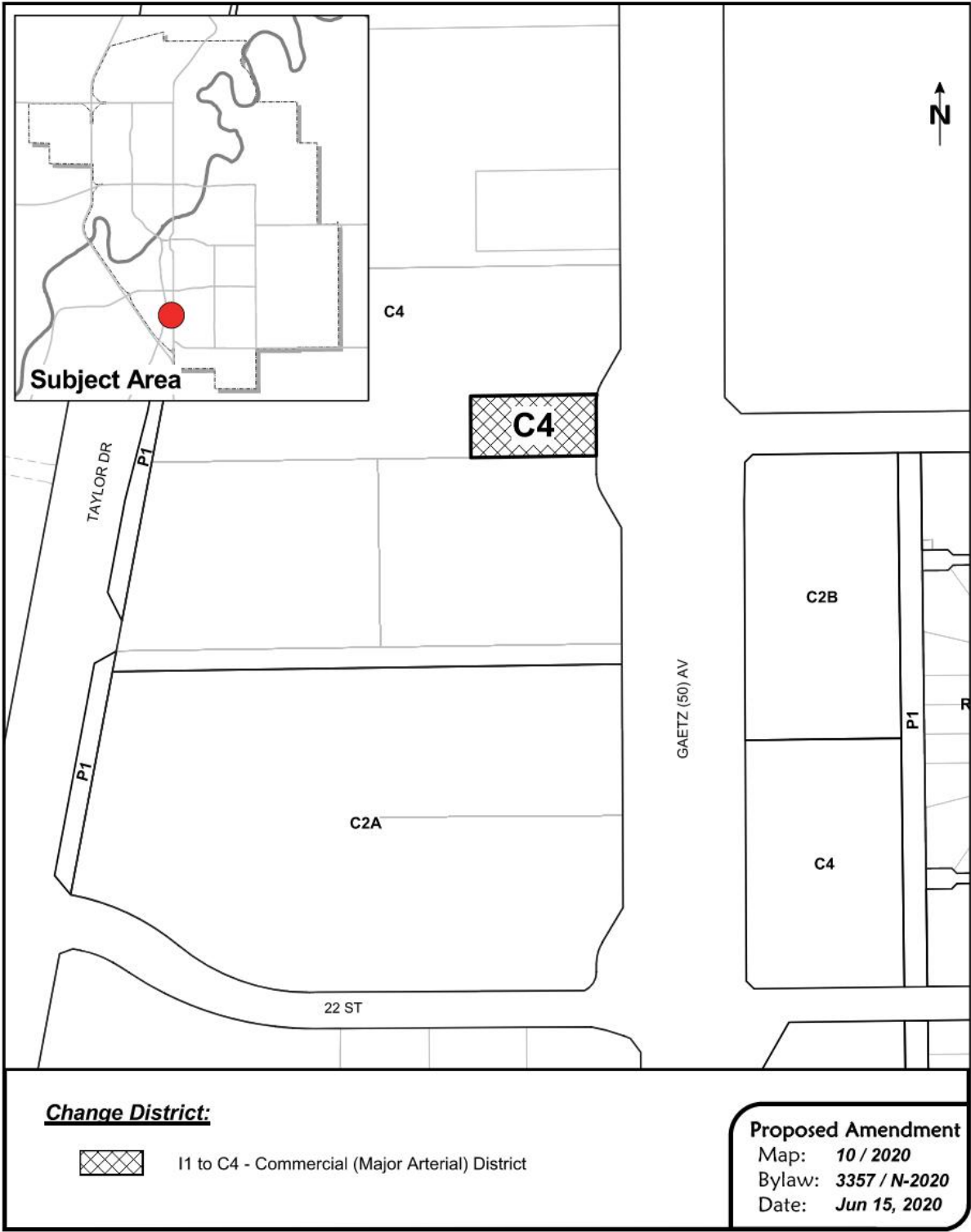
A handwritten signature in blue ink that reads "Christi Fidek". The signature is written in a cursive, flowing style.

Christi Fidek
Senior Planner
Planning Department
403-406-8701
christi.fidek@reddeer.ca

Subject Parcel – 2404 Gaetz Avenue



 **Red Deer** *Proposed Amendment to Land Use Bylaw 3357/2006*



APPENDIX E

C4 and I1 Districts

BYLAW NO. 3357/N-2020

Being a Bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of The City of Red Deer as described herein.

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

Bylaw No. 3357/2006 is hereby amended as follows:

1. Lot 10A, Block A, Plan 932 2126 shown in the sketch attached as Schedule "A" to this Bylaw is redesignated from I1 Industrial (Business Service) District to C4 Commercial (Major Arterial) District.
2. The "Land Use District Map L11" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 10 / 2020 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2020.

READ A SECOND TIME IN OPEN COUNCIL this day of 2020.

READ A THIRD TIME IN OPEN COUNCIL this day of 2020.

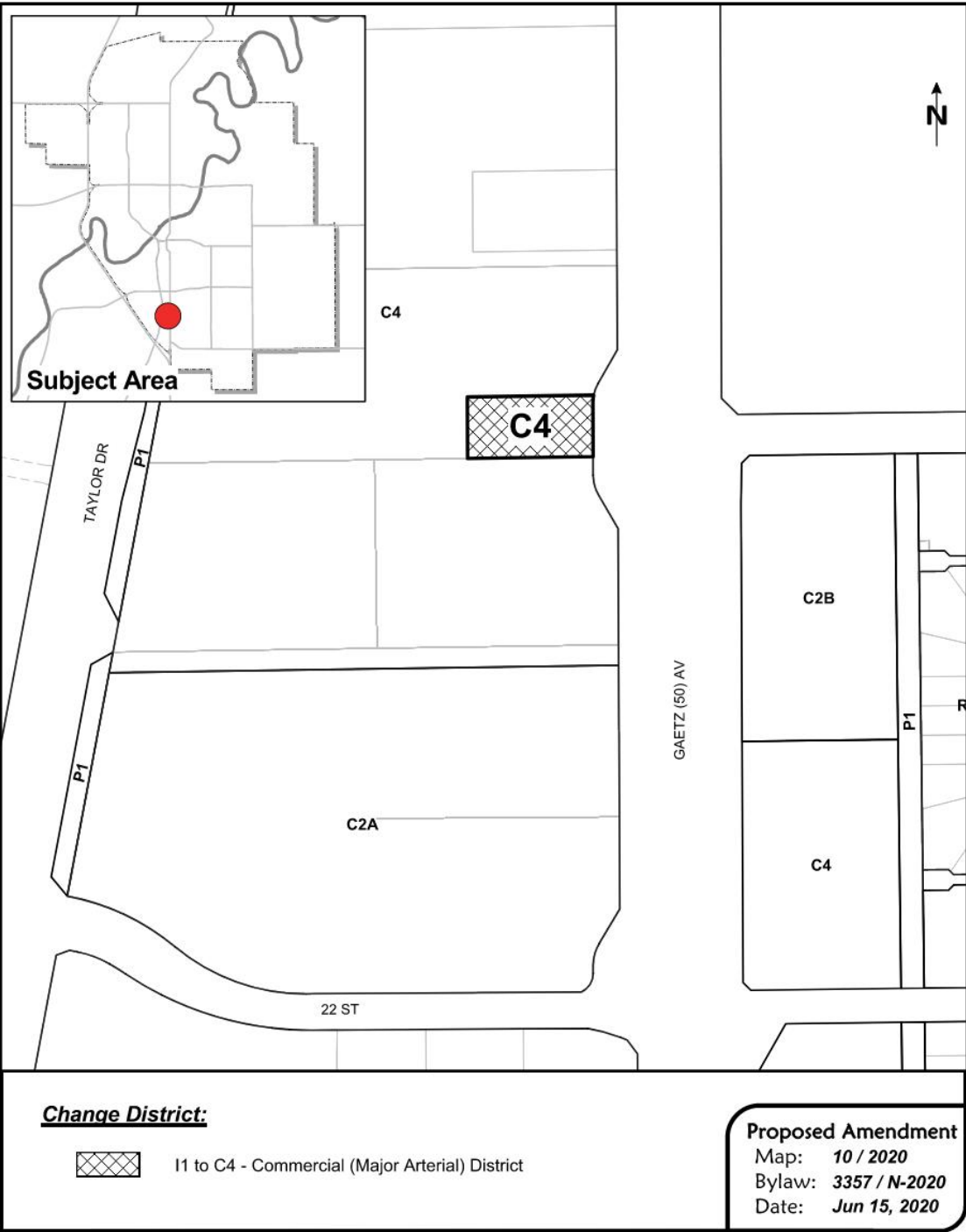
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2020.

MAYOR

CITY CLERK

Schedule "A"

 **Red Deer** Proposed Amendment to Land Use Bylaw 3357/2006



5.6 C4 Commercial (Major Arterial) District

C4

General Purpose

The general purpose of this District is to facilitate the development of the primary location for trade and service related to automotive transportation and the automobile traveller, and other commercial land uses which are built at low densities, in planned centres, generally, to serve the city and the region, as a whole.

1. C4 Permitted and Discretionary Uses Table

(a) Permitted Uses

- (i) ¹Building Sign
- (ii) Commercial recreation facility.
- (iii) Commercial service facility.
- (iv) ²Freestanding Sign.
- (v) ³Merchandise Sales (excluding Cannabis Retail Sales)
- (vi) Restaurant.
- (vii) Service and repair of goods traded in the C4 District.
- (viii) ⁴DELETED

(b) Discretionary Uses

- (i) Above ground storage tanks for motor fuel products including propane and used oil.
- (ii) Accessory building or use subject to section 3.5.
- (iii) ⁵Billboard Sign;
- (iv) Dangerous goods occupancy.
- (v) Drinking establishment (adult entertainment prohibited and subject to section 5.7(8)).
- (vi) Drinking establishment (adult entertainment permitted and subject to section 5.7(8)).
- (vii) ⁶Dynamic Fascia Sign; and
- (viii) ⁷Dynamic Freestanding Sign.
- (ix) Funeral Home.
- (x) ⁸Health and Medical Services

¹ 3357/B-2018

² 3357/B-2018

³ 3357/L-2018

⁴ 3357/B-2018

⁵ 3357/B-2018

⁶ 3357/B-2018

⁷ 3357/B-2018

⁸ 3357E/2011

(b) Discretionary Uses *continued*

- (xi)** Hotel, motel or hostel.
- (xii)** ¹Merchandise sales and/or rental (no minimum floor area for a building or a unit within the building).
- (xiii)** ²Outdoor display or sale of goods.
- (xiv)** ³Deleted
- (xv)** Transportation, communication or utility facility.
- (xvi)** Warehouse.
- (xvii)** ⁴Outdoor storage.
- (xviii)** ⁵Gaming or Gambling Establishment subject to section 5.7 (1) (g)
- (xix)** ⁶Cannabis Retail Sales

2. C4 Commercial (Major Arterial) District Regulations**(a) Table 5.6 C4 Regulations**

Regulations	Requirements
⁷ Floor Area Maximum	One third of site area
Building Height Maximum	Three storeys
Front Yard Minimum	15.0 m
Side Yard Minimum	Nil, when there is a constructed lane 3.8 m on one side when there is no constructed lane 3.0 m when it abuts a street
Rear Yard Minimum	3.0 m
Landscaped Area Minimum	40% of minimum front yard, however, if it is determined by the Development Authority that landscaping is required elsewhere on the site, then 15 % of the site area may be required to be provided
Parking	Subject to section 3.1 and 3.2
Loading Spaces Minimum	One opposite each loading door with a minimum of one per building, subject to section 5.7(3)
Site Area	Minimum 1393 m ² Maximum 4.0 ha
Frontage	Minimum 30.0 m

- (b)** C4 District is subject to any applicable commercial regulations listed within section 5.7.

¹ 3357/L-2018, 3357/S-2019

² 3357/E-2006

³ 3357/G-2016, 3357/B-2018

⁴ 3357/E-2006

⁵ 3357/J-2007

⁶ 3357/P-2018

⁷ 3357/G-2018

3. C4 Commercial (Major Arterial) Site Development

- (a)** The relationship of the use to adjacent residential areas will be a factor in considering the size, site plan and architectural treatment of the building.

6.1 I1 Industrial (Business Service) District**I1****General Purpose**

¹The general purpose of this District is to provide for a limited range of light industrial, warehousing, storage, and industrial support services within the performance standards of section 6.6 subsection (2)(a), the operation of which do not create or emit noises, odours, dust, fumes or other factors which are regarded as nuisances. In addition, this district will provide for certain other businesses which are incompatible in commercial districts.

1. I1 Permitted and Discretionary Uses Table

(a) Permitted Uses	
(i)	Accessory buildings or uses excluding sales subject to section 3.5.
(ii)	Accessory sales related to manufacturing, processing, and/or distribution of any article.
(iii)	Accessory sales of used trucks, used automobiles and used holiday trailers, providing that collectively there are not more than three units for sale on the site at any one time.
(iv)	² Building Sign; and
(v)	³ Freestanding Sign.
(vi)	Industrial support services.
(vii)	⁴ DELETED
(viii)	Manufacture, processing, distribution, repair, servicing, and/or rental of any articles.
(ix)	Service stations.
(x)	⁵ Warehousing.
(xi)	⁶ Outdoor storage.
(b) Discretionary Uses	
(i)	Above ground storage tanks for motor fuel products including propane and used oil.
(ii)	Animal services.
(iii)	Auction marts (excluding livestock).
(iv)	⁷ Billboard Sign;

¹ 3357/N-2019, 3357/M-2019

² 3357/B-2018

³ 3357/B-2018

⁴ 3357/B-2018

⁵ 3357/E-2006

⁶ 3357/E-2006

⁷ 3357/B-2018

(b) Discretionary Uses *continued*

- (v) ¹DELETED
- (vi) ²DELETED
- (vii) ³Dynamic Fascia Sign; and
- (viii) ⁴Dynamic Freestanding Sign.
- (ix) Crematorium
- (x) Dangerous goods occupancy.
- (xi) Restaurant.
- (xii) ⁵Sale of large trucks over 10,000 Kg, Manufactured Homes, heavy construction equipment and machinery
- (xiii) Sale of horse, stock, and light flatdeck and cargo trailers.
- (xiv) ⁶DELETED
- (xv) Transportation, communication or utility facility.
- (xvi) ⁷Industrial trade schools (maximum capacity of 60 persons).
- (xvii) ⁸Accessory outdoor display or sale of goods
- (xviii) ⁹Pet Crematorium
- (xix) ¹⁰Alternative/Renewable Energy Facility on sites designated in an Eco Industrial Park Overlay District.
- (xx) ¹¹Uses that produce waste materials, outputs, or by-products that may be used as inputs for an industrial operation within the Eco Industrial Park Overlay District. This use does not include Cannabis Retail Sales.
- (xxi) ¹²Uses that may consume waste materials, outputs, or by-products that are produced by an industrial operation within an Eco Industrial Park Overlay District. This use does not include Cannabis Retail Sales.

2. I1 Industrial (Business Service) District Regulations**(a) Table 6.1 I1 Regulations**

Regulations	Requirements
Floor Area Minimum	n/a
Building Height	n/a

¹ 3357/G-2016, 3357/B-2018² 3357/G-2016, 3357/B-2018³ 3357/B-2018⁴ 3357/B-2018⁵ 3357/E-2016⁶ 3357/B-2018⁷ 3357/L-2011⁸ 3357/E-2006⁹ 3357/M-2008¹⁰ Correction 38¹¹ 3357/L-2018¹² 3357/L-2018

Regulations	Requirements
Maximum	
Front Yard Minimum	6.0 m, except Edgar Industrial Drive “and I1 ¹ zoned lands located within an Eco Industrial Park Overlay District” which is 9 m
Side Yard Minimum	6.0 m one side
Rear Yard Minimum	3.0 m
Landscaped Area	40 % of minimum front yard
Parking Spaces	Subject to section 3.1 and 3.2
Loading Space	Subject to section 3.7
Site Area Minimum	929.0 m ²
Frontage Minimum	22.0 m

- (b) ²I1 District is subject to any applicable industrial regulations listed within section 6.6.
- (c) Notwithstanding section 6.1(2)(a) Table 6.1, buildings on properties abutting a major arterial or abutting a service road adjacent to a major arterial shall be constructed at least 18.0 m from the said arterial or service road. The building on Lot 10A, Block A, Plan 782 0258 (2404 - 50 Avenue) shall be exempted from this regulation, but shall have a minimum front yard setback of 15.0 m.

¹ 3357H-2014

² 3357/N-2019, 3357/M-2019

DATE: October 29, 2020

TO: Christi Fidek, Senior Planner

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/N-2020 - Rezoning II Industrial (Business Service) District to C4 Commercial (Major Arterial) District - 2404 Gaetz Avenue

Reference Report:

Planning and Development Services, dated September 28, 2020.

Bylaw Reading:

At the Monday, October 26, 2020 Regular Council Meeting, Council gave second and third reading to the following Bylaw:

Bylaw 3357/N-2020 (an amendment to the Land Use Bylaw to rezone 2404 Gaetz Avenue from II Industrial (Business Service) District to C4 Commercial (Major Arterial) District to better align with the surrounding land use zoning along Gaetz Avenue)

Report back to Council:

No.

Comments/Further Action:

Administration will update the bylaw and distribute in due course.

“Frieda McDougall”

Frieda McDougall
Manager

- c. General Manager Development and Protective Services
Manager of Planning