

CITY COUNCIL

AGENDA

Monday, January 21, 2019 – Council Chambers, City Hall

Call to Order: 2:30 PM
Recess: 5:00 PM to 6:00 PM

I. MINUTES

- I.1. Confirmation of the Minutes of the December 10, 2018 Regular Council Meeting

(Agenda Pages 1 – 29)

I.1.a. Motion to Lift from the Table

- I.2. Confirmation of the Minutes of the January 7, 2019 Council Meeting

(Agenda Pages 30 – 41)

2. POINTS OF INTEREST

3. REPORTS

- 3.1. In Camera Meeting Practices

(Agenda Pages 42 – 47)

4. BYLAWS

- 4.1. Electric Utility Bylaw Amendment 3273/A-2019 Distribution Tariff

(Agenda Pages 48 – 73)

4.1.a. Consideration of First Reading of the Bylaw

- 4.2. Intermunicipal Subdivision and Development Appeal Board Bylaw
(Agenda Pages 74 – 85)
 - 4.2.a. Consideration of First Reading of the Bylaw

- 4.3. Committees Bylaw
Bylaw 3576/A-2019
(Agenda Pages 86 – 125)
 - 4.3.a. Consideration of First Reading of the Bylaw

- 4.4. Evergreen Neighbourhood Area Structure Plan (NASP)
Bylaw 3217/A-2019
Land Use Bylaw Amendment 3357/G-2019
(Agenda Pages 126 – 237)
 - 4.4.a. Consideration of First Reading of Bylaw 3217/A-2019
 - 4.4.b. Consideration of First Reading of Bylaw 3357/G-2019

- 4.5. Portable Sign Council Resolution - Report Back to Council
Bylaw 3357/F-2019
(Agenda Pages 238 – 254)
 - 4.5.a. Consideration of First Reading of the Bylaw

- 4.6. Business Bylaw Amendment 3609/A-2019
Not for Profit
(Agenda Pages 255 – 298)
 - 4.6.a. Consideration of First Reading of the Bylaw

5. **ADJOURNMENT**



M I N U T E S - Unapproved

**of the Red Deer City Council Regular Meeting
held on Monday, December 10, 2018
commenced at 2:38 P.M.**

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, Craig Curtis
Director of Communications & Strategic Planning, Julia Harvie-Shemko
Director of Community Services, Sarah Cockerill
Director of Corporate Services, Lisa Perkins
Director of Development Services, Kelly Kloss
Director of Planning Services, Tara Lodewyk
Director of Protective Services, Paul Goranson
Deputy City Clerk, Samantha Rodwell
Corporate Meeting Administrator, Amber Senuk
Committees Coordinator, Lynn Van Laar
Inspections & Licensing Manager, Erin Stuart
City Solicitor, Michelle Baer
Controller, Property Taxation, Roxane Preedin
Development Officer, Beth McLachlan
Senior Planner, Christi Fidek



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I. IN CAMERA MEETING

I.1. Motion to In Camera - Human Resource Matters FOIP 24(1)(b)(i), Financial Matters FOIP 24(1)(a) and Legal Matters FOIP 24(1)(a)

Moved by Councillor Buck Buchanan, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to enter into an In-Camera meeting of Council on Monday, December 10, 2018 at 2:38 p.m. and hereby agrees to exclude the following:

- All members of the media; and
- All members of the public; and
- All non-related staff members

to discuss Human Resource Matters as protected under the Freedom of Information & Protection of Privacy Act 24(1)(b)(i), Financial Matters as protected under the Freedom of Information & Protection of Privacy Act, 24(1)(a), and Legal Matters as protected under the Freedom of Information & Protection of Privacy Act, 24(1)(a).

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

Councillor Vesna Higham left Council Chambers at 4:00 p.m. and returned at 4:03 p.m.

Councillor Buck Buchanan left Council Chambers at 4:40 p.m. and returned at 4:41 p.m.

I.2. Motion to Revert to Open

Moved by Councillor Vesna Higham, seconded by Councillor Dianne Wyntjes



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Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on Monday, December 10, 2018 at 4:49 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

Council recessed at 4:50 p.m. and reconvened at 4:55 p.m.

2. MINUTES

2.1. Confirmation of the Minutes of the November 26, 2018 Regular Council Meeting

Moved by Councillor Lawrence Lee, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer hereby approves the Minutes of the November 26, 2018 Regular 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

3. PRESENTATIONS

3.1. Community Safety Strategy

Director of Community Services, Sarah Cockerill and Director of Protective Services, Paul Goranson, gave a presentation.



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Councillor Buck Buchanan left Council Chambers at 5:53 p.m.

4. REPORTS

4.1. Extension of Homelessness Partnering Strategy (HPS) and Outreach & Support Services Initiatives (OSSI) Projects

Yvonne Peebles, outgoing Community Housing Advisory Board Chair, and Sandi Chalmers, Community Housing Advisory Board Chair, presented a report.

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wytjies

Resolved that Council of The City of Red Deer having considered the report from Social Planning, dated November 13, 2018 re: Extension of Homelessness Partnering Strategy (HPS) and Outreach & Support Services Initiative (OSSI) projects hereby endorses the extension of funding agreements from the Homelessness Partnering Strategy from April 1, 2019 to September 30, 2019 as follows:

Homelessness Partnering Strategy (HPS) Agreements to be Extended		
SERVICE PROVIDER	PROGRAM	FUNDING AMOUNT April 1, 2019 to September 30, 2019 (6 months)
Safe Harbour Society Coordinated Entry	Coordinated Entry	\$25,000.00
Bredin Centre for Learning PATH Program	Prevention	\$109,398.50
Central Alberta Women's Outreach Society Red Deer Housing Team	Housing First	\$79,932.50
Red Deer Native Friendship Society Aboriginal Prevention Program	Prevention	\$104,268.50
Red Deer Native Friendship Society	Housing First	\$11,585.50



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

ABSENT: Councillor Buck Buchanan

MOTION CARRIED

Councillor Buck Buchanan returned to Council Chambers at 5:55 p.m.

Moved by Councillor Ken Johnston, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer having considered the report from Social Planning, dated November 13, 2018 re: Extension of Homelessness Partnering Strategy (HPS) and Outreach & Support Services Initiatives (OSSI) projects hereby endorses the extension of funding agreements from the Outreach & Support Services Initiative (OSSI) from July 1, 2109 to September 30, 2019, as follows:

Outreach & Support Services Initiative (OSSI) Agreements to be Extended		
SERVICE PROVIDER	PROGRAM	FUNDING AMOUNT July 1, 2019 to September 30, 2019 (3 months)
Safe Harbour Society Coordinated Entry	Coordinated Entry	\$69,833.25
Central Alberta Women's Outreach Society Coordinated Access Process (CAP)	Coordinated Access Process	\$5,000.00
Central Alberta Women's Outreach Society Red Deer Housing Team	Rapid Rehousing	\$104,600.00



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Safe Harbour Society Supported Housing	Supported Housing	\$22,702.00
Canadian Mental Health Association The Buffalo Housing First Community	Permanent Supportive Housing	\$198,178.00
Canadian Mental Health Association HomeLinks	Intensive Case Management	\$250,000.00
Red Deer Native Friendship Society Pimâcihowin - Aboriginal Intensive Case Management	Intensive Case Management	\$88,887.00
McMan Central Arcadia Housing	Transitional Housing for Youth	\$45,000.00
Red Deer Native Friendship Society Cultural Connections	Indigenous Cultural Support	\$25,027.00
Central Alberta Women's Outreach Society Shoestring Depot	Household Amenities Warehouse	\$30,000.00
Red Deer Native Friendship Society Landlord Engagement	Landlord Engagement Services	\$3,750.00
Canadian Mental Health Association Landlord Engagement	Landlord Engagement Services	\$9,375.00
Central Alberta Women's Outreach Society Landlord Engagement	Landlord Engagement Services	\$5,625.00

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



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4.2. Buffalo Housing First - Request for Additional Funding

Moved by Councillor Dianne Wyntjes, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer having considered the report from Social Planning dated November 28, 2018 re: Buffalo Housing First – Request for Additional Funding hereby endorses an amendment to the Buffalo Housing First agreement with the Canadian Mental Health Association by increasing the funding to this program in the amount of \$130,118 to September 30, 2019 from Outreach & Support Services Initiative (OSSI) funding.

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

OPPOSED: Councillor Lawrence Lee

MOTION CARRIED

4.3. Downtown Business Association's 2019 Budget

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered the report from Legislative Services Department dated November 22, 2018 re: Downtown Business Association's 2019 Budget, hereby approves the Downtown Business Association's 2019 Budget.

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



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Moved by Councillor Lawrence Lee, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer having considered the report from Legislative Services Department dated November 22, 2018 re: Downtown Business Association's 2019 Budget, hereby approves the Board of Directors the authority to manage any accrued funds (Reserve) and to transfer amounts between expenditures so long as the total expenditures is not increased, as per the Municipal Government Act Business Improvement Area Regulation and supported by the Downtown Business Association's Financial Policy.

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

Council recessed at 6:09 p.m. and reconvened at 6:55 p.m.

4.4. Capital Grant Application Process

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the Capital Grant Application Process.

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 TO LIFT FROM THE TABLE CARRIED

Moved by Councillor Tanya Handley, seconded by Councillor Dianne Wyntjes



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Resolved that Council of The City of Red Deer, having considered the report from Financial Services dated November 6, 2018 re: Capital Grant Application Process hereby directs Administration to create a policy to include the following principles to mitigate the financial risk related to grant applications:

1. The policy will apply for any grant application exceeding \$1M.
2. A grant application will only be made for capital projects already approved in the Capital Budget or approved in principle in the Capital Plan. If an emerging opportunity is identified it will be brought to Council.
3. Council will determine whether or not to submit the grant application.
4. Agencies will be required to request approval from Council for grant applications that require matching funding from The City. Agencies will be defined as part of the policy.

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

4.5. 2018 Request for Property Tax Penalty Cancellation

Moved by Councillor Lawrence Lee, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer, having considered the report from Revenue and Assessment Services dated December 10, 2018 re: 2018 Request for Property Tax Penalty Cancellation hereby agrees that the property tax penalties applied to the properties listed below not be waived:

1. Roll #30000740115
2. Roll #30001944433
3. Roll #30003047045
4. Roll #30000410310



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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

4.6. Development Permit Consideration - 5233-54 Avenue

Moved by Councillor Buck Buchanan, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer, having considered the report from Inspections and Licensing, dated October 16, 2018, hereby approves the application submitted by Turning Point Society of Central Alberta (the “Applicant”), for a Development Permit for the Discretionary Use of an Institutional Service Facility (community service programs and support) and Supervised Consumption Services, as shown on the plans filed with Inspections & Licensing (collectively referred to as the "Approved Plans"), on the lands zoned DC(28) Direct Control District, located at 5233 54 Avenue (Lot 14, Block 4, 842 0286), subject to the conditions listed below:

1. A Development Permit shall not be deemed completed based on this approval until all conditions except those of a continuing nature, have been fulfilled to the satisfaction of the Development Officer.
2. All Development must conform to the conditions of this Development Permit and the Approved Plans, and any revisions thereto as required pursuant to this Approval. Any revisions to the Approved Plans must be approved by the Development Authority.
3. The Applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard landscaping and tree planting or any other property owned by the City which is damaged, destroyed or otherwise harmed by development or construction on the site. Repairs shall be done to the satisfaction of The City of Red Deer. In the event that the City undertakes the repairs the Applicant shall pay the costs



incurred by the City within 30 days of being invoiced for such costs.

4. The Applicant shall submit a revised site plan which reflects the parking layout as recommended within the Natural Surveillance section of the CPTED Assessment dated December 4, 2018. The revised site plan shall include wheel stops or another physical barrier, 0.6m from the proposed back of walk to prevent vehicles from blocking the sidewalk. The Applicant will be required to enter into a License to Occupy for the parking stalls and landscaping within the road right-of-way.
5. The Applicant shall submit a landscaping plan, in consultation with the Park Department, which shows landscaped area and raised garden beds on the site as recommended within the Natural Surveillance, Territorial Reinforcement and Access Control sections of the CPTED Assessment dated December 4, 2018. The Applicant shall ensure all landscaping is installed prior to the commencement of operations provided there are no seasonal limitations.
6. The Applicant shall ensure that any outdoor storage (shopping carts, bicycles, etc.) is contained at the rear of the sight and not visible from the street and is lockable.
7. The Applicant shall construct a 1.5m wide concrete sidewalk located along 54 Avenue. The walk must be located 0.50 m from the back of curb. The walk must span the full north-south length of the property, along 54th Avenue.
8. The Applicant shall enter into either a Development Permit Development Agreement (DPDA) or a Cost Contribution Agreement for the construction of the 1.5 m wide concrete sidewalk.
9. The Applicant shall submit a lighting plan for the site, including site lighting and exterior building lighting as recommended within the Natural Surveillance section of the CPTED Assessment dated December 4, 2018. All lighting shall be installed prior to the commencement of operations.
10. The Applicant shall erect a minimum of an 8' high opaque fence along the rear east property line and a minimum of a 6' high opaque fence on the north and



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south property lines as identified on approved site plans. All fence material should be flat to prevent climbing.

11. The Applicant shall install a 290 degree door eye viewer on the rear entry door. Any additional doors which face the rear in the future shall have the same to provide sightlines for occupants exiting the building.
12. The Applicant shall install signage around the Site as recommended within the Territorial Reinforcement section of the CPTED Assessment dated December 4, 2018.
13. The Applicant shall comply with any other recommendations within the CPTED Assessment dated December 4, 2018.

Prior to consideration of the motion, the following motion to amend was introduced:

Moved by Councillor Buck Buchanan, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to amend the resolution by deleting condition 5 and replacing it with the following:

5. The Applicant shall submit a landscaping plan, in consultation with the Parks Department, which shows landscaped area, garden beds, and a 1.5 m see-through non-climbable fence on the north and south property line at the front of the site, as recommended within the Natural Surveillance, Territorial Reinforcement and Access Control sections of the CPTED Assessment dated December 4, 2018. The Applicant shall ensure all landscaping is installed prior to the commencement of operations provided there are no seasonal limitations.



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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 TO AMEND CARRIED

Councillor Buck Buchanan left Council Chambers at 8:50 p.m. and returned at 8:52 p.m.

The following motion to table was introduced:

Moved by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to table consideration of Development Permit Consideration - 5233 – 54 Avenue until the January 7, 2019 Council Meeting.

As there was no seconder on the motion, the motion died on the floor.

The following motion to amend was introduced:

Moved by Councillor Vesna Higham, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to amend the resolution by adding to the preamble “until January 1, 2026” after “Supervised Consumption Services”.

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

OPPOSED: Councillor Buck Buchanan, Councillor Dianne Wyntjes

MOTION TO AMEND CARRIED



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The original motion, as amended, was then on the floor:

Resolved that Council of the City of Red Deer, having considered the report from Inspections and Licensing dated October 16, 2018, hereby approves the application submitted by Turning Point Society of Central Alberta (the “Applicant”), for a Development Permit for the Discretionary Use of an Institutional Service Facility (community service programs and support) and Supervised Consumption Services, until January 1, 2026, as shown on the plans filed with Inspections & Licensing (collectively referred to as the "Approved Plans"), on the lands zoned DC(28) Direct Control District, located at 5233 54 Avenue (Lot 14, Block 4, 842 0286), subject to the conditions listed below:

1. A Development Permit shall not be deemed completed based on this approval, until all conditions, except those of a continuing nature, have been fulfilled to the satisfaction of the Development Officer.
2. All Development must conform to the conditions of this Development Permit and the Approved Plans, and any revisions thereto, as required pursuant to this Approval. Any revisions to the Approved Plans must be approved by the Development Authority.
3. The Applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard landscaping and tree planting, or any other property owned by The City which is damaged, destroyed or otherwise harmed by development or construction on the site. Repairs shall be done to the satisfaction of The City of Red Deer. In the event that The City undertakes the repairs, the Applicant shall pay the costs incurred by The City within 30 days of being invoiced for such costs.
4. The Applicant shall submit a revised site plan which reflects the parking layout as recommended within the Natural Surveillance section of the CPTED Assessment dated December 4, 2018. The revised site plan shall include wheel stops or another physical barrier, 0.6m from the proposed back of walk to prevent vehicles from blocking the sidewalk. The Applicant will be required to



enter into a License to Occupy for the parking stalls and landscaping within the road right-of-way.

5. The Applicant shall submit a landscaping plan, in consultation with the Parks Department, which shows landscaped area, garden beds, and a 1.5 m see-through non-climbable fence on the north and south property line at the front of the site, as recommended within the Natural Surveillance, Territorial Reinforcement and Access Control sections of the CPTED Assessment dated December 4, 2018. The Applicant shall ensure all landscaping is installed prior to the commencement of operations provided there are no seasonal limitations.
6. The Applicant shall ensure that any outdoor storage (shopping carts, bicycles, etc.) is contained at the rear of the sight and not visible from the street and is lockable.
7. The Applicant shall construct a 1.5 m wide concrete sidewalk located along 54 Avenue. The walk must be located 0.50 m from the back of curb. The walk must span the full north-south length of the property, along 54th Avenue.
8. The Applicant shall enter into either a Development Permit Development Agreement (DPDA) or a Cost Contribution Agreement for the construction of the 1.5 m wide concrete sidewalk.
9. The Applicant shall submit a lighting plan for the site, including site lighting and exterior building lighting, as recommended within the Natural Surveillance section of the CPTED Assessment dated December 4, 2018. All lighting shall be installed prior to the commencement of operations.
10. The Applicant shall erect a minimum of an 8' high opaque fence along the rear east property line and a minimum of a 6' high opaque fence on the north and south property lines, as identified on the approved site plans. All fence material should be flat to prevent climbing.
11. The Applicant shall install a 290 degree door eye viewer on the rear entry door. Any additional doors which face the rear in the future shall have the



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same to provide sightlines for occupants exiting the building.

12. The Applicant shall install signage around the Site, as recommended within the Territorial Reinforcement section of the CPTED Assessment dated December 4, 2018.
13. The Applicant shall comply with any other recommendations within the CPTED Assessment dated December 4, 2018.

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

5.1. Business License Bylaw Amendment Bylaw 3609/A-2018

Moved by Councillor Dianne Wyntjes, seconded by Councillor Lawrence Lee

FIRST READING: That Bylaw 3609/A-2018 (an amendment to the Business Licence Bylaw to include Permanent Supervised Consumption Services and to resolve administrative errors) with the following amendment:

- Schedule G section 9(b) by adding “monitored and professional installed” after “maintains a”.

Prior to consideration of the motion, the following amendments were then introduced:

Moved by Councillor Vesna Higham, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to amend Licence Bylaw 3609/A-2018 deleting Schedule G section 9(c) and replacing with the following:



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- The License holder must maintain and execute a plan for daily outside inspections and twice daily clean up including needle pick up within a 150m radius of the Permanent Supervised Consumption Services during and after hours of operation;

Prior to consideration of the amendment, the following amendment to the amendment was then introduced:

Moved by Councillor Ken Johnston, seconded by Councillor Lawrence Lee

Resolved that Council of The City of Red Deer hereby agrees to amend Licence Bylaw 3609/A-2018 deleting Schedule G section 9(c) and replacing with the following:

- The License holder must maintain and execute a plan for daily outside inspections and twice daily clean up including needle pick up within a 100m radius of the Permanent Supervised Consumption Services during and after hours of operation;

IN FAVOUR: Councillor Buck Buchanan, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong

OPPOSED: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Dianne Wyntjes

MOTION TO AMEND THE AMENDMENT DEFEATED

The original amendment was then back on the floor:

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

OPPOSED: Councillor Frank Wong

MOTION TO AMEND CARRIED



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Moved by Councillor Tanya Handley, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to amend Bylaw 3609/A-2018 as follows:

Schedule G section 9(d) by adding “and the public” after “the City”.

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 TO AMEND CARRIED

First reading, as amended, was then on the floor:

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

Moved by Councillor Dianne Wyntjes, seconded by Councillor Lawrence Lee

SECOND READING: That Bylaw 3609/A-2018 be read a second 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

Motion for Permission to go to Third Reading



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Resolved that with the unanimous consent of Council members present, that Bylaw 3609/A-2018 be presented for third reading.

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

OPPOSED: Councillor Tanya Handley, Councillor Vesna Higham

MOTION DEFEATED

Councillor Dianne Wyntjes left Council Chambers at 10:34 p.m. and returned at 10:37 p.m.

6. **REPORTS - continued**

6.1. **Municipal Planning Commission Request – Variance Tools for Cannabis Retail Sales Separation Distance Variance Guidelines**

Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer having considered the Administration Report, dated November 26, 2018 re: Municipal Planning Commission Request – Cannabis Retail Sales Separation Distance Variance Guidance hereby agrees that no variances be permitted to the Cannabis Retail Sales setback regulations and directs that administration prepares the required Land Use Bylaw amendment.

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

Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong



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Monday, December 10, 2018

FIRST READING: That Bylaw 3357/UU-2018 (an amendment to the Land Use Bylaw to preclude the Development Authority from granting variances to the separation distances in the Land Use Bylaw for Cannabis Retail Sales) 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

7. **BYLAWS - continued**

**7.1. Amendment to Freestanding Sign Exception Bylaw 3357/BB-2018
Amendment to Safety Codes Permit Bylaw 3551/B-2018
Amendment to Development Permit Fee Bylaw 3555/B-2018**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to table consideration of the following for up to 6 weeks:

- Land Use Bylaw Amendment 3357/BB-2018
- Safety Codes Permit Bylaw 3551/B-2018
- Development Permit Fee Bylaw 3555/B-2018

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 TO TABLE CARRIED

Council recessed at 10:54 p.m. and reconvened at 11:05 p.m.



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8. REPORTS - continued

8.1. Provincial Education Requisition Credit Application

Moved by Councillor Buck Buchanan, seconded by Councillor Lawrence Lee

Resolved that Council of The City of Red Deer, having considered the report from Revenue & Assessment Services dated November 26, 2018, Re: 2018 Provincial Education Requisition Credit (PERC) hereby agrees to cancel and write off the collection of property taxes as bad debt, the 2016, 2017 and 2018 property taxes for properties identified below and directs administration to apply to the Province of Alberta for the Provincial Education Requisition Credit for Uncollected Education Property Taxes on Oil and Gas Properties for these properties, as follows:

Tax Year	Roll #	MAID #	Assessment Value	Total Municipal Property Tax	Total Education Property Tax	Total Senior Property Tax	Total DIP Property Tax	Total Property Taxes
2016	30008700522	1820831	2,100	\$ 27.61	\$7.74	\$0.06	\$0.00	\$35.40
2016	30008700522	1820835	2,100	\$ 27.61	\$7.74	\$0.06	\$0.00	\$35.40
2016	30008700522	1820836	2,100	\$ 27.61	\$7.74	\$0.06	\$0.00	\$35.40
2016	30008700522	8413884	6,710	\$ 88.21	\$24.72	\$0.18	\$0.00	\$113.11
2016	30008700522	8413885	96,480	\$ 1,268.30	\$355.39	\$2.63	\$0.00	\$1,626.32
2016	30008700522	8413886	61,100	\$ 803.20	\$225.07	\$1.67	\$0.00	\$1,029.94
2016	30008700522	8413887	53,600	\$ 704.61	\$197.44	\$1.46	\$0.00	\$903.51
2016	30008700522	8413888	8,370	\$ 110.03	\$30.83	\$0.23	\$0.00	\$141.09
2016	30008700522	8413889	9,590	\$ 126.07	\$35.33	\$0.26	\$0.00	\$161.65
2016	30008700522	8413945	25,030	\$ 329.04	\$92.20	\$0.68	\$0.00	\$421.92
2016	30008700522	8413946	19,610	\$ 257.79	\$72.24	\$0.54	\$0.00	\$330.56
2016	30008700522	8413947	2,090	\$ 27.47	\$7.70	\$0.06	\$0.00	\$35.23
2016	30008700522	8413949	107,450	\$ 1,412.51	\$395.80	\$2.93	\$0.00	\$1,811.24
2016	30008700522	8413951	24,740	\$ 325.22	\$91.13	\$0.68	\$0.00	\$417.03
2016	30008700522	8426612	32,520	\$ 427.50	\$119.79	\$0.89	\$0.00	\$548.18
			453,590	\$ 5,962.76	\$1,670.84	\$12.38	\$ -	\$7,645.99
2017	30008700522	1820831	1,790	\$ 24.09	\$6.68	\$0.05	\$0.00	\$30.81
2017	30008700522	1820835	1,790	\$ 24.09	\$6.68	\$0.05	\$0.00	\$30.81



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2017	30008700522	1820836	1,790	\$ 24.09	\$6.68	\$0.05	\$0.00	\$30.81
2017	30008700522	8413884	6,080	\$ 81.82	\$22.68	\$0.16	\$0.00	\$104.65
2017	30008700522	8413885	87,470	\$ 1,177.08	\$326.25	\$2.24	\$0.00	\$1,505.57
2017	30008700522	8413886	55,400	\$ 745.52	\$206.63	\$1.42	\$0.00	\$953.57
2017	30008700522	8413887	48,590	\$ 653.88	\$181.23	\$1.24	\$0.00	\$836.35
2017	30008700522	8413888	7,590	\$ 102.14	\$28.31	\$0.19	\$0.00	\$130.64
2017	30008700522	8413889	8,690	\$ 116.94	\$32.41	\$0.22	\$0.00	\$149.58
2017	30008700522	8413945	22,690	\$ 305.34	\$84.63	\$0.58	\$0.00	\$390.55
2017	30008700522	8413946	17,770	\$ 239.13	\$66.28	\$0.45	\$0.00	\$305.86
2017	30008700522	8413947	1,890	\$ 25.43	\$7.05	\$0.05	\$0.00	\$32.53
2017	30008700522	8413949	97,420	\$ 1,310.98	\$363.36	\$2.49	\$0.00	\$1,676.83
2017	30008700522	8413951	22,430	\$ 301.84	\$83.66	\$0.57	\$0.00	\$386.07
2017	30008700522	8426612	27,750	\$ 373.43	\$103.50	\$0.71	\$0.00	\$477.64
			409,140	\$ 5,505.80	\$1,526.01	\$10.47	\$ -	\$7,042.28
2018	30008700521	2774966	360	\$ 4.95	\$1.37	\$0.01	\$0.01	\$6.34
2018	30008700521	2777883	2,820	\$ 38.76	\$10.73	\$0.09	\$0.10	\$49.68
2018	30008700521	790194	3,550	\$ 48.79	\$13.51	\$0.11	\$0.12	\$62.54
2018	30008700521	7902088	2,120	\$ 29.14	\$8.07	\$0.07	\$0.07	\$37.35
			8,850	\$ 121.64	\$33.67	\$0.28	\$0.30	\$155.90

			871,580	\$11,590.20	\$3,230.53	\$23.14	\$ 0.30	\$14,844.17
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Total Eligible Provincial Education Requisition Credit				\$3,230.53				
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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

9. BYLAWS - continued

9.1. Proposed 2019 Off-Site Levy Rates



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Off-Site Levy Bylaw Amendment 3549/B-2018

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

SECOND READING: That Bylaw 3549/B-2018 (an amendment to the Off-Site Levy Bylaw to set the 2019 off-site levy rates as follows:

-	Trunk Water	\$15,553
-	Trunk Sanitary	\$33,484
-	Trunk Storm	\$73,176
-	Major Thoroughfares	\$115,690
	Total:	\$237,903)

be read a second time.

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

OPPOSED: Councillor Ken Johnston

MOTION CARRIED

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

THIRD READING: That Bylaw 3549/B-2018 be read a third time.

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

OPPOSED: Councillor Ken Johnston

MOTION CARRIED

10. REPORTS - continued



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10.1. 2019 – 2022 City of Red Deer Strategic Plan

Councillor Frank Wong left Council Chambers at 11:44 p.m. and returned at 11:45 p.m.

Moved by Councillor Tanya Handley, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer having considered the report from Communications & Strategic Planning and Corporate Services, dated December 10, 2018 re: 2019 – 2022 City of Red Deer Strategic Plan hereby approves the proposed 2019-2022 Strategic Plan and hereby directs Administration to develop a reasonable interpretation action plan (charters) and necessary communication documents.

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

OPPOSED: Councillor Buck Buchanan, Councillor Dianne Wyntjes

MOTION CARRIED

II. BYLAWS - continued

11.1. 2019 Capital Budget Borrowing Bylaws

Moved by Councillor Lawrence Lee, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the following 2019 Capital Budget Borrowing Bylaws:

- Bylaw 3613/2018 – 2019 Recreation Projects
- Bylaw 3614/2018 – 2019 Roads Projects
- Bylaw 3615/2018 – 2019 General Municipal Works
- Bylaw 3616/2018 – 2019 EL&P Infrastructure
- Bylaw 3617/2018 – 2019 Roads Offsite Project
- Bylaw 3618/2018 – 2019 Sanitary Offsite Bylaw



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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 TO LIFT FROM THE TABLE CARRIED

11.2. Bylaw 3613/2018 – 2019 Recreation Projects

Moved by Councillor Vesna Higham, seconded by Councillor Tanya Handley

FIRST READING: That Bylaw 3613/2018 (a borrowing bylaw in the amount of \$4,047,000 for the 2019 Recreation Projects) 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

11.3. Bylaw 3614/2018 – 2019 Roads Projects

Moved by Councillor Ken Johnston, seconded by Councillor Michael Dawe

FIRST READING: That Bylaw 3614/2018 (a borrowing bylaw in the amount of \$29,493,000 for 2019 Roads Projects) 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



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11.4. Bylaw 3615/2018 – 2019 General Municipal Works Projects

Moved by Councillor Michael Dawe, seconded by Councillor Ken Johnston

FIRST READING: That Bylaw 3615/2018 (a borrowing bylaw in the amount of \$4,617,000 for 2019 General Municipal Works Projects:

- a. Riverside Meadows / Fairview Communities Infrastructure
- c. Snow Dump Sediment Pond
- d. RCMP Parking Lot Expansion) be read a first time.

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

OPPOSED: Councillor Vesna Higham

MOTION CARRIED

11.5. Bylaw 3616/2018 – 2019 EL&P Infrastructure

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

FIRST READING: That Bylaw 3616/2018 (a borrowing bylaw in the amount of \$1,000,000 for the 2019 ELP Infrastructure: ELP Substations & SCADA) 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



11.6. Bylaw 3617/2018 – 2019 Roads Offsite Project

Moved by Dianne Wyntjes, seconded by Councillor Lawrence Lee

FIRST READING: That Bylaw 3617/2018 (a borrowing bylaw in the amount of \$3,244,000 for the 2019 Road Offsite Project: CP Rail Overpass (Hwy 11A between Taylor Drive and Gaetz Avenue) 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

11.7. Bylaw 3618/2018 – 2019 Sanitary Offsite Project

Moved by Councillor Frank Wong, seconded by Councillor Buck Buchanan

FIRST READING: That Bylaw 3618/2018 (a borrowing bylaw in the amount of \$9,408,000 for the 2019 Sanitary Offsite Project: Hwy 11A Sanitary Trunk Extension) 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

12. ADDITIONAL AGENDA ITEMS

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes



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Resolved that Council of The City of Red Deer hereby agrees to add consideration of the following to the December 10, 2018 City Council Agenda:

- 2018 Exempt Staff Salary Treatment;
- Human Resource Matter as considered In Camera.

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

Moved by Councillor Dianne Wyntjes, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer having considered the report from Human Resources, dated November 8, 2018 re: 2018 Exempt Staff Salary Treatment, hereby approves a 1.00% general salary increase effective January 1, 2018.

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

Moved by Councillor Frank Wong, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered Item 1.2 – Human Resource Matter In Camera on December 10, 2018 hereby endorses revised Option 1 and agrees that the contents of the report will remain confidential as protected by the Freedom of Information and Protection of Privacy Act, Section 24(1)(a).

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



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OPPOSED: Councillor Buck Buchanan, Councillor Tanya Handley

MOTION CARRIED

13. ADJOURNMENT

Moved by Councillor Ken Johnston, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Monday, December 10, 2018 Regular Council Meeting of Red Deer City Council at 12:01 a.m. on December 11, 2018.

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



M I N U T E S

of the Red Deer City Council Regular Meeting held on Monday, January 7, 2019 commenced at 2:30 P.M.

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, Craig Curtis
Director of Communications & Strategic Planning, Julia Harvie-Shemko
Director of Community Services, Sarah Cockerill
Director of Corporate Services, Lisa Perkins
Director of Development Services, Kelly Kloss
Director of Human Resources, Kristy Svoboda
Director of Planning Services, Tara Lodewyk
Director of Protective Services, Paul Goranson
City Clerk, Frieda McDougall
Deputy City Clerk, Samantha Rodwell
Corporate Meeting Support, Kaitlin Bishop
Inspections & Licensing Manager, Erin Stuart
Senior Planner, Orlando Toews
Senior Planner, Christi Fidek
Senior Planner, Jolene Tejkl



I. IN CAMERA MEETING

I.1. Motion to In Camera - Human Resource Matter FOIP 24(1)(b)(i) and Financial Matter FOIP 25(1)(c)

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to enter into an In-Camera meeting of Council on Monday, January 7, 2019 at 2:32 p.m. and hereby agrees to exclude the following:

- All members of the media; and
- All members of the public; and
- All non-related staff members

to discuss a Human Resource Matter as protected under the Freedom of Information & Protection of Privacy Act 24(1)(b)(i) and a Financial Matter as protected under the Freedom of Information & Protection of Privacy Act 25(1)(c).

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. Motion to Revert to Open Meeting

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on Monday, January 7, 2019 at 4:04 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



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Monday, January 07, 2019

Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 4:04 p.m. reconvened at 4:11 p.m.

2. REPORTS

2.1. Business Licence Fees and Charges

Moved by Councillor Buck Buchanan, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of Business Licence Fees and Charges.

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 TO LIFT FROM THE TABLE CARRIED

Council accepted this report for information

2.2. Energy Market Access - Pipelines

Moved by Councillor Lawrence Lee, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer having considered the report from Planning Services re: Energy Market Access – Pipelines, dated December 27, 2018 hereby agrees to advocate to both Federal and Provincial governments their strong support of new pipeline construction, economic diversification, environmental sustainability and improved energy market access that is key to Canada's future economic outcomes.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham,



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Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

3. **BYLAWS**

3.1. **Bylaw 3357/B-2019 Minimum Distance Separation from Dynamic Signs to Residential Districts Variance Clarification**

Moved by Councillor Buck Buchanan, seconded by Councillor Tanya Handley

FIRST READING: That Bylaw 3357/B-2019 (an amendment to the Land Use Bylaw that provides clarity on the variance powers the Development Authority has with respect to the minimum distance separation from Dynamic Signs to residential districts) 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

3.2. **Redesignation - Timber Ridge Phase 4C Bylaw 3357/E-2019**

Moved by Councillor Tanya Handley, seconded by Councillor Vesna Higham

FIRST READING: That Bylaw 3357/E-2019 (an amendment to the Land Use Bylaw to rezone a portion of the Timber Ridge Neighbourhood from AI – Future Urban Development District to RI – Residential (Low Density) and RIN – Residential (Narrow Lot) District) 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

Council recessed at 5:13 p.m. and reconvened at 6:04 p.m.

4. PUBLIC HEARINGS

4.1. Municipal Planning Commission Request - Cannabis Retail Sales Separation Distance Variance Guide Land Use Bylaw 3357/UU-2018

Mayor Tara Veer declared open the Public Hearing for Bylaw 3357/UU-2018, an amendment to the Land Use Bylaw to preclude the Development Authority from granting variances to the separation distances in the Land Use Bylaw for Cannabis Retail Sales. Mr. Brett Salomons and Ms. Alix Reynolds spoke to this bylaw. As no one else was present to speak to the bylaw, Mayor Tara Veer declared the Public Hearing closed.

Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong

SECOND READING: That Bylaw 3357/UU-2018 be read a second time.

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

OPPOSED: Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Buck Buchanan, seconded by Councillor Frank Wong

THIRD READING: That Bylaw 3357/UU-2018 be read a third time.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Michael Dawe,



Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee

OPPOSED: Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

5. BYLAWS – Continued

**5.1. Site Exception for a Freestanding Sign
Bylaw 3357/BB-2018
3947-50A Avenue (Lot 2, Block J, Plan 3999RS)**

Moved by Councillor Vesna Higham, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the report dated December 28, 2018 re: Site Exception for a Freestanding Sign Bylaw 3357/BB-2018.

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 TO LIFT FROM THE TABLE CARRIED

Moved by Councillor Michael Dawe, seconded by Councillor Ken Johnston

FIRST READING: That Bylaw 3357/BB-2018 (an amendment to the Land Use Bylaw to amend an existing site exception to allow for one freestanding sign as a discretionary use on a parcel that is designated R3 – Residential (Multiple Family) District) 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

Councillor Buchanan left Council chambers at 7:31 p.m.

5.2. Amendments to the Safety Codes Permit Bylaw and Development Permit Fee Bylaw

Moved by Councillor Lawrence Lee, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer hereby agrees to lift from the table consideration of the report dated December 21, 2018 re: Amendments to the Safety Codes Permit Bylaw 3551/B-2018 and Development Permit Fee Bylaw 3555/B-2018.

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

ABSENT: Councillor Buck Buchanan

MOTION TO LIFT FROM THE TABLE CARRIED

Councillor Buchanan returned at 7:34 p.m.

Moved by Councillor Vesna Higham, seconded by Councillor Tanya Handley

FIRST READING: That Bylaw 3551/B-2018 (an amendment to the Safety Codes Permit Bylaw to add new fees for services and remove references to occupancy permits) 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

Moved by Councillor Vesna Higham, seconded by Councillor Tanya Handley

SECOND READING: That Bylaw 3551/B-2018 be read a second 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

Moved by Councillor Ken Johnston, seconded by Councillor Michael Dawe

FIRST READING: That Bylaw 3555/B-2018 (an amendment to the Development Permit Fee Bylaw to add new fees for services) 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

Moved by Councillor Ken Johnston, seconded by Councillor Michael Dawe

SECOND READING: That Bylaw 3555/B-2018 be read a second 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. MINUTES

6.1. Confirmation of the Minutes of the November 19/20, 2018 Capital Budget Meeting

Moved by Councillor Lawrence Lee, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer hereby approves the Minutes of the November 19 and 20, 2018 Capital Budget 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

6.2. Confirmation of the Minutes of the December 10, 2018 Regular Council Meeting

Moved by Councillor Vesna Higham, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to table consideration of the December 10, 2018 Regular Council Meeting Minutes for up to 2 weeks.

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 TO TABLE CARRIED



7. **BYLAWS – Continued**

7.1. **Business License Bylaw Amendment No. 3609/A-2018 Related to Permanent Supervised Consumption Services**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Lawrence Lee

THIRD READING: That Bylaw 3609/A-2018 (an amendment to the Business Licence Bylaw to include Permanent Supervised Consumption Services and to resolve administrative errors) be read a third 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

8. **ADD TO THE AGENDA**

Moved by Councillor Frank Wong, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to add consideration of a Human Resources Matter and a Financial Matter as discussed In Camera, to the January 7, 2019 City Council Agenda.

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 TO ADD TO THE AGENDA CARRIED

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered Item 1.1. Human Resources Matter In Camera on January 7, 2019 hereby endorses the revised



recommendation and agrees that the contents of the report will remain confidential as protected by the Freedom of Information and Protection of Privacy Act, Section 24(1)(b)(i).

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

OPPOSED: Councillor Tanya Handley

MOTION CARRIED

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered Item 1.2. Financial Matter In Camera on January 7, 2019 hereby endorses the revised recommendation and agrees that the contents of the report will remain confidential as protected by the Freedom of Information and Protection of Privacy Act, Section 25(1)(c).

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

9. ADJOURNMENT

Moved by Councillor Buck Buchanan, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Monday, January 7, 2019 Regular Council Meeting of Red Deer City Council at 8:12 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



12Unapproved - City Council Regular Meeting Minutes –
Monday, January 07, 2019

Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

MAYOR

CITY CLERK



January 7, 2018

In Camera Meeting Practices

Legislative Services

Report Summary & Recommendation:

Legislative Services regularly monitors municipal trends and best practices relating to all aspects of Council meetings. Opportunities have been identified for improvements related to In Camera meetings.

The analysis of In Camera Items by Categories verified that all items for In Camera meetings in 2018 have occurred in accordance with the *Freedom of Information and Protection of Privacy Act* as required by the Municipal Government Act.

Additional opportunities exist for administrative fine-tuning of processes which will be implemented within QI, such as:

- How In Camera meetings items are identified on Council agendas
 - For Example, providing enhanced description of the item to be discussed without revealing the confidential information; and
- How In Camera meetings are recorded on Council minutes
 - For example – providing enhanced descriptions as noted above and listing those members who were in attendance; and
- Providing a supporting public report, where possible.

City Manager Comments:

Based on the review and analysis undertaken, we have confirmed that, The City of Red Deer utilizes In Camera meetings appropriately. There are opportunities for greater clarity in how In Camera meetings are identified on Council agendas and how they are recorded in the minutes. These enhancements will be implemented administratively.

Craig Curtis
City Manager

Proposed Resolution

This is provided for Council's information.



Report Details

Legislation:

Section 197 of the Municipal Government Act (MGA) and recent amendments provide that Council must conduct their meetings in public unless the matter to be discussed falls within one of the exceptions to disclosure outlined in the Freedom of Information and Protection of Privacy (FOIP) Act or Regulations made pursuant to the MGA. Examples of exceptions to disclosure include:

- Disclosure harmful to personal privacy (personnel)
- Disclosure harmful to intergovernmental relations
- Advice from officials
- Disclosure harmful to economic and other interests of a public body
- Privileged information (legal advice)
- Disclosure harmful to business interest of a third party

As a result, Council may go into a closed meeting to consider a report that includes or addresses one of the above exceptions to disclosure.

Additionally, Council's Policy GP-1-2.1 Transparency states:

- I Formal Council meetings are open to the public, as required under the Municipal Government Act except where it is appropriate and permitted to consider a matter in a closed meeting.

Discussion:

In 2018 there were 31 Council meetings for a total of approximately 173 hours, 25 of those meetings included an In Camera meeting for a total of approximately 36 hours or 21% of overall meeting time. The 25 In Camera meetings dealt with a total of 51 items. Following is a summary of the In Camera items discussed, by category:

In Camera Category	# of Items in 2018
Annexation	1
Appointment to Committees and External Boards	8
Confidential Committee Recommendations (Community Housing Advisory Committee)	5
Confidential Recommendation to Council	4



Draft Agreement	9
Draft Bylaw	2
HR Matters	11
Land Transaction	6
Legal Advice	3
Negotiations	1
Sponsorship	1
Total	51

Of the 51 items discussed, 37 (73%) were introduced in an Open meeting for formal direction from Council.

The purposes of the In Camera items as outlined above are consistent with the MGA.

Municipal Scan:

Legislative Services regularly monitors municipal trends and best practices relating to all aspects of Council meetings. Opportunities have been identified for improvements related to In Camera meetings, as follows:

- How In Camera meetings items are identified on Council agendas
 - For example, providing enhanced description of the item to be discussed without revealing the confidential information (examples of this are provided in Appendix 1); and
- How In Camera meetings are recorded on Council minutes
 - For example – providing enhanced descriptions as noted above and listing those members who were in attendance (example of this is provided in Appendix 2); and
- Providing a supporting public report, where possible.

It is worth noting that a direct comparison to Red Deer's practices is not possible due to differing legislation and governance practices between various provinces and cities.

Analysis:

The analysis of In Camera Items by Categories shows that The City's current practice for items that were considered In Camera in 2018 have been considered in accordance with the *Freedom of Information and Protection of Privacy Act* as required by the Municipal Government Act.

Appendix I

In Camera Item Description Practices

The following table is a sample of how In Camera items will be referenced and described. The first column represents the current practice and the second, the recommended practice.

Current practice In Camera Description on Open Agenda	Recommended practice In Camera Item Description on Open Agenda
Financial Matter FOIP 24(1)(a)	Recommendation from the Community Housing Advisory Board – Advice from Officials FOIP 24(1)(a)
Human Resource Matter FOIP 24(1)(b)(i)	2017/2018 Citizen Appointment to Committees – Advice from Officials FOIP 24(1)(a) and Disclosure harmful to personal privacy FOIP 17(1)
Land Matter FOIP 23(1)(a)	Land Acquisition – Local public body confidences FOIP 23(1)(a)
Land Matter FOIP 24(1)(a)	Land Matter – Advice from Officials FOIP 24(1)(a)
Legal Matter FOIP 27(1)(a)	Legal Advice – Privileged Information FOIP 27(1)(a)

Sample

Council Meeting Minutes Template for In Camera Matters

I. IN CAMERA MEETING

I.1. Motion to In Camera

Moved by Councillor _____, seconded by Councillor _____

Resolved that Council of The City of Red Deer hereby agrees to enter into an In Camera meeting of Council on Monday, May 28, 2018 at 1:09 p.m. and hereby agrees to exclude the following:

- All members of the media; and
- All members of the public.

to discuss a Human Resource Matter, and a Legal Matters as protected under the Freedom of Information & Protection of Privacy Act, Section 24(1)(b)(i), Section 23(1)(a), and Section 24(1)(a).

IN FAVOUR: list of council members voting in the affirmative

MOTION CARRIED

I.1.a. Human Resource Matter – Advice from Officials FOIP 24(1)(b)(i)

The following people were in attendance as the topic under discussion related to their leadership positions within the organization:

Kristy Svoboda, Frieda McDougall

I.1.b. Recommendation from the Community Housing Advisory Board – Advice from Officials FOIP 24(1)(a)

The following people were in attendance as the topic under discussion related to their leadership positions within the organization:

Craig Curtis, Julia Harvie-Shemko, Sarah Cockerill, Dean Krecji, Wayne Gustafson, Kristy Svoboda, Tara Lodewyk, Paul Goranson, Frieda McDougall, Samantha Rodwell and Kaitlin Bishop

The following people were in attendance as this topic under discussion related to their role on the Community Housing Advisory Board

Appendix 2

Sample

John Doe, Chair

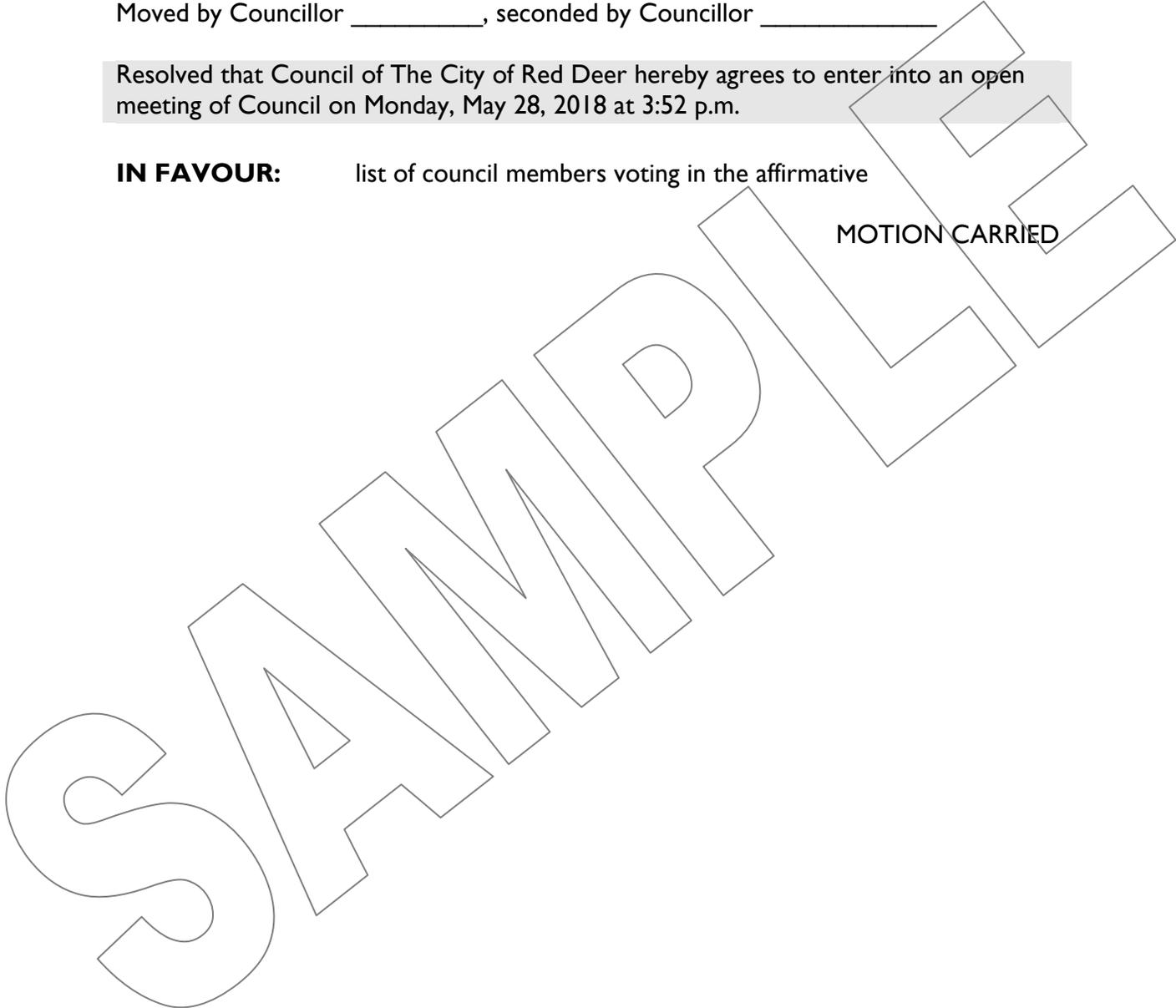
1.2. Motion to Revert to Open Meeting

Moved by Councillor _____, seconded by Councillor _____

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on Monday, May 28, 2018 at 3:52 p.m.

IN FAVOUR: list of council members voting in the affirmative

MOTION CARRIED





January 21, 2019

Electric Utility Bylaw Amendment 3273/A-2019

Distribution Tariff

Electric Light and Power

Report Summary & Recommendation:

During the 2019 Operating Budget deliberations, Council considered Electric Light & Power (EL&P) costs. The next step is for Council (as the regulator) to amend the Electric Utility Bylaw No. 3273/2000 Appendix A Distribution Tariff, as follows:

1. Update EL&P Distribution Tariff Rates, language and Local Access Fee with rates to be effective March 1, 2019.
2. Change the Balancing Pool Allocation from a charge of \$0.00321 per kWh to a charge of \$0.00300 per kWh effective March 1, 2019 to reflect the revision to Balancing Pool Consumer Allocation Rider (Rider F) of the Alberta Electric System Operator (AESO) Tariff.

Administration is requesting Council approval of Utility Bylaw 3273/A-2019. This will allow EL&P to implement rates to come into effect on March 1, 2019.

City Manager Comments:

I support the recommendation of Administration. If first reading of Bylaw 3273/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Regular Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

That Bylaw 3273/A-2019 be read a first time.



Report Details

Background:

As the operator of the electric distribution system in Red Deer, the EL&P department recovers the costs of operating and maintaining the utility system through its Distribution Tariff (“DT”). The department calculates rates on an annual basis and presents them for approval by our Regulator (City Council).

In Alberta, North America and around the world, the electricity industry is rapidly evolving as changes are being seen in regulation, in market structure and in technological advancements. Retirement of coal fired generators, maturation of a carbon levy and the associated costs, increasing focus on renewable energy and the possibility of more small scale, local generation all present unique challenges and opportunities.

The department continually evaluates developments in the Provincial industry in order to plan appropriately for the future of The City’s investment in the distribution system. Strategic and operational recommendations will be brought forward as needed to address changes in business and rate structures. The Discussion portion of this report is based on current market and regulatory conditions and our existing Tariff structure and rate setting approach. The department recommends updating existing rates and language as outlined in Electric Utility Bylaw No. 3273/2000 Appendix A Distribution Tariff in order to implement The City’s 2019 budget.

Discussion:

I. INCREASE IN DISTRIBUTION TARIFF

EL&P’s Operating and Capital budgets approved by Council result in a Distribution Tariff rate increase of 1.46% plus 0.79% as an MCAF increase to be effective March 1, 2019.

Table I: Components of Tariff Revenue Increase

2018 Tariff Revenue	(50,021,874)	
2018 MCAF	(6,735,362)	
2019 Growth	(1,352,265)	
2019 Base Revenue	(58,109,501)	
2019 Tariff Increase	(848,689)	1.46%
2019 MCAF Increase	(459,545)	0.79%
2019 Total Increase	(1,308,234)	2.25%
2019 Total Revenue Requirement	(59,417,735)	102.25%
Revenue Breakdown		
Transmission Requirement	(30,060,217)	50.59%
Distribution Requirement	(22,162,611)	37.30%
MCAF Requirement	(7,194,907)	12.11%
Total Revenue Requirement	(59,417,734)	100.00%



For 2019, the Transmission System cost accounts for just under 51% of EL&P's budgeted total revenue requirement. It is the department's responsibility to budget for and collect Red Deer customer's share of the costs of building and maintaining the provincial transmission grid that delivers electricity to the city. Provincial transmission costs are established by the Alberta Electric System Operator (AESO) and approved by the Alberta Utilities Commission (AUC). The City has no jurisdiction over these costs but must ensure payment to the AESO.

The distribution component recovers the costs to operate and maintain the City's infrastructure that delivers power from the Provincial transmission system to homes and businesses within the city. The department is responsible for calculating and collecting the costs associated with running the distribution system.

The proposed 2019 rates follow Council Policy PS-A-2.7 which states that rate structures must balance the following principles:

1. Consumer rates should reflect usage and promote conservation.
2. Consumer rates should be structured so that revenue requirements can be met within a reasonable tolerance.
3. Rates will be:
 - a. Fair and equitable, ensuring customers are contributing equitably in proportion to the cost of the systems;
 - b. Defensible, able to demonstrate that data is available to support the assumptions used in the rate; and the assumptions follow the industry acceptable practices;
 - c. Clear, understandable and logical.
4. Rate making will:
 - a. Adhere to regulated and/or legislated requirements;
 - b. Adhere to generally accepted rate making standards.

2. BALANCING POOL ALLOCATION

As outlined in the Electric Utilities Act, the Alberta Utilities Commission (AUC) has approved the Alberta Electric System Operator (AESO) application of Tariff Rider F, Balancing Pool Consumer Allocation Rider (Rider F), providing a \$2.90 per megawatt hour (MWh) charge for consumption from January 1, 2019 through December 31, 2019 inclusive. This is a reduction from \$3.10 per MWh in 2018. The Balancing Pool Allocation is a flow through cost that must be collected through our Distribution Tariff as part of the Alberta Electric System Operator (AESO) charges.

The Electric Light & Power department adjusts the charge (or credit) to customers to account for line losses within the system. For 2019, a line loss factor of 3.6% is applied which yields a \$0.00300/kWh (\$3.00/MWh) charge to customers within The City of Red Deer's service area effective March 1, 2019.



3. LOCAL ACCESS FEE

The Local Access Fee (“**LAF**”) – also sometimes referred to as Municipal Consent & Access Fee (MCAF) – is a separate line item within the Distribution Tariff, and is levied by the Municipality to the electric utility for the exclusive rights to use portions of road, rights-of-way and other City-owned properties and lands for the purpose of placing and maintaining electrical distribution facilities.

As per Corporate Procedure 4002, the LAF calculation is prescribed to be:

1. Calculated as a percentage of total tariff revenue. The annual percentage is established as part of the Enterprise Business Plan (EBP).
2. No less than the budgeted MCAF for the 2012 approved budget year.

For 2019 the amount has been increased as noted in Table 1 above and the percentage of total tariff is shown in Table 2 below.

Table 2: Local Access Fee (LAF)

	2018	2019
% of total tariff revenue	13.17%	13.78%

4. PROPOSED TIMING

Rates are proposed to take effect on March 1, 2019.

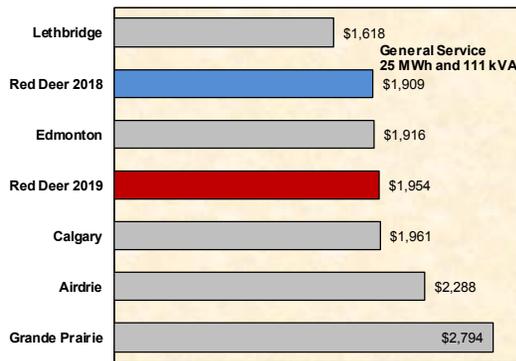
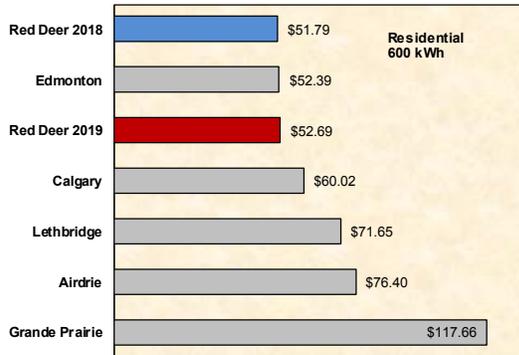
5. RATE COMPARISONS

The following four charts show the proposed monthly Distribution Tariff charges for average consumption customers in each Rate Class in select service areas within the Province. These charts reflect delivery charges only and are based on the most current information posted for 2019. Retailer charges, including the energy charge and billing charge(s), are not presented.

Red Deer’s 2018 and 2019 Distribution Tariff charges are both shown for ease of illustration of the changes requested in this report.



Red Deer's 2019 Distribution Tariff Rates Compared to Other Cities' Rates



CITY OF RED DEER¹
ELECTRIC LIGHT & POWER DEPARTMENT
DISTRIBUTION TARIFF

GENERAL

Effective Date

This Tariff is effective on March 1, 2019. It applies to all consumptions, whether estimated or actual, on and after March 1, 2019, for the use of System Access and Distribution Access services.

Terms and Conditions

The "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Schedule of Fees for Distribution Access Services" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

¹ 3273/B-2001, 3273/A-2002, 3273/B-2003, 3273/A-2005, 3273/A-2006, 3273/B-2006, 3273/E-2006, 3273/A-2007, 3273/A-2008, 3273/A-2009, 3273/B-2009, 3273/B-2010, 3273/D-2010, 3273/A-2011, 3273/B-2011, 3273C-2012, 3273/D-2012, 3273/A-2013, 3273/B-2013, 3273/A-2015, 3273/B-2015, 3273/C-2015, 3273/A-2016, 3273/A-2017, 3273/A-2018, 3273/A-2019

Transmission Rate Rider

On a quarterly basis, the EL & P Manager (or designate) will:

1. Monitor the Alberta Electric System Operator's transmission costs.
2. Establish an appropriate adjustment to account for variances between estimated and actual provincial transmission costs.
3. Notify the Director of Development Services of the calculated adjustment.
4. Subject to the Director's approval, ensure the adjustment is accurately reflected in the Distribution Tariff.

RESIDENTIAL - RATE 61

Application Applies to all residential premises which are measured by a single meter and which contain not more than two dwelling units.

Distribution Tariff	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.5145	0.4554
Variable Charge	\$/kWh of all energy	0.0137	0.0158

**Balancing
Pool
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Basic Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

GENERAL SERVICE - RATE 63

Application Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will continue to be applied irrespective of future kVA Metered Demand. Also applies to unmetered City of Red Deer services and telecommunication installations approved by the EL&P Manager where energy consumption is small and easily predicted. Consumption will be calculated based on equipment nameplate rating and operational patterns.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;
120/208Y Volts, network, 3 wire;
120/208Y Volts, three phase, 4 wire;
347/600Y Volts, three phase, 4 wire.

**Distribution
Tariff**

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.9200	1.3877
Variable Charge	\$/kWh of all energy	0.0252	0.0132

**Balancing
Pool
Allocation**

A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider**

Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee**

Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge**

Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

APPENDIX "A"
Bylaw 3273/A-2019
Page 5 of 9

GENERAL SERVICE - RATE 64

Application Applies to commercial and industrial installations where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2288	0.1243
Variable Charge	\$/kWh of all energy	0.0129	0.0096

**Balancing
Pool
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

LARGE GENERAL SERVICE/INDUSTRIAL - RATE 78

Application Applies where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA.

Rate 78 is also applicable to all customers who were billed on Rate 78 prior to December 31, 2000 regardless of the kVA Metered Demand.

**Distribution
Tariff**

	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2669	0.0981
Variable Charge	\$/kWh of all energy	0.0148	0.0066

**Balancing
Pool
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

APPENDIX "A"
Bylaw 3273/A-2019
Page 7 of 9

STREET LIGHT SERVICE - RATE 81

Application Applies to standard street light fixtures.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3309	0.2083
Variable Charge	\$/kWh of all energy	0.0138	0.0131

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing
Pool
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

TRAFFIC LIGHT SERVICE - RATE 82

Application Applies to standard traffic light systems.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3568	0.2452
Variable Charge	\$/kWh of all energy	0.0148	0.0203

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing
Pool
Allocation** A charge of \$0.00300/kWh of all energy effective from March 1, 2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

DISTRIBUTION GENERATION - RATE 83

Application Applies to generators meeting all of the following requirements

1. Meets the AESO definition of a Distributed Generator and is connected to distribution voltage.
2. Have an installed bi-directional 15-minute interval meter.

Generators not meeting the above requirements are reviewed on an individual basis.

**Distribution
Tariff**

	Unit	Distribution Access
Service Fee	\$ per day	15.00
Variable Charge	\$/kWh of supplied energy	0.0080

Note: 1. Site consumption will be charged under the applicable Distribution Rate Schedule.

**Local Access
Fee**

Assessed as 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**AESO
Transmission
Charge/Credit**

As per the applicable supply tariff (STS) of the Transmission Administrator. This is a flow through charge to the customer by the AESO, if applicable.

**Connection
Charge**

Customer is responsible for all costs of connection including cost of the meter and meter data provisioning.

CITY OF RED DEER¹

ELECTRIC LIGHT & POWER DEPARTMENT

DISTRIBUTION TARIFF

GENERAL

Effective Date

This Tariff is effective on March 1, ~~2018~~2019. It applies to all consumptions, whether estimated or actual, on and after March 1, ~~2018~~2019, for the use of System Access and Distribution Access services.

Terms and Conditions

The "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Schedule of Fees for Distribution Access Services" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

¹ 3273/B-2001, 3273/A-2002, 3273/B-2003, 3273/A-2005, 3273/A-2006, 3273/B-2006, 3273/E-2006, 3273/A-2007, 3273/A-2008, 3273/A-2009, 3273/B-2009, 3273/B-2010, 3273/D-2010, 3273/A-2011, 3273/B-2011, 3273C-2012, 3273/D-2012, 3273/A-2013, 3273/B-2013, 3273/A-2015, 3273/B-2015, 3273/C-2015, 3273/A-2016, 3273/A-2017, 3273/A-2018, ~~3273/A-2019~~

Transmission Rate Rider

On a quarterly basis, the EL & P Manager (or designate) will:

1. Monitor the Alberta Electric System Operator's transmission costs.
2. Establish an appropriate adjustment to account for variances between estimated and actual provincial transmission costs.
3. Notify the Director of Development Services of the calculated adjustment.
4. Subject to the Director's approval, ensure the adjustment is accurately reflected in the Distribution Tariff.

APPENDIX "A"
Bylaw 3273/A-~~2018~~2019
Page 3 of 9

RESIDENTIAL - RATE 61

Application Applies to all residential premises which are measured by a single meter and which contain not more than two dwelling units.

Distribution Tariff	Unit	System Access	Distribution Access
Basic Charge	\$ per day	0.5699	0.3924
		0.5145	0.4554
Variable Charge	\$/kWh of all energy	0.0152	0.0136
		0.0137	0.0158

**Balancing
Pool
Allocation** A charge of ~~\$0.00321~~-\$0.00300/kWh of all energy effective from March 1, ~~2018~~-2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as ~~13.17~~-13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Basic Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

GENERAL SERVICE - RATE 63

Application Applies to non-residential customers and to residential premises not entitled to Rate 61, plus the "house lights" services (including common area lighting and utility rooms) of apartment buildings where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will continue to be applied irrespective of future kVA Metered Demand. Also applies to unmetered City of Red Deer services and telecommunication installations approved by the EL&P Manager where energy consumption is small and easily predicted. Consumption will be calculated based on equipment nameplate rating and operational patterns.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;
120/208Y Volts, network, 3 wire;
120/208Y Volts, three phase, 4 wire;
347/600Y Volts, three phase, 4 wire.

Distribution Tariff

	Unit	System Access	Distribution Access
Basic Charge	\$ per day	1.4000 0.9200	1.2421 1.3877
Variable Charge	\$/kWh of all energy	0.0204 0.0252	0.0118 0.0132

Balancing Pool Allocation A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

Transmission Rider Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

Local Access Fee Assessed as ~~13.17~~ 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

Minimum Monthly Charge Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

APPENDIX "A"
Bylaw 3273/A-~~2018~~2019
Page 5 of 9

GENERAL SERVICE - RATE 64

Application Applies to commercial and industrial installations where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2401 0.2288	0.1078 0.1243
Variable Charge	\$/kWh of all energy	0.0135 0.0129	0.0083 0.0096

**Balancing
Pool
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

LARGE GENERAL SERVICE/INDUSTRIAL - RATE 78

Application Applies where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA.

Rate 78 is also applicable to all customers who were billed on Rate 78 prior to December 31, 2000 regardless of the kVA Metered Demand.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.2751	0.0849
		0.2669	0.0981
Variable Charge	\$/kWh of all energy	0.0153	0.0057
		0.0148	0.0066

Balancing Pool Allocation A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

Transmission Rider Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

Local Access Fee Assessed as ~~13.17~~ 13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

Minimum Monthly Charge Total Basic Charge (System Access plus Distribution Charge), plus any applicable Local Access Fee.

STREET LIGHT SERVICE - RATE 81

Application Applies to standard street light fixtures.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3479	0.1768
		0.3309	0.2083
Variable Charge	\$/kWh of all energy	0.0145	0.0111
		0.0138	0.0131

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

Balancing Pool Allocation A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

Transmission Rider Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

Local Access Fee Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

Minimum Monthly Charge Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

TRAFFIC LIGHT SERVICE - RATE 82

Application Applies to standard traffic light systems.

Distribution Tariff	Unit	System Access	Distribution Access
Demand Charge	\$/kVA of Billing Demand per day	0.3810	0.2247
		0.3568	0.2452
Variable Charge	\$/kWh of all energy	0.0158	0.0186
		0.0148	0.0203

Note: Demand and consumption values of individual fixtures will be established by the Electric Light & Power Manager and will be reviewed by the Electric Light & Power Manager from time to time.

**Balancing
Pool
Allocation** A charge of ~~\$0.00321~~ \$0.00300/kWh of all energy effective from March 1, ~~2018~~2019.

**Transmission
Rider** Charge or credit for a charge or refund from the Alberta Electric System Operator for Demand Transmission Services which is not included in the System or Distribution Access charges.

**Local Access
Fee** Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**Minimum
Monthly
Charge** Total Demand Charge (System Access plus Distribution Access), plus any applicable Local Access Fee.

DISTRIBUTION GENERATION - RATE 83

Application Applies to generators meeting all of the following requirements

1. Meets the AESO definition of a Distributed Generator and is connected to distribution voltage.
2. Have an installed bi-directional 15-minute interval meter.

Generators not meeting the above requirements are reviewed on an individual basis.

**Distribution
Tariff**

	Unit	Distribution Access
Service Fee	\$ per day	15.00
Variable Charge	\$/kWh of supplied energy	0.0080

Note: 1. Site consumption will be charged under the applicable Distribution Rate Schedule.

**Local Access
Fee**

Assessed as ~~13.17~~13.78% of each and every component of the Distribution Access and the System Access Charges and is added to the customer's bill.

**AESO
Transmission
Charge/Credit**

As per the applicable supply tariff (STS) of the Transmission Administrator. This is a flow through charge to the customer by the AESO, if applicable.

**Connection
Charge**

Customer is responsible for all costs of connection including cost of the meter and meter data provisioning.



Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Jim Jorgensen, Electric Light & Power Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Electric Utility Bylaw Amendment – Bylaw 3273/A-2019 – Distribution Tariff

Reference Report:

Electric Light & Power, dated January 21, 2019

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

Bylaw 3273/A-2019 (an amendment to Appendix A – Distribution Tariff of the Electric Utility Bylaw)

Report back to Council:

Yes.

Comments/Further Action:

This bylaw will come back for second and third readings at the Monday, February 4, 2019 Council Meeting.

A handwritten signature in blue ink, appearing to read 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Planning Services
Corporate Meeting Administrator



January 3, 2019

Intermunicipal Subdivision and Development Appeal Board Bylaw Bylaw 3408/A-2019

Legislative Services

Report Summary & Recommendation:

Changes to the Municipal Government Act has predicated amendments to the Intermunicipal Subdivision and Development Appeal Board Bylaw. Staff worked with Administration from Red Deer County to identify amendments in addition to those predicated by changes to the MGA. Attached are the amendments supported by Administration from both The City of Red Deer and Red Deer County.

City Manager Comments:

I support the recommendation of Administration. If first reading of Bylaw 3408/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

That Bylaw 3408/A-2019 be read a first time.



Report Details

Background:

In 2007 The City of Red Deer and Red Deer County adopted the Intermunicipal Development Plan (IDP). Both municipalities also established an Intermunicipal Subdivision and Development Appeal Board (ISDAB) to hear appeals on developments and subdivisions within the fringe area identified in the IDP.

Discussion:

Administrative Amendments:

- Changing 'the City of Red Deer' to 'The City of Red Deer' where appropriate
- Numbering the definitions
- Correcting a numbering error
- Formatting of s. 8.1
- Combining clauses related to the Decision of the Board to one section
- Changing information regarding records of the Board to reflect s. 629 of the MGA
- Changing s. 21 'in camera' to 'in a closed session' – use of this terminology is a best practice

Municipal Government Act Amendments:

- S. 4(e) stipulates that members shall serve on hearings filed during their term. This allows Administration to ensure the new training requirements under s. 627.2 of the MGA can be met
- Changing references to the 'Secretary of the Board' to the 'Clerk of the Board' who is now a designated officer under s. 627.1

Analysis:

The proposed amendments ensure compliance with the Municipal Government Act and are recommended by both The City of Red Deer and Red Deer County administration.

BYLAW NO. 3408/A-2019

Being a bylaw of The City of Red Deer, in the Province of Alberta, to amend the Intermunicipal Subdivision and Development Appeal Board Bylaw of The City of Red Deer.

WHEREAS on May 5, 2008, The City of Red Deer enacted Bylaw 3408/2008 to establish the Intermunicipal Subdivision and Development Appeal Board;

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

- I. Bylaw #3408/2008 is amended as follows:
 - (a) Section 2 is amended to add subsections by labelling each definition consecutively starting with (a).
 - (b) “the City” is deleted and replaced with “The City” in the following locations: 4 in the preamble; s. 2(b); s. 18; s. 19; s. 22 and s. 24.
 - (c) Section 8.1 is formatted to have its margins the same as s. 8 before it.
 - (d) Sections 14 to 24 are renumbered starting at s. 13 and continuing consecutively to s. 23.
 - (e) Section 4(e) is deleted in its entirety and replaced with:
“Notwithstanding that the terms of appointment to the board shall not exceed 3 years, members shall serve on hearings for appeals and/or disagreements filed during their term; and”.
 - (f) Section 9, including the heading, is deleted in its entirety.
 - (g) Section 10(a) the word “Secretary” is deleted and replaced with the word “Clerk”.
 - (h) Section 12(b) is deleted in its entirety and replaced with:
“Red Deer County shall keep a record of the hearing proceedings in accordance with the requirements of s. 629(b) of the Municipal Government Act.”.

- (i) Section 12(c) is added:
“Any order or decision by the Board shall be signed by the Chairperson or by the Clerk of the Board.”.
- (j) The text found between section 12(c) and the heading ‘Secretary of the Board’ which states “The Board minutes shall be maintained at Red Deer County Municipal Offices and The City of Red Deer Municipal Offices and be available for public inspection at all reasonable times.” is deleted.
- (k) Section 12(d) is added:
“A copy of any order or decision of the Board will be maintained at both Red Deer County and the City of Red Deer and will be made available for public inspection at all reasonable times.”
- (l) The heading for s. 13, “Secretary of the Board” is deleted in its entirety and replaced with “Clerk of the Board”.
- (m) Section 13 is deleted in its entirety and replaced with “The Clerk of the Board shall be the Clerk of Red Deer County’s Subdivision and Development Appeal Board.”.
- (n) Section 20 the word “Secretary” is deleted and replaced with the word “Clerk”.
- (o) Section 21 the words “*in camera*” are deleted and replaced with “in a closed session”.

- (p) Section 23 is deleted in its entirety and replaced with “The Clerk of the Board shall be the Clerk of the City of Red Deer’s Subdivision and Development Appeal Board”.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2019
READ A SECOND TIME IN OPEN COUNCIL this	day of	2019
READ A THIRD TIME IN OPEN COUNCIL this	day of	2019
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2019

MAYOR

CITY CLERK

BYLAW NO. 3408/2008**Strikethrough Version**

Being a bylaw of ~~T~~he City of Red Deer, in the Province of Alberta, to establish an Intermunicipal Subdivision and Development Appeal Board for ~~T~~he City of Red Deer and Red Deer County.

WHEREAS on July 5, 2007, ~~T~~he City of Red Deer enacted Bylaw 3393/2007 and Red Deer County enacted Bylaw 2007/29, whereby the two municipalities adopted an Intermunicipal Development Plan;

AND WHEREAS ~~T~~he City of Red Deer and Red Deer County have agreed in the Intermunicipal Development Plan to establish an Intermunicipal Subdivision and Development Appeal Board and Intermunicipal Disagreement Resolution Board;

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

- I. This Bylaw shall be called the “Intermunicipal Subdivision and Development Appeal Board Bylaw”.

Definitions

2. In this Bylaw, the following definitions shall apply:
 - a. **“Board”** means the Intermunicipal Subdivision and Development Appeal Board and the Intermunicipal Disagreement Resolution Board, as the context requires.
 - b. **“Councils”** means the Red Deer County Council and ~~T~~he City of Red Deer Council.
 - c. **“Intermunicipal Development Plan” or “IDP”** means the Red Deer County and City of Red Deer Intermunicipal Development Plan adopted on July 5, 2007 by Red Deer County Bylaw No. 2007/29 and City of Red Deer Bylaw No. 3393/2007.

PART I – Intermunicipal Subdivision & Development Appeal Board

Purpose

- ¹3. The purpose of the Board is to hear appeals from subdivision and development permit decisions made under the provisions of the Intermunicipal Development Plan within the City's Growth Area (Map I) prior to annexation; and within the Collaborative Planning Areas and the Agricultural and Open Space Area (Map I) until more detailed policies are adopted as part of the Intermunicipal Development Plan.

Membership and Term

4. The Board shall consist of seven (7) members appointed for a term not to exceed three (3) years, as follows:
 - (a) Three (3) members from each Municipality; notwithstanding the provisions of the IDP, neither Council shall appoint a County or City Councillor to sit on the Board unless the two municipalities sign a separate agreement allowing for the appointment of one Councillor from each municipality;
 - (b) A Chairperson agreed upon by both Municipal Councils, or where Councils cannot agree, appointed by a judge of the Court of Queen's Bench of Alberta;
 - (c) No person who is a County or City staff member or a member of the Municipal Planning Commission or a member of the Subdivision Authority of either municipality shall be appointed as a member of the Intermunicipal Subdivision and Development Appeal Board; and
 - (d) The appointing Municipality shall be entitled to appoint a replacement member at any time in accordance with section 4(a) for members or 4(b) in the case of the Chairperson.

¹ 3408/A-2012

- (e) ¹Notwithstanding that the terms of appointment to the board shall not exceed 3 years, members shall serve on hearings for appeals and/or disagreements filed during their term; and
- (f) ²No member shall serve more than two consecutive terms without authorization of both municipal Councils.

Payment to Board

- 5. Each member of the Board shall be paid an honorarium by the municipality he/she represents and the Chairperson shall be paid an honorarium by both municipalities on an equal cost share basis, for each day or partial day the Board meets.

Procedure

- 6. The Chairperson:
 - (a) Will preside over and be responsible for the conduct of the meeting of the Board;
 - (b) May set time limits or prescribe the manner in which submissions are to be made, accepting either oral or written submissions or both and setting reasonable limits for such submissions; and
 - (c) Will vote on all matters before the Board.
- 7. The Board may determine its own procedure and make procedural rules in respect of matters not provided for in this Bylaw, by Statute or under the Intermunicipal Development Plan.

Quorum

- 8. A quorum shall consist of an equal number of members appointed by the County and the City, plus the Chairperson.

¹ 3408/A-2012, ² 3408/A-2012

- 8.1 Provided that there are an equal number of County members and City members in attendance, and notwithstanding sections 4(a), 4(b) and 8, in the event that a Intermunicipal Subdivision and Development Appeal Board hearing has been scheduled and the Chairperson is not available to attend, the Panel Members shall choose an alternate Chairperson from among those present and this shall constitute quorum.(format change only)

Decision (relocate entire #9 to 12(b))

- ~~9. Any order or decision by the Board shall be signed by the Chairperson or by the Clerk of the Board.~~

Commencement of Appeal

10. An appeal is to commence by:
- (a) The appellant mailing or delivering to the ~~Secretary~~ Clerk of the Board at Red Deer County offices a Notice of Appeal in the form established by the Board from time to time; and
 - ²(b) Paying a fee of Four Hundred Dollars (\$400), which will be retained by the County. The appeal fee is refundable if the appeal is successful.

Notice and Time for Hearing

11. Notice of an appeal shall be given in accordance with the provisions of the Municipal Government Act applicable to Subdivision and Development Appeal Boards.

Decision of the Board

¹ 3408/A-2015

² 3408/A-2012

12. (a) The Board must give its decision in writing together with reasons for the decision within 15 days after concluding the hearing.
- (b) ~~As soon as reasonably possible after a hearing, the Secretary of the Board shall prepare minutes of the hearing, including the particulars of the appeal.~~ Red Deer County shall keep a record of the hearing proceedings in accordance with the requirements of s. 629(b) of the Municipal Government Act.
- (c) (insert #9) Any order or decision by the Board shall be signed by the Chairperson or by the Clerk of the Board.
- (d) A copy of any order or decision of the Board will be maintained at both Red Deer County and the City of Red Deer and will be made available for public inspection at all reasonable times.

~~The Board minutes shall be maintained at Red Deer County Municipal Offices and the City of Red Deer Municipal Offices and be available for public inspection at all reasonable times.~~

Secretary of the Board

Clerk of the Board

- 14.13. The Secretary ~~Clerk~~ of the Board shall be appointed by Red Deer County from its administrative staff. the Clerk of Red Deer County's Subdivision and Development Appeal Board.

PART II – Intermunicipal Disagreement Resolution Board

- 15.14. This Bylaw also applies to the establishment of an Intermunicipal Disagreement Resolution Board as provided for in the Intermunicipal Development Plan.

Membership

- 16.15. The Intermunicipal Subdivision & Development Appeal Board shall also act and sit as the Intermunicipal Disagreement Resolution Board.

~~17.16.~~ This Bylaw shall in every respect apply to the Intermunicipal Disagreement Resolution Board except as further set out as follows:

Purpose of the Intermunicipal Disagreement Resolution Board

~~18.17.~~ The purpose of the Intermunicipal Disagreement Resolution Board is to hear any matters of disagreement relative to the interpretation of the Intermunicipal Development Plan disagreed to as between Red Deer County and ~~T~~the City of Red Deer.

Filing Disagreement with the Intermunicipal Disagreement Resolution Board

~~19.18.~~ A disagreement is commenced by a written referral to the Board from either the Manager for Red Deer County or the Manager of ~~T~~the City of Red Deer, or both.

~~20.19.~~ There is no appeal fee payable.

~~21.20.~~ Any matter referred to the Intermunicipal Disagreement Resolution Board shall be heard by the Board within thirty (30) days of the date that the referral is received by the ~~Secretary~~ Clerk of the Board.

~~22.21.~~ The Intermunicipal Disagreement Resolution Board shall conduct its deliberations ~~in-camera~~ in a closed session and only representatives of Red Deer County and ~~T~~the City of Red Deer and their witnesses may appear.

~~23.22.~~ The Intermunicipal Disagreement Resolution Board shall make a decision and provide in writing the decision of the Board and reasons for the decision to each Municipality within fifteen (15) days after the conclusion of the hearing.

~~24.23.~~ The ~~Secretary~~ Clerk of the ~~Intermunicipal Disagreement Resolution~~ Board shall be appointed by the ~~City of Red Deer from its administrative staff~~ the Clerk of The City of Red Deer's Subdivision and Development Appeal Board.

READ A FIRST TIME IN OPEN COUNCIL this 5th day of May 2008.

READ A SECOND TIME IN OPEN COUNCIL this 5th day of May 2008.

7

Bylaw No. 3408/2008

READ A THIRD TIME IN OPEN COUNCIL this 5th day of May 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this 5th day of May 2008.

“Morris Flewwelling”

“Kelly Kloss”

MAYOR

CITY CLERK

FILE COPY



Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Jackie Kurylo, Appeals Coordinator
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Intermunicipal Subdivision and Development Appeal Board Bylaw

Reference Report:

Legislative Services, dated January 3, 2019

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

Bylaw 3408/A-2019 (an amendment to the Intermunicipal Subdivision and Development Appeal Board Bylaw to ensure compliance with the Municipal Government Act and administrative updates)

Report back to Council:

Yes.

Comments/Further Action:

This bylaw will come back for second and third readings at the Monday, February 4, 2019 Council Meeting.

A handwritten signature in blue ink, appearing to read 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Corporate Services
Deputy City Clerk
Corporate Meeting Administrator



January 8, 2019

Committees Bylaw Amendment 3576/A-2019

Legislative Services

Report Summary & Recommendation:

The Mayor's Recognition Awards Committee has proposed recommendations for changes to the Committees Bylaw to improve award criteria for the Mayor's Recognition Awards.

City Manager Comments:

This is purely a housekeeping amendment to support the Committee. If first reading of Bylaw 3576/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Council Meeting.

Craig Curtis
City Manager

Proposed Resolutions:

That Bylaw 3576/A-2019 be read a first time.



Report Details

Background:

On July 25, 2018 the Mayor’s Recognition Awards Committee passed the following resolution:

Resolved that the Mayor’s Recognition Awards Committee, having discussed the Committees Bylaw Terms of Reference for the Mayor’s Recognition Awards Committee, hereby agrees and requests that the following be given consideration:

Section 50, 1. (b) – Committees Outcome – Amend the wording of the defined term “Group” to read as follows: “Group” means two or more individuals assembled together and having some common purpose, whose work shall be beyond the normal scope of their professional duties.

Section 50, 3. (b) (i) – Fine and Performing Arts – Amend the wording to read “Nominees will be individuals and groups of individuals.”

Section 50, 3. (d) – Community Builder Award - Amend the preamble to read “This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate:”

Administration has drafted a bylaw amendment to make the requested changes to the bylaw and to include one administrative amendment.

Discussion:

Rationale for the amendments are as follows:

Amendment	Rationale
1. By deleting 50(1)(b) and replacing it with the following: “Group” means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and	The MRA Committee has previously had issues with the interpretation of the word “organization” as it can be broadly applicable. This amendment helps to identify that groups do not include business conducting their regular duties.
2. By inserting the following new section at 50(2)(b):	This amendment is recommended by administration in an effort to prevent any



<p>The Nominator and Seconder of a nomination cannot be current members of the Mayor’s Recognition Awards Committee.</p> <p>And subsequent renumbering</p>	<p>conflicts of interest on the committee.</p>
<p>3. By deleting the following from 50(3)(b)(i):</p> <p>, as opposed to institutions, organization, or programs in which they may be participating</p>	<p>This language does provide improved clarity of direction to the MRA Committee so they have requested it be removed so that it does not confuse the other language in this section.</p>
<p>4. By adding “, whose work is beyond the normal scope of their professional duties” to 50(3)(d) after “individuals or groups”.</p>	<p>The MRA Committee wants to ensure that nominees are not receiving financial compensation as a direct result of the activities identified in an application.</p>



**Mayor's Recognition Awards Committee
Decision – July 25, 2018**

DATE: July 25, 2018

TO: Mayor Tara Veer

FROM: Chair, Mayor's Recognition Awards Committee

SUBJECT: Decision from the July 25, 2018 Meeting of the Mayor's Recognition Awards Committee

At the July 25, 2018 meeting of the Mayor's Recognition Awards Committee, the Committee discussed the Committees Bylaw Terms of Reference for the Mayor's Recognition Awards Committee.

The following motion was introduced and passed:

Resolved that the Mayor's Recognition Awards Committee, having discussed the Committees Bylaw Terms of Reference for the Mayor's Recognition Awards Committee, hereby agrees and requests that the following be given consideration:

Section 50, 1. (b) – Committees Outcome – Amend the wording of the defined term "Group" to read as follows: "Group" means two or more individuals assembled together and having some common purpose, whose work shall be beyond the normal scope of their professional duties.

Section 50, 3. (b) (i) – Fine and Performing Arts – Amend the wording to read "Nominees will be individuals and groups of individuals."

Section 50, 3. (d) – Community Builder Award - Amend the preamble to read "This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate."

Respectfully submitted,

Chair, Mayor's Recognition Awards Committee

BYLAW NO. 3576/A-2019

Being a Bylaw to amend Bylaw No. 3576/2016 The Committees Bylaw of The City of Red Deer.

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

Bylaw No. 3576/2016 is hereby amended as follows:

- 1. By deleting 50(1)(b) and replacing it with the following:

“Group” means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and

- 2. By inserting the following new section at 50(2)(b):

The Nominator and Seconder of a nomination cannot be current members of the Mayor’s Recognition Awards Committee.

And subsequent renumbering

- 3. By deleting the following from 50(3)(b)(i):

, as opposed to institutions, organization, or programs in which they may be participating

- 4. By adding “, whose work is beyond the normal scope of their professional duties” to 50(3)(d) after “individuals or groups”.

READ A FIRST TIME IN COUNCIL this	day of	2019.
READ A SECOND TIME IN COUNCIL this	day of	2019.
READ A THIRD TIME IN COUNCIL this	day of	2019.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2019.

MAYOR

CITY CLERK

Strikethrough Version

48. Committee Name: Mayor's Recognition Awards Committee

49. Purpose

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

50. Committee Outcomes

(1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:

- (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
- (b) ~~"Group" means two or more individuals assembled together and having some common purpose e.g. organizations, businesses; and "Group" means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and~~
- (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.

(2) The Committee must adhere to the following criteria:

- (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
- (b) ~~The Nominator and Seconder of a nomination cannot be current members of the Mayor's Recognition Awards Committee.~~
- ~~(b)~~ (c) Posthumous nominations will be accepted in all categories for up to five years following the nominee's death.
- ~~(c)~~ (d) There is no limit to the number of awards that may be presented in any category in any given year.
- ~~(d)~~ (e) The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
- ~~(e)~~ (f) Decisions of the Committee regarding the selection of award recipients will be final.
- ~~(f)~~ (g) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.

~~(g)~~ (h) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.

(2) The award categories are as follows:

(3) Athletics:

- (a) i. Nominees must have:
- a. placed first in a national event or competition; or
 - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
 - c. placed first at the highest possible level that can be achieved in their sport.
- ii. Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- iii. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
- iv. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
- v. For Individuals:
- a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
 - b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)
- vi. For Teams:
- a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or
 - b. "Competition" means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
- vii. Nominees may have competed at an amateur or professional level.

(b) Fine and Performing Arts:

- i. Nominees will be individuals and groups of individuals ~~as opposed to institutions, organizations, or programs in which they may be participating.~~

- ii. Nominees must have gained a national or international acceptance or recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.
 - iii. Nominees may hold amateur or professional status.
 - iv. Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
 - v. Nominees are only eligible to receive a Mayor's Recognition Award in this category once for the same fine or performing art.
- (c) Distinguished Voluntary Service:
- i. Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
 - ii. Nominees will be individuals.
 - iii. Volunteer work shall be beyond the normal scope of their professional duties.
- (d) Community Builder Award:
- This award recognizes outstanding individuals or groups, **as opposed to institutions, organizations, or programs in which they may be participating.** Nominees must demonstrate:
- i. Special or unique qualities that highlight how the person/group has made a difference in the community; and
 - ii. Leadership, dedication, innovation and creativity; and
 - iii. Long term benefits or impact to the community.
- (e) Mayor's Special Award:
- i. The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
 - ii. Nominees will be individuals, groups or teams who have demonstrated any of the following:
 - a. Humanitarianism; and/or
 - b. Exceptional achievement; and/or
 - c. An act of heroism or bravery.
 - iii. Volunteer work shall be beyond the normal scope of their professional duties.

- iv. The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.
- v. The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

51. Membership

- (1) The Committee will consist of five Members appointed by the Mayor.
- (2) Membership on the Committee will remain anonymous.
- (3) Applicants for membership on the Committee will be residents of the city of Red Deer and any Member who ceases to be a resident will be disqualified from the Committee.

52. Meetings

The Mayor's Recognition Awards Committee meets when called.

BYLAW NO. 3576/2016

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

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

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

Definitions

2. (l) In this bylaw:
 - (a) "Ad Hoc Committee" means a Committee established for a specified period of time and for a specific purpose.
 - (b) "Agency Representative" means a Member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.
 - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization.
 - (d) "Committee" means a Committee, Commission, Board or other body established by Council; and in a section of this bylaw relating to a specific Committee, means that specific Committee.
 - (e) "Consensus" means a decision-making process that seeks the agreement of most participants and also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement.
 - (f) "Councillor" means a member of Council but does not include the Mayor.
 - (g) "Council Representative" means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.
 - (h) "Governance Committee" means a Committee established in support of legislative requirements or to support Council's governance role.
 - (i) "Member" means a Member of a Committee.
 - (j) "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

Establishment of Committees

3. (1) The following Governance Committees are established:
 - (a) Audit Committee;
 - (b) Community Housing Advisory Board;
 - (c) Gaetz Lakes Sanctuary Committee;
 - (d) Governance & Policy Committee;
 - (e) Mayor's Recognition Awards Committee;
 - (f) Municipal Planning Commission;
 - (g) Nomination Committee; and
 - (h) Public Art Commission.
- (2) Unless otherwise provided for in this bylaw, Members are appointed by Council resolution.
- (3) Where a Committee has a Council Representative, the Mayor may assign, for a specified period of time, an alternate Councillor to a Committee should the regular representative be unable to attend.

Ad Hoc Committees

4. (1) Council may establish, by resolution, Ad Hoc Committees for the purpose of reviewing a specific issue or issues.
- (2) The composition of an Ad Hoc Committee is at the discretion of Council.
- (3) Ad Hoc Committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.

Membership

5. (1) Council will establish the membership composition of Committees including whether a Committee requires a Council Representative, a Citizen Representative, and/or an Agency Representative.
- (2) In selecting Committee Members, preference may be given to residents of The City of Red Deer; however, it is also recognized that non-resident applicants who own property or have a business in the City also have a stake in the community, unless otherwise specified in this bylaw.

- (3) No City staff member can sit as a voting member on a Committee unless otherwise specified in this bylaw.
- (4) Former Committee Members, former Council Members and former City staff may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

Terms of Appointment

6. Unless otherwise stated in this bylaw Members are appointed at the Organizational Meeting of Council as follows:
 - (1) Council Representatives are appointed for one-year terms, unless otherwise specified in this bylaw.
 - (a) The Mayor makes mid-term appointments as required.
 - (2) Citizen Representatives and Agency Representatives are appointed for two year terms, except in the initial year when a Committee is established where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for a one year term.
 - (3) A Member may be re-appointed to a Committee at the expiration of the Member's term.
 - (4) No Member shall serve on a Committee for more than three consecutive terms, unless authorized by Council.
 - (5) Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
 - (6) A Member may resign from a Committee at any time by giving written notice to the Legislative Services Manager.
 - (7) By resolution Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.
 - (8) A vice-chairperson may be chosen annually from among the voting Members.
 - (9) Council may alter the terms of appointment of any Member.

Chairperson

7. The chairperson:
 - (1) Will be chosen annually among the voting Members unless otherwise stated;
 - (2) Will preside over and be responsible for the conduct of Committee meetings;

- (3) May limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate;
- (4) Will vote on matters submitted to the Committee unless otherwise disqualified; and
- (5) Will act as the sole spokesperson for the Committee unless this role is delegated to another Member.

Committee Meetings

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

Attendance at Meetings

13. Any Member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a Member as of the date of the third meeting unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but not for the unexpired portion of the term which is forfeited.
 - (1) Section 13 does not apply to alternate Members.

Proceedings

14. (1) The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- (2) When a meeting is closed to the public, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a closed meeting is confidential.
- (3) Notwithstanding 14(1) and 14(2) the Municipal Planning Commission may deliberate and make decisions in a closed meeting.
- (4) When a meeting is open to the public, the Committee may, in its sole discretion, permit Members of the public to address the Committee when it is deemed appropriate in the context of the business of the Committee.
 - (a) The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
 - (b) A Committee may establish its own procedures for how consent to a member of the public may be given but such consent should be recorded in the minutes of that Committee.
- (5) Any Councillor who is not an appointed Member of a Committee:
 - (a) Does not have any special right to speak or to address that Committee, and in this respect shall be treated as a member of the public and is permitted to speak only in accordance with section 14(4) but may not participate in debate.
 - (b) Is not entitled to vote on any issue before the Committee.
 - (c) Has the right to attend any portion of the meetings of that Committee which is closed to the public in the role of an observer, but shall not participate in discussion.
- (6) All discussion at a meeting of a Committee is directed through the chairperson.

Quorum

15. (1) A majority of voting Members constitutes a quorum.
 - (a) The total number of Members is the number of currently appointed Members. If a Member leaves the Committee the total number of Members will decrease until a replacement is appointed.

- (b) When a Member attending a meeting is absent from a vote, for any reason, they are still counted as part of the total number of Members and must be included in the calculation of quorum.

Voting

- 16. (1) The majority vote of those Members present and voting constitutes the decision of any Committee, unless otherwise specified in this bylaw.
- (2) Each voting Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- (3) Members shall only vote if personally present at the time of the vote.
- (4) Votes on all motions must be taken as follows:
 - (a) The chairperson puts the motion to a vote;
 - (b) Members vote by a show of hands or other method agreed to by Council; and
 - (c) The chairperson declares the result of the vote.
- (5) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (6) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (7) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Rules of Procedure

- 17. Except as outlined in this bylaw and the Procedure Bylaw, as applicable, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.
- 18. Members will support and model The City's Respectful Workplace standards and will not speak disrespectfully about the City, other Members or Administration.

Minutes

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

Public Access

20. All agendas and minutes of Committee meetings will be made routinely available to the public, unless the contents are protected from disclosure under the Freedom of Information and Protection of Privacy Act, such as agendas and minutes of:
- (1) Community Housing Advisory Board;
 - (2) Nomination Committee;
 - (3) Mayor's Recognition Awards Committee; and
 - (4) In camera meetings of any Committee.

Support Staff

21. (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a) Administrative Liaison(s) - City staff who work in an area related to the terms of reference of the Committee and who:
 - (i) Are expected to attend all meetings of the Committee to which they are assigned;
 - (ii) Work with the chairperson in developing the meeting agendas;
 - (iii) Provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) Coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;
 - (v) Provide administrative recommendations as required; and
 - (vi) Work with the Committees Coordinator to develop an annual orientation for each Committee.
 - (b) Committees Coordinator(s) - City staff within the Legislative Services department who:
 - (i) Maintain an up to date registry of all Committee Members;
 - (ii) Compile and distribute Committee agendas;
 - (iii) Provide procedural support and expertise to meeting processes, including:
 - a. Drafting resolutions;

- b. Recording formal motions and action items of Committees;
 - c. Working with the Administrative Liaison to ensure outcomes of items are reported back to the Committee; and
 - d. Ensuring proper procedure is followed;
- (iv) Prepare written minutes of all meetings and distribute such minutes ; and
 - (v) Work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by a Committee for information or action by City staff other than the Administrative Liaison for the Committee will be directed by the City Manager.

Resource Groups

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

Referrals to Committees

23. The referral process for Committees is:
- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons;
 - (2) Administration may refer items to a Committee through the Administrative Liaison and will provide reasonable time limits for the Committee to consider issues. Referrals from Administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context; or
 - (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Administrative Liaison for consideration by the Committee. The chairperson, in consultation with the Administrative Liaison, will determine if public requests fall within the Committee's authority, if so, if and when the item will be added to a future agenda.

Subcommittees

24. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.

Conflict of Interest

25. (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
- (a) Declares that he or she has a conflict of interest; and
 - (b) Describes in general terms the nature of the conflict of interest.
- (2) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
- (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - (b) In the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

Pecuniary Interest

26. (1) The provisions of this bylaw and the provisions of the *Municipal Government Act* regarding pecuniary interest apply to Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
- (a) Declares that he or she has a pecuniary interest; and
 - (b) Describes in general terms the nature of the pecuniary interest.
- (3) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (4) If a Member fails to disclose a pecuniary interest, that member is automatically disqualified from their position.

Power of Authority

27. Except as otherwise specified in this bylaw, no Committee or Member has:
- (1) Power to pledge the credit or course of action of The City or enter into any agreement on behalf of the Committee or The City.

- (2) Power to authorize any expenditure to be charged against The City without prior approval by Council.
- (3) Authority to act administratively.

28. Committee Name: Audit Committee**29. Purpose**

The Audit Committee exists to assist Council in the discharge of its oversight responsibilities by overseeing the organizations operations through the monitoring of financial reporting, internal control and enterprise risk management processes.

30. Committee Outcomes

(I) External Auditor

- (a) The Committee in relation to the appointment of The City's external auditor will:
 - (i) Approve the selection process and criteria;
 - (ii) Review all materials submitted by applicants;
 - (iii) Approve the short list of candidates;
 - (iv) Participate in interviews of the short listed candidates; and
 - (v) Make recommendations to Council about the appointment and fees payable to the external auditor including the extension or termination of existing contracts.
- (b) The Committee has the power to approve the external auditor's work plan and the external auditor's requests for changes to the annual work plan. The work plan will include the following items:
 - (i) The objective and scope of external audit work;
 - (ii) Materiality limits;
 - (iii) Areas of audit risk;
 - (iv) Audit reports required;
 - (v) Timelines for the work plan; and
 - (vi) The identity and credentials of senior staff performing external audit work.
- (c) The Committee will review the external auditor's audit and other reports, post-audit and management letter and will, in particular, address any significant issues or findings on:
 - (i) Financial reporting matters including judgments on estimates, assumptions and clarity of disclosures;
 - (ii) Difficulties or impediments encountered during audits;

- (iii) Identification and assessment of deficiencies in internal controls;
 - (iv) Selection and application of accounting principles or standards and application of elective principles or methods;
 - (v) Audit limitations;
 - (vi) Response to and status of implementation of audit recommendations and follow up; and
 - (vii) Contingencies that could have a material effect on The City's financial statements.
- (d) The Committee will receive for information the external auditor's annual confirmation regarding the external auditor's independence.
- (e) The Committee may request additional information from the external auditor's about any part of the external auditor's work plan or reports.
- (f) Administration will present an annual report to the Audit Committee regarding:
- (i) Categories of non-audit services the external auditor is permitted to provide to The City; and
 - (ii) The cost and nature of non-audit services the external auditor provides to The City.
- (g) The Committee is responsible for providing an annual assessment of the work of the External Auditor.
- (2)¹ Value for Money Audits
- (a) The Committee will:
- (i) Recommend to Council the subject for Value for Money Audits based on recommendations from administration;
 - (ii) Approve the purpose and scope of the Value for Money Audit being proposed;
 - (iii) Receive the auditor's report from administration and forward to Council;
 - (iv) Review and approve administration's Value for Money implementation plan and refer any recommendations requiring Council approval, such as budget, through the normal budget and Council processes;
 - (v) Receive progress reports from administration at a schedule determined by the Audit Committee.

(3) Financial Statements

- (a) The Committee will annually review the following matters:
 - (i) The completeness and clarity of financial statement reporting;
 - (ii) Estimates and assumptions underlying financial statement reporting;
 - (iii) Financial statement reporting practices;
 - (iv) Compliance with generally accepted accounting standards for the public sector or changes to those standards;
 - (v) Impact of any change in The City's reporting practices on The City's financial statements; and
 - (vi) Issues affecting approval of The City's audited financial statements.
- (b) The Committee will recommend to Council:
 - (i) That the annual audited financial statements be approved; and/or
 - (ii) That further actions or information that Council may desire in relation to The City's financial reporting.

(4) Enterprise Risk Management

"Enterprise Risk Management" means systems and processes for identifying and managing actual or potential financial risk, strategic risk, operational risk, hazards and other risks to an organization.

The Committee will review reports about The City's enterprise risk management framework including:

- (a) The City's Enterprise Risk Management policies;
- (b) Processes for identifying and assessing risk;
- (c) Evaluation of enterprise risk including, but not limited to insurance risk; and
- (d) Actions taken by Administration to mitigate risks.

(5) Internal Controls

"Internal Controls" means systems, processes and procedures developed to:

- (a) Safeguard assets;
- (b) Ensure the accuracy of the financial data;
- (c) Promote operational efficiency; and

- (d) Promote adherence to policies.
- (6) The Committee has authority and responsibility to:
- (a) Review reports from Administration about The City's internal control systems including technology, security and financial controls and assess whether they are operating effectively;
 - (b) Review reports from Administration regarding The City's policies and procedures to safeguard The City's assets and assess whether these policies and procedures are operating effectively; and
 - (c) Report and recommend to Council any actions or decisions regarding The City's system of Internal Controls.
- (7) Administrative Compliance
- (a) The Committee monitors Administration's compliance with existing policies and legislation.
 - (b) The Committee has authority to review reports regarding the adequacy and effectiveness of corporate policies on fraud, misconduct and policy compliance that deter, detect and prevent fraud and misconduct.
- (8) Whistleblowing
- The Audit Committee is responsible for oversight of the Whistleblowing Program.
- (9) Planning, Training and Self Evaluation
- (a) An annual work plan is to be completed by the Audit Committee and endorsed by the February of the calendar year to which the annual work plan applies.
 - (b) Members of the Audit Committee shall have the opportunity to obtain education, either from within The City or from outside educational programs, to ensure their knowledge is sufficient to fulfill their responsibilities as Audit Committee members.
 - (c) On an annual basis, the Audit Committee will conduct a self-evaluation. The self-evaluation criteria are to be established by the Audit Committee

31. Membership

- (1) The Audit Committee will consist of seven members as follows:
- (a) The Mayor;
 - (b) Three Councillors (two-year terms, staggered);
 - (c) City Manager, as a non-voting member;

- (d) Director of Corporate Services, as a non-voting member; and
 - (e) Chief Financial Officer, as a non-voting member.
- (2) The Mayor cannot Chair the Audit Committee.
 - (3) A quorum of the Audit Committee is two voting members.

32. Meetings

The Audit Committee meets the third Thursday of every month commencing at 1:30 p.m. as required.

33. Committee Name: Community Housing Advisory Board**34. Purpose**

The purpose of the Community Housing Advisory Board is to act as an advisor to Council on affordable housing, homelessness, services/activities related to the goal of ending homelessness, and funding allocation within Red Deer.

35. Committee Outcomes

- (l) The Community Housing Advisory Board will:
- (a) Act in an advisory role to Council on affordable housing, homeless housing, services/activities related to the goal of ending homelessness, and funding allocations referred to the Board by Council or Administration;
 - (b) Advise The City on accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness;
 - (c) Provide input into community priority-setting when necessary;
 - (d) Provide assistance to agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer;
 - (e) Act in an advisory role to Administration, when Administration brings forward issues for consideration on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness that may affect the development, implementation or administration of policy;
 - (f) Provide a mechanism for individuals and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and Administration;
 - (g) Provide input, upon request, into the development of *EveryOne's Home* and other community plans or planning processes;
 - (h) Review and provide feedback with respect to annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
 - (i) Provide input in the development of community reports on affordable housing and ending homelessness;
 - (j) Support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;

- (k) Raise awareness of homelessness and affordable housing issues with the public, community agencies and private sector through various methods (e.g. report cards, public forums, presentations);
- (l) Reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations;
- (m) Follow the criteria as outlined through the funding source being managed through The City of Red Deer for optimal benefit to residents; and
- (n) Evaluate the effect of government policy decisions and advise Council on potential opportunities.

36. Membership

- (1) Community Housing Advisory Board consists of ten Members as follows:
 - (a) Two Councillors;
 - (b) Six Citizen Representatives; and
 - (c) Two Representatives of the Aboriginal Community.
- (2) Community Housing Advisory Board shall make its decisions by Consensus.

37. Meetings

The Community Housing Advisory Board meets every fourth Tuesday of the month commencing at 5:00 p.m. as required.

38. Committee Name: Gaetz Lakes Sanctuary Committee

Authority: Established by agreements between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984

39. Purpose

The purpose of the Gaetz Lakes Sanctuary Committee is to ensure compliance with the terms of agreements between Government of Alberta and The City of Red Deer and between Board of Trustees of Red Deer School District and The City of Red Deer in protecting wildlife in its natural habitat with minimal disturbance.

40. Committee Outcomes

- (l) The Gaetz Lakes Sanctuary Committee will:
- (a) Comply with the terms of the agreements, between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz lakes lands to The City of Red Deer;
 - (b) Make recommendations regarding the development and management of the Gaetz Lakes Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary; and
 - (c) Advise Council if the Gaetz Lakes Sanctuary Committee believes that any action(s) taken by The City of Red Deer or any other person may be in violation of the terms of the agreement and provide a report and recommendation, to Administration, in this regard.

41. Membership

- (l) The Gaetz Lakes Sanctuary Committee consists of six Members. One representative is to be selected by each of the following organizations:
- (a) Alberta Environment in Red Deer;
 - (b) Red Deer River Naturalists Society;
 - (c) City of Red Deer Planning Services Division;
 - (d) City of Red Deer Recreation, Parks & Culture Department;
 - (e) Red Deer Fish and Game Association; and
 - (f) Red Deer Public School District No. 104.

- (2) Appointment of each member to the Committee is done by the particular organization; therefore, Council ratification is not required.

42. Meetings

The Gaetz Lakes Sanctuary Committee meets when called.

43. Committee Name: Governance & Policy Committee**44. Purpose**

The purpose of the Governance & Policy Committee is to enhance the organizational governance framework in order to ensure that roles and responsibilities of Council, the City Manager, and Administration can be differentiated, explained, and understood by all stakeholders.

45. Committee Outcomes

- (1) The Governance & Policy Committee will:
 - (a) Provide an opportunity for Council to lead the governance processes;
 - (b) Develop a comprehensive governance and policy framework to support Council;
 - (c) Ensure Council's intentions, directions and expected outcomes are captured in their governance and policy framework;
 - (d) Review Council's governance and policy bank and make recommendations and enhancements;
 - (e) Identify priorities for updating Council's governance and policy framework and suggested timing;
 - (f) Review Council's committee structure and recommend changes to committee mandate and role; and
 - (g) Only consider agenda matters which are not addressed or fully addressed by current policy.
- (2) All governance issues being placed before Council must first be considered by the Governance & Policy Committee ensuring that the Committee is advisory to Council.
- (3) Matters for information only will not be added to the agenda of the Governance & Policy Committee.
- (4) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of governance matters.

46. Membership

- (1) The Governance & Policy Committee consists of nine Members as follows:
 - (a) Mayor; and
 - (b) All Councillors.

- (2) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the term of Council.

47. Meetings

The Governance & Policy Committee meets when called. The meetings commence at 1:30 p.m.

48. Committee Name: Mayor's Recognition Awards Committee

49. Purpose

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

50. Committee Outcomes

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
 - (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
 - (b) "Group" means two or more individuals assembled together and having some common purpose, e.g. organizations, businesses; and
 - (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) The Committee must adhere to the following criteria:
 - (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
 - (b) Posthumous nominations will be accepted in all categories for up to five years following the nominee's death.
 - (c) There is no limit to the number of awards that may be presented in any category in any given year.
 - (d) The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
 - (e) Decisions of the Committee regarding the selection of award recipients will be final.
 - (b) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.
 - (c) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.

- (2) The award categories are as follows:
- (3) Athletics:
- (a) i. Nominees must have:
- a. placed first in a national event or competition; or
 - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
 - c. placed first at the highest possible level that can be achieved in their sport.
- ii. Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
- iii. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
- iv. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
- v. For Individuals:
- a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
 - b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)
- vi. For Teams:
- a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or
 - b. "Competition" means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
- vii. Nominees may have competed at an amateur or professional level.
- (b) Fine and Performing Arts:
- i. Nominees will be individuals and groups of individuals as opposed to institutions, organizations, or programs in which they may be participating.
 - ii. Nominees must have gained a national or international acceptance or recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.
 - iii. Nominees may hold amateur or professional status.

- iv. Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
- v. Nominees are only eligible to receive a Mayor's Recognition Award in this category once for the same fine or performing art.

(c) Distinguished Voluntary Service:

- i. Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
- ii. Nominees will be individuals.
- iii. Volunteer work shall be beyond the normal scope of their professional duties.

(d) Community Builder Award:

This award recognizes outstanding individuals or groups. Nominees must demonstrate:

- i. Special or unique qualities that highlight how the person/group has made a difference in the community; and
- ii. Leadership, dedication, innovation and creativity; and
- iii. Long term benefits or impact to the community.

(e) Mayor's Special Award:

- i. The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
- ii. Nominees will be individuals, groups or teams who have demonstrated any of the following:
 - a. Humanitarianism; and/or
 - b. Exceptional achievement; and/or
 - c. An act of heroism or bravery.
- iii. Volunteer work shall be beyond the normal scope of their professional duties.
- iv. The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.
- v. The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

51. Membership

- (1) The Committee will consist of five Members appointed by the Mayor.
- (2) Membership on the Committee will remain anonymous.
- (3) Applicants for membership on the Committee will be residents of the city of Red Deer and any Member who ceases to be a resident will be disqualified from the Committee.

52. Meetings

The Mayor's Recognition Awards Committee meets when called.

53. Committee Name: Municipal Planning Commission**54. Purpose**

The purpose of the Municipal Planning Commission is to act as the Subdivision Authority for The City of Red Deer for subdivision applications referred to it by the Subdivision Officer, and as the Development Authority in all matters assigned to it under the Land Use Bylaw, by Council, or referred to it by the Development Officer.

55. Committee Outcomes

- (1) The Development Authority of The City of Red Deer is:
 - (a) The Development Officer and any employee of The City of Red Deer to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer; and
 - (b) The Municipal Planning Commission in respect of any matter assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer.
- (2) The Subdivision Authority for The City of Red Deer is:
 - (a) The Subdivision Officer, who is the Director of Planning Services or designate, for all subdivision applications, except as provided for in subsection 2(b) below;
 - (b) The Municipal Planning Commission for any subdivision application that:
 - i. Involves a relaxation of the Land Use Bylaw standards;
 - ii. May not meet the criteria of Section 654(1) of the MGA;
 - iii. Elicits written planning concerns from those persons and local authorities to whom the application was required to be circulated; and
 - iv. Any other subdivision application that the Subdivision Officer refers to the MPC.
- (3) When a registerable instrument is submitted for endorsement, the Subdivision Officer is authorized to accept minor modifications to lot lines, provided:
 - (a) No more than one additional lot is created;
 - (b) Municipal, school or environmental reserve does not change;
 - (c) Roadway standards of The City of Red Deer are not compromised; and
 - (d) Such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in the Municipal Government Act.
- (4) The Subdivision Officer has the authority to:

- (a) Extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement;
 - (b) Following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration; and
 - (c) Refer requests for extensions of time under subsections (a) and (b) above to the Municipal Planning Commission.
- (5) In addition to the duties set out in the Land Use Bylaw and Municipal Government Act, the Municipal Planning Commission has the following responsibilities pertaining to subdivision and development issues:
- (a) Act in an advisory role to Council on policy issues;
 - (b) Act in an advisory role to Administration on issues that may impact the implementation or administration of policy;
 - (c) Exercise all the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
 - (d) Decide on all matters referred to it by the Development Officer and the Subdivision Officer; and
 - (e) Act for the City by providing a position in respect of proposed wells, pipelines, oil and gas facilities within the Intermunicipal Development Plan boundary, as well as Utilities which are referred to MPC by administration.
- (6) The Municipal Planning Commission shall not be bound to follow any formal rules of evidence.

56. Membership

- (1) The Municipal Planning Commission consists of seven Members as follows:
- (a) The Mayor;
 - (b) Two Councillors; and
 - (c) Four Citizen Representatives.
- (2) Council will also appoint one Councillor as an alternate Member of the Municipal Planning Commission, who, if the Mayor or an appointed Councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the Municipal Planning Commission.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a Councillor is not present or must leave the meeting, a Citizen Representative will assume the position of chairperson in the interim.

57. Meetings

The Municipal Planning Commission meets every Wednesday commencing at 9:00 a.m. as required.

58. Committee Name: Nomination Committee**59. Purpose**

The purpose of the Nomination Committee is to advise Council on Committee appointments, based on criteria including stakeholder feedback, in order to ensure the optimal functioning of all Committees.

60. Committee Outcomes

- (l) The Nomination Committee will:
 - (a) Review all applications received for Committees of Council;
 - (b) Make recommendations to Council with respect to membership appointments to Committees;
 - (c) Develop procedures with respect to the following aspects related to Committee appointments:
 - (i) Competency evaluation of applicants;
 - (ii) Reference checks;
 - (iii) Exit interviews; and
 - (iv) Committee Member evaluations.
 - (d) Act in an advisory role to Council and Administration on issues that may impact the operations of any Committee.

61. Membership

- (l) The Nomination Committee consists of three members as follows:
 - (a) Three Councillors.

62. Meetings

The Nomination Committee meets when called.

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

- (1) 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.

68. Transitional

- (1) The existing terms of Membership of Committee Members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) Bylaw 3520/2014 is repealed and this bylaw will come into force on October 24, 2016.

READ A FIRST TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A SECOND TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A THIRD TIME IN OPEN COUNCIL this	12	day of	September	2016.
AND SIGNED BY THE MAYOR AND CITY CLERK this	12	day of	September	2016.

“Mayor Tara Veer”

Mayor

“Frieda McDougall”

City Clerk

FILE COPY



Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Samantha Rodwell, Deputy City Clerk
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Committees Bylaw 3576/A-2019

Reference Report:

Legislative Services, dated January 8, 2019

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

Bylaw 3576/A-2019 (an amendment to the Committees Bylaw to improve award criteria for the Mayor's Recognition Awards)

Report back to Council:

Yes.

Comments/Further Action:

This bylaw will come back for second and third readings at the Monday, February 4, 2019 Council Meeting.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Corporate Services
Committees Coordinator
Corporate Meeting Administrator



January 2, 2019

Evergreen Neighbourhood Area Structure Plan

Amendment Bylaw 3217/A-2019

Land Use Bylaw Amendment 3357/G-2019

Planning Department

Report Summary & Recommendation

The Planning department has received an application to amend the Evergreen Neighbourhood Area Structure Plan (NASP) as well as the Land Use Bylaw in accordance with the Evergreen NASP amendment.

The Evergreen NASP amendment (Bylaw 3217/A-2019) proposes to:

1. Re-designate previously approved residential land uses in phase two of Evergreen from R1 Residential (Low Density) District to R1G Residential (Small Lot) District.
2. Modify the road configuration for the R1 lots within the southern central close (Elder Close).
3. Adjust municipal reserve (MR) and create new MR parcel south of Elder Close.
4. Adjust the trail route within the central environmental reserve (ER) and add a trail in the newly created MR parcel.
5. Adjust the land use calculations in accordance with the revised land uses.

The Land Use Bylaw amendment (Bylaw 3357/G-2019) proposes to:

1. Amend the Land Use Bylaw to re-designate the R1 lots in phase two of Evergreen to R1G lots.

The Planning department supports the proposed amendments to the Evergreen NASP, as well as to the Land Use Bylaw, and recommends Council consider first reading of Bylaws 3217/A-2019 and 3357/G-2019.

City manager comments

This is a fairly minor amendment to an excellent Neighbourhood Area Structure Plan which follows the City's design principles. If first reading of Bylaw 3217/A-2019 and Bylaw 3357/G-2019 is given, a Joint Public Hearing would then be held on Monday, March 4, 2019 at 6:00 p.m. during Council's regular meeting.

Craig Curtis
City Manager

Proposed resolution

That Bylaw 3217/A-2019 and Bylaw 3357/G-2019 be read a first time.

Rationale for Recommendation

Administration supports the proposed amendments based on the following rationale:

1. Compliance with City Policy Framework

The proposed amendment to the Evergreen NASP aligns with policies outlined in the *Municipal Development Plan* (10.3, 10.4) as well as the *Neighbourhood Planning Principle* for Housing Opportunity and Choice.

2. Maintains Intent of the Evergreen NASP

The proposed amendment to the Evergreen NASP maintains the intent of the residential and greenspace within Evergreen.

3. Land Use Bylaw Amendment aligns with Evergreen NASP Amendment

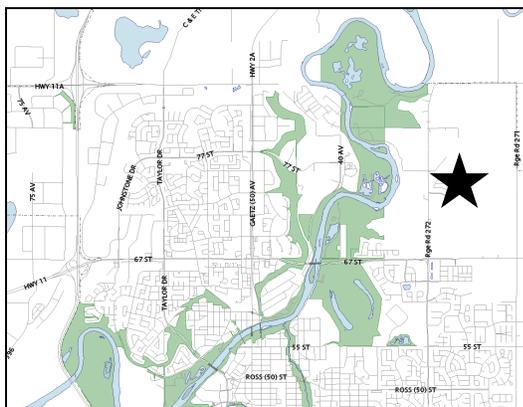
The proposed amendment to the Land Use Bylaw conforms to the proposed amendment to the Evergreen NASP. This will maintain consistency in the planning hierarchy.

Discussion

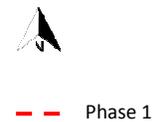
Background

The Evergreen NASP was adopted in September 2014.

The Evergreen neighbourhood is located in northeast Red Deer, north of the St. Joseph High School and east of the future extension of 30th Avenue. A context map is shown below. Phase one of the neighbourhood is currently underway.



Evergreen Context Map



Analysis

The applicant has provided a letter, attached as Appendix D, highlighting their rationale for the proposed amendments. In summary, the applicant's rationale is to address future requirements of garbage trucks, reflect current market conditions and industry trends, and make necessary minor adjustments. Administration has reviewed the amendments in relation to the *Neighbourhood Planning and Design Standards (NPDS)*.

The table below outlines the proposed amendments and corresponding rationale. A comparison between the current 2014 NASP concept and proposed NASP concept is provided in Appendix C.

Proposed Amendment	Rationale
1. Re-designate a portion of R1 lots to R1G lots	Developer response to current market conditions
2. Modify road configuration for Elder Close	Alleviate challenges related to waste management pickup
3. Adjust MR	Counter the impact to central greenspace and enhance connections to the Emerson neighbourhood.
4. Adjust central trail route	Realign to accommodate impact to central greenspace and enhance connections to the Emerson neighbourhood.
5. Adjust the land use calculations in accordance with the revised land uses	Maintains accuracy throughout the NASP.

1. Re-designate a portion of R1 lots to R1G lots

The NPDS includes a *Neighbourhood Planning Principle* for Housing Opportunity and Choice. Under this Principle, there is a standard to incorporate a variety of at least four housing types within a neighbourhood. The proposed amendment from R1 to R1G maintains the variety of housing as well as the single family residential characteristic of this area. There will be adjustments to the land use distribution as outlined in the table below. A visual design comparison between R1 and R1G is provided in Appendix E.

Land Use, Population, Density	Current	If Amended
R1 Low Density District	15.78 ha 362 units 39.2% of Housing Stock	13.69 ha 314 units 33.9% of Housing Stock
R1G Small Lot District	3.96 ha 100 units 10.8% of Housing Stock	6.12 ha 155 units 16.6% of Housing Stock
Estimated Population	2,212	2,219
Total # of Units in Evergreen	923	926
Density	18.0 du/ha	17.9 du/ha

As shown in the table above, the number of R1 lots is estimated to decrease by 5.3%; however, R1 housing will remain the most dominant form of housing in the Evergreen neighbourhood. The number of R1G lots is estimated to increase by 5.8%. See Table 2 on page 28 of the

proposed Evergreen NASP for the full break down of housing distribution. The overall estimated population and density is minimally impacted by the proposed amendment. The other housing types in the neighbourhood include R1WS (Wide/Shallow Lot), R1A (Semi Detached), R2 (Medium Density), R2T (Town House), and R3 (Multiple Family).

2. Modify road configuration for Elder Close

The modification of the road configuration for Elder Close maintains the character of the area while improving access to the residential lots for waste management. As the City moves towards automated waste collection, operational concerns would have arisen due to the one way nature of the road while having housing on both sides. Future automated waste collection can only facilitate waste pick up on the right side of the vehicle. With the roadway being one directional with housing on the interior, it would have created a challenge in picking up waste from the interior homes. The conversion of the road to a two way ensures automated waste collection can be facilitated on both sides of the road.

3. Adjust Municipal Reserve

The *Municipal Government Act* gives a subdivision authority the ability to require the owner of a parcel of land to provide land as MR. The *Municipal Development Plan* upholds this ability through policy 14.9 - *The City shall require 10 percent of the total parcel being subdivided, less any land dedicated as environmental reserve, as Reserve*. The proposed adjustment to the MR maintains a percentage of MR above 10 percent.

The adjustment of the MR around the central greenspace reflects the modification to Elder Close. The addition of the MR south of Elder Close will enhance connections to the adjacent neighbourhood to the south (Emerson) and make up for the impact to the central greenspace. The proposed amendment alters the municipal reserve dedication as follows:

Municipal Reserve	Current	After Amended
MR	6.77 ha 11.9%	6.44 ha 11.3%

As shown in the table above, the amount of MR decreases slightly with the proposed amendment; however, the plan area maintains an MR dedication above 10%. The developer has agreed to designate the excess 1.3% MR without compensation.

4. Adjust central trail route

The NPDS includes a *Neighbourhood Planning Principle* for Multi-Modal Choice and Connectivity. Under this Principle, there is a standard to link multi-use trail networks to networks located in adjacent neighbourhoods. The NPDS also includes a standard under Natural Areas to utilize existing natural areas as part of public green spaces and/or incorporate a trail network within these areas.

The adjustment to the central trail route reflects the modification to Elder Close and will improve movement through the ER. The addition of the trail within the newly created MR parcel will enhance connections to the Emerson neighbourhood. A representation of the revised trails routes is provided in Appendix C.

Dialogue

The proposed amendments have been circulated to various City departments and external agencies. There are no outstanding concerns. The proposed amendments have also been referred to landowners within 100 m. One comment was received. It has been included as part of the Council agenda as Appendix F.

Public Comment	Administrative Response
We would like a 6 ft. vinyl fence installed by the Evergreen developer. The same as the Emerson Developer will provide on the East and South sides of our property.	The developer proposes to meet with the landowner to discuss potential options and phasing related to trespassing, construction debris and fencing.

Appendices

Appendix A – Bylaw 3217/A-2019 – Amended Evergreen Neighbourhood Area Structure Plan

Appendix B – Bylaw 3357/G-2019 – Land Use Bylaw Amendment – R1 to R1G

Appendix C – Comparison of 2014 NASP Concept and Proposed NASP Concept

Appendix D – Applicant Letter of Rationale

Appendix E – Comparison between R1 and R1G

Appendix F – Public Comment

Appendix A

Proposed Bylaw 3217/A-2019 Amendment to the Evergreen Neighbourhood Area Structure Plan

BYLAW NO. 3217/A-2019

Being a Bylaw to amend Bylaw No. 3217/98, the bylaw containing The City of Red Deer Neighbourhood Area Structure Plans.

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

Bylaw no. 3217/98 is hereby amended as follows:

1. By deleting the current Evergreen Neighbourhood Area Structure Plan (2014) in its entirety and replacing it with the revised Evergreen Neighbourhood Area Structure Plan (2018) attached as Schedule "A" to this bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2019.

READ A SECOND TIME IN OPEN COUNCIL this day of 2019.

READ A THIRD TIME IN OPEN COUNCIL this day of 2019.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2019.

MAYOR

CITY CLERK

Schedule A

Revised Evergreen Neighbourhood Area Structure Plan (2018)

EVERGREEN

Neighbourhood Area Structure Plan

Melcor Developments Ltd.



EVERGREEN
Naturally Exquisite

City of Red Deer

Bylaw 3217/C-2014

Adopted September 29, 2014

Amended (date), Bylaw 3217/A-2019

Prepared by:
Stantec Consulting Ltd.
Executive Place
#1100, 4900 Ross St
Red Deer, AB



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executive summary

HISTORY

The NW quarter of Section 26-38-27-W4M, hereafter referred to as the Evergreen “Plan Area”, has historically been agricultural land. This property has been owned by the Larratt family since 1948, when David Larratt purchased the land from Robert Lund. Since 1975 the Plan Area has been owned by Mr. Larry Larratt.

EVERGREEN’S VISION

The Evergreen neighbourhood will be a vibrant residential community in northeast Red Deer that is home to approximately 2,219 residents. Evergreen will respect the unique natural features in an effort to protect wildlife habitats, enabling residents and visitors to enjoy beautiful natural surroundings. As a result of its unique open space features, access to primary roadways, and proximity to nearby amenities; Evergreen will be one of the most desirable residential areas in the entire City.

Located approximately 7.0km from Red Deer’s downtown, 8.0km from Highway 2, and 5.0km from Highway 11; Evergreen is a convenient place to call home for those employed both in and out of town. In addition, Evergreen attracts new residents by providing a wide range of residential and recreation opportunities based on its extensive open space network and connections to neighbouring park spaces.

The Land Use Concept for the Evergreen creates a predominantly residential community that supports residents in accessing their daily needs by using alternative methods such as walking or cycling. Access to employment areas, larger-scale retail, destination leisure and cultural spaces is facilitated by excellent pedestrian, transit, cycling, and road connections.

PLANNING PROCESS

The NASP has evolved through a visioning process involving both the Developer and the City’s Administration. Through this process, detailed policies and guidelines were developed that were used to direct land use through subdivision and development permit stages. Applications during this time will be developed to collectively shape the development as outlined in Evergreen’s Vision.

NASP PURPOSE

The Evergreen Neighbourhood Area Structure Plan (NASP) refines and implements the strategic objectives and policies identified within the Section 26 Multi-Neighbourhood Plan, East Hill Major Area Structure Plan, Neighbourhood Planning and Design Standards, City of Red Deer Municipal Development Plan, and many other plans as previously prepared. It is also informed by specific engineering and transportation studies and servicing constraints in the area.

Interpretation

All images as shown in this NASP have been included for visioning purposes only and should not be used to identify exact locations or be considered an indication of what will be constructed.

AMENDMENT 2018

The Evergreen NASP was originally approved by the City of Red Deer in 2014. An amendment was completed in 2018 to facilitate the following two changes:

1. Redesign of the one-way roadway in the southern portion of the neighbourhood to alleviate challenges related to waste management.
2. Convert a portion of R1 Low Density Residential Lots in the southwest to R1G Small Lot Residential, in response to current market conditions.
3. Additional of a 0.04 ha parcel of municipal reserve south of Elder Close to connect to the Emerson neighbourhood.
4. Addition of two trail crossings across the south legs of the natural area to facilitate better trail connections.

The R1G land use district is a tool to assist with increasing the City's density, lower infrastructure costs, be competitive with surrounding communities thereby retaining and attracting new residents and address residential affordability. This similar land use district exists in Calgary, Edmonton, Airdrie, and Sylvan Lake to name a few.

Redesign of One-Way Roadway

As described in the 2014 Evergreen NASP, a 13.3m One-Way Local Roadway was proposed along the south boundary of the Plan Area (Elder Close). Following approval, it was determined by the City of Red Deer that the one-way roadway design would not function once the City transitions to automated waste collection. Collection trucks would not be able to collect waste from the interior homes. To facilitate waste collection, the Developer was asked to redesign the south p-loop accordingly.

Increase the Amount of R1G

At the time of Evergreen's approval, the R1G Small Lot Residential land use was new for the City of Red Deer and had not yet been widely constructed or accepted; as such, the use of this land use in Evergreen was limited. Since approval, many R1G homes have been constructed in Vanier East and Laredo and have been quickly accepted as a housing standard.

background

The purpose of the Evergreen Neighbourhood Area Structure Plan is to describe the land use framework and development objectives for the NW quarter of Section 26-38-27-W4M, which is intended to accommodate residential, commercial, community, and recreational uses.

RELEVANT PLANNING DOCUMENTS

The Evergreen NASP has been created to function with and respect existing planning documents. The following relevant documents have been reviewed and referenced in preparation of this NASP:

- Province of Alberta - Municipal Government Act (2000)
- Stantec Consulting Ltd – Northland Drive/20 Avenue Functional Planning Study (2008)
- The City of Red Deer – 2004 Growth Study (2005)
- The City of Red Deer - 2012/2014 Strategic Direction (2011)
- The City of Red Deer – Commercial Opportunities Study (2010)
- The City of Red Deer – East Hill Major Area Structure Plan (2005/2012)
- The City of Red Deer - Intermunicipal Development Plan (2007)
- The City of Red Deer – Land Use Bylaw (2006)
- The City of Red Deer - Mobility Playbook (2013)
- The City of Red Deer – Municipal Development Plan (2008)
- The City of Red Deer – Neighbourhood Planning and Design Standards (2013)
- The City of Red Deer - River Valley and Tributaries Park Concept Plan (2010)
- The City of Red Deer - Section 26 Multi-Neighbourhood Plan (2013)
- The City of Red Deer – Trails Master Plan (2005)

Municipal Government Act (2000)

The Municipal Government Act (MGA) of Alberta outlines the purpose and powers of Municipalities. One of these powers is to require an Area Structure Plan for the purpose of providing a framework for subsequent subdivision and development of an area of land. As stated in s633(2), an Area Structure Plan must describe:

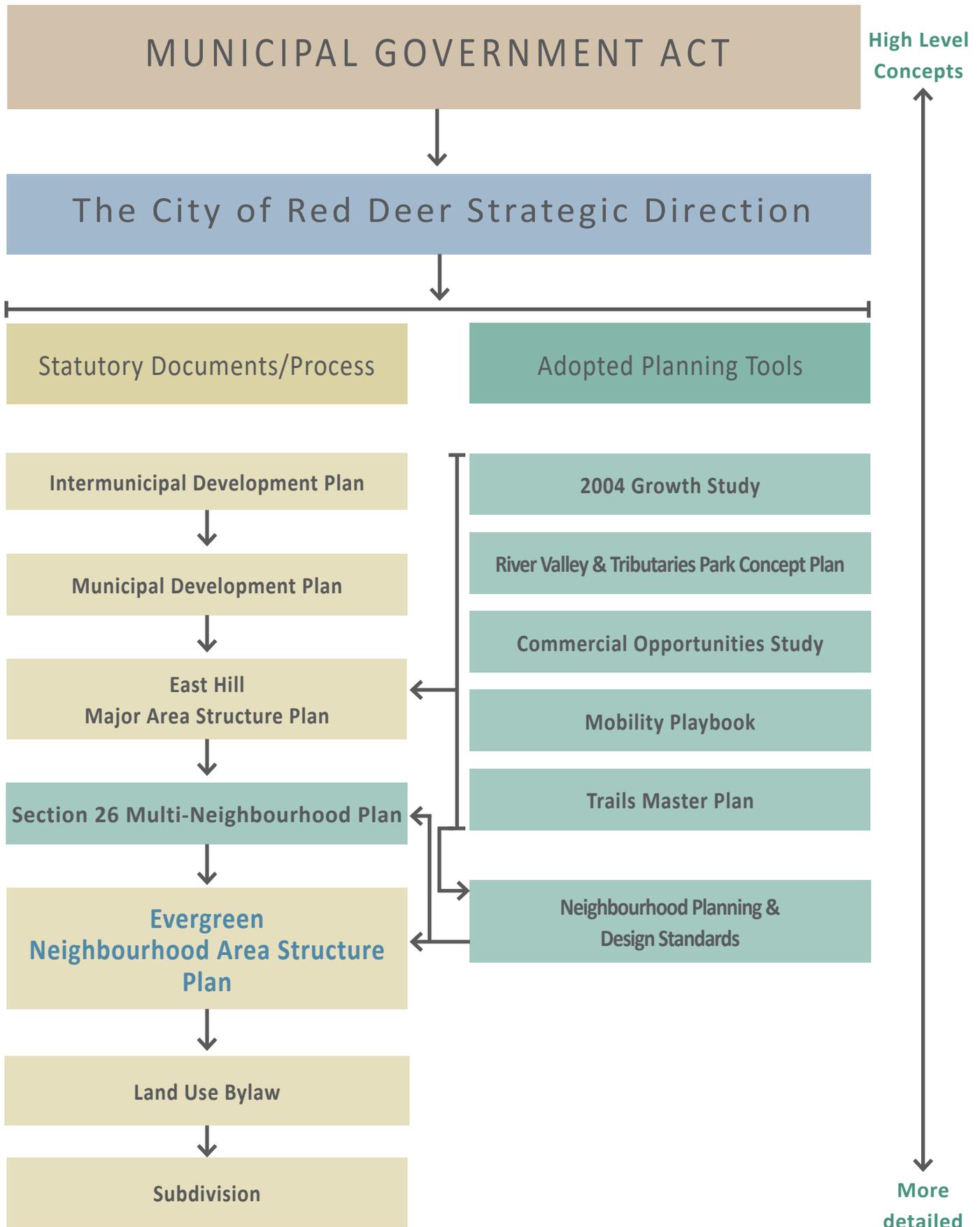
- the **sequence of development** proposed for the area,
- the **land uses** proposed for the area, either generally or with respect to specific parts of the area,
- the **density of population** proposed for the area either generally or with respect to specific parts of the area, and
- the general location of **major transportation routes and public utilities.**
- and may contain **any other matters** the council considers necessary.

2012-2014 Strategic Direction (2011)

The City of Red Deer's Strategic Direction guides the City along a path and provides focus and purpose. It is the City's most important plan as it shapes the organization, the municipal programs, and services they provide. In 2011, the strategic direction for 2012-2014 was created which strived to make Red Deer a healthy community.

A healthy and happy community is sustainable when people have opportunities for meaningful work and volunteerism, have great relationships, and take pride in the place they call home. Well-used and popular amenities exist for active living and for formal and informal interaction. People regularly participate in physical activity and intellectual experiences.

Figure i - Plan Hierarchy



Red Deer's community wellness is fundamentally founded on a balanced, proactive, and responsive approach to environmental health, cultural health, economic health, and social well-being -- our pillars of sustainability.

The following are two of six themes from the City's Strategic Direction highlighted for their direct impact on the Evergreen NASP:

Design

Design and plan our community to reflect our character and values.

Our City's planning and urban design has resulted in a welcoming, more walkable and environmentally sustainable community which accurately reflects our character and values. It provides housing options, pedestrian routes, and allows for alternate forms of transportation and deliberate connections to our parks, trails, and well designed public spaces where people can meet and interact and feel a sense of belonging.

Movement

Design for and facilitate integrated movement.

Our deliberate decision to create viable alternatives to single occupant vehicle travel in our transportation network encourages healthy active lifestyles, environmental stewardship, supports safety for people of all ages, increases use of our public and green spaces, and integrates our sidewalks, trails, bike lanes, transit service, rail, and roads with our built environment.

2004 Growth Study (2004)

The purpose of the *2004 Growth Study* was to focus on land absorption rates and future land inventory requirements for industrial, residential, and commercial land uses within the City of the following 50 years. The Study was also to consider future need to open space, environmental preservation areas, and public service uses. In this Study, the Evergreen Plan Area was identified in Growth Sector B, for future residential development at the population threshold of 90,000-115,000.

Intermunicipal Development Plan (2007)

The City of Red Deer/Red Deer County Intermunicipal Development Plan (IDP) establishes a broad growth framework. It provides policy direction for the preservation of Natural Capital, areas of common land use planning interest, long range planning, infrastructure and services provision (including opportunities for cooperation), and Annexation Areas for The City.

As identified in the IDP, the Evergreen Plan Area is located within the City of Red Deer's Growth Area.

Municipal Development Plan (2008)

The City of Red Deer Municipal Development Plan (MDP) outlines broad policies for guiding growth and changes in the City for the next twenty-five years. Among many other things, the MDP sets out the following policies regarding neighbourhood designs:

- Density in new neighbourhoods shall ensure a minimum of 14.80 dwelling units per net developable hectare.
- The City shall continue to require a mix of housing types and forms in all residential neighbourhoods.

The Evergreen Plan Area is identified in the MDP for future residential development; there are no constraints listed for the development.

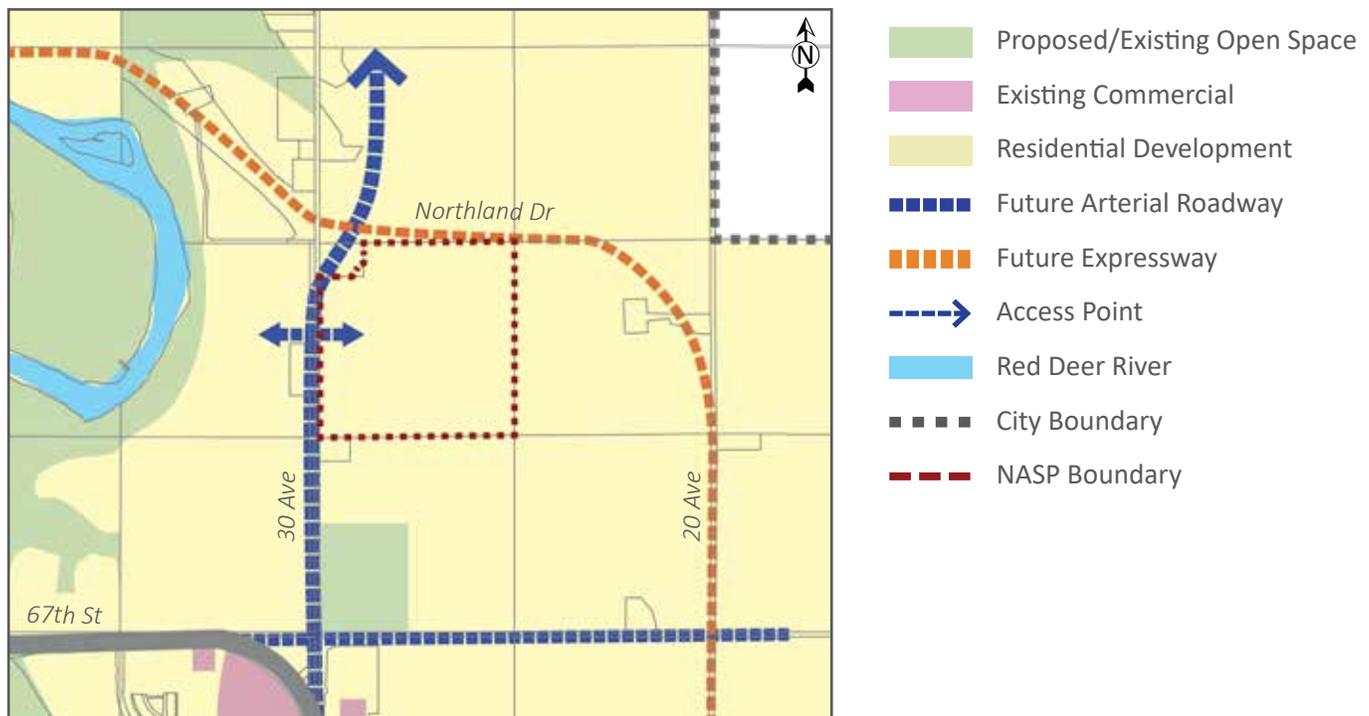
River Valley & Tributaries Park Concept Plan (2010)

The Red Deer River and Tributaries Park Concept Plan identifies lands that are best suited for potential trails and parks within the City of Red Deer Growth Area. This Plan identifies the Evergreen Plan Area as a wetland with associated streams. This area is also identified as "East Hill Park" a minor park node.

Commercial Opportunities Study (2010)

The City of Red Deer Commercial Opportunities Study defines a vision for commercial growth for the City of Red Deer and aids in the forecasting of retail/service/office development. The Evergreen Plan Area was identified as a possible location of a District Centre; however, that direction was not reflected in the East Hill MASP or Section 26 Conceptual Plan.

Figure ii - Municipal Development Plan and Northland Drive Alignment



Mobility Playbook (2013)

The *Red Deer Mobility Playbook* is a user-friendly tool to identify the strategies and actions needed to provide Red Deerians with more mobility choices. The following action items were identified in the playbook:

- Put pedestrians first by using human scaled streets
- Create walkable hubs
- Build quality footpaths and maintain them
- Place transit stops where other things are happening
- Ensure access for pedestrians, motorists, cyclists
- Improve the transit waiting experience
- Tie urban networks into recreation
- Plan with the entire street cross-section in mind
- Create a Red Deer model for cycling
- Establish new housing standards
- Require transit-oriented development
- Enforce and provide incentives for minimum density targets
- Define a set of street typologies based on the desired end users
- Balance the network with all users in mind
- Ensure drivers have a place without infringing on quality for other models

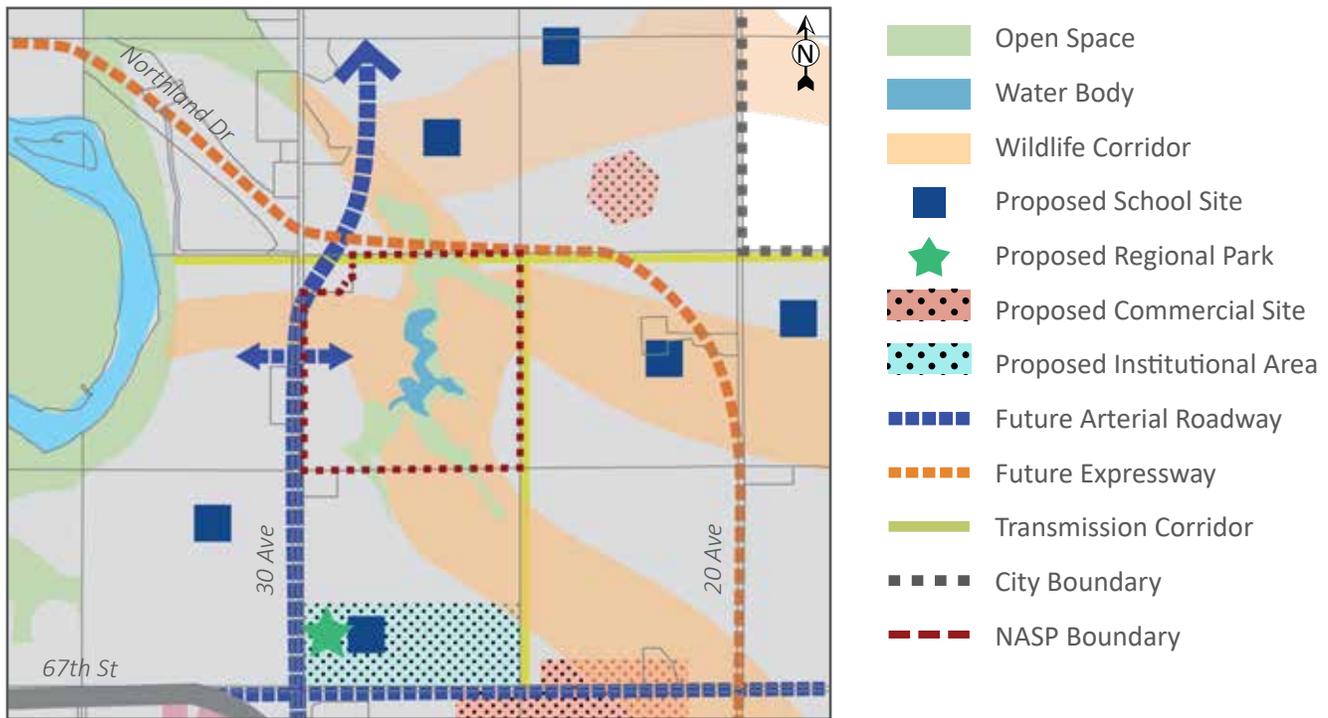
Trails Master Plan (2005)

The *City of Red Deer Trails Master Plan* does not identify future trails near the Evergreen Plan Area; however, a proposed extension of Waskasoo Trail is shown along the east bank of the Red Deer River. This extension would span 3,860m from Mackenzie Recreation Area to River Bend Golf Course and consist of a 3.0m asphalt trail with furnishings and wayfinding signage.

Highway 11A/Northland Drive/20th Avenue/McKenzie Road Functional Planning Study

The City of Red Deer prepared a Functional Planning Study for the Highway 11A/Northland Drive/20th Avenue/ McKenzie Road corridors from Highway QE2 north to Highway QE2 south. In preparation of the Evergreen Concept Plan, the *Northland Drive/20 Avenue Functional Planning Study* was reviewed for its potential road alignment and to ensure an adequate right-of-way in the Plan Area. The roadway improvements and various intersection options for 30th Avenue/Northland Drive have been incorporated into the Concept Plan.

Figure iii - East Hill Major Area Structure Plan



East Hill Major Area Structure Plan (2013)

The City of Red Deer East Hill Major Area Structure Plan (MASP) sets out the broader transportation and land use objectives for multiple quarter sections in east Red Deer.

The following elements were shown within the MASP which may affect the planning of the Evergreen Lands Plan Area.

Transportation

30th Avenue

30th Avenue runs along the west boundary of the Plan Area; this roadway is currently constructed to a paved rural standard utilized primarily to access rural residential homes and the River Bend Golf and Recreation Area. The East Hill MASP identifies 30th Avenue as a major north-south arterial roadway which will require upgrading to meet such a standard.

Northland Drive

Northland Drive is an expressway that will run along the northern boundary of the Plan Area. As part of this roadway, a major intersection is envisioned to be located at its crossing with 30th Avenue. The Evergreen Plan Boundary has been designed to accommodate this intersection.

Transmission Corridors

Two transmission corridors are proposed to run along the Plan Area boundary. The right-of-way to the east will be utilized by the City of Red Deer’s Electrical Light and Power department. The right-of-way to the north will run along Northland Drive and be registered to AltaLink.

These transmission rights-of-way, along with the roadways along the north and west will also act as firebreaks in support of Alberta’s FireSmart design principles.

School Site

A school and major recreation site has been identified for location one quarter section south of the Plan Area. It is anticipated that this site will contain city-wide sports fields and high school sites for the Catholic, Francophone, and Public School authorities. Although located off-site of the Evergreen Plan Area, providing connections toward this area will be importance for the neighbourhood.

Neighbourhood Planning and Design Standards (2013)

The City of Red Deer's Neighbourhood Planning Design Standards states the following matters must be considered when preparing a Neighbourhood Area Structure Plan:

- Major Area Structure Plan
- Natural, historical, and constructed features
- Lane versus laneless subdivision
- Street classification and layout
- Oil wells, gas wells, and pipelines
- Traffic, rail, industrial, and/or commercial noise
- Traffic volume, capacities, and constraints
- Drainage routing and detention
- Erosion and sediment control
- Municipal Reserve parcels
- Transit system
- Development phasing
- Community mailboxes
- Enhances optional subdivision amenities

In addition, nine guiding principles are identified for all neighbourhoods. This principles are as listed below and are discussed throughout the remainder of this NASP.

1. Natural areas and ecosystem enhancement
2. Mixed land uses
3. Multi-modal choice and connectivity
4. Compact urban form and density
5. Integrated parks and community spaces
6. Housing opportunity and choice
7. Resilient and low impact neighbourhoods
8. Safe and secure neighbourhood
9. Unique neighbourhood identify

Section 26 Multi-Neighbourhood Plan (2014)

The City of Red Deer undertook a planning exercise to examine the entire Section 26 area.

The purpose of a Multi-Neighbourhood Plan was noted as to establish a high level conceptual plan that achieves the 9 Neighbourhood Planning Principles, as identified in the Neighbourhood Planning and Design Standards; identifies synergies, features, and connections; and creates distinct neighbourhood character.

The Section 26 Multi-Neighbourhood Plan outlines broad land uses, including environmental reserve and open space, and arterial and collector road patterns. Although Neighbourhood Area Structure Plans may vary in design and layout from the Section 26 Multi-Neighbourhood Plan, the intent is that the overall multi-neighbourhood plan is retained.

The following are a few of the key directions identified for guiding the development of the Section. Evergreen has been designed to be consistent with this Multi-Neighbourhood Plan.

Key Directions

Natural Areas

- Protect, connect, and integrate the key natural features of the site
- Create ecological connections via a looped trail

Mixed Land Uses

- Create three neighbourhood nodes, featuring housing with easy access to daily services, and schools. Apply a family of public design elements
- Neighbourhood nodes will provide medium and high density housing alongside neighbourhood commercial uses.

Multi-modal Choice

- Create a connected network of off-street trails for pedestrians and cyclists, connecting regional trail system to Commercial District
- Strive for a grid-like network of streets and trails, while avoiding large, unattractive parking lots
- Strong connections between proposed high schools and adjacent properties will make schools an integral part of the neighbourhood

Figure iv - Section 26 Multi-Neighbourhood Plan



LEGEND

-  Open Space
-  Water / Stormwater Management
-  Residential
-  Commercial
-  District Commercial
-  Node
-  School
-  Roadway
-  Open Space Trail
-  Road R/W & Roadway Trail
-  City Boundary
-  NASP Boundary

Compact Urban Form and Density

- Create small, tight blocks to improve connectivity
- Transition from higher density to lower density development focused around the nodes

Integrated Parks and Open Spaces

- Create a variety of park types, and link to open spaces
- Emphasize high quality park design and diversity rather than amount of park space achieved

Housing Opportunity and Choice

- Incorporate diverse housing types: single family, duplexes, townhouses, apartments.
- Mitigate visual impacts of the ELP sub-station

Resilient, Low Impact Neighbourhoods

- Manage stormwater on the surface and use features to create resilient, low impact neighbourhoods

Safe and Secure Neighbourhoods

- Use environmental design principles that naturally reduce speeds, create safe on-street pedestrian trails, and utilize effective crime prevention

Unique Neighbourhoods

- Allow Developers to create and apply their own styles, building materials, and architecture

Concept Plan Elements

The following elements were identified in the Section 26 concept plan for location within the Evergreen Plan Area.

Open Space

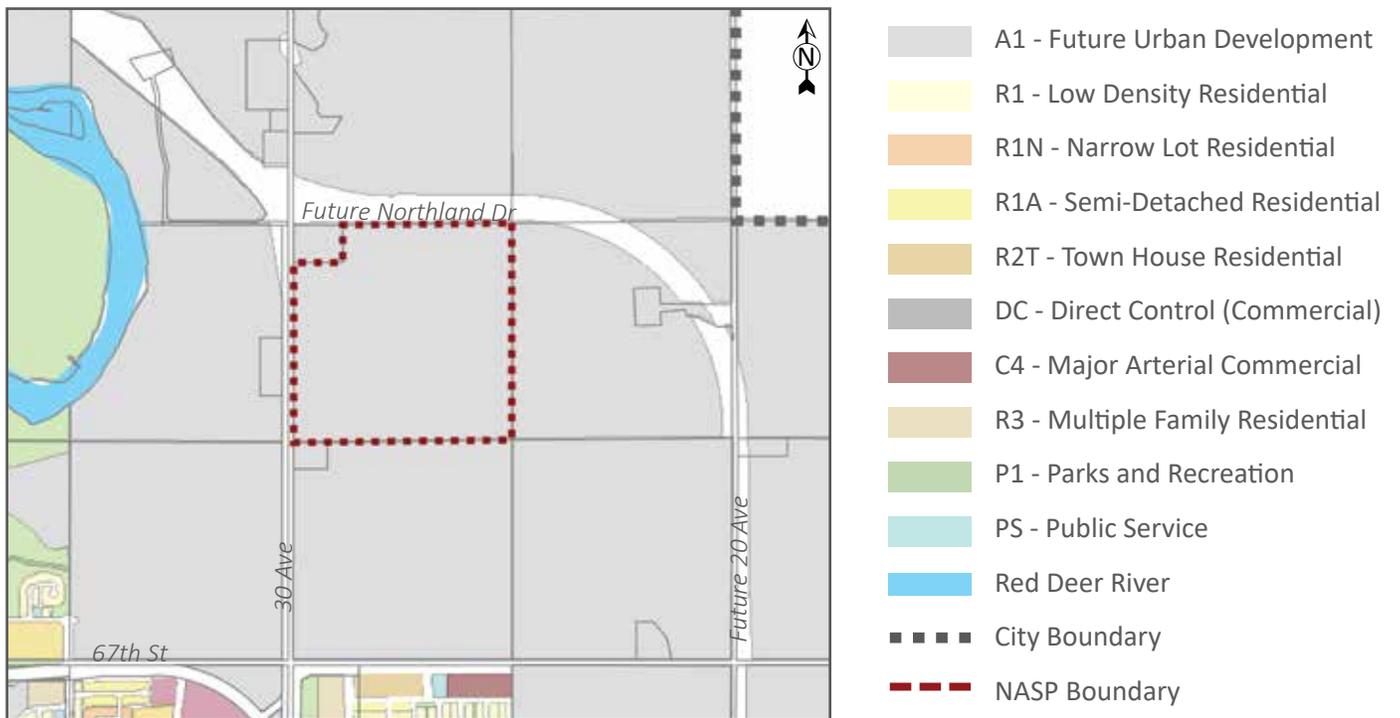
Evergreen is shown focused around the existing central water body with enhanced open space connections surrounding. These open spaces will be developed with trails to provide pedestrian short cutting to community nodes and destinations.

A north-south open space connection is shown along the east boundary of the Plan Area via the use of the utility transmission corridor.

Amenities

A community node is shown at the terminus of the main gateway road adjacent the open space.

Figure v - Existing Land Use Bylaw Designation



Land Use Bylaw (2006, 2013)

The City of Red Deer Land Use Bylaw (LUB) describes all available land use districts to be utilized throughout the City and identifies any potential land use constraints available at the time of its creation. There are no constraints listed for the development of the Plan Area in LUB. This Plan has been developed to conform to the bylaw and all its land use regulations.

Subsequent to NASP approval, the Land Use Map will be amended to redesignate the Evergreen Plan Area to the land uses as described in this Plan.

On behalf of Melcor Developments Ltd., Stantec Consulting Ltd. has prepared this NASP; which meets the requirements as previously identified.



setting

Figure 1 - Location Plan



Figure 2 - Existing Conditions



LOCATION

The Evergreen Plan Area is located in northeast Red Deer within the northwest quarter of Section 26-38-27-W4M. This area is located northeast of the 67th St/30th Ave intersection and is sized at 153.83ac (62.25ha).

NATURAL ENVIRONMENT

The most prominent feature of this site is a water body located in the center of the Plan Area. This water body was caused by the introduction of a levee restricting natural flow patterns and is recorded as not naturally occurring.

In addition, a ravine runs at a diagonal across the northeast corner of the Plan Area. This ravine consists of mature tree growth and surrounds a seasonal stream.

Topography

The site is relatively flat with a gentle slope toward the central water body and in the northeast corner surrounding the ravine. Overall, the site drains into the central water body.

Vegetation

The existing vegetation located on site is agricultural in nature with the exception of that surrounding the water body and the northeast ravine.

As noted in the Environmental Site Assessment completed for the Plan Area, vegetation on the property includes cultivated agricultural grasses and plant species which are representative of the Aspen Parkland.

Conservation

The Evergreen neighbourhood has been designed to support existing natural vegetation, minimize potential negative impacts, and enhance the overall community by maintaining ties to the natural environment.

Steps will be taken during construction to minimize the impact on the previously noted water body and vegetation.

Figure 3 - Pipelines and Wells

**LEGEND**

- Abandoned Fresh Water Pipeline 7154-5
- Discontinued Fresh Water Pipeline 7154-21
- Oil Well Effluent - 16696-10
- Oil Well Effluent - 16696-11
- Abandoned Oil Well Effluent - 16703-1
- AltaLink Instrument 962 214 807
- Conserve Oil & Gas Right-of-Way
- Conserve Oil & Gas Lease Agreement
- ⊕ Well Site
- - - NASP Boundary

BUILT ENVIRONMENT

Buildings

One temporary structure is located in the northwest portion of the Plan Area.

Utilities

As shown on **Figure 3 - Pipelines and Wells**, there are several natural resource rights-of-way running through the Plan Area. The following descriptions of these utilities are based on a Phase One Environmental Site Assessment, completed in 2012 by ParklandGEO, the Abacus Datagraphics database, and the property's land title.

Pipelines

At time of submission, all Conserve Oil & Gas pipelines listed below are in the process of being removed from the Evergreen Plan Area. The Developer will provide confirmation that the pipelines have been removed, the caveat removed from land titles, and a pipeline amendment has been submitted to Alberta Energy Regulator (AER).

R/W Plan 1418 RS - 7154-5

Caveat 2178RJ, registered to Conserve Oil & Gas No. 11 Corporation is a blanket Caveat over the entire quarter section for an easement. This Caveat possibly pertains to the R/W Plan 1418 RS which contains one abandoned fresh water pipeline registered to Conserve Oil & Gas (7154-5). This right-of-way is not listed on the title of the property.

R/W Plan 4432KS - Multiple Pipelines

This right-of-way contains three pipelines registered to Conserve Oil & Gas No. 11 Corporation:

- Discontinued fresh water pipeline - 7154-21
- Abandoned oil well effluent - 16703-1
- Oil well effluent, level II pipeline - 16696-10

R/W Plan 5407 KW - 16696-11

This right-of-way contains an oil well effluent pipeline registered to Conserve Oil & Gas No. 11 Corporation (16696-11) that ties into the 16696-10 line running north-south.

Instrument 962 214 807

This right-of-way runs along the north boundary and is 7.5m in width. It is registered to AltaLink Management Ltd.

Outside of Plan Area

Two rights-of-way run parallel outside the northern boundary of the Plan Area:

- R/W 832 0928
- R/W 565J KS

Well Sites

Abandoned Well Site (12-26)

This former well site was owned by Conserve Oil and Gas. It was abandoned in 1991. Remediation of impacted soil at this site was completed in the summer of 2012 (Rec. Cert. No 1130). The environmental risk associated with the facility is considered to be low to moderate as impacts are considered to be limited to the Lease Area. A Lease Area surrounds this well which has not been in use since the well's abandonment in 1991.

The Developer will provide written confirmation that the Licensee has been contacted and the exact well location confirmed and temporarily marked prior to any construction (includes top soil stripping).

WELL SITE ACCOMMODATION

The Evergreen concept plan has been designed to accommodate the well site using a 5.0m radius development setback and providing a convenient access to the site via the collector roadway and open space systems. This 5.0m radius setback has been provided using a 10.0m wide linear park, approximately 34.0m in length, which will allow for future access to the well and associated working room, if needed. This setback will also ensure minimal disruption to the surrounding areas and prevent accidental contact of construction equipment with the well.

The requirements regarding development setbacks surrounding abandoned wells are outlined in the Alberta Energy Regulator's *Directive 079: Surface Development in Proximity to Abandoned Wells* (2012).

Outside of Plan Area

- **Abandoned Well Site (07-26)**
Registered by Chevron Canada Limited, this well site was abandoned in 1953 and was reported to be reclamation certificate exempt.

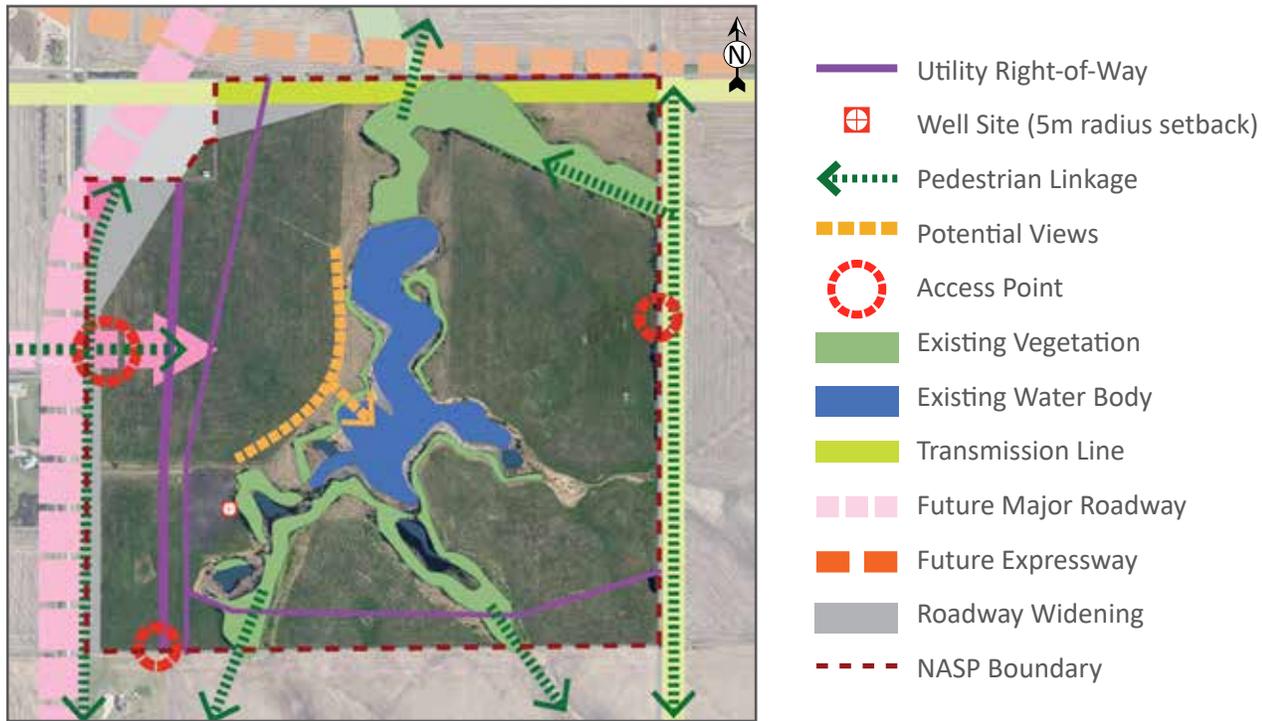
- **Abandoned Well Site (04-35)**
Registered by Chevron Canada Limited, this well site was abandoned in 1952 and was reported to be reclamation certificate exempt.
- **Abandoned Well Site (03-35)**
Registered by Chevron Canada Limited, this well site was abandoned in 1953 and was reported to be reclamation certificate exempt.

ENVIRONMENTAL SITE ASSESSMENT

The 2012 Environmental Site Assessment completed for the Evergreen Plan Area by Parkland GEO identified three areas of potential environmental concern that would necessitate further investigation prior to subdivision:

- Completion of remediation efforts for the abandoned lease area located on the Subject Property within LSD 12-26-38-27-W4M.
 - » *This well site was reclaimed in 2012.*
- Identification and investigation of the two former well sites owned by Chevron Canada Limited were located southeast and northeast of the Plan Area. Investigation should be looking for typical impacts associated with lease areas such as possible sumps and flare pits. A phased drilling program is recommended to verify the presence or absence of environmental impacts.
 - » *The Developer will contact Chevron Canada to recommend further testing during the pre-design and detailed design stage of Evergreen.*
 - » *All testing will be completed by Chevron Canada in coordination with the land owners as listed below.*
 - *The northwest well site is located within the City of Red Deer's Northland Drive right-of-way.*
 - *The southwest well site is located on the quarter section southeast of Evergreen, within the AltaLink transmission right-of-way.*

Figure 4 - Opportunities & Constraints



Other

A minor pipeline release of crude oil was reported by the ERCB on the southwestern portion of the Property in 1999. The environmental site assessment provides no further detail regarding where this spill was; however due to the low volume (0.1 m3) of the release, the environmental risk relating to the spill is considered to be low.

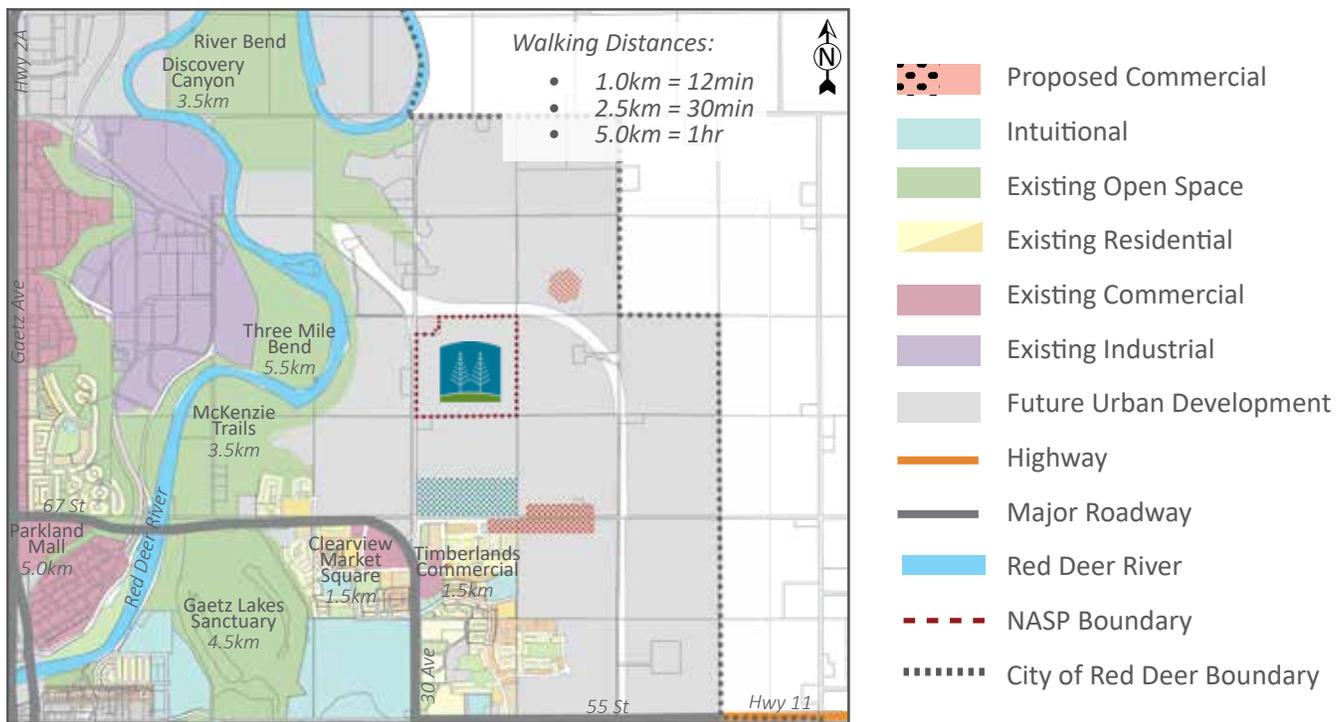
A remediation certificate from Alberta Energy Regulator (AER) is required by the City to confirm that the contaminated area has been remediated and is suitable for the proposed land use. Development approvals will not be issued until a remediation certificate has been issued (includes top soil stripping).

OPPORTUNITIES & CONSTRAINTS

The Evergreen Plan Area provides an opportunity for a unique residential development with ties to the existing open space network. Many trail connections are possible throughout the central and west portion of the Plan Area, as well as along 30th Avenue and Northland Drive.

Several constraints exist on site as previously noted including limited vehicle accessibility due to the eastern transmission line and Northland Drive. In addition, there are three utility rights-of-way with pipelines that will require removal, and one well site which will require a 5m radius development setback.

Figure 5 - Surrounding Uses



SURROUNDING LAND USES

Land in all directions of the Plan Area is currently undeveloped, utilized for agricultural farming purposes with residential homesteads and accessory buildings. Both the Plan Area and lands surrounding have been identified for future residential development in both the City of Red Deer’s MDP and East Hill MASP.

Nearby Amenities



Open Space and Trails

Located approximately 400m west of the Plan Area is the Red Deer River which will provide opportunities for trail linkages into the Waskasoo Trail network that runs throughout the City and Red Deer River Valley.

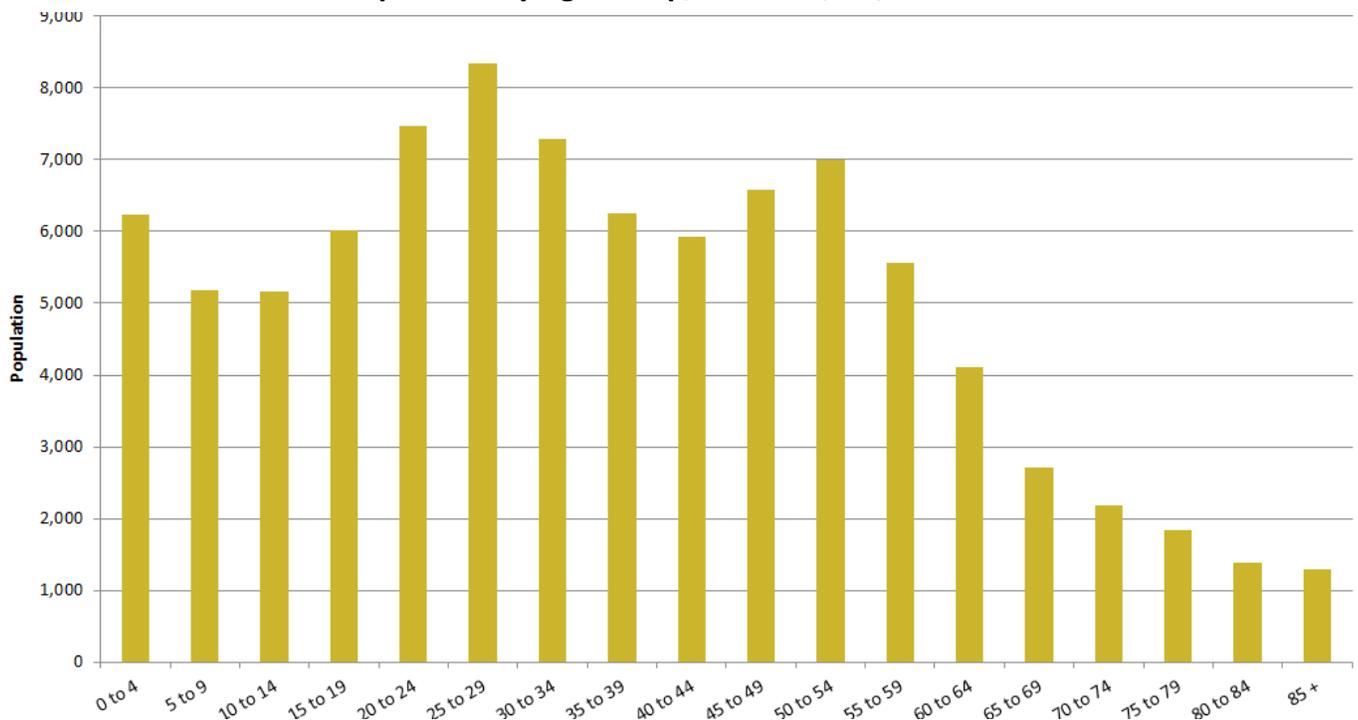
The River Bend Golf and Recreation Area is located approximately 3.5km (42min walk) northwest of the Plan Area. This area is a recreational destination in Red Deer and includes River Bend Golf Course, Discovery Canyon - a naturalized water tube park, cross-country ski trails, a biathlon

range, wooded hiking trails, canoeing and fishing areas, a boat launch, and extensive outdoor passive recreation space.

Commercial

The Clearview Market Square, a large commercial area, is located south of the Plan Area at the corner of 67th Street and 30th Avenue. The Timberlands commercial area is not currently constructed; however, it has been approved for development and will include 6.7ha of mixed use and arterial commercial space. Additional areas for commercial development have also been identified for location in the quarter section immediately south of the Plan Area running along 67th Street. This area is located 1.5km south of the Plan Area (18min walk).

Population by Age Group, Red Deer, AB, 2011



DEMOGRAPHICS

The following information is based on the City of Red Deer’s 2013 Municipal Census, and 2011 Statistics Canada Information.

The demographics of Red Deer demonstrate that Red Deerians are generally younger, with smaller families, and a higher income than average Canadians. This information can be utilized to determine what types of land uses or housing types would be best suited in Evergreen.

Population

In 2013 the City of Red Deer was the third largest city in Alberta with a population of 97,109. Located directly between Calgary and Edmonton, Red Deer is at the center of the Calgary/Edmonton Corridor, one of the fastest growing regions in Canada. Red Deer’s population has steadily increased at a compound growth rate of 2.94% over the past 10 years, from 72,691 persons in 2003. According to Statistics Canada, the two main factors of growth in this area are: migration from other provinces, and natural increase.

The City’s population was recorded as being 49.4% female and 50.1% male with an average age of 32 and a mode age (age most frequently recorded) of 25; lower

than the provincial average of 36 and national average of 40. Red Deer’s younger population may result in more single residents or young families.

Income

In 2010 Red Deer’s families experienced a median after-tax income that was almost \$10,000 above the Canadian average. In addition, the percentage of after-tax low-income families was 11.6% in Red Deer compared to 14.9% Canada-wide.

Household Information

Based on the 2013 Municipal Census, Red Deer’s total private dwelling unit count was 40,893; more than half of which were single-detached dwellings. Confirmed by the 2011 Federal Census, this makes Red Deer’s average household size 2.4 persons per dwelling unit. Also recorded by the census was an average of 1 child at home per census family, primarily under 14 years of age.



In 2011 the home ownership rate in Red Deer was 67.5% meaning only 32.5% of the population were living in rental units.

vision





IMPORTANCE OF VISIONING

Visioning early in the process is an important part of planning any community or area. The vision for a community lays the foundations from which goals, objectives, and principles can be formed. A clear and concise vision provides the project team with a record to check-back with as the project moves forward.

Visioning Process

The Evergreen project team met on several occasions to form a vision for the community, including meetings to review past projects both inside and outside the region, municipal standards, local trends; as well as site visits to explore the site’s natural opportunities and constraints. This information formed the basis of discussion during the final visioning process.

Characteristics

The following characteristics were identified during the visioning process:

Overall Feel

- Natural or “earthy”
- Simple, elegant, and refined
- Sophisticated
- High-end (in location, finish, and style)
- Wildlife-friendly and areas where residents may encounter wildlife

Special Features

- Stormwater runoff reduction
- Wildlife crossing
- High level architectural details
- Open space amenities utilizing natural characteristics

“NATURALLY EXQUISITE”

Taking its cue from the simplicity of nature, Evergreen is the destination for relaxed living. Embracing the natural beauty of water features, native green spaces, and mature woodlands; this sustainable neighbourhood is designed for exploration and outdoor recreation. With modern architecture reflecting the natural surrounding and contemporary amenities nearby, you’ll have the best of both worlds. Find yourself grounded in the serenity of Evergreen - *naturally exquisite*.

Figure 6 - Perspective Massing Illustration



Additional massing illustrations are located in Appendix A.

Community Features

Natural Environment

Evergreen will showcase strong ties to the natural environment through its inclusion of an extensive open space network that spans from north to south. This open network will include the only naturalized pond in Red Deer and will provide residents with scenic recreation spaces and alternative transportation routes.

Amenities

Evergreen's close proximity to neighbouring amenities such as the Waskasoo Trail network, River Bend Recreation Area, Clearview Market Square, and future school sites will afford residents the opportunity to conveniently access daily services while enjoying the privacy and comfort of suburban living.

In addition, a neighbourhood commercial area, located at the entry of the community and near the central park, will provide local services and areas for residents to meet and mingle.

Population

Approximately 2,219 residents will call Evergreen home, living in a mix of housing types comprised of 926 dwelling units. The variety of housing types in Evergreen will allow young couples to find starter homes, college students to find affordable rental units, professionals to grow their families, and empty-nesters to retire comfortably.

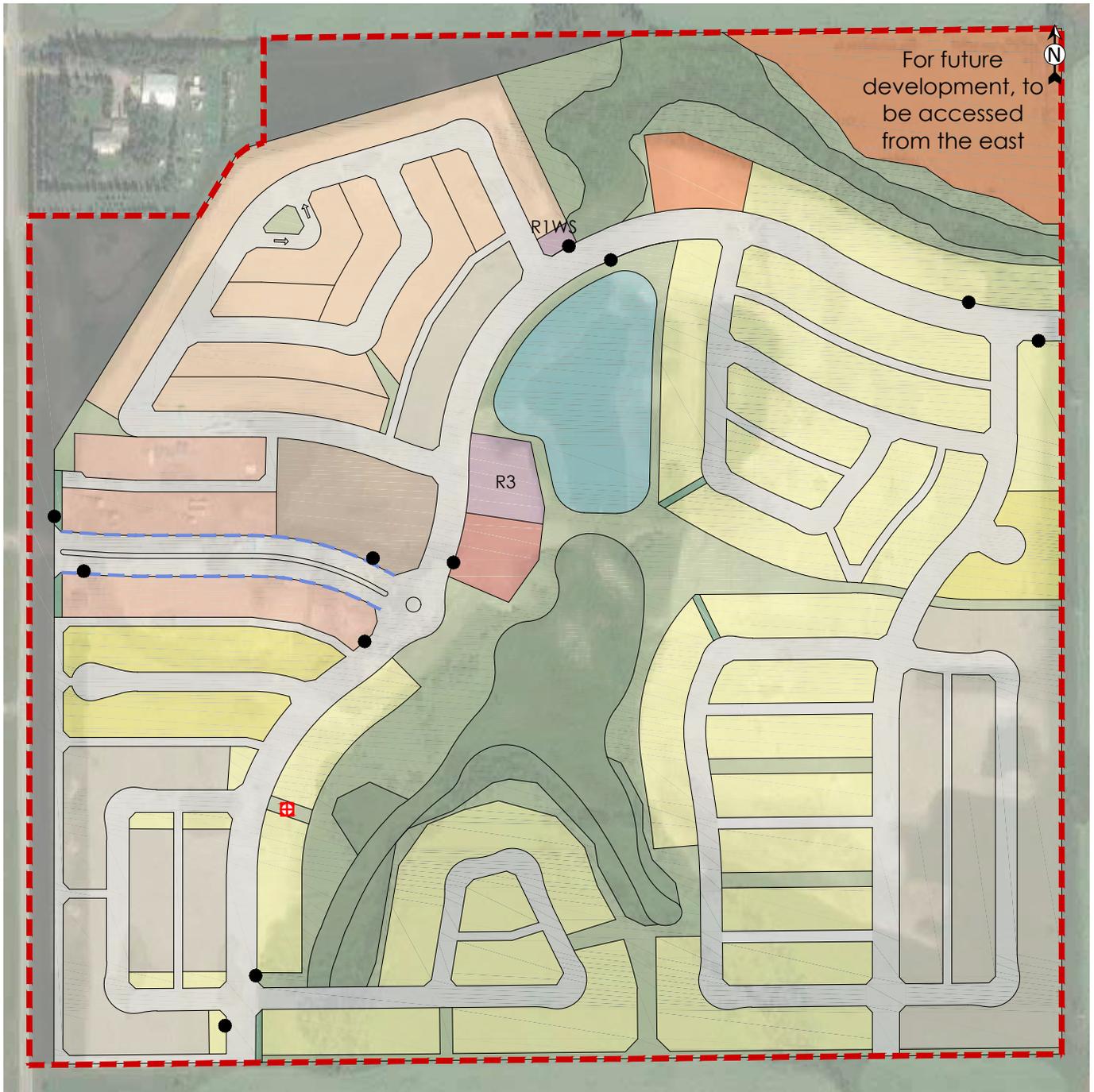
Figure 7 - Land Use Concept Plan



Legend

- | | | |
|--|--|--|
|  R1 Low Density |  Community Amenity Sites |  Potential Transit Stop |
|  R1WS Wide Shallow |  C3 Neighbourhood Convenience |  Protected Parking Area |
|  R1G Small Lot |  Municipal Reserve (MR) |  Road Widening |
|  R1A Semi-Detached |  Environmental Reserve (ER) |  NASP Boundary |
|  R2T Town House |  Public Utility Lot (PUL) | |
|  R2 Medium Density |  Stormwater Management (PUL) | |
|  R3 Multiple Family |  Well Site | |

Figure 8 - Land Use Concept Plan over Aerial



Legend

- | | | |
|--|--|--|
|  R1 Low Density |  Community Amenity Sites |  Potential Transit Stop |
|  R1WS Wide Shallow |  C3 Neighbourhood Convenience |  Protected Parking Area |
|  R1G Small Lot |  Municipal Reserve (MR) |  Road Widening |
|  R1A Semi-Detached |  Environmental Reserve (ER) |  NASP Boundary |
|  R2T Town House |  Public Utility Lot (PUL) | |
|  R2 Medium Density |  Stormwater Management (PUL) | |
|  R3 Multiple Family |  Well Site | |

PLANNING PRINCIPLES

The following are planning principles for the development of new communities, as identified by the City of Red Deer. Many of these principles have been used to create development objectives for Evergreen.



1. Natural Areas

Evergreen has been designed around its existing natural environment. The neighbourhood preserves its significant existing vegetation and utilizes its natural drainage pattern.

Support environmentally sensitive areas.

Preserve the existing water body where possible.

Although the existing water body was not naturally made, it is currently home to a variety of aquatic plant materials and attracts water fowl. For this reason, the northern portion of the water body will be conserved. To increase circulation and health of the water, the water body will be reshaped to remove areas where the water tends to be stagnant.

Preserve existing areas of significant vegetation

Areas of existing, healthy, vegetation have been identified for preservation. These areas are intended to contribute to the overall health of the water body and provide shelter to wildlife.

Accommodate wildlife.

Create areas of aquatic habitat.

Areas of aquatic habitat will also be constructed during the landscape design surrounding the water body. This will include planting additional vegetation that provides the water with oxygen and nutrients.

Provide wildlife corridor linkages.

Although the Plan Area is not officially recognized as a wildlife corridor, the location of its water body and large stands of trees makes it a safe area for animals to travel to and from the Red Deer River Valley. To minimize the impact the development has on these animals, and their impact on residents, corridor linkages will be provided

for the animals to safely pass through the community to the River Valley.



2. Mixed Land Uses

A mix of land uses has been identified in Evergreen to provide residents a range of residential options and access to commercial and recreational areas. A community node has been identified at the terminus of the primary gateway roadway which branches off of 30th Avenue to blend residential, commercial, community, and recreation uses.



3. Multi-Modal Choice

In addition to motorized vehicle routes, an extensive trail network has been created in Evergreen to provide connectivity for pedestrians, bicyclists, and alternative transportation modes such as scooters, wheelchairs, skateboards, or rollerblades.



4. Compact Urban Form & Density

Evergreen increased its density and decreased the footprint of the development by increasing the amount of developable area. This has been done by preserving much of the neighbourhood as open space, minimizing areas consumed by lanes, reducing roadway widths, and reducing overall lot depths.



5. Integrated Parks & Community Spaces

Evergreen has been designed around public open spaces. These areas range from natural areas surrounding the water body and ravine, to more programmed areas where residents can gather for picnics and social get-togethers. These open spaces are linked to the surrounding residential areas by linear park connections.

Provide community gathering areas.

The provision of public or private gathering areas is an important part of creating communities, it allows residents to relate to one another on common ground and build social capital.

Social capital is the understanding that social networks have a real value. In residential communities, this is typically seen through neighbours offering mutual support, providing child-minding to one another, borrowing tools or supplies, carpooling to school, or working together for a common purpose like fund-raising for a cause or event. By being part of the community, residents are provided the opportunity to build this social capital and benefit emotionally and financially from this network of neighbours.

Provide public access to the wetland area.

To ensure this amenity can be enjoyed by all residents and visitors, a public trail and associated park space will be provided circumnavigating the water body. This trail will be connected to the overall City of Red Deer trail network and utilized for recreational purposes.



6. Housing Opportunity & Choice

A mix of housing options is envisioned for Evergreen to provide a range of single family and multi-family homes. Each type of home has been considered with regards to its location near a community amenity such as the gateway street with increased landscaping or near public open spaces.

Provide a range of housing options. Create housing options for a variety of age groups, income levels, and lifestyles.

Providing a variety of homes to suit different lifestyles allowing residents the opportunity to stay within the community as they age.

Maximize the amount of premium lots.

Many times there are certain areas in neighbourhoods that are considered to be 'premium lots' due to their view, proximity to open space, lot size, etc. In this community, the idea of premium lots is taken one step further to share these features across the neighbourhood and ensure the type of lots that would typically be considered as 'premium' are a variety of housing styles at a range of price points.

Provide residential areas with views of the wetland.

There is a very small amount of lots within the City of Red Deer that provide views to a water body. Although the water body located in Evergreen will be accessible to the public, it will also provide scenic views for lots surrounding it.

Provide lots fronting onto public spaces.

Public spaces are intended to be enjoyed and used. By locating homes along public spaces, residents are encouraged to extend their activities into these spaces. This proximity also encourages residents to provide visual surveillance of the park sites.



7. Resilient & Low Impact Neighbourhood

Evergreen has been designed to work with the natural environment by utilizing the existing vegetation and drainage of the site. The central water body will be used for stormwater management purposes and, where possible, overland drainage will transport stormwater into the pond thereby filtering the stormwater naturally prior to its eventual release into the Red Deer River.

In addition to these design features, home builders and residents will be encouraged to construct their homes and yard in energy and water efficient manners.

Increase economic efficiency. Utilize energy efficient lighting throughout the neighbourhood.

Choosing efficient lighting can reduce the amount of electricity used and amount of infrastructure required for maintenance; as well as increase the quality of lighting throughout the neighbourhood. Lighting in Evergreen will be chosen with these ideas in mind during the detailed design stage.

Provide enhanced amenities by collecting ongoing funding for their maintenance.

The Evergreen community will be run via a Home Owners Association that will collect funds from residents on an ongoing basis to support maintenance of the neighbourhood's enhanced amenities.

An agreement with the City of Red Deer will be required to identify what the role of the HOA will be in association City will be, describe what the standard level of service in the City is, and how the HOA can supplement that service level. Although Evergreen's amenities will be partially funded by an HOA, access of the open space system and trails will be open to everyone.

Reduce environmental impact.

Provide incentives to home builders for green construction.

Canada has several guidelines that can be utilized for builders to construct 'green' homes, including the LEED Canada Rating System and Build Green Alberta. The highlights of each program include maximizing water and energy efficiency to reduce environmental impacts, decrease costs to home owners, and elongate the life of the home.

Working with a selected group of builders to construct housing in Evergreen provides the Developer with an opportunity to work closer to achieve green building standards.

Provide educational information regarding how to utilize hearty plants in yard landscaping.

Utilizing hearty plants which are accustomed to Red Deer's climate can reduce the amount of excessive watering and pesticides necessary to have a thriving yard.

Implementing this technique is an aesthetically pleasing alternative which is also beneficial to the environment and can save home owners money from the reduced maintenance required.

Suggested plant materials include: Colorado Blue Spruce, Blue Juniper, Red Osler Dogwood, Creeping Juniper, Thyme, Purple Coneflowers, and many more.



8. Safe and Secure Neighbourhood

Evergreen has been designed with pedestrians and residents in mind by enhancing sidewalks, pedestrian crossings, and public park spaces. The location of homes surrounding public open spaces, as well as the use of low

level lighting throughout, provides increased safety and passive surveillance in parks.



9. Unique Neighbourhood Identity

Evergreen is truly unlike any other neighbourhood in the City of Red Deer. The preservation of an existing water body, community branding, wayfinding signage, high quality landscaping, unique play equipment, and diverse public gathering spaces will set this neighbourhood apart.

Provide creative outdoor spaces.

Incorporate a natural playground.

Natural playgrounds are consistently being recognized for their benefits to the improved health and wellbeing of children of all ages by providing opportunities to incorporate native landscapes and land forms into a play space. Natural playgrounds introduce ecological processes, diversity, and new and challenging play opportunities back into urban landscapes, thus engaging children in these natural processes and promoting more creative and spontaneous play.

Incorporating a natural playground into Evergreen will not only reflect the natural theme of the community but will also encourage children to explore the outdoors during play times and throughout their lives.

Evergreen's natural playground is discussed further on page 36.

Require a high level of public landscaping.

Locations with a strong sense of place have a recognizable character, which can be seen visually. By requiring a high level of public landscaping, a character can be showcased throughout the community.

Encourage outdoor activity by using winter city design.

If there is one thing that Red Deer is guaranteed, it is dark winters. Throughout the course of the year, Red Deer sees an average of 12hrs of sunlight: between Mid-March to late September, Red Deer's hours of sunlight increase from 11.5 up to around 16.5 and back down, dropping over the winter to around 7.5 in December.

Regardless of the weather, winters can keep even the most active people inside due to the dark. The outdoor world can become more enjoyable by using simple winter city design technique to manage dark days and nights, provide shelter from the wind, and encourage snow-based activities.

As part of a winter city design, Evergreen's outdoor realm may be designed using a variety of lighting in public spaces, including in street trees and along park pathways.

Evergreen's winter city design is discussed further on page 54.

**Create a visually striking community.
Create a theme that is reflective of the
community's vision.**

To build on the Evergreen vision, as previously described, a theme will be created. This theme will guide the visual aesthetic of the neighbourhood toward the community's vision: naturally exquisite.

**Create a set of guidelines that provide
requirements and recommendations to
builders and home owners.**

A set of community guidelines, for use by the Developer, and Architectural Guidelines, for use by home builders, will be created for this community to thoroughly outline the neighbourhood's theme and detail how the public and private realm can be shaped to reflect the theme. Utilizing and adhering to the guidelines throughout the community will provide a continuity throughout the streetscape, open spaces, and community as a whole.

More information regarding these guidelines is provided on page 56.



land use & housing

RESIDENTIAL USES

Overview

The Evergreen neighbourhood has been designed to create highly desirable properties for residents of all age, lifestyle, and income. By providing a variety of lot sizes and housing types, a range of residents will be able to call Evergreen home.

Table 1 - Housing Mix.

Housing Mix	Hectares	Acres	# of Dwelling Units
Total Housing Stock	31.28	77.29	926
R1 Residential (Low Density) District	13.69	33.82	314
*R1 Secondary Suites (15% of R1 units)	--	--	47
R1G Residential (Small Lot) District	6.12	15.12	155
R1WS Residential (Wide/Shallow Lot) District	4.02	9.93	110
R1A Residential (Semi-Detached Dwelling)	1.81	4.48	52
R2 Residential (Medium Density) District	2.79	6.89	101
R2T Residential (Town House) District	1.89	4.67	66
R3 Residential (Multiple Family) District	0.96	2.38	81

Types of Housing

Single Family



Single-detached house with recessed garage.



Single-detached house with front garage.

R1 Single Detached

Though the majority of lots within Evergreen have been zoned using the R1 Residential Low Density District, housing types in these areas may vary from standard single family homes to those listed below. The location of these particular housing types shown on **Figure 9 - Residential Concept Plan**.

APPROPRIATE HOUSING STYLES

Standard

The assumed average size of a single detached home lot in Evergreen is 464.0m²; although, the minimum lot area is 360.0m² with a minimum width of 12.0m and depth of 30.0m respectively. The majority of these homes will be constructed with front attached garages.

Design of standard single family homes should consider a high level of architectural detail in particular to minimize the impact of the front garage.



Reverse house fronting onto open space.



Reverse house fronting onto open space.



Reverse house rear garages.



Walk-out basement.

Reverse Housing

Typically homes are designed with their primary entrance off the front public roadway and secondary entrance from the rear of the property. The front door typically enters into an entryway whereas the rear door enters directly into a living space such as a dining area, living room, or kitchen. Unlike typical homes, reverse housing is just that - the primary entrance into the home faces the rear property and is designed to enter into an entryway or boot room rather than living space. The secondary entrance into the house is then off of the public road or lane, which is also designed to include a small entryway.

This type of design is commonly used in cottage homes where the home highlights views and access to the area behind the house, away from the roadway. To facilitate this reverse home style, houses are constructed with dual facades of equal architectural design: one facing the front street, and one facing the rear property.

Reverse housing has been located in areas with open space between the homes to create a public park space that will extend the outdoor amenity area of each home by visually connecting their lots to public green space. This style of housing appeals to a variety of residents including those who enjoy the immediate physical and visual access to the open space along their property.

Walk-Out Basements

Homes located on slopes or along open spaces are often designed with walk-out basements. These type of homes will be designed with a deck off the main floor, and a door to the backyard from the basement. Walk out basements appeal to a variety of residents for different reasons including: an increased amount of natural light in basements making the space more livable, the ability to have bedrooms in the basement with full size windows, and increased air quality/reduced moisture in the basement.

Secondary Suites

Secondary suites are self-contained dwelling units located inside single-detached dwellings. These suites have a separate entrance either from a common area or outside. Secondary suites are an increasingly popular and make housing more affordable both for the renter and the home owner.



Walk-out basement.



Secondary suite entrance.

DENSITY

The maximum density in this district is 27.7 du/ha; however, it is estimated that density will be approximately 23.0 du/ha. This assumption is based on an assumed average lot size of 435.2m².

HEIGHT

The maximum height for homes in this district will be 2 storeys or 10m measured from the average lot grade.

PARKING

The majority of parking in the R1 district will be via front attached garage and driveway. As per the City’s LUB, two on-lot parking spaces will be provided per home. Additional parking will be available on-street.

ACCESS

Access to R1 homes will be via the front street. Some R1 lots will also be accessible via the rear lane for municipal servicing purposes; this will also allow for additional rear parking or storage of recreation vehicles.

SECONDARY SUITES

Secondary suites will be accommodated as per the City of Red Deer Land Use Bylaw which states that the maximum for any neighbourhood is 15%.

Homes with secondary suites will require additional parking as per the City’s LUB. For this reason, secondary suites are not envisioned in reverse housing as it may not be possible to meet additional parking requirements in these areas.

R1WS Wide-Shallow Homes

Wide-shallow lots provide a similar home to a wide R1 lot, with a shallower yard. The increased width of the home itself minimizes the prominence and appearance of the garage while allowing more interaction between the home and the streetscape via windows, porch areas, etc. This increased frontage also provides for a more diverse and appealing streetscape. The wide-shallow housing style is more affordable than an R1 lot by offering a reduced lot size while still including a single or double-car attached garage.

The City of Red Deer's Land Use Bylaw contains several building design regulations which must be followed for building these types of homes. Regulations include those addressing the garage size, driveway width, windows along the front street, use of porch, and other design features such as gables.



Wide-shallow lot house with no garage.



Wide-shallow 2-storey with front garage.



Wide-shallow lot house and side garage access.

APPROPRIATE HOUSING TYPES

Housing types in this district could include bungalow, bi-level, or two-storey homes.

DENSITY

The maximum density in this district is 34.7 du/ha; however, it is estimated that density will be approximately 27.6 du/ha. This assumption is based on an assumed average lot size of 362.1m².

HEIGHT

The maximum height for homes in this district will be 2.5 storeys or a 12m height measured from the average lot grade.

PARKING

Parking in the R1WS District will be via front attached garage and driveway. As per the City's LUB, two on-lot parking spaces will be provided per home. Additional parking will be available on-street.

ACCESS

Access to R1WS homes will be via the front street. A portion of these lots will also be accessible via the rear lane for municipal servicing purposes; this will also allow for additional rear parking or storage of recreation vehicles.

SECONDARY SUITES

Although secondary suites are permitted in this land use district; most R1WS housing in Evergreen will not have rear lanes which will not allow for the additional parking required by secondary suites.

R1G Small Lot Front Garage

Small Lot housing with attached front garages offer a more affordable attached-garage housing option to residents due to the decreased lot width. At a minimum of 10.5m, housing in this district has less interaction between the house and streetscape; for this reason architectural controls are important to enhance the visual appeal of the garage.



Small lot 2-storey with front attached garage.



Small lot 2-storey with front attached garage.



Small lot 2-storey with front attached garage.

APPROPRIATE HOUSING TYPES

Housing types in this district could include bi-level, or two-storey homes.

DENSITY

The maximum density allowable in this district is 31.2 du/ha; however, it is estimated that density will be approximately 25.4 du/ha. This assumption is based on an assumed average lot size of 393.7m².

HEIGHT

The maximum height for homes in this district will be 2 storeys or a 10m height measured from the average lot grade.

PARKING

Parking in the R1G District will be via front attached garage and driveway. As per the City's LUB, two on-lot parking spaces will be provided per home.

ACCESS

Access to R1G homes will be via the front street; however, some will also be accessible via the rear lane for municipal servicing purposes; this will also allow for additional rear parking or storage of recreation vehicles.

SECONDARY SUITES

As per the City's LUB, secondary suites are not permitted in this land use area.

Corner lots within a portion of the R1G areas in the southwest have been identified as R1 Residential (Low Density) to accommodate the potential of secondary suites. Lots identified include those on corner lots, with lanes, or other areas with additional parking capacity.



Multi-Family

R1A Semi-Detached

Semi-detached housing is a popular housing option for those looking for a more affordable solution that still offers a private yard. These houses are constructed as two independent dwelling units attached side-by-side with a common wall extending from the foundation to the roof.

A minimal amount of semi-detached homes are anticipated for development in the Evergreen neighbourhood. This type of housing will be located south of the main gateway street and along the east boundary of the Plan Area.



Semi-detached housing without front garage.



Small lot 2-storey semi-detached housing.



Semi-detached housing with front garage.

APPROPRIATE HOUSING TYPES

Appropriate housing types for this district include bungalow, bi-level, or two-storey semi-detached housing. These units may or may not include front garages.

DENSITY

The maximum density allowable in this district is 43 du/ha; however, it is anticipated that the density will be approximately 29.2 du/ha. This assumption is based on an assumed average lot size of 342.04m².

HEIGHT

The maximum height for homes in this district will be 2 storeys or a 10m height measured from the average lot grade.

PARKING

The majority of parking in the R1A district will be via front attached garage and driveway. As per the City's LUB, two parking spaces will be provided per home.

ACCESS

Access to R1A homes will be via the front street. Those lots located along the west boundary of the Plan Area will also be accessible via the rear lane for municipal servicing purposes; this will also allow for additional rear parking or storage of recreation vehicles.

SECONDARY SUITES

As per the City's LUB, secondary suites are not permitted in this land use area.

R2T Townhouse/Row Homes

As based on the definition provided by Statistics Canada, row homes are essentially three or more dwellings joined side-by-side which do not have dwellings either above or below. Often called town houses, these structures include common walls extending from the foundation to the roof.

Row homes provide an alternative and more affordable housing form suitable to a range of residents. Row homes will be located along the gateway collector roadway to provide massing and a continuous, consistent building form with high architectural controls.



2-storey row homes with front garage.



2-storey row homes with rear garage.



Row home rear garages.



2-storey row homes with park frontage.

APPROPRIATE HOUSING TYPES

Appropriate housing types for this district include bungalow, bi-level, two-storey, or two and half storey row homes. These units may be developed in a tradition row fashion or clustered condo-style development with an internal roadway. R2T homes may or may not include front garages.

DENSITY

The maximum density allowable in this district is 54.0 du/ha; however, it is anticipated that the density will be approximately 35.0 du/ha. This assumption is based on the City of Red Deer's recommendations.

HEIGHT

The minimum height for homes in this district is 2 storeys, with a maximum height of 2.5 storeys or a 12m height measured from the average lot grade.

PARKING

All resident parking in the R2T district will be at the rear of the lot. As per the City's LUB, 2 parking spaces will be provided per home. Rear lanes in these areas will be paved to facilitate and encourage residents to utilize rear parking.

Limited protected parking will be provided along the main gateway roadway to provide some visitor parking to guests of homeowners along this road as continuous on-street parking will not be permitted.

ACCESS

Access to R2T homes will be primarily via the rear lane where garages will be located. The majority of these lots will also be accessible via the front street which will allow for pedestrian access and guest parking.

SECONDARY SUITES

As per the City's LUB, secondary suites are not permitted in this land use area.

R2 Medium Density

The medium density residential district is intended to provide a range of compatible housing types such as single detached homes and multi-unit buildings.



2-storey rowhomes with rear parking.



2-storey single family without attached garage.



2-storey row homes with rear parking.

APPROPRIATE HOUSING TYPES

Housing types in this area may include single family dwellings, semi-detached structures, multi-attached, or multi-family buildings.

DENSITY

The maximum density allowable in this district is 54.0 du/ha; however, it is anticipated that the density will be approximately 36.4 du/ha. This density is an average of densities associated with the possible housing types envisioned for development in this area (semi-detached, row homes, or low rise multi-family buildings). The actual density will be completely dependant on which type of housing is constructed.

HEIGHT

The maximum height for single detached homes in this area is 2 storeys or a 10m height measured from the average lot grade; however, multi-family buildings may by over this limit.

PARKING

All parking will be determined by what type of units are constructed; however, all will be located on-site as per the City of Red Deer’s Land Use Bylaw.

ACCESS

Access to the R2 sites will be via the front roadway.

SECONDARY SUITES

Secondary suites will be permitted in detached dwelling units only. Secondary suites require 1 parking space for suites with 2 or fewer bedrooms, and 2 parking spaces for suites with greater than 2 bedrooms.

R3 Multiple Family

R3 Multiple Family areas can take a variety of forms as further described below. This type of housing provides a more affordable residential option that appeals to a variety of residents including but not limited to renters, first time home buyers, and retirees. One R3 area has been located in Evergreen at the terminus of the gateway roadway as part of the community node. This location was chosen based on the anticipated location of public transit stops and proximity to the open space network and community amenities.



Apartment style building with internal roadways



14-unit multiplex with internal roadways.



Row home development with first floor parking.



Apartment style building with street access.

APPROPRIATE HOUSING TYPES

This R3 multi-unit housing will be constructed based on market conditions at the time of development and could include one of the following. All building types listed below can take the form of rental or condo facilities. Regardless of building type, this site should be designed as a focal feature of the community with a high level of architectural detail and visual interaction at street-level.

Apartment-Style

Apartment style buildings have shared entries, hallways, and often building amenities such as fitness centres or hot tubs.

Multiplex Building

Multiplex buildings commonly range from 4 to 18 units and share no common spaces: all units have separate entries and utilities.

Row homes

Row homes consist of three or more attached units which do not overlap one another and have shared common walls from foundation to roofs.

DENSITY

The anticipated density in this district is approximately 85.0 du/ha for apartments of multi-unit buildings, assuming a four-storey building with underground parking. The density for rowhomes is approximately 35.0 du/ha.

HEIGHT

Should the R3 site be developed as one or more multi-family building, the maximum height is 4 storeys; however, if the R3 site is developed for row homes, the maximum height is 2 storeys or a 10m from the average lot grade.

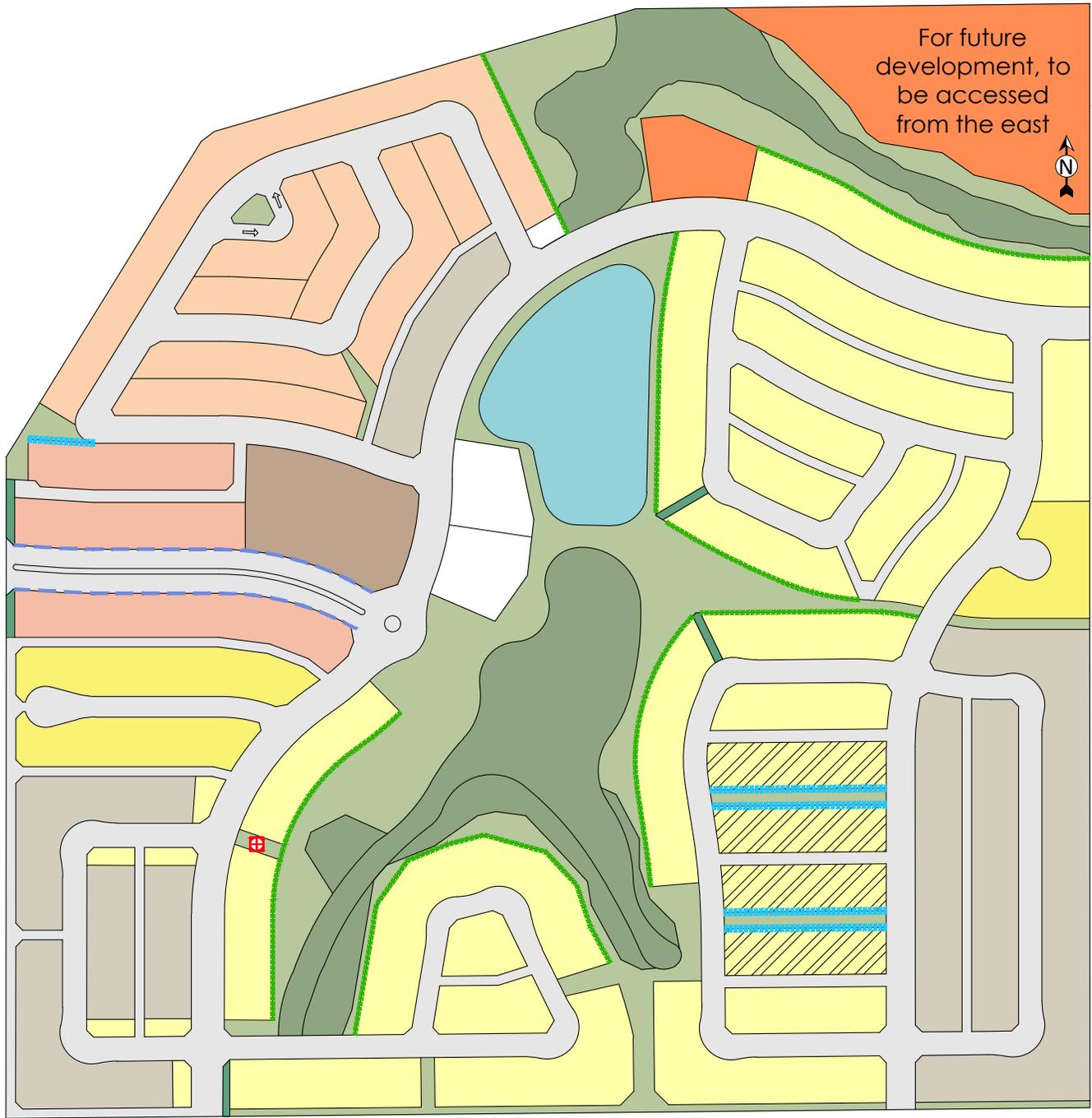
PARKING & ACCESS

All parking will be determined by what type of units are constructed; however, all will be located on-site as per the City of Red Deer's Land Use Bylaw. The primary access to the R3 sites will be via an internal roadway network; however, front street access will be provided for pedestrian and visitor use.

SECONDARY SUITES

As per the City's LUB, secondary suites will not be accommodated in the R3 District.

Figure 9 - Residential Concept Plan



Legend

- | | | |
|--|--|---|
|  R1 Low Density |  R2 Medium Density |  Public Utility Lot (PUL) |
|  R1 Reverse Housing |  R3 Multiple Family |  Stormwater Management (PUL) |
|  R1WS Wide Shallow |  Fronting onto Green Space | |
|  R1G Small Lot |  Possible Walk-Out Basement | |
|  R1A Semi-Detached |  Municipal Reserve (MR) | |
|  R2T Town House |  Environmental Reserve (ER) | |



DENSITY & UNITS

The estimated population of Evergreen is 2,219 persons. This number is based on the land uses proposed and will change after final build-out. The overall housing density of the Evergreen community is 17.9 du/net developable hectare. Full land use calculations are located on page 31.

Table 2 - Residential Land Use Calculations

Land Use	Area (ha)	Units	Density	% Of Housing Stock
R1 Residential (Low Density) District	13.69	314	23.0	33.9%
*Secondary Suites	--	47	0.0	5.1%
R1G Residential (Small Lot) District	6.12	155	25.4	16.6%
R1WS Residential (Wide/Shallow Lot) District	4.02	110	27.6	11.9%
R1A Residential (Semi-Detached Dwelling)	1.81	52	29.2	5.6%
R2 Residential (Medium Density) District	2.79	101	36.4	10.9%
R2T Residential (Town House) District	1.89	66	35.0	7.1%
R3 Residential (Multiple Family) District	0.96	81	85.0	8.8%
Total	31.28	926		100.0%

*Calculated assuming that 15% of all R1 units will include secondary suites; these suites are counted as 1 unit each.

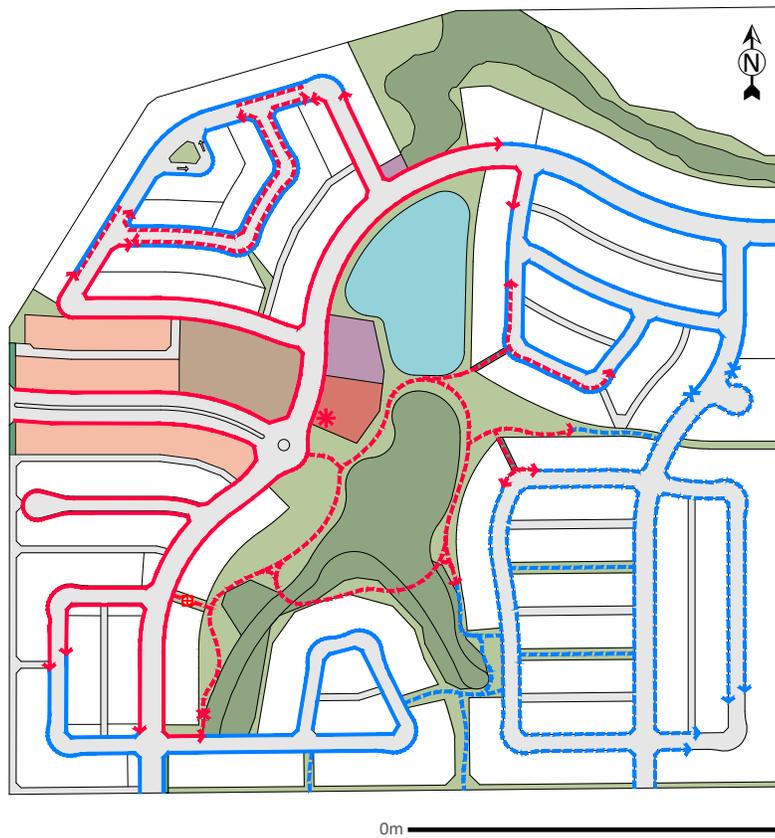
Densities calculations are based on the assumptions as outlined following assumed averages, exact density and unit counts may differ at the time of subdivision. :

- R1 Average lot size: 435.2m²
- R1G Average lot size: 393.7m²
- R1WS Average lot size: 362.1m²
- R1A Average lot size: 342.04m²
- R2 36.4 du/ha - housing type may vary; density average of possible housing types anticipated (R1A, R2T, R3-3storey)
- R2T 35.0 du/ha - as per the City of Red Deer's Planning Guidelines
- R3 85.0 du/ha - estimated density for a four storey building with underground parking

Table 3 - Population Projection

Residential Land Use Calculation	Hectares	Acres	# of Units	Household Size	Population
Single Detached Residential	23.82	58.82	626		1,501
R1 Residential Low Density	13.69	33.82	314	2.4	753
*R1 Secondary Suites (15% of R1 units)	0.00	0.00	47	2.4	112
R1G Residential Small Lot	6.09	15.06	155	2.4	372
R1WS Wide Shallow Lot	4.02	9.93	110	2.4	264
Semi-Detached and Multi-Family Residential	7.46	18.43	300		718
R1A Residential Semi-Detached	1.81	4.48	52	2.4	124
R2 Residential Medium Density	2.79	6.89	101	2.4	242
R2T Residential Town House	1.89	4.67	66	2.4	158
R3 Residential Multiple Family	0.96	2.38	81	2.4	194
Total	31.24	77.19	925		2,219
Density: 17.9 du/ha (926 Dwelling Units / 51.63 Developable Hectares)					

Figure 10 - Neighbourhood Node



LEGEND

- Neighbourhood Commercial
- Community Amenity Sites
- R3 Multiple Family
- R2T Townhouse Residential
- Municipal Reserve
- Environmental Reserve
- Public Utility Lot
- Stormwater Management Facility
- Node

Walking Distances:

- ~400m = 5min walk, sidewalks only
- ~400m, using trail connections
- ~800m = 10min walk, sidewalks only
- ~800m, using trail connections



NEIGHBOURHOOD NODE

Evergreen’s neighbourhood node consists of a variety of uses with street-orientation to provide an array of services to residents and an opportunity for neighbours to socialize. The central park site forms the basis of this node which is supported by commercial, higher density residential, and community type uses. The location of this node was chosen to facilitate both pedestrian and vehicular access.

Commercial Use

A neighbourhood commercial area has been identified at the terminus of the primary gateway road. This location was chosen for its proximity to vehicular and pedestrian traffic routes, and to form part of a community node. The types of commercial businesses envisioned for this area include: a coffee shop, small restaurant, doctors office, child minding, hair salon, or similar.

Site and building design for this commercial area will be guided using the City’s LUB and architectural controls created by the Developer. The location of parking and use of screening should be specifically addressed to minimize visual impact from the roadway and rear walking trails.

Should this area not be successfully sold for its intended purpose, this site will be converted to an R3 use.



Community Amenity Sites

Two community amenity sites have been located within the Evergreen neighbourhood to accommodate the possible development of community uses such as: temporary care, assisted living, adult or regular day care, place of worship, or other uses proposed and approved by the City.

Both sites have been located as part of the Evergreen community node in close proximity to walking trails and transit stops to facilitate their use. These sites will be advertised for sale through local media and the City of Red Deer website for one year; if the sites are not purchased for their intended use, they will be developed as R3 multi-family or R1WS residential development as shown on **Figure 7 - Land Use Concept Plan**.

If both the central community amenity site and neighbourhood commercial site are not sold for their intended purpose, and both are rezoned to R3, the two sites may be combined into one R3 site.

LAND USE CALCULATIONS

Table 4 - Land Use Calculations

Land Use Category	Hectares	Acres	% of Developable Area	# of Dwelling Units
Gross Plan Area	62.25	153.83		
Environmental Reserve	5.06	12.50		
Major Streets (Expressway)	2.59	6.41		
Major Streets (30th Ave)	0.94	2.32		
Commercial	0.35	0.86		
Stormwater Management Facility SWMF (PUL)	1.69	4.17		
Developable Plan Area	51.63	127.57	100.00%	
Residential	31.28	77.29	60.6%	926
R1 Residential (Low Density) District	13.69	33.82	26.4%	314
<i>R1 Secondary Suites (15% of R1 units)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.0%</i>	<i>47</i>
R1G Residential (Small Lot) District	6.12	15.12	11.8%	155
R1WS Residential (Wide/Shallow Lot) District	4.02	9.93	7.8%	110
R1A Residential (Semi-Detached Dwelling)	1.81	4.48	3.5%	52
R2 Residential (Medium Density) District	2.79	6.89	5.4%	101
R2T Residential (Town House) District	1.89	4.67	3.7%	66
R3 Residential (Multiple Family) District	0.96	2.38	1.9%	81
Other	20.35	18.11	39.4%	
Community Amenity Sites	0.39	0.96	0.8%	
Community Amenity Site (R1WS)	0.04	0.11	0.1%	
Community Amenity Site (R3)	0.34	0.85	0.7%	
Open Space	6.55	16.18	12.7%	
Municipal Reserve (MR)	6.44	15.90	11.3%	
Public Utility Lot Excluding SWMF (PUL)	0.11	0.28	0.2%	
Transportation	13.41	33.14	26.0%	
Collector Roadways	3.61	8.93	7.0%	
Local Roadways	7.85	19.40	15.2%	
Lanes	1.95	4.81	3.8%	
Other Uses	0.00	0.00	0.0%	
Emergency Services Site	0.00	0.00	0.0%	
Institutional Service Facility	0.00	0.00	0.0%	

* MR calculation is a % of Gross Plan Area less Environmental Reserve.

Table 5 - Roads and Utilities Percentage

Roads and Utilities	Hectares	Acres	% of Net Plan Area
Gross Plan Area	62.25	153.83	
<i>Environmental Reserve</i>	<i>5.06</i>	<i>12.50</i>	
Net Plan Area	57.20	141.33	100.0%
Allowable Area for Roads & Utilities	17.16	42.40	30.0%
Actual Area of Roads & Utilities	18.75	46.32	32.8%
Municipal Improvements	3.53	8.73	6.2%
<i>Northland Drive Expressway</i>	<i>2.59</i>	<i>6.41</i>	<i>4.5%</i>
<i>30th Avenue Arterial</i>	<i>0.94</i>	<i>2.32</i>	<i>1.6%</i>
Evergreen Roadways and Utilities	15.21	37.59	26.6%
<i>Collector Roadways</i>	<i>3.61</i>	<i>8.93</i>	<i>6.3%</i>
<i>Local Roadways</i>	<i>7.85</i>	<i>19.40</i>	<i>13.7%</i>
<i>Lanes</i>	<i>1.95</i>	<i>4.81</i>	<i>3.4%</i>
<i>Public Utility Lots</i>	<i>1.80</i>	<i>4.45</i>	<i>3.1%</i>
Over Dedication	1.59	3.92	2.8%



outdoor realm



View of pathway's seating area and housing along east side of central water body. Note the use of pedestrian-level lighting along the pathway.

OVERVIEW

Evergreen has been developed with 32.85 ac (13.30 ha) of public open spaces, 21% of the total Plan Area. Four different types of open spaces make up the overall open space network as indicated in **Table 6 - Green Space Amenities**.

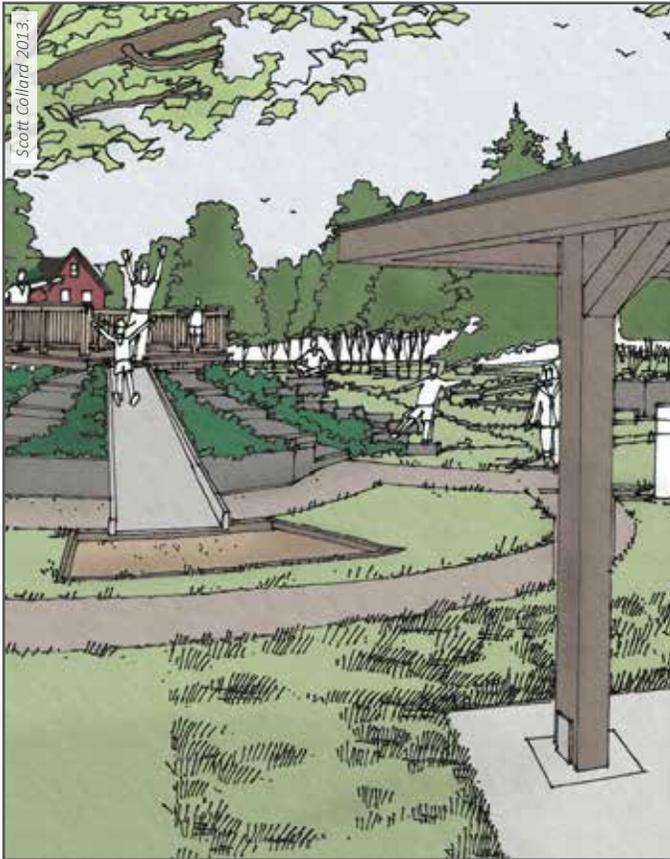
Table 6 - Green Space Amenities

Green Space		Total No. of Parcels	Area (ha)	Area (ac)
Open Spaces	<i>Neighbourhood Park (Including SWMWF)</i>	1	4.66	11.51
	<i>Parkettes</i>	1	0.05	0.12
Natural Areas		8	5.95	14.70
Linear Parks & Pedestrian Links		17	2.64	6.53
TOTAL		28	13.30	32.85

Table 7 - Municipal Reserve Calculation

Municipal Reserve Dedication	Acres	Hectares	% of MR Developable Area
Gross Plan Area	62.25	153.83	
<i>Environmental Reserve</i>	5.06	12.50	
MR Developable Area	57.20	141.33	100.0%
Required MR Dedication	5.72	14.13	10.0%
Actual MR Dedication	6.44	15.90	11.3%

It is recognized that Evergreen has dedicated 11.3% of its MR Developable Area as Municipal Reserve; however, the City of Red Deer will not be required to purchase 1.3% of excess from the Developer.



Covered picnic area and natural playground in the central park, to the west of the central water body, during a summer day and winter night.



Natural playground.

Proposed Amenities

Amenities located within the neighbourhood park site include walking trails, a children’s play structure, picnic areas, pond lookouts, and two stormwater management facilities.

Picnic Area

To extend residents’ activities outdoors, several picnic areas will provide spaces for outdoor dining. These areas may include picnic tables, bench seating, and outdoor grilling facilities.

Natural Playground

Natural playgrounds may be constructed in Evergreen to encourage children’s imaginative play in the outdoors. These play structures would be located in close proximity to picnic sites to provide a mix of uses including those for parents as well as children. The design of these structures will be determined during the detailed design phase in consultation with the City of Red Deer.

Scenic Lookouts

Lookouts may be constructed along the water body. These area will be designed as resident gathering areas where friends can meet and visit, children can watch the ducks, or joggers can stop to stretch. The location of these lookouts will be determined during the detailed design phase.



Scenic lookout.



Example of passive recreation activity.



Multi-use pathway.



Stormwater management pond.



Trail system through naturalized area.

Stormwater Management Facilities

The Evergreen ponds are designed to retain stormwater, act as a habitat area for wetland creatures, and provide a visual amenity to residents. The ponds have also been utilized as the focal element of the neighbourhood’s trail and park system.

Parkette

The intent of parkette site is to provide smaller open spaces for passive recreation activities such as playing frisbee, tag, building snowmen, etc. These areas are within easy and short walking distance to residents.

Location and Size

One parkette has been identified in northwest Evergreen, sized at 0.12 ac (0.05 ha). This location has been chosen to provide convenient open space access for residents in the northwest portion of the neighbourhood.

Proposed Amenities

Constructed elements within the parkette may include small seating areas, refuse containers, and a children’s play structure in the northwest park. In addition, a fence may be required along the perimeter to ensure roadway setbacks to children’s play areas are maintained; this will be determined during detailed design.

Natural Spaces

Evergreen has been designed to incorporate natural spaces intended to add to the overall feel of the community and provide areas that residents can enjoy in a less structured way; via views or organic and unprogrammed nature trails. The Environmental Reserve areas as shown in this NASP are an estimate only; the final ER boundaries will be determined at the time of subdivision and will be based on the regulations of the MGA.

Ravine

The ravine located in the northeast corner of the community will remain in its natural state and act as a wildlife corridor. To preserve the vegetation, no formal trails will be developed through the ravine; however, trails will be constructed surrounding this area for pedestrian connectivity.

Existing Trees

Existing trees surrounding the south stormwater management facility have been preserved to provided wildlife shelter and habitat. No formal trails will be developed through these areas.

Stormwater Management Facility

The south stormwater management facility has been identified as an Environmental Reserve to preserve existing vegetation.



Reverse housing fronting onto linear park space in southeast portion of Evergreen.



Homes fronting onto linear park space.



Homes backing on to linear park space.

Linear Parks & Pedestrian Connections

Linear parks have been used to provide continuous off-street connectivity throughout the Plan Area for pedestrians. This pedestrian network has been designed to connect residents to the 30th Avenue multi-purpose trail system to the west, Northlands Drive regional trail to the north, joint school site to the south, and transmission Corridor trail to the east.

Location and Size

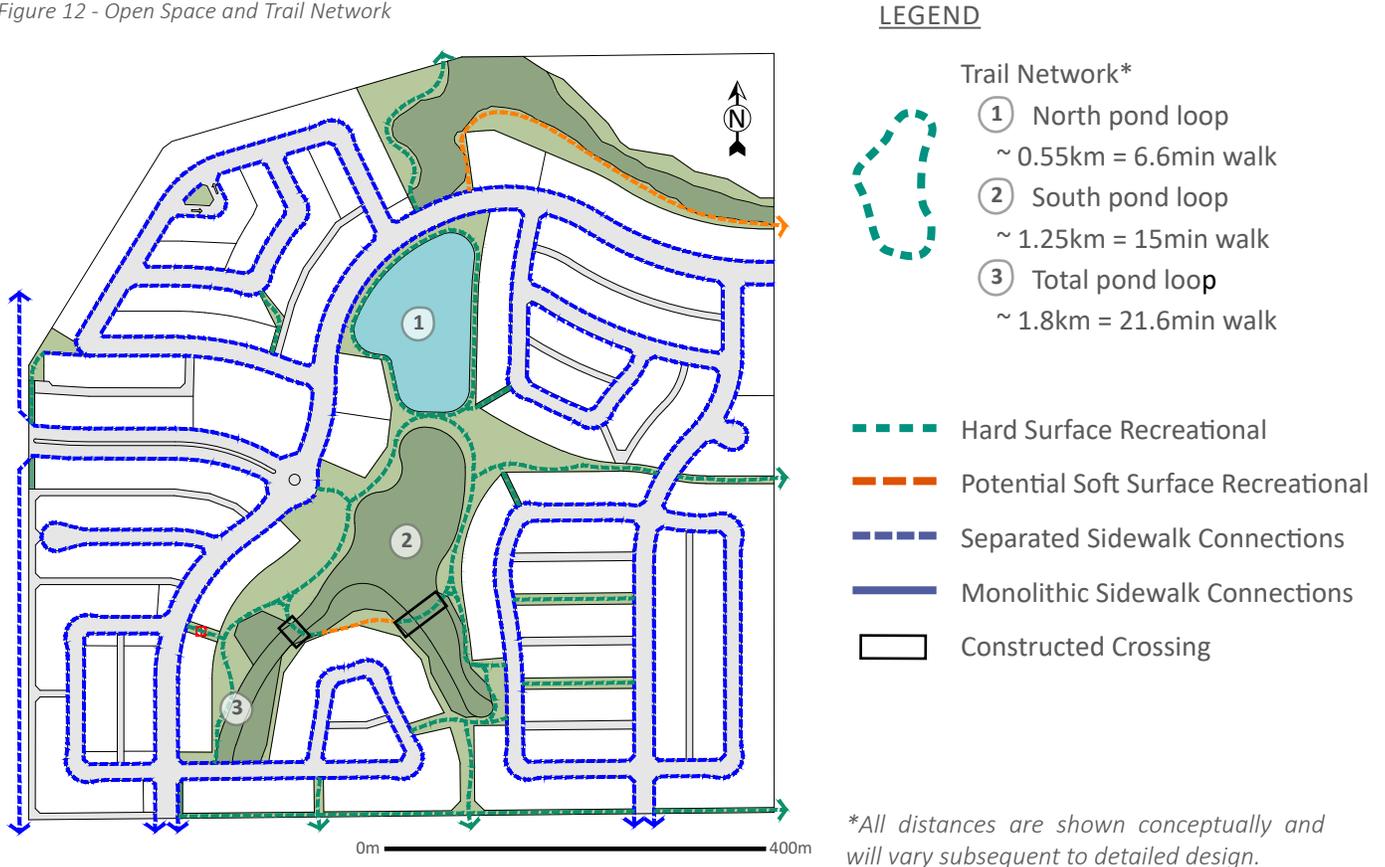
A variety of linear parks are located throughout the community, namely providing connectivity through the center of the Plan Area to the east, a continuous shared linear park along the south boundary, and those surrounding the reverse housing in the southeast.

Linear parks vary in length and are generally between 6 to 10m in width.

Proposed Amenities

Amenities in linear parks will be limited to trails, landscaping, and occasional seating areas with refuse containers. These areas are not intended for prolonged visits; therefore, to minimize redundancy and prevent loitering, they will not contain gathering type amenities.

Figure 12 - Open Space and Trail Network



Winding trail with pods of landscaping.



Trail system through naturalized area.

Trails

The linear park and trail system in Evergreen is intended to provide short-cutting options for pedestrians and a recreational area for walkers, joggers, cyclists, etc. This network will connect to adjacent neighbourhoods and the City’s overall Waskasoo Trail System to provide connectivity to surrounding areas and recreational amenities.

Three levels of trails are proposed in the neighbourhood as part of this overall system: hard surface connections, hard surface recreational, and potential soft surface. Hard surface connections will take the form of concrete sidewalks located along roadways, hard surface recreational trails will be paved trails throughout open spaces, and potential soft surface trails will be constructed in areas intended for walkers only. No trails will be developed in the north ravine area. Two trail crossings will be constructed across each of the south legs of the natural area; these crossings will be detailed during landscape design.

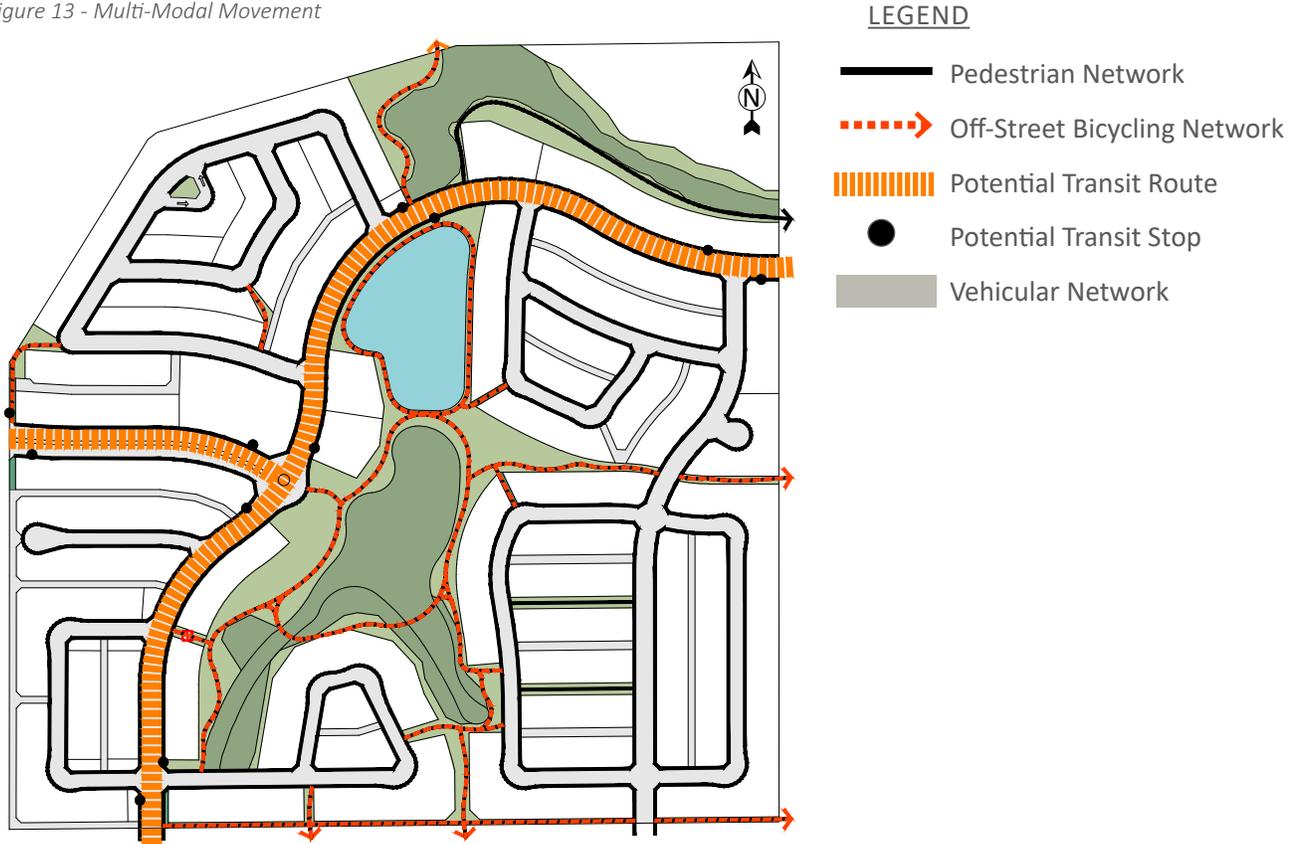
Connections

A north connection will be provided to connect with the Northland Drive expressway’s regional trail network and a west connection will be provided to connect with the 30th Avenue trail and facilitate commuter bicycling by the west utilizing Evergreen’s main entry road.

A person wearing a white helmet and dark clothing is riding a mountain bike on a dirt trail through a wooded area. The trail is covered in fallen leaves and has several large logs lying across it. A dog is standing on the right side of the trail, looking towards the cyclist. The background consists of many bare trees, suggesting a late autumn or winter setting. The text 'movement & connectivity' is overlaid in a light green, outlined font across the center of the image.

movement & connectivity

Figure 13 - Multi-Modal Movement



CIRCULATION



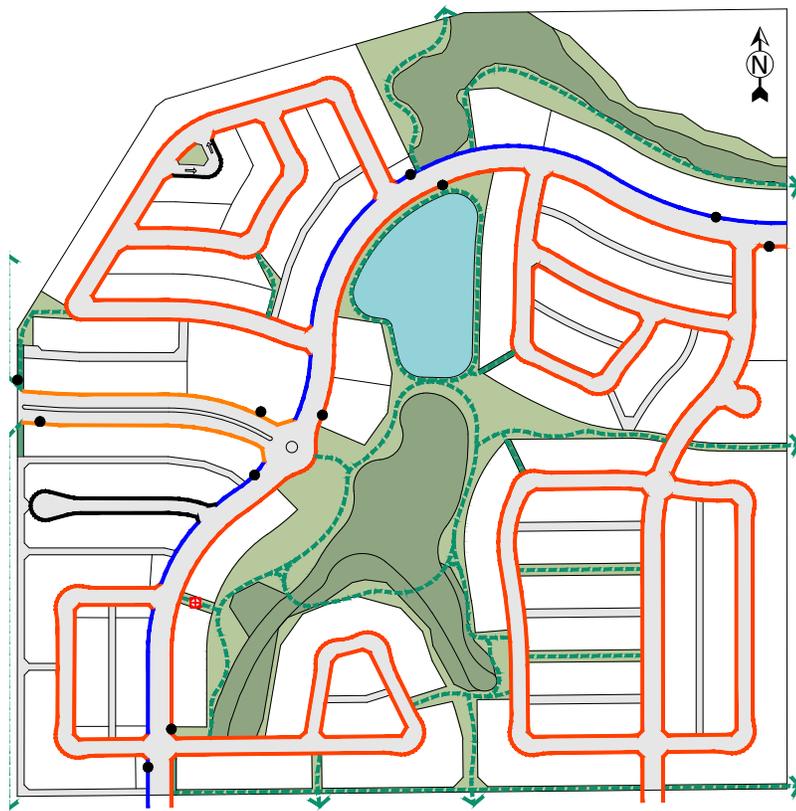
Multi-Modal Movement

The Evergreen neighbourhood has been planned to facilitate integrated movement of residents throughout the community and provide connections to destinations outside of Evergreen. In addition to providing connections for residents, a multi-modal transportation network has been incorporated to accommodate a variety of transportation modes including walking, rolling, riding, and driving. All portions of Evergreen have been designed with pedestrians in mind putting their safety, comfort, and overall experience first by creating an enhanced streetscape.

Table 8 - Multi-Modal Movement

Mobility	Location	User Experience	Accessibility & Integration	Safety
Pedestrian	Sidewalks, trail connections	Local destinations or those in adjacent neighbourhoods	Fully integrated into neighbourhood via separated sidewalks and paved open space trails to promote accessibility	Separated sidewalks, intersection bump-outs, highlighted mid-block crossing
Bicycle	Trail connections, on-road routes	Recreation: destinations inside neighbourhood or those adjacent Commuter: destinations outside of neighbourhood	Fully integrated into neighbourhood via paved open space trail network	Off-street trail connections, intersection bump-outs
Transit Rider	Sidewalks, trails connections, collector roadways	Destinations outside of neighbourhood	Routes along collector roadways only with pedestrian connections	To be determined by City of Red Deer
Vehicle	Collector and local roadways, lanes	Destinations outside of neighbourhood	Local roadways linking to collectors, minimize unnecessary through traffic	Curvilinear street pattern

Figure 14 - Sidewalk Type



LEGEND

- Potential Transit Stop
- 2.5m Separated Sidewalk
- 2.0m Separated Sidewalk
- 1.5m Separated Sidewalk
- 1.5m Monolithic Sidewalk
- - - Off-Street Trail Network



Example of monolithic sidewalk.

Walking

Walking is not only a healthy and active mode of transportation, it is also one of the most popular for school-aged children and seniors. Evergreen has been designed to facilitate and encourage walking throughout by providing a welcoming pedestrian environment using separated sidewalks and off-street trails, pedestrian nodes and rest stops, and pedestrian short-cutting to increase convenience and reduce distances between destinations.

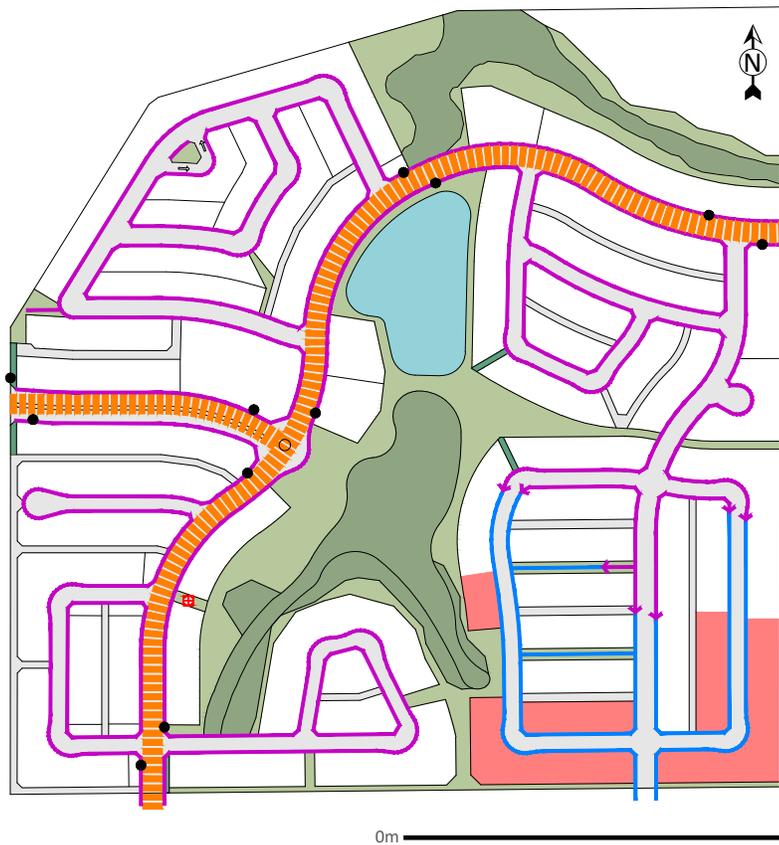


Recreational cycling on off-street trail.

Rolling

Rolling is intended to describe cycling, rollerblading, skateboarding, scootering, and any other self-propelled wheeled modes of transportation. Whether these forms of transportation are used for commuting or recreation, trail connections have been provided alongside the roadway to provide a safe and comfortable environment for these users. The use of paved trails rather than shale also increases the accessibility of park spaces to those with reduced mobility.

Figure 15 - Transit Network



LEGEND

-  Potential Transit Route
-  Potential Transit Stop (500m apart)
-  Area Located Over 500m from Potential Transit Route

Walking Distances:

-  ~400m = 5min walk
-  ~800m = 10min walk

**Walking distances to transit stops are measured using sidewalks only.*



Sample photo of Red Deer's transit buses.



Example of separated sidewalk.

Riding

Transit locations will be chosen by the City of Red Deer's Transit department along the primary collector roadway, based on the City's standards and preferences. All transit stops will be located 500m apart and within 500m of the majority of residents; this represents a 6min walking time. These locations are intended to be in reasonable walking distance from all homes within the neighbourhood.

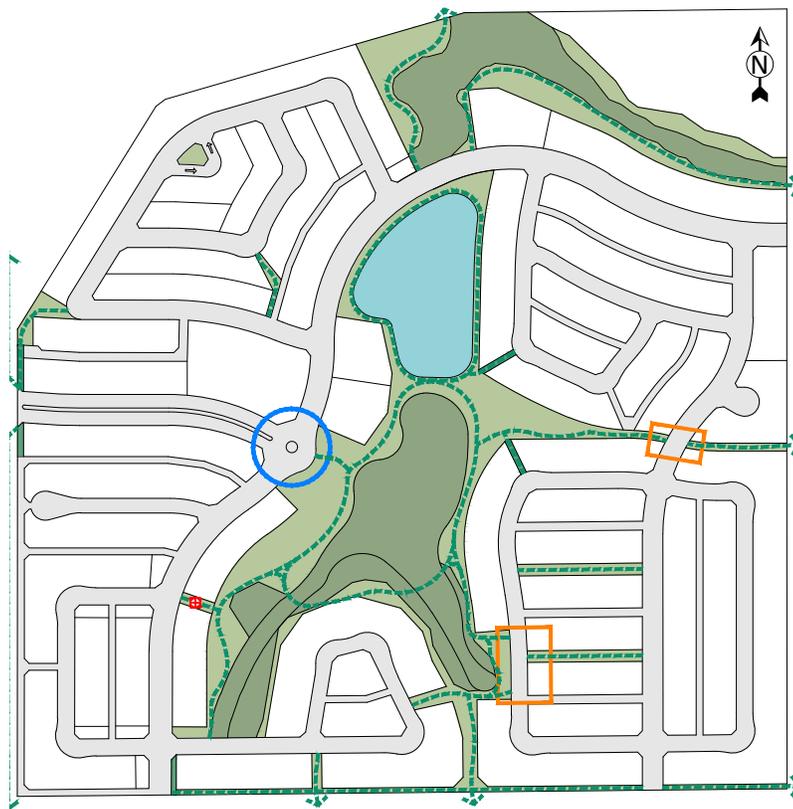
A small area of the Plan Area falls outside of the 500m distance from the potential transit stops; however, these areas are anticipated to be within the 500m catchment boundary of transit stops in future surrounding developments.

Special attention will be given to locate transit routes near multi-family areas to facilitate higher density use. It is also recognized that many middle and high school students in Red Deer utilize transit to get to school; therefore, a focus has been put onto providing safe pedestrian routes to and from bus stops as part of the Safe Route to School program.

Driving

Driving is the most prominent form of commuter transportation. The Evergreen neighbourhood has been designed to create a comfortable environment for motorists without sacrificing the comfort and safety of alternative transportation types. More information regarding roadways is discussed on page 45.

Figure 16 - Pedestrian Safety



LEGEND

- - - Off-Street Trail Network
- Important Trail Connections
- Single-Lane Roundabout



Intersection bump-outs and landscaping.



Example of mid-block crossing with bump-outs.



Highlight cross-walk at roundabout.

Safety

To enhance pedestrian and motorist safety, traffic calming measures have been identified in various areas throughout Evergreen. Though exact locations will be determined during detailed design; they will include: intersection bump-outs, mid-block crossings, a roundabout, and on-street parking.

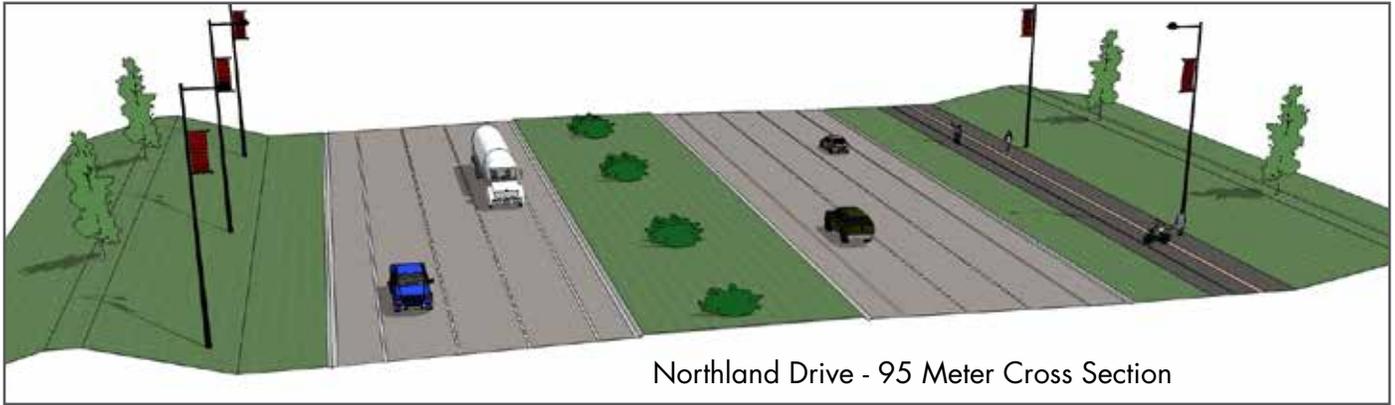
Utilizing intersection bump-outs extends the curb out into the street reducing the distance pedestrians are required to travel across the roadway and making them more visible. Intersection bump outs will not be permitted crossing collector roadways.

Important Trail Connections

Two important trail connections have been identified in the Evergreen neighbourhood. Additional trail crossings may be considered at the detailed design stage. Consideration for additional trail crossings will be based on operational requirements, pedestrian safety, and user needs.

Roundabout

A roundabout is located at the terminus of the gateway collector roadway. This method of intersection has been chosen to slow and disperse traffic at the three-way intersection and provide a focal feature for the roadway in the form of enhanced landscaping or the accommodation of public art.



Northland Drive - 95 Meter Cross Section

Northland Drive - 30 Avenue to 20 Avenue Cross-Section with berm.



Example of an existing berm along 30th Avenue.

ROADWAYS

External Roadways

Northland Drive

Northland Drive will run along the north boundary of Evergreen. This portion of the roadway is intended to be a six-lane expressway at full build-out, anticipated to coincide with the City’s 188,000 population horizon (estimated sometime around 2038). The City of Red Deer currently has the initial roadway construction budgeted from 2016 through 2018, at which time it will function as a two lane arterial roadway.

As traffic demands increase, the roadway will be expanded in stages to a four-lane roadway, before it is ultimately upgraded to a the six-lane expressway.

Note: The Northland Drive cross-section and project is in no way tied to the development of Evergreen and is subject to change.

30th Avenue

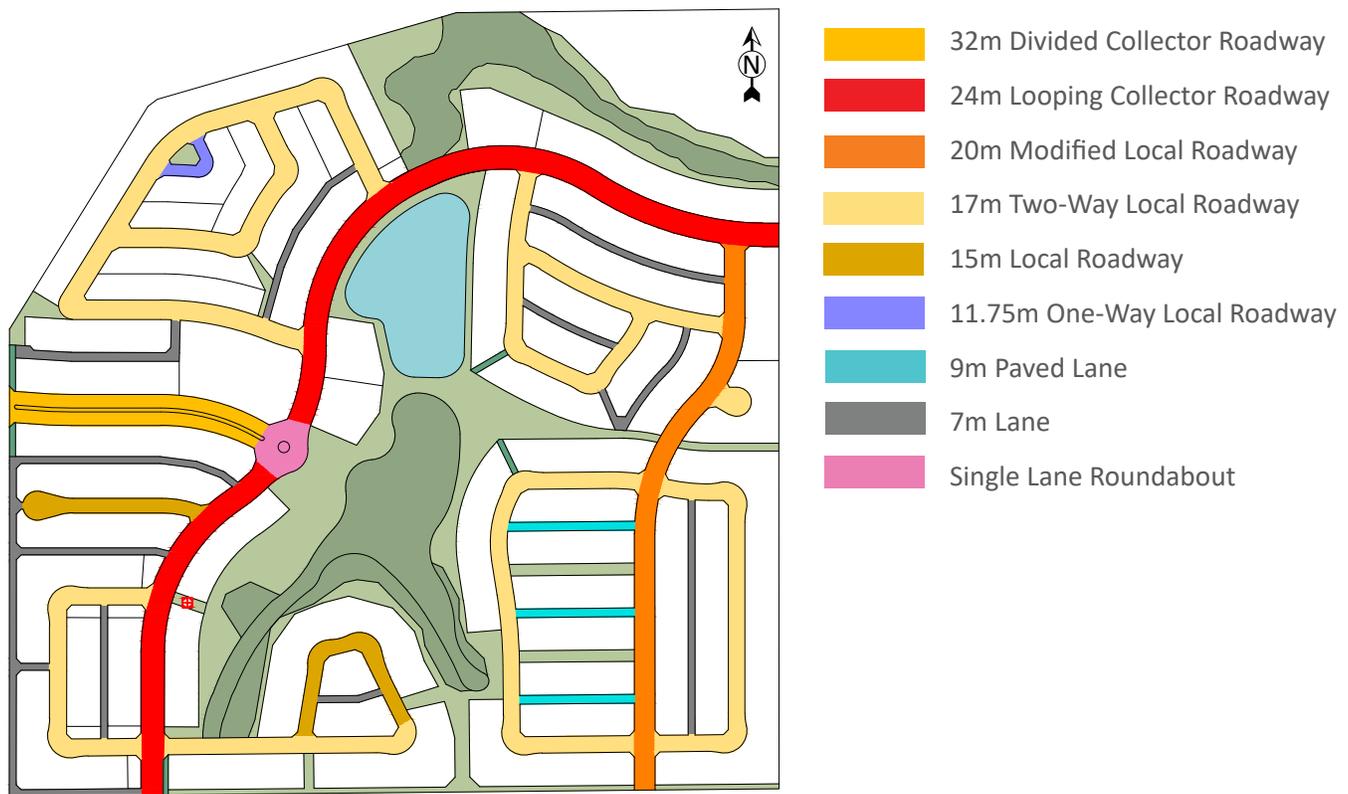
30th Avenue runs along the west boundary of Evergreen connecting 67 Street to Northland Drive. This roadway is intended to be a four-lane arterial at full build-out; however, it will function as a two-lane arterial until such a time when traffic demands a larger roadway. Construction of 30 Avenue is scheduled to begin in 2015.

Note: The 30th Avenue cross-section and project is in no way tied to the development of Evergreen and is subject to change.

Berms and Screening

Berms will be built on either side of Northland Drive and 30th Avenue roadways to minimize visual and acoustic impact of traffic from adjacent developments. These berms will be consistent to that found elsewhere along main arterials.

Figure 17 - Roadway Hierarchy



Roadway cross-sections shown on page 49-56.

Internal Roadways

Typical cross-sections of all roadways are shown on page 49. All non-standard cross-sections will be considered by the City and finalized at the Servicing Study stage.

Collector Roadways

The Evergreen neighbourhood will be accessed via two collector roadways: the gateway collector and main looping collector.

32m Divided Collector Roadway

Evergreen’s gateway roadway enters the neighbourhood from the west off of 30th Avenue and extends to the roundabout. This roadway has been designed to provide a grand entrance to welcome both residents and visitors into the community. It is also recognized as the primary access roadway until such a time that connections to the surrounding lands are developed.

This roadway has been designed using a 32.0m wide right-of-way with two lanes of travel in either direction and protected parking areas. To accommodate multi-modal movement, separated sidewalks have been

provided on both sides of the road separated from traffic by landscaped boulevards.

Limited protected parking will be accommodated to provide some visitor parking to guests of homeowners along the gateway roadway.

This roadway will be further designed during detailed design to provide a transition at the terminus of this roadway into the one-lane roundabout.

As shown on **Figure 18 - 32.0m Divided Collector Roadway Perspective Illustration**, **Figure 19 - 32.0m Divided Collector Roadway Cross-Section at Boulevard**, and **Figure 20 - 32.0m Divided Collector Roadway Cross-Section at Protected Parking**, this cross-section is not standard in the City of Red Deer and will be subject to review by the City prior to implementation at the Servicing Study stage.

24m Looping Collector Roadway

The main collector roadway in Evergreen loops through the community from southwest to northeast. This roadway has been designed with a 24.0m wide right-of-



Evergreen’s gateway collector roadway looking east on a summer afternoon.



Evergreen’s gateway collector roadway looking east on a winter night.

way, one travel and one parking lane in either direction, a landscaped boulevard, and a 2.5m and a 1.5m separated sidewalks on either side of the roadway.

In addition to providing functional access to the community, the collector roadway identifies a sense of place for the neighbourhood by incorporating high levels of landscaping providing continuity and themeing throughout.

As shown on **Figure 21 - 24.0m Undivided Collector Roadway Cross-Section**, this cross-section is not standard in the City of Red Deer and will be subject to review by the City prior to implementation at the Servicing Study stage.

20m Modified Local Roadway

An expanded local roadway is located along the east portion of the Plan Area stretching from north to south. This roadway provides access from the main collector to residential areas east of the water body. To facilitate traffic in this area and allow the inclusion of a transit route, a 20.0m wide right-of-way with one travel lane

and parking in either direction is used. This roadway also has 1.5m wide sidewalks separated from traffic by a landscaped boulevard.

As shown on **Figure 22 - 20.0m Undivided Collector Roadway Cross-Section**, this cross-section is not standard in the City of Red Deer and will be subject to review by the City prior to implementation at the Servicing Study stage.

Local Roadways

The system of local roads within the community has been designed to create exclusive pods of homes and provide access to individual development clusters while discouraging outside traffic.

Driveways will be designed to meet roadways at 90 degrees and are not permitted to “flair out”. This will preserve boulevard space, accommodate trees, and improve on-street parking.

17m Two-Way Local Roadway

All typical local roadways will have a 17.0m wide right-of-way with 1.5m separated sidewalks. Utilizing this cross-

section in place of the City's current standard allows for an enhanced streetscape by incorporating street trees in the landscaped boulevard, separated sidewalks in either direction increasing the pedestrian experience, and increases safety by providing a buffer between pedestrians and motorists.

As shown on **Figure 23 - 17.0m Local Roadway Cross-Section**, this cross-section is not standard in the City of Red Deer and will be subject to review by the City prior to implementation at the Servicing Study stage.

15.0m Two-Way Local Roadway

Two 15.0m wide local roadways have been included in Evergreen. These roadways will be designed to The City of Red Deer standards which utilizes a 15.0m wide right-of-way, 10.0m wide carriage width, and includes a 1.5m wide monolithic sidewalk on each side of the roadway.

11.75m One-Way Local Roadway

One one-way local roadways has been used in Evergreen. Homes in the northwest portion of the Plan Area surrounding a park will utilize a road with 11.75m wide right-of-way. This roadway is shown on **Figure 24 - 11.75m One-Way Local Roadway Cross-Section** and will not have a sidewalk along the park side as a multi-use trail will be designed within the park.

Lanes

Many lots in the Evergreen neighbourhood have been designed with rear lanes; however, lanes have not been provided for lots adjacent green spaces, including parks and preserved natural areas. All standard rear lanes will be designed to The City of Red Deer standards and will be 7.0m wide as shown on **Figure 26 - 7.0m Lane Cross-Section**. Any lanes adjacent to Municipal Reserves or public utility lots will have bollards installed to prevent vehicular access and short-cutting.

9m Paved Lanes

Homes fronting onto public green spaces and the rowhomes along the gateway roadway will utilize a lane for their only vehicular access. These lanes will be paved to facilitate access, ease of use year-round, allow snow

clearing, increase aesthetics, and allow for snow storage during winter months.

As shown on **Figure 25 - 9.0m Paved Lane Cross-Section**, this cross-section is not standard in the City of Red Deer and will be subject to review by the City prior to implementation at the Servicing Study stage.

REVERSE HOUSING LANE ILLUMINATION

Special attention to the lanes utilized for reverse housing in the southeast portion of the Plan Area will be required to ensure there is clear illumination of house numbering for use by Emergency Services, delivery vehicles, taxis, etc.

The Developer will work with the City of Red Deer's Electrical Light and Power department during the Servicing Study stage to determine the most appropriate solution for providing this lighting in the lane. If municipal lighting is deemed inappropriate, an architectural control will be used to require lighting be provided on the rear garages to facilitate home address recognition.

Turn-Arounds

Until such time that development occurs to the east or south, connecting roadways in Evergreen will be constructed with turn-arounds at their terminus.

Parking

On-street parking will be permitted on all roadways within Evergreen except along the 32.0m Divided Collector gateway roadway where there will be limited protected parking stalls. The provision of on-street parking acts as a safety feature to pedestrians by acting as a buffer between sidewalks and motorists. It also narrows the roadway and adds uncertainty into drivers' path of travel which has been shown to slow traffic and make drivers more aware of their surroundings.

Figure 18 - 32.0m Divided Collector Roadway Perspective Illustration



This cross-section is not standard and will be subject to review by the City prior to implementation at the Servicing Study stage.

Figure 19 - 32.0m Divided Collector Roadway Cross-Section at Boulevard



This cross-section is not standard and will be subject to review by the City prior to implementation at the Servicing Study stage.

Figure 20 - 32.0m Divided Collector Roadway Cross-Section at Protected Parking

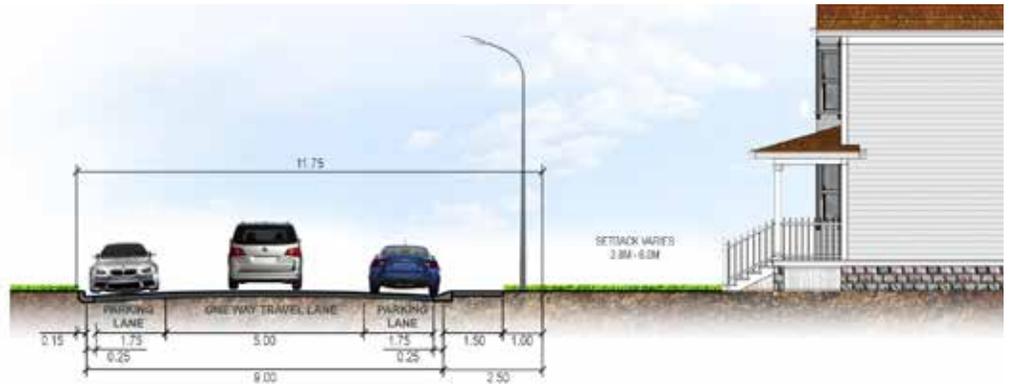


This cross-section is not standard and will be subject to review by the City prior to implementation at the Servicing Study stage.

Figure 21 - 24.0m Undivided Collector Roadway Cross-Section

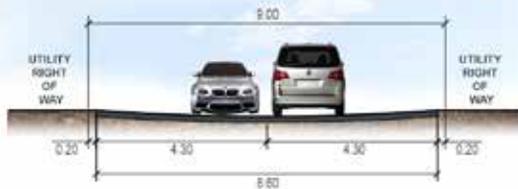


Figure 24 - 11.75m One-Way Local Roadway Cross-Section



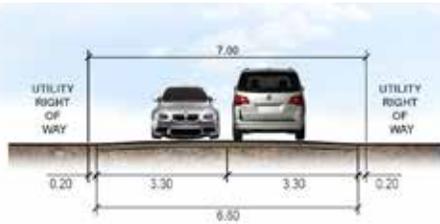
This cross-section is not standard and will be subject to review by the City prior to implementation at the Servicing Study stage.

Figure 25 - 9.0m Paved Lane Cross-Section



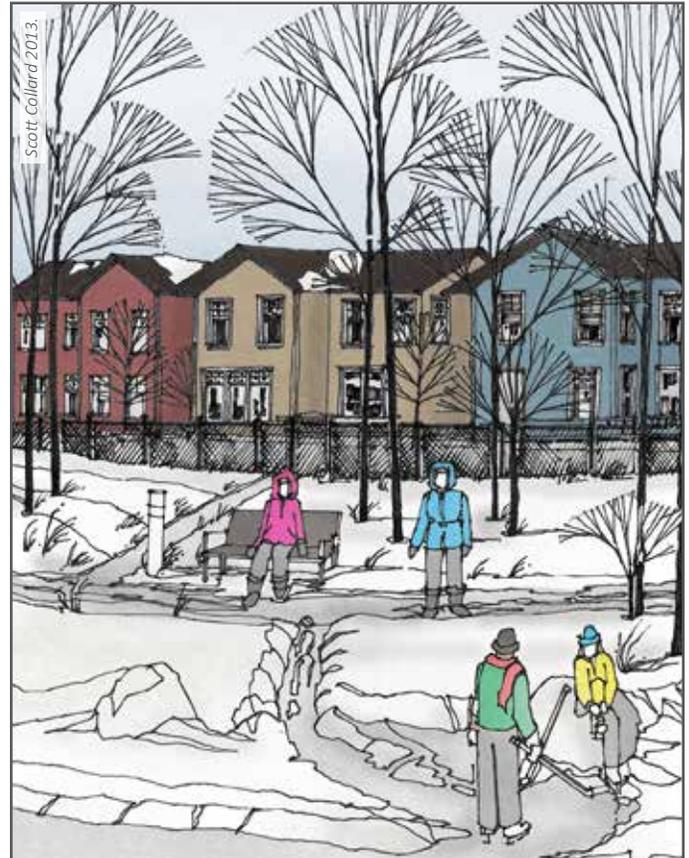
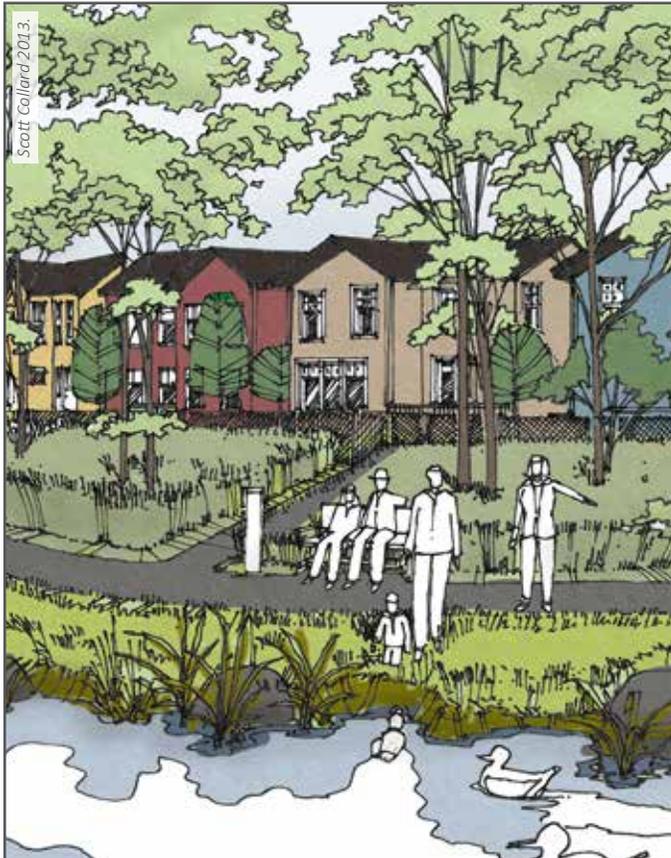
This cross-section is not standard and will be subject to review by the City prior to implementation at the Servicing Study stage.

Figure 26 - 7.0m Lane Cross-Section





sense of
place



View of seating area along pathway and housing along east side of central water body.

FEATURES

Evergreen has been designed around the stormwater management facilities in the center of the Plan Area. This area will act as a focal point for all activities and terminus for major roadways and trails.

View points towards this area will be maximized and these areas will include high-quality landscaping to showcase the neighbourhood.

Gateways

There are two gateways identified in Evergreen: an entrance off of 30th Avenue, and the southwest entrance along the looping collector roadway. These areas provide a first impression of the neighbourhood to residents and visitors and convey the overall theme of the community.

To highlight these gateways areas, a high level of landscaping will be provided along with a community marker. In addition, a high standard for detail will be required along the main west-east gateway roadway.



Winter City Design

As part of a winter city, Evergreen has been designed to encourage outdoor activity year round. To encourage this type of activity, public open spaces have been designed to embrace winter, and its darkness.

Colours

Encouraging the use of rich colours on homes, commercial buildings, and in the community’s design elements; through the use of architectural guidelines; is one way that Evergreen will warm up winter by adding colour to an otherwise snow-white neighbourhood.

Lighting

The long dark days of winter can often feel daunting which is why Evergreen’s streetscapes are proposed to be designed to incorporate street tree lighting that will transform the darkness into a palette on which to create a whimsical environment of illumination.

Public park areas may also be designed to include pedestrian-scaled lighting to illuminate pathways throughout the winter months. This illumination will



Evergreen's gateway collector roadway looking east.



Reverse housing fronting onto linear park space in southeast Evergreen.



Evergreen's central park, natural playground, and picnic area.



All-season use of cleared trails.



Use of illuminated bollards along trail.

accommodate outdoor play for children in the winter and enhance safety surveillance.

Various levels of lighting may be used in different areas of Evergreen to provide appropriately scaled lighting for pedestrians and motorists, and to create focal areas in the community.

The intention of providing lighting in open spaces is primarily for use of public spaces during the winter time when day lengths are shorter. The lighting in open spaces would be limited to immediately along primary trails and could be designed to run for only a few hours after the sun has set. All determination of lighting will be done during detail design.

The responsibility for maintaining proposed lighting will be determined through future negotiations with the City of Red Deer.

Maintenance

Although the average temperature in Red Deer during the winter months is around -10°C, snowfall can quickly pile up and create significant barriers to outdoor recreation. To combat this, on-going trail maintenance throughout the winter months is important to allow continued access and safe use of the community's open spaces for residents.



Street tree lighting during the summer.



Coloured street tree lighting in winter.



Continuous fencing along public areas.



Coloured concrete in median paving area.

BUILT FORM

The overall design of Evergreen is intended to connect residents and visitors with the outdoors. To achieve this, a variety of concepts may be utilized which will be further determined subsequent to NASP approval. Concepts that may be considered include the following.

- Community entry features
- Illuminated street trees
- Pedestrian-scaled lighting along major pathways
- Wayfinding signage
- Continuous fencing along public areas
- Enhanced median paving

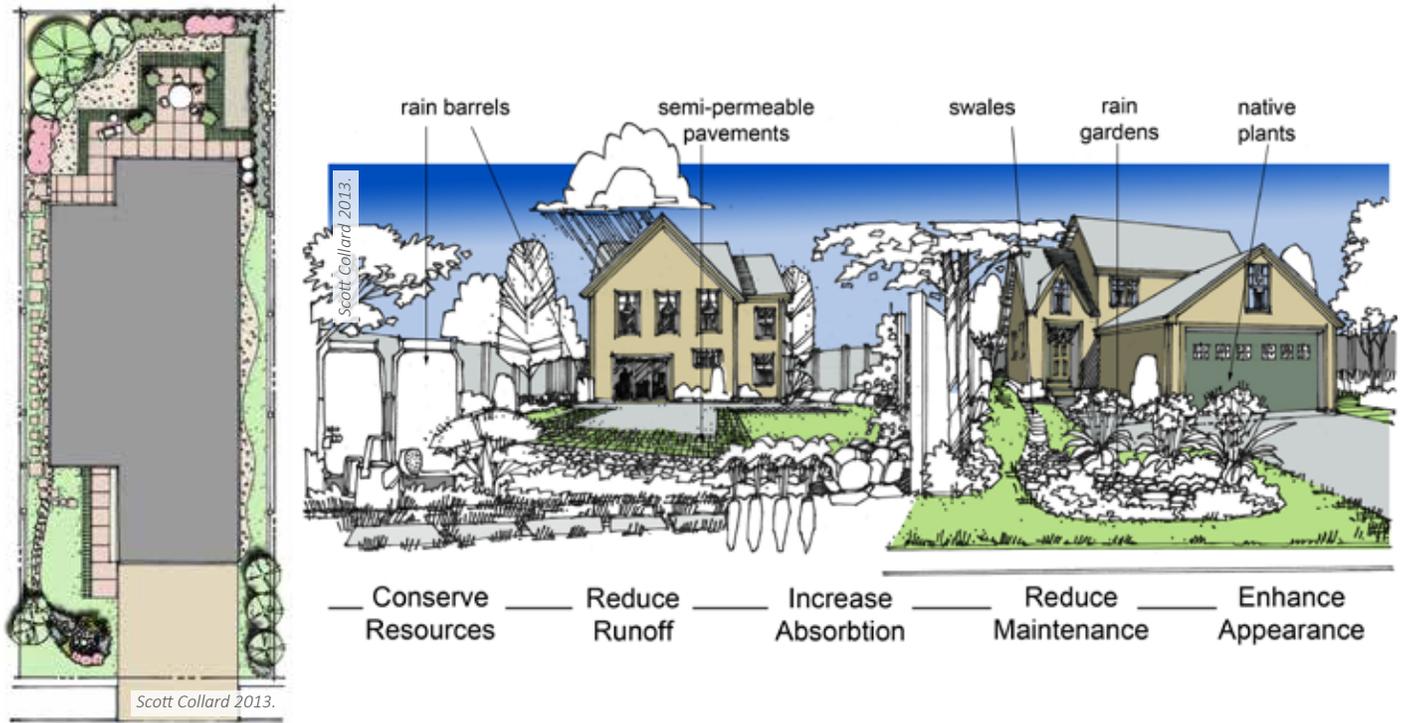
Architectural Design

All buildings in Evergreen will be built to conform to the existing City of Red Deer Land Use Bylaw.

Built forms in Evergreen may take their design elements from nature, focusing on visual and physical connections to outdoor spaces. A set of Architectural Guidelines will provide direction toward the overall aesthetic of the community as described on page 66.



servicing



OVERVIEW

The proposed trunk utility connection points for the sanitary and storm utilities shown in this NASP deviate from the City’s current trunk infrastructure planning identified in the Greater East Hill Functional Servicing Study (GEHFSS). As a result of this deviation, Evergreen’s Developer may be required to register City of Red Deer utility rights-of-way to facilitate the installation of deep utility extensions connecting to the adjacent quarter section to the east, if development is anticipated to proceed on this adjacent parcel prior to utilities reaching the quarter section boundary.

This requirement will be imposed by way of a Supplementary Condition in a future Development Agreement for a development phase in Evergreen if the City’s Development Section determines it to be necessary in order to allow the adjacent quarter to the east timely access to utility service connections.

STORMWATER SERVICING

The City of Red Deer recently completed the installation of a new storm trunk up the escarpment of the Red Deer River Valley. This trunk line, currently being constructed to the intersection of 30th Avenue and The North Highway Connector, will ultimately service a large portion of the future development in east Red Deer. The City is proposing to extend trunk servicing south along 30th Avenue in 2014, in conjunction with the intersection improvements proposed at the intersection of 30th Avenue and 67 Street. The Evergreen development will connect to this new 30th Avenue trunk sewer at the northwest corner of the development. Storm mains will also be designed to convey the controlled release rate from NE 26 while providing temporary pick up of overland drainage from adjacent quarter sections until they are built out.

As previously discussed in this report, there is a large existing wetland feature situated in the middle of the development area. The north portion of this wetland is proposed to be reconstructed in order to act as the primary storm water management facility for the Evergreen development. In order to allow for a conventional City of Red Deer storm pipe system,

complete with gravity weeping tile connections to all the homes, the reconstruction will consist of re grading this area to lower the normal water level in the wetland by approximately 2.0m. All storm sewer pipes in Evergreen will connect to this facility, which will provide both water quality enhancement and storm detention, before the storm water outlets into the 30th Avenue trunk system and ultimately into the Red Deer River.

It is proposed that a majority of the south component of the wetland feature be retained in its natural state. This includes maintaining the current normal water elevation in order to protect the existing plant ecology along edge of the wetland. In order to enhance the water quality, it may be necessary to deepen this wetland area though the normal water level elevation will be maintained. To ensure a source of water to recharge this wetland area, some surface runoff from the development will be introduced into the wetland at certain low points in the roadway. These locations are illustrated on **Figure 27 - Stormwater Servicing** on page 61.

Also, to maintain some base flow into the existing ravine, which stretches into the north end of this development, some consideration should be made to installing a small pipe connection from the proposed storm pond facility. This would allow from some water recharge into the ravine but at a very low rate that would prevent downstream erosion which has been an issue in other ravine areas in the City.

All the storm sewer facilities will be designed in accordance with The City of Red Deer Design Guidelines and will be developers responsibility to maintain until the end of the two year maintenance period when this infrastructure will be turned over to The City of Red Deer.



Stormwater Runoff Initiatives

As part of a continuing effort to reduce stormwater runoff in the neighbourhood, home owners will be encouraged to design their lots to capture stormwater and reduce runoff, as shown above. This education program could include how to best utilize their rain barrel, how to construct rain gardens, or how to increase the amount of organic materials in their yard

to absorb more water. By providing this information to new home buyers, residents would be encouraged to continue to reduce stormwater runoff throughout the life-cycle of their homes.

The developer may work with home builders to create this information package.

SANITARY SERVICING

Similar to the stormwater servicing, the City of Red Deer recently completed the installation of a new sanitary trunk up the escarpment of the Red Deer River Valley. This trunk line, currently constructed to the intersection of 30 Avenue and Northland Drive, will ultimately service most of the future development lands in east Red Deer. The City is proposing to extend trunk servicing south, along 30 Avenue, in 2014 in conjunction with the intersection improvements proposed at the intersection of 30th Avenue and 67 Street. The Evergreen development will connect to this new 30 Avenue trunk sewer at the northwest corner of the development. The sanitary sewer system will also designed to convey the design flows generated in NE 26.

All the sanitary sewer facilities will be designed in accordance with The City of Red Deer Design Guidelines and will be the developer's responsibility to maintain until the end of the two year maintenance period when this infrastructure will be turned over to The City of Red Deer. The overall conceptual sanitary sewer system for this development is shown on **Figure 28 - Sanitary Servicing** on page 62.



Sanitary Reduction Initiatives

Sanitary reduction will take place on a household basis by encouraging builders to install more efficient plumbing solutions during the time of home building.

WATER SERVICING

There is an existing 300mm watermain that is located at the intersection of the 30 Avenue and Carrington Drive. When this watermain is extended north up 30 Avenue in 2015, it will provide water service to the Evergreen development area. There will be a minimum of two connections to this 300mm water line along the west boundary of the neighborhood in order to provide water looping throughout the development. Ultimately there will be an additional looping provided to the future development area to the south. Also as shown there are future water stubs provided to the adjacent land parcel to the east.

All waterlines will be designed in accordance with the City of Red Deer Guidelines and will become the responsibility of The City of Red Deer to maintain after a two year maintenance period.



Water Reduction Initiatives

Reduction in water use will take place on a household basis by encouraging builders to install more efficient appliances during time of home construction, and encouraging home owners to utilize water-efficient landscaping techniques. In addition, the Developer will also be utilizing landscaping techniques throughout the neighbourhood's public spaces that will reduce the amount of water needed for its maintenance.



SERVICING EFFICIENCIES

Evergreen has been designed to utilize front servicing rather than the City of Red Deer's standard lane servicing model. This has been done for the following reasons:

- minimize the use of lanes thereby increasing the amount of developable land and increasing residential density
- allow for enhanced streetscapes
 - » provide separated sidewalks on both sides of all collector and two-way local roadways
 - » include landscaped boulevards to increase visual appeal, provide future shade to

- pedestrians, and increase safety by providing a barrier between pedestrians and motorists
- » create strong pedestrian connections by increasing pedestrians' comfort level within the roadway network
- maximize the amount of homes backing onto green spaces
- increase the level of interaction between homes and open spaces

SHALLOW UTILITIES

Shallow utility services will be provided by the following companies:

- ATCO Gas (Natural Gas)
- The City of Red Deer E.L. & P. Department (Electricity and Streetlights)
- Telus Communications (Telephone)
- Shaw Cable (Cable Television)

These utility providers are intended to extend their infrastructure from the North Highway Connector in order to service the Plan Area. The shallow utility alignments will be established during preparation of the servicing study of Evergreen.

Location of all shallow and deep utilities within roadway rights-of-way will be determined during the Servicing Study stage in association with roadway cross-section review and finalization.

Figure 27 - Stormwater Servicing



LEGEND

- | | | | |
|---|-----------------------|---|-------------------------|
|  | Storm Water Servicing |  | Storm Outlet/Inlet |
|  | Flow Direction |  | Storm Stub |
|  | Storm Trunk |  | Major Overland Drainage |

Figure 28 - Sanitary Servicing



LEGEND

-  Sanitary Servicing

 Flow Direction
-  Sanitary Trunk

 Manhole Location
-  Sanitary Stub

Figure 29 - Water Servicing



LEGEND

— Water Servicing

—| Water Stub

A photograph showing two construction workers in a deep trench. One worker in the foreground is wearing a red hard hat, a yellow safety vest, and dark clothing, looking towards the trench. Another worker in the background is wearing a white hard hat and orange overalls, standing near a large white pipe. The trench walls are made of earth, and several large white pipes are visible running along the bottom of the trench. The word "implementation" is overlaid in a large, white, outlined font across the center of the image.

implementation



installation of roadway extensions connecting to the adjacent quarter section to the east, if development is anticipated to proceed on this adjacent parcel prior to roadways reaching the quarter section boundary.

This requirement will be imposed by way of a Supplementary Condition in a future Development Agreement for a development phase in Evergreen if the City’s Development Section determines it to be necessary in order to allow the adjacent quarter to the east timely access.

REDESIGNATION AND SUBDIVISION

Redistricting and subdivision applications, to conform to the land use designations described in this NASP, will be undertaken as necessary. Guided by The City of Red Deer Municipal Development Plan, The City of Red Deer East Hill Major Area Structure Plan, and the Evergreen NASP, redesignation and subdivisions must conform to The City of Red Deer Land Use Bylaw and all applicable statutory

plans in addition to the informational requirements necessary for each application.

DETAILED DESIGN AND MAINTENANCE



Design Report & Architectural Guidelines

To guide the visual aesthetic of the neighbourhood, subsequent design documents will be created. These documents will not be approved by the City of Red Deer as they are intended for Developer use only.

Community Conceptual Design Report

The Community Conceptual Design Report describes the overall theme and feeling of the community’s public spaces. Topics addressed within this Report may include but will not be limited to the following:

- Explanation of community name and logo
- Entry feature locations and design
- Areas of enhanced landscaping with design
- Description and design of streetscape

- Identification of lighting style and decorative banners
- Identification of streetscape furniture
- Description of trail and open space network
- Location and design of community fencing

Architectural Guidelines

Architectural Guidelines will be created for the Evergreen community to guide home builders towards the outlined vision for the neighbourhood. Topics covered in these guidelines will include the following:

- Site planning: house placement, setbacks, grades, walkways, driveways, etc
- Architectural design: housing product, style, repetition, corner lot requirements, backing onto public green space, walkout lots, roof pitch, chimneys, windows, dormers, exterior lighting, porches, etc
- Building materials: primary and secondary walls, masonry, trim, roofing, doors, colours, etc
- Built Green guidelines



CPTED

All parks and public spaces will be designed using the principles of Crime Prevention Through Environmental Design. Such design features may include:

- Increasing natural surveillance by facing house windows toward public areas
- Utilizing semi-transparent fencing around park spaces
- Reducing glare by choosing appropriately scaled lighting
- Implementing a high quality maintenance program to reinforce pride and ownership of public spaces

These design features will be integrated into the design of Evergreen during the detailed design process for public open spaces and may be incorporated into the Architectural Controls where appropriate to enhance safety in private areas such as the commercial site.



Home Owners' Association

The Evergreen community may be run via a Home Owners Association (HOA). An HOA provides the opportunity for long term maintenance for enhancements of the Evergreen neighbourhood, which are over and above the standards set by the City of Red Deer's *Neighbourhood Planning and Design Standards*. Residents pay an annual fee which contributes to the management and maintenance of Evergreen. Details regarding what the HOA will provide for residents will be determined by the Developer prior to lot sales.

It should be noted that a Home Owners Association is registered as a Restrictive Covenant on the title of each home.

An agreement with the City of Red Deer would be required to identify what the responsibility of the City and the HOA will be. Although Evergreen's amenities will be partially funded by an HOA, access of the open space system and trails will be open to everyone.



appendix a

Figure A1 - Perspective Massing Illustration - South Stormwater Management Facility



Figure A2 - Perspective Massing Illustration - North Stormwater Management Facility



Figure A3 - Perspective Massing Illustration - Overall



Figure A4 - Perspective Massing Illustration - R2T Housing North of Gateway Roadway



Figure A5 - Perspective Massing Illustration - View from Southeast



Figure A6 - Perspective Massing Illustration - View from Northwest



Appendix B

Proposed Bylaw 3357/G-2019 – Land Use Bylaw Amendment:

R1 Residential (Low Density) District to R1G Residential (Small Lot) District

BYLAW NO. 3357/G-2019

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. The land shown in the sketch attached as Schedule A to this Bylaw is redesignated from R1 Residential (Low Density) District to R1G Residential (Small Lot) District
2. The "Land Use District Map Q19" contained in "Schedule A" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 4/ 2019 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2019.

READ A SECOND TIME IN OPEN COUNCIL this day of 2019.

READ A THIRD TIME IN OPEN COUNCIL this day of 2019.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2019.

MAYOR

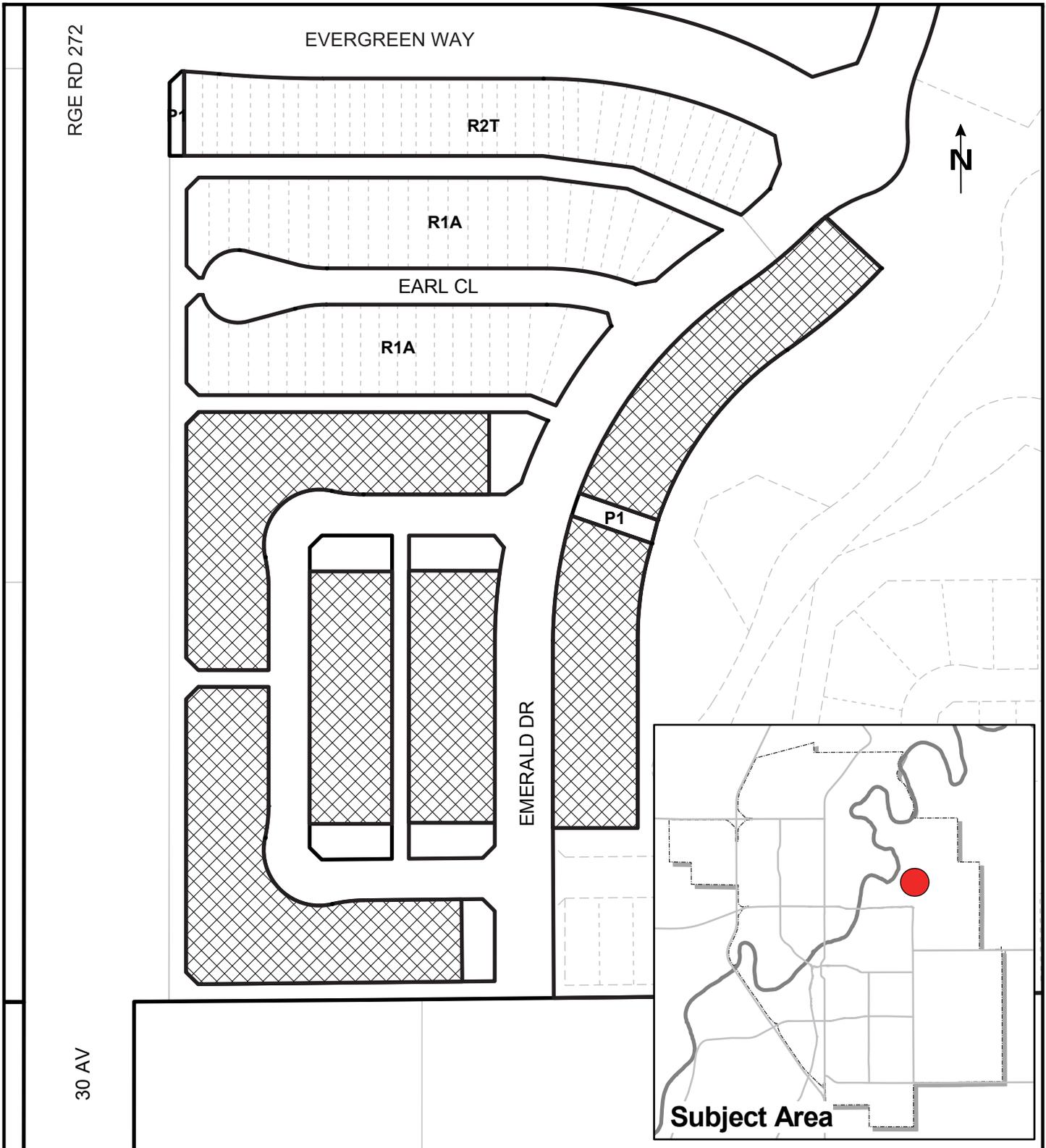
CITY CLERK

Schedule A



THE CITY OF
Red Deer

Proposed Amendment to Land Use Bylaw 3357/2006



Change District:



R1 to R1G - Residential (Small Lot) District

Proposed Amendment

Map: **4 / 2019**

Bylaw: **3357 / G-2019**

Date: **Dec. 10, 2018**

Appendix C

Comparison of 2014 NASP Concept and Proposed NASP Concept

Current Evergreen NASP

Figure 7 - Land Use Concept Plan.



- Legend**
- R1 Low Density
 - R1WS Wide Shallow
 - R1G Small Lot
 - R1A Semi-Detached
 - R2T Town House
 - R2 Medium Density
 - R3 Multiple Family
 - Community Amenity Sites
 - C3 Neighbourhood Convenience
 - Municipal Reserve (MR)
 - Environmental Reserve (ER)
 - Public Utility Lot (PUL)
 - Stormwater Management (PUL)
 - Well Site
 - Potential PUL or Lane
 - Potential Transit Stop
 - Protected Parking Area
 - Road Widening
 - Shadow Plan
 - NASP Boundary

Proposed NASP Concept

Figure 7 - Land Use Concept Plan



- Legend**
- R1 Low Density
 - R1WS Wide Shallow
 - R1G Small Lot
 - R1A Semi-Detached
 - R2T Town House
 - R2 Medium Density
 - R3 Multiple Family
 - Community Amenity Sites
 - C3 Neighbourhood Convenience
 - Municipal Reserve (MR)
 - Environmental Reserve (ER)
 - Public Utility Lot (PUL)
 - Stormwater Management (PUL)
 - Well Site
 - Potential Transit Stop
 - Protected Parking Area
 - Road Widening
 - NASP Boundary
 - Amendment Area

Current Evergreen NASP

Figure 13 - Multi-Modal Movement.



LEGEND

- Pedestrian Network
- Off-Street Bicycling Network
- ||||| Potential Transit Route
- Potential Transit Stop
- ▒ Vehicular Network

Proposed NASP Concept

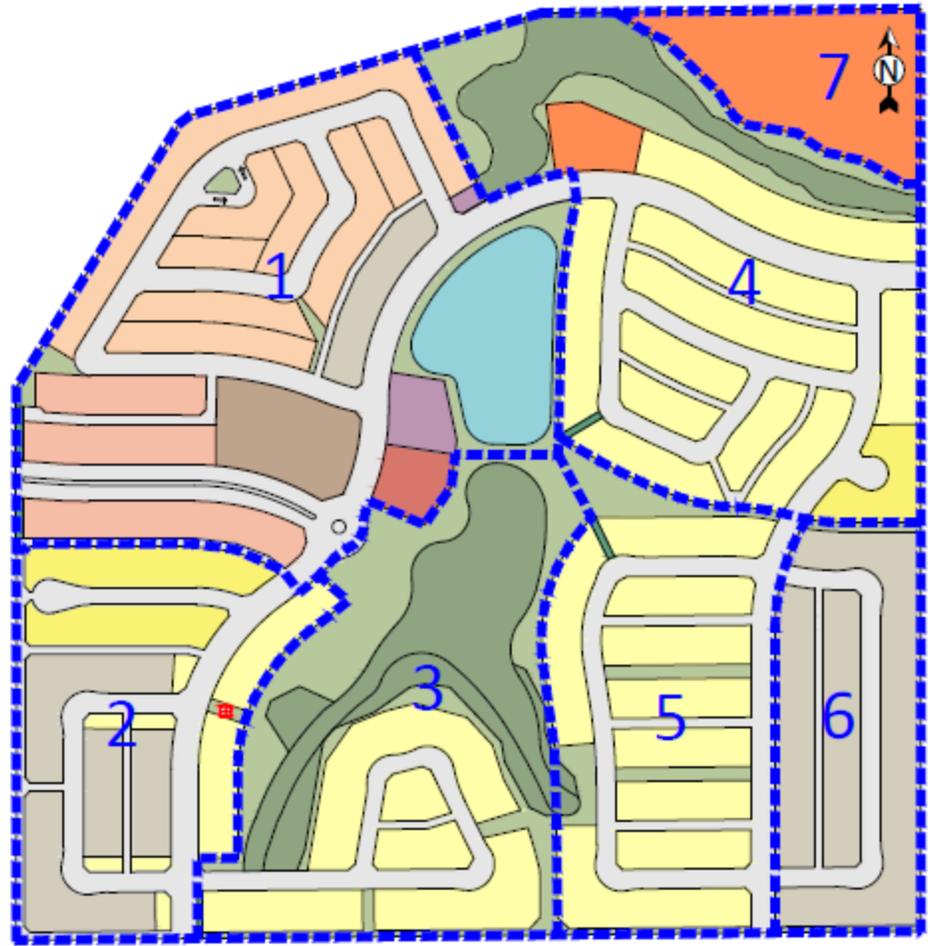
Figure 13 - Multi-Modal Movement



LEGEND

- Pedestrian Network
 -> Off-Street Bicycling Network
 - ||||| Potential Transit Route
 - Potential Transit Stop
 - ▒ Vehicular Network
- Revised trail route
- New MR parcel and trail route

Evergreen NASP Phasing



LEGEND

- ■ Phasing Boundary
- 6 Phasing Sequence

Appendix D

Applicant Letter of Rationale



Stantec Consulting Ltd.
1100-4900 50 Street, Red Deer AB T4N 1X7

November 8, 2018
File: 112849332

Attention: Dayna Facca, Senior Planner, RPP MCIP
The City of Red Deer
Box 5008
Red Deer, AB, Canada T4N 3T4

Dear Dayna,

Reference: Evergreen NASP Amendment

The Evergreen NASP was originally approved by the City of Red Deer in 2014. Following the approval, the City's administration identified a concern with the proposed design of an area located along the south boundary of the Plan Area due to future requirements of garbage trucks. In response, the Developer has reviewed the land use concept to address this concern, reflect current market conditions and industry trends, and make necessary minor adjustments. A NASP amendment was completed in 2018 to facilitate the two significant changes which are described further throughout the remainder of this letter. These changes include:

1. Redesign of one-way roadway in the southern portion of the neighbourhood, in response to a request made by the City of Red Deer.
2. Increase the amount of R1G Residential lots, in response to current market demand.

While the NASP amendment is primarily due to the required changes, it is common to review the Plan on a phased-basis to ensure that the proposed is reflective of market and industry demands and can adapt to new trends.

1. ROADWAY DESIGN

As described in the 2014 Evergreen NASP, a 13.3m One-Way Local Roadway was proposed along the south boundary of the Plan Area. This roadway was intended as a custom cross-section, designed specially to reduce right-of-way width to facilitate the development of a unique area between two extents of the natural space.

Following approval, it was determined by the City of Red Deer that the one-way roadway design would not work because the area required front garbage collection and the new automated collection trucks would not be able to collect garbage from the interior lots. To facilitate garbage collection, the Developer was asked to redesign the roadway cross-section.

To accommodate two-way traffic along this roadway, the area has been redesigned with a 17.0m and 15.0m Two-Way Local Roadway. In addition to the cross-section widening, a lane has been added to this area to increase the amount of laned-residential product in Evergreen and increase the flexibility of home designs in this area.

November 8, 2018

Dayna Facca, Senior Planner, RPP MCIP

Page 2 of 5

Reference: Evergreen NASP Amendment

As an impact of these changes, the boundary previously identified for development has been extended. The expanded development area impacts the Municipal Reserve immediately north of the subject site; however, Municipal Reserve dedication for the Evergreen neighbourhood still exceeds the required 10% dedication as shown below.

	Approved NASP			2018 Amendment		
	Area			Area		
Municipal Reserve Dedication	(ha)	(ac)	% MR DA	(ha)	(ac)	% MR DA
Gross Plan Area	62.00	153.20		62.25	153.83	
<i>Environmental Reserve</i>	5.06	12.51		4.93	12.18	
MR Developable Area	56.94	140.69	100.0%	57.32	141.65	100.0%
<i>Required MR Dedication</i>	5.69	14.07	10.0%	5.73	14.17	10.0%
Actual MR Dedication	6.77	16.73	11.9%	6.57	16.22	11.5%

2. R1G RESIDENTIAL ZONING

At the time of Evergreen's approval, the R1G Residential land use was new for the City of Red Deer and had not yet been widely constructed; as such, this land use in Evergreen was limited.

The R1G land use district is a desirable residential zoning because it offers increased flexibility in lot width and setbacks allowing greater diversity of housing options available to consumers at a lower cost than an identical house in an R1 district. Zonings similar to R1G is the most common land use in Calgary and Edmonton, allowing for a single family w/ attached garage (24' to 28' building pocket). Since approval, many R1G homes have been constructed in Vanier East and Laredo and have been quickly accepted as the market standard. There is currently a shortage of available R1G lots creating a significant gap in housing opportunity and affordability in Red Deer. Conversely, there is a significant oversupply of vacant R1 lots. As of October 31, 2018 there is only 18 vacant R1G lots available in the City of Red Deer while there is 343 vacant available R1 lots. In addition to the 343 vacant R1 lots there is 60 R1C lots that will accommodate the identical housing development as R1 if the owner elects not to build a carriage home as a result of the recent amendments to the R1C district.

In referencing the *Neighbourhood Planning and Design Standards* principles, the R1G land use district is specifically supportive of:

- "Principle 4 Compact Urban Form and Density" by allowing the more efficient utilization of land.
- "Principle 6 Housing Opportunity and Choice" by providing a larger array of housing options appealing to a wider range of incomes and family types.
- "Principle 7 Resilient and Low Impact Neighbourhood" by reducing the per lot maintenance costs of municipal infrastructure.

November 8, 2018

Dayna Facca, Senior Planner, RPP MCIP

Page 3 of 5

Reference: Evergreen NASP Amendment

The southwest corner of Evergreen’s residential development was identified in the Evergreen NASP 2014 as R1 (Low Density) Residential; however, this amendment proposes the area as predominantly R1G Residential. The use of R1G housing has been expanded to meet market demand and support the City’s housing options and affordability goals as previously discussed. Corner lots in this area have been retained with the R1 Residential (Low Density) District zoning to preserve the opportunity for secondary suite development.

From a market perspective, R1G housing is a response to home owners’ preference to have a single detached house, with outdoor personal amenity space for children and pets to play, and an attached garage for warm car parking and additional storage. These homes are typically \$20,000 + less than the comparable home on an R1 Low Density Lot. This cost difference is substantial and should not be downplayed; it could be the difference between a potential home buying purchasing in Red Deer or a surrounding community such as Blackfalds or Sylvan Lake.

This amendment would change the residential land use allocation as shown below. As shown, the amendment would not materially impact density; however, the difference in achieving housing affordability goals would be substantial. As proposed, there are 55 additional R1G dwellings proposed which are considered a lower cost option than similar R1 houses.

Land Use	Approved NASP				2018 Amendment			
	Area		Dwelling Units		Area		Dwelling Units	
	(ha)	(ac)	Est. Units	% of Stock	(ha)	(ac)	Est. Units	% of Stock
R1 Residential (Low Density)	15.78	38.99	362	39.2	13.69	33.82	314	33.9
<i>*Secondary Suites (15% of R1)</i>	--	--	54	5.9	--	--	47	5.1
R1G Residential (Small Lot)	3.96	9.80	100	10.8	6.12	15.12	155	16.6
R1WS Residential (Wide/Shallow Lot)	3.87	9.57	106	11.5	4.02	9.93	110	11.9
R1A Residential (Semi-Detached)	1.76	4.34	51	5.5	1.81	4.48	52	5.6
R2 Residential (Medium Density)	2.78	6.86	101	10.9	2.79	6.89	101	10.9
R2T Residential (Town House)	1.87	4.63	65	7.0	1.89	4.67	66	7.1
R3 Residential (Multiple Family)	0.99	2.45	84	9.1	0.96	2.38	81	8.8
Total	31.02	76.65	923	100.0	31.24	77.19	926	100.0
	Density: 18.0 du/ha				Density: 17.9 du/ha			
	<i>(923 du / 51.37 developable hectares)</i>				<i>(926 du / 51.76 developable hectares)</i>			

November 8, 2018

Dayna Facca, Senior Planner, RPP MCIP

Page 4 of 5

Reference: Evergreen NASP Amendment

OTHER AMENDMENTS

Although not as significant as those listed above, the following alternations were also completed as part of the 2018 Evergreen NASP amendment:

- 15m wide local roadway on Earl Close
- 7m lane located south of Evergreen Way as prescribed but the City of Red Deer
- Trail alignments around the south p-loop

ADJACENT LANDOWNER FEEDBACK

Throughout the 2018 Evergreen NASP amendment process, an adjacent landowner of Evergreen contacted the City of Red Deer to express opposition to the amendment.

“As the land owners to the South of the development we are concerned that garbage and Debris from the subdivision will blow onto our property. We do not want people and their animals on our property making messes and not cleaning them up. We would like a 6 ft. vinyl fence installed by the Evergreen developer the same as the Emerson Developer will provide on the East and South sides of our property. We oppose this proposal.”

As described, the landowner's concerns were not specific to the amendment but rather the proposed development in general. Based on a review of the September 29, 2014 Council agenda (the date the Evergreen NASP was approved), the landowner did not submit a comment to the City of Red Deer regarding this concern following the development's open house and did not speak for or against the proposal during the Public Hearing.

The landowner expressed concern regarding the potential for having garbage and/or debris blowing into their property from the construction of the Evergreen neighbourhood. The City of Red Deer's Contract Specifications document describes the basic requirements of a contractor when performing a site clean-up during or upon completion of work; this is the appropriate method to address garbage and debris during construction not via opposition to a NASP amendment. Along with the City standards, Melcor Development upholds a high standard for site cleanliness and debris as identified in the Evergreen Architectural Controls.

The landowner proposed the solution to their concerns as being the construction of a 6' fence, as paid for by the Developer, along the shared property line between their property and the Evergreen neighborhood. Although fencing is a very common means of mitigating trespassing, this request is not appropriate to be addressed in the NASP.

November 8, 2018

Dayna Facca, Senior Planner, RPP MCIP

Page 5 of 5

Reference: Evergreen NASP Amendment

It is the responsibility of each individual land owner to identify and construct any means of mitigating concerns they may have with impacts as created by their proximity to surrounding development: fencing, landscaping, etc. The development of a new neighbourhood adjacent to existing landowners is applicable in nearly all new developments.

Melcor will meet with the landowner to discuss potential options and phasing related to trespassing, construction debris and fencing.

Regards,

Stantec Consulting Ltd.

A handwritten signature in black ink, appearing to be 'G. Lau', with a long horizontal stroke extending to the right and ending in a small dot.

Gordon Lau MCIP RPP
Senior Associate

Phone: (403) 356-3343
Gordon.Lau@stantec.com

Attachment: Attachment

c. C.C.

ha document2

Appendix E

Appendix E – Comparison between R1 and R1G

R1 Low Density	R1G Small Lot
 <p>Laredo</p>	 <p>Vanier East</p>
 <p>Timberlands North</p>	 <p>Laredo</p>
R1 Low Density	R1G Small Lot
 <p>Vanier East</p>	 <p>Laredo</p>

Appendix F

Public Comment Received regarding Bylaw 3217/A-2019 and Bylaw 3357/G-2019

THE CITY OF
Red Deer

PLANNING DEPARTMENT
Comment Sheet

We invite you to provide feedback regarding the proposed application. Your feedback is very important to us. Please be sure to specify which application you are responding to by checking the appropriate box and addressing application address & name of the planner.

Collection & Release of Your Information: The City is collecting your information as part of the referral process that is described in Section 2.19(5) of The City of Red Deer Land Use Bylaw. The personal information on this form is collected under the authority of the Municipal Government Act Section 3 and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The City will seek to balance the dual objectives of open government and protection of privacy. If you have questions about the collection and use of this information, please contact the Manager of Planning at The City of Red Deer, 4914-48 Ave, Red Deer, AB 403-406-8700.

Please check the box below which applies:

- Land Use Bylaw Amendment
- Subdivision Application
- Plan Amendment
- Other

Amendment/Subdivision Address:

Evergreen Neighbourhood

Name of Planner (Working on the Application):

Dayna Facca

Contact Information

Your contact information allows administration to respond as needed.

Name: Trevor and Kelly Campbell

Mailing Address: _____ Postal Code: _____

Phone #: _____ E-mail Address: _____

General Comments

As the land owners to the _____ of the development we are concerned that garbage and

Debris from the subdivision will blow onto our property. We do not want people and their animals on our property making messes and not cleaning them up.

We would like a 6 ft. vinyl fence installed by the Evergreen developer the same as the Emerson Developer will provide on the East and South sides of our property.

We oppose this proposal

FILE COPY



Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Dayna Facca, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Evergreen Neighbourhood Area Structure Plan Bylaw 3217/A-2019 and Land Use Bylaw Amendment 3357/G-2019

Reference Report:

Planning Services, January 2, 2019

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaws:

Bylaw 3217/A-2019 (an amendment to the Evergreen Neighbourhood Area Structure Plan)

Bylaw 3357/G-2019 (an amendment to the Land Use Bylaw to redesignate lots in phase two of Evergreen from R1 Residential (Low Density) District to R1G Residential (Small Lot) District)

Report back to Council:

Yes.

Comments/Further Action:

Administration will advertise for two consecutive weeks for a Public Hearing to be held on Monday, March 4, 2019 at 6:00 p.m. during Council's regular meeting.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Planning Services
Corporate Meeting Administrator



October 15, 2018

Portable Sign Council Resolution

Report Back to Council

Planning Services

Report Summary and Recommendation

On April 3, 2018, Council passed the following resolution specific to Portable Signs:

“Resolved that Council of The City of Red Deer having considered Bylaw 3357/B-2018 hereby directs Administration to bring back a subsequent report, within three months, that explores options for:

1. *Distance setbacks and permitted timing for the display of portable signs;...”*

Administration’s recommendation is that Council retains the current 100 m minimum distance separation between Portable Signs and the 90 consecutive day display time limit. In addition, Administration recommends Council give First Reading to Bylaw 3357/F-2019 (Appendix A) to clarify that sites are to remain free of Portable Signs for 30 consecutive days before another Portable Sign may be displayed on the site and additional display time may be requested through a variance.

City Manager Comments

I strongly support the recommendations outlined relating to portable signs. I consider that the current limitation on portable signs has had a positive impact on the appearance of the Gaetz Avenue commercial strip. A number of communities that aspire to have a high quality environmental appeal have actually considered prohibiting portable signs. Red Deer has always attempted to find an appropriate balance with an emphasis on professionally designed permanent signage. The overall community input supports the recommendations.

If first reading of Bylaw 3357/F-2019 is given, a Public Hearing would then be held on Monday, March 4, 2019 at 6:00 p.m. during Council’s regular meeting.

Craig Curtis
City Manager

Proposed Resolutions

That Bylaw 3357/F-2019 be read a first time.

Rationale for Recommendation

Administration's rationale for the recommendation is:

1. **Variance allows for site specific considerations.** An applicant may apply for a variance if their Portable Sign does not meet the 100 m distance separation with rationale to explain the variance requested.
2. **Applicants may request a variance for additional display time for Portable Signs.** If additional display time beyond the 90 consecutive day time limit is needed, an applicant may request a variance allowing additional time.
3. **Clarification on the time required between the display of Portable Signs is needed.** The current development standards are not clear that a Portable Sign must be taken down for duration of 30 days before another Portable Sign is displayed.

Discussion

Distance Setbacks Background

The 100 m minimum distance separation between Portable Signs is the same distance separation that was in place prior to Council approving the updated sign development standards on April 3, 2018. The reasons it remained unchanged through the sign review was that the separation distance has worked well to prevent proliferation of Portable Signs throughout the city.

The updated sign development standards provided responsive solutions to increase opportunities for businesses to utilize temporary signs; these include (but are not limited to) exempting temporary signs from requiring a development permit if they comply with all relevant development standards, and providing flexibility in the type of temporary signs that may be used.

Portable Signs are one of many different types of temporary advertising means available to businesses, such as Sidewalk, Flag, and Banner Signs. In addition, if a proposed Portable Sign will not meet this 100 m distance separation, the applicant may apply for a variance.

Permitted Timing for Portable Sign Display Background

Prior to the adoption of the updated sign development standards, the allowable time a temporary sign was permitted to be displayed on a site differed depending on the type of temporary sign it was. The updated sign development standards approved by Council on April 3, 2018 took a consistent and simplified approach to temporary sign display times so all temporary signs, including Portable Signs will now adhere to the same consistent display times.

Prior to the April 3, 2018 sign development standards, Portable Signs were allowed to be displayed on a site for 60 days twice a year; the updated sign standards now allow Portable

Signs to be displayed for 90 consecutive days, and for no more than 180 days within a calendar year. If additional display time is desired, the applicant may apply for a variance.

Scenarios and Analysis

Separation distances were analyzed by Administration. Several segments along Gaetz Avenue have been selected to illustrate the impacts each of the minimum distance separations between Portable Signs will have. These illustrations are located in Appendix B of this report:

Scenario 1: 20 m minimum distance separation between Portable Signs. By decreasing the current 100 m minimum separation distance between Portable Signs to 20 m, the result would be more opportunity for Portable Signs throughout the city. The sign industry desires more opportunity and the community desires limiting proliferation of Portable Signs.

Scenario 2: 50 m minimum distance separation between Portable Signs. By decreasing the current 100 m minimum distance separation between Portable Signs to 50 m, the result would be more opportunity for Portable Signs than what is currently allowed, but less than with scenario 1. The sign industry desires more opportunity and the community desires limiting proliferation of Portable Signs.

Existing Scenario (3): 100 m minimum distance separation between Portable Signs. This is the minimum distance separation between Portable Signs that have been in effect since March 2006 which have served to avoid proliferation of Portable Signs throughout the city. The sign industry desires more opportunity and the community desires limiting proliferation of Portable Signs.

Administration recommends a development standard that clearly states sites are to remain free of Portable Signs for 30 consecutive days before another Portable Sign may be placed on the site and that a variance may be requested for additional display time. Having a site free of a Portable Sign for a specified amount of time is not a new requirement to The City. Prior to April 3, 2018, a site was required to remain free of a Portable Sign for a minimum of 60 consecutive days. This requirement was not included in the updated sign uses and development standards but now that Administration has had some time to work with the updated standards, it has since been acknowledged as an effective practice that should be in the Land Use Bylaw. The only change being that Administration recommends reducing it to 30 days (not the previous 60 days) after conducting a municipal comparison because it provides more opportunity for businesses to use Portable Signs while balancing the proliferation with distance setbacks between Portable Signs, and will aid with enforcement if required. The proposed amendments are reflected in Bylaw 3357/F-2019 (Appendix A).

Dialogue

Administration has provided the sign review contact list the opportunity to submit comments on the proposed amending Bylaw. A summary of the comments received along with Administration's responses are included in Appendix C of this report.

Appendices

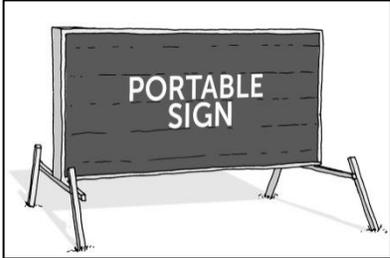
Appendix A: Bylaw 3357/F-2019

Appendix B: Minimum Distance Separations between Portable Signs, Gaetz Avenue Segment
Analysis

Appendix C: Comment Summary

Appendix A: Bylaw 3357/F-2019

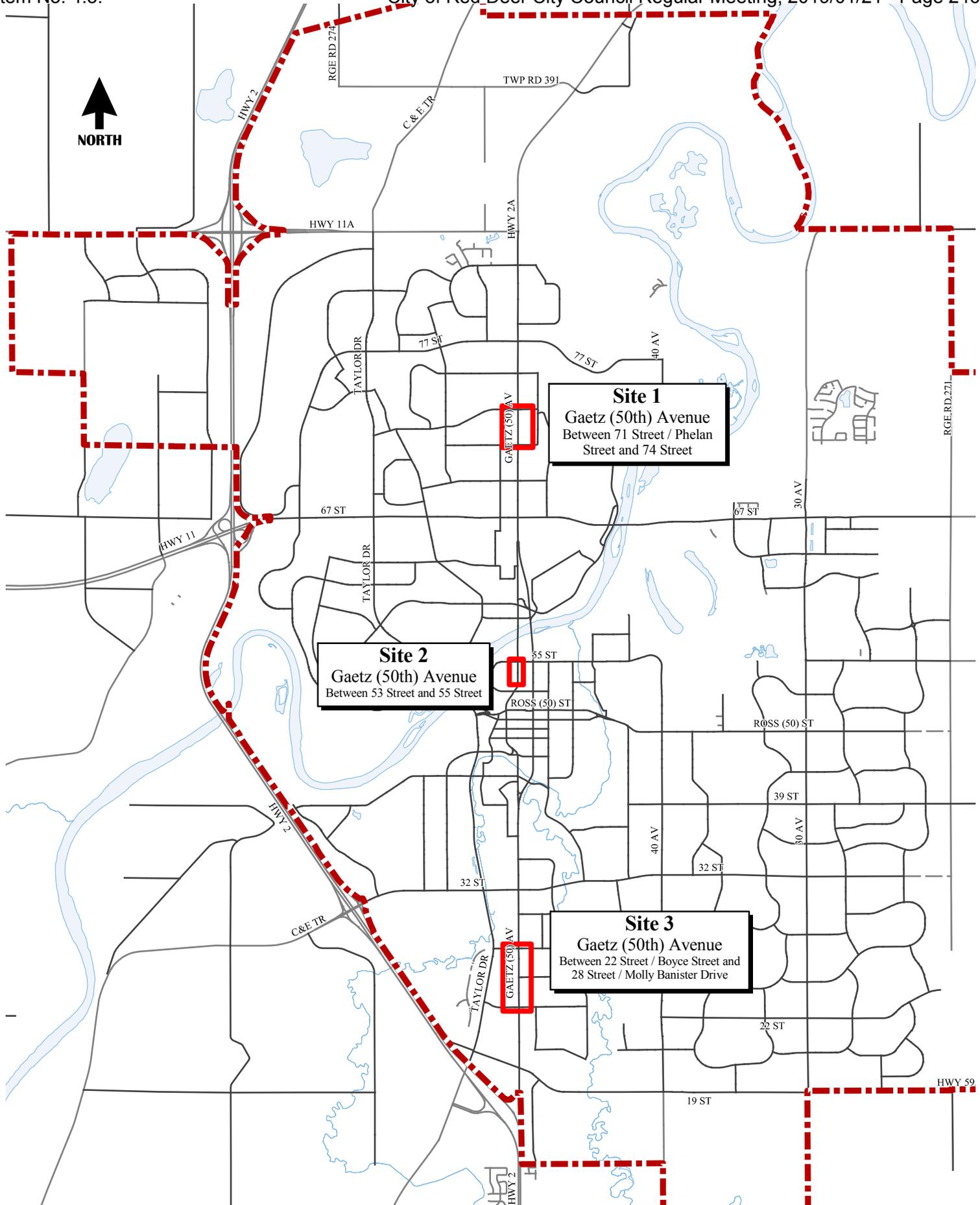
The following amending Bylaw provides clarity on the permitted timing a Portable Sign is allowed to be displayed on a site and that a variance may be applied for additional display time. The page after the amending Bylaw shows how the proposed amendments will fit within the Land Use Bylaw if approved.

Bylaw 3357/GG-2018 Amendment #	Proposed Amendments (in red)
1.	<p>11.17 Temporary Sign Development Standards</p> <p>(1) The following development standards apply to all Temporary Signs:</p> <ul style="list-style-type: none"> (a) 3 Temporary Signs may be put up on a Site with Frontage of 30.0 m or less; and (b) 1 additional Temporary Sign may be put up for every additional 10.0 m Frontage, to a maximum of 6 Temporary Signs per Site. (c) Unless otherwise allowed stated by this bylaw, or by agreement with The City if a Development Permit with a variance authorizing additional time is issued by the Development Authority, a Temporary Sign shall not remain at a Site for longer than 90 consecutive days, and for no more than 180 days within a calendar year.
2.	<p>11.17.5 Portable Sign Development Standards</p> <p>(1) General development standards for Portable Signs</p> <ul style="list-style-type: none"> (a) In addition to Section 11.17(1)(c), a Site shall remain free of all Portable Signs for a minimum of 30 consecutive days before another Portable Sign may be placed at the Site. (b) Portable Signs are only allowed in Residential Districts in conjunction with a Principal use listed in Section 11.10(1). <div data-bbox="1052 884 1442 1142" style="text-align: right;">  </div>

Appendix B: Minimum Distance Separations between Portable Signs, Gaetz Avenue Segment Analysis

The following Appendix provides a site analysis of select commercial sites along the Gaetz Avenue corridor reflecting the three minimum distance separation scenarios between Portable Signs.

It is important to note that this map is for illustrative purposes only. There are many variables that will impact the location of a Portable Sign. Some of the variables include, but are not limited to, distance from another temporary sign, and the distance from a Freestanding Sign.

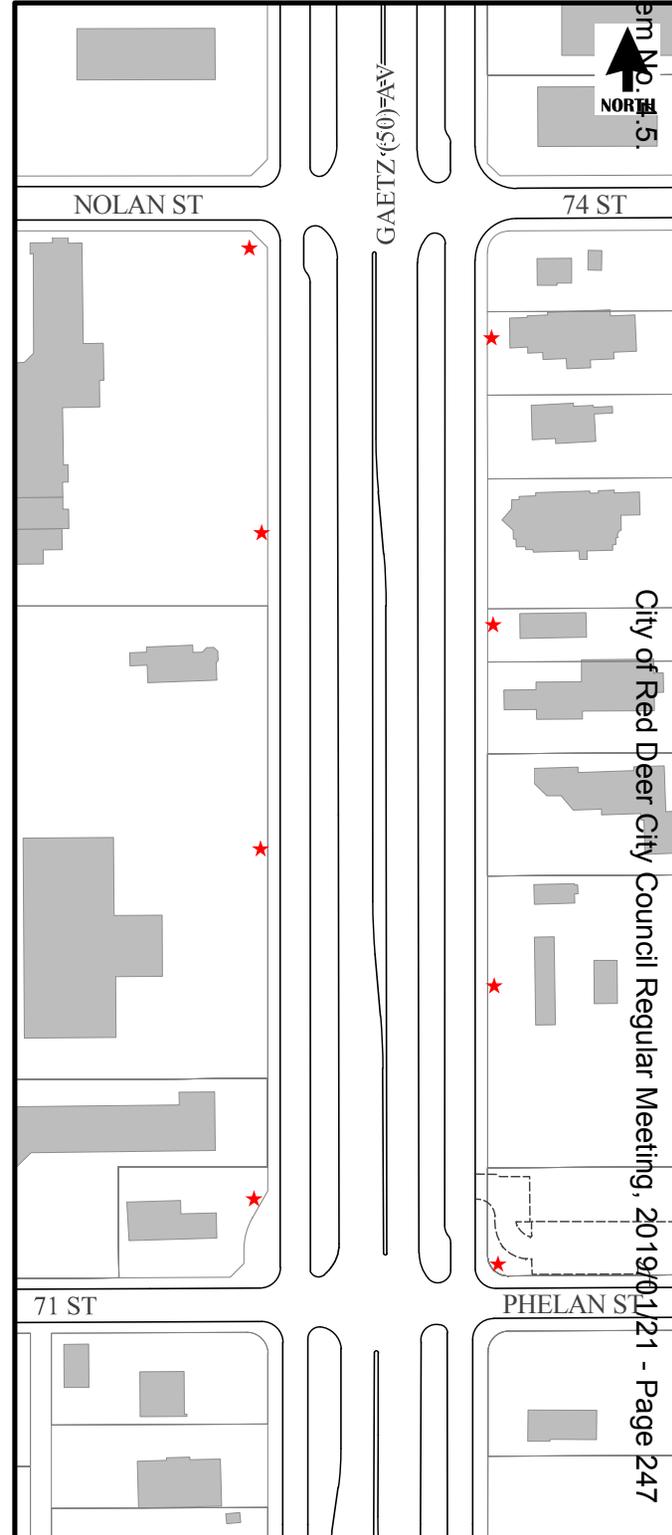
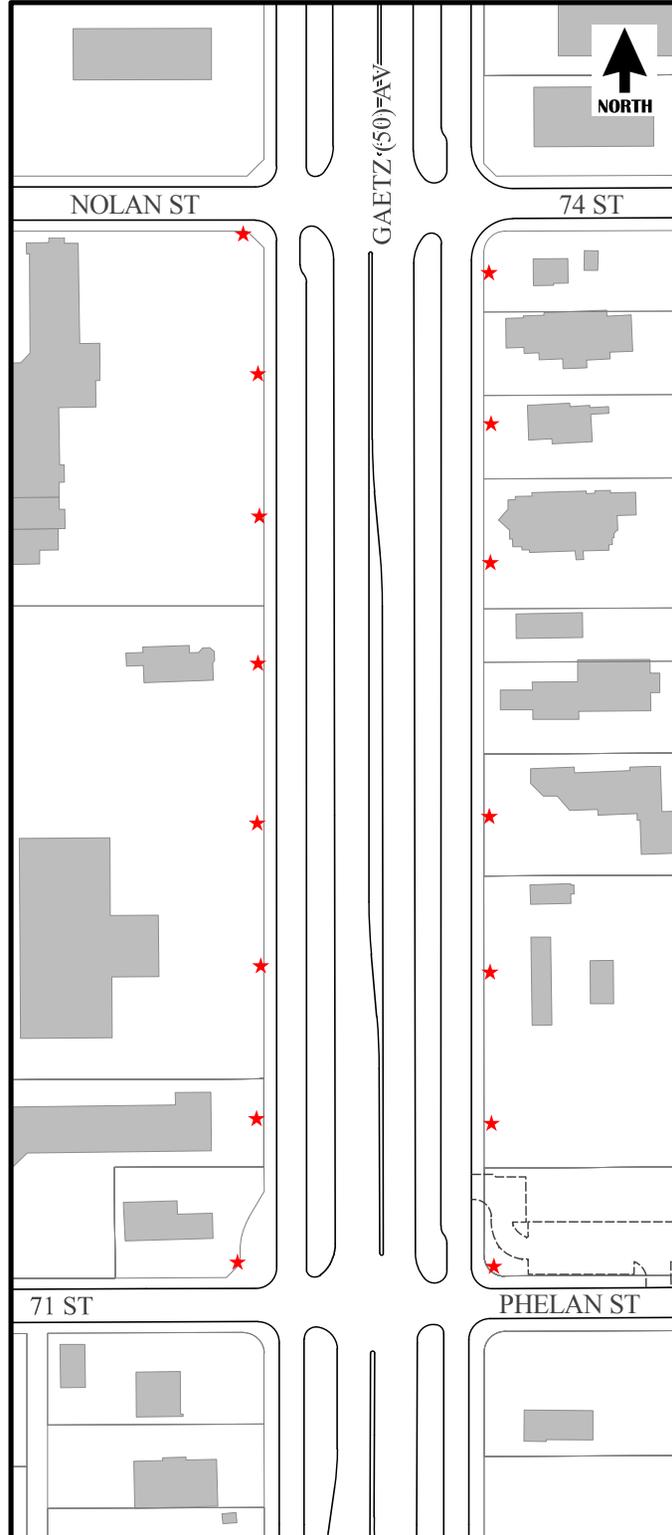
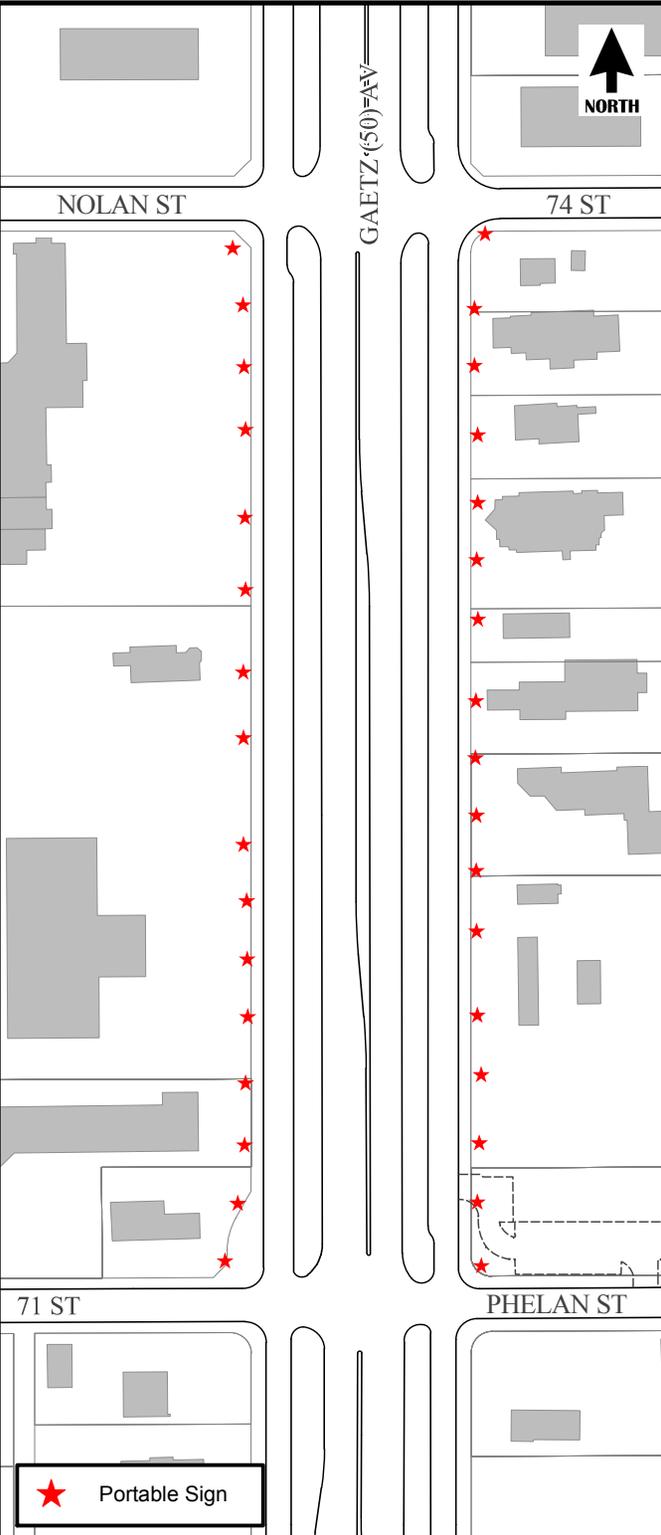


Site 1

20m Minimum Distance Separation

50m Minimum Distance Separation

100m Minimum Distance Separation

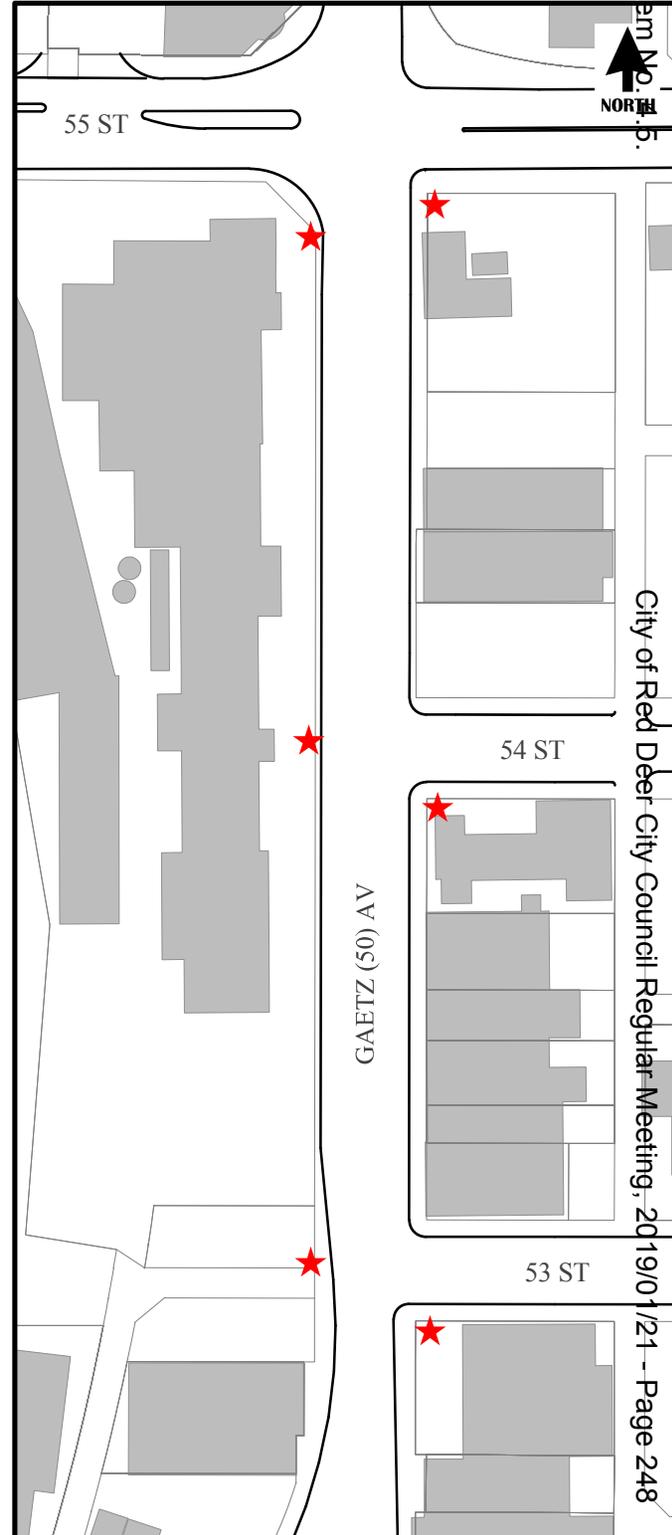
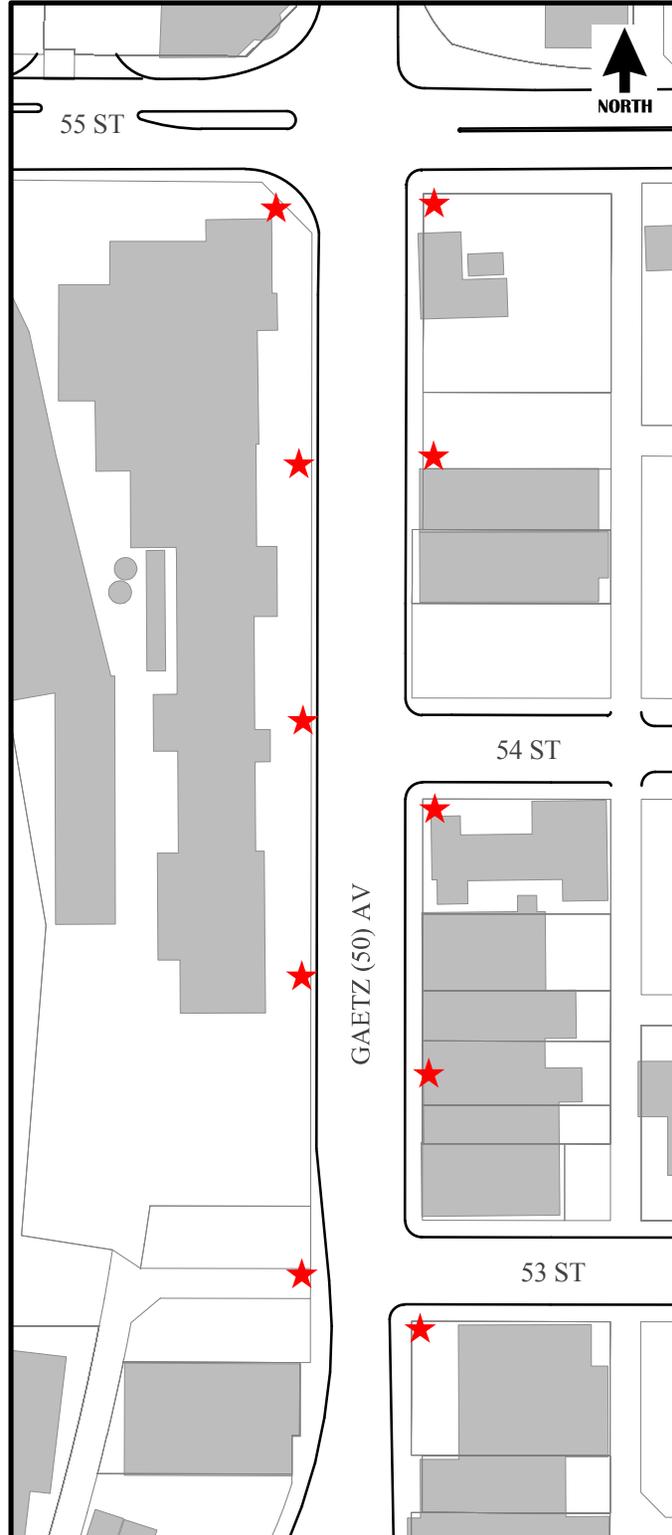


Site 2

20m Minimum Distance Separation

50m Minimum Distance Separation

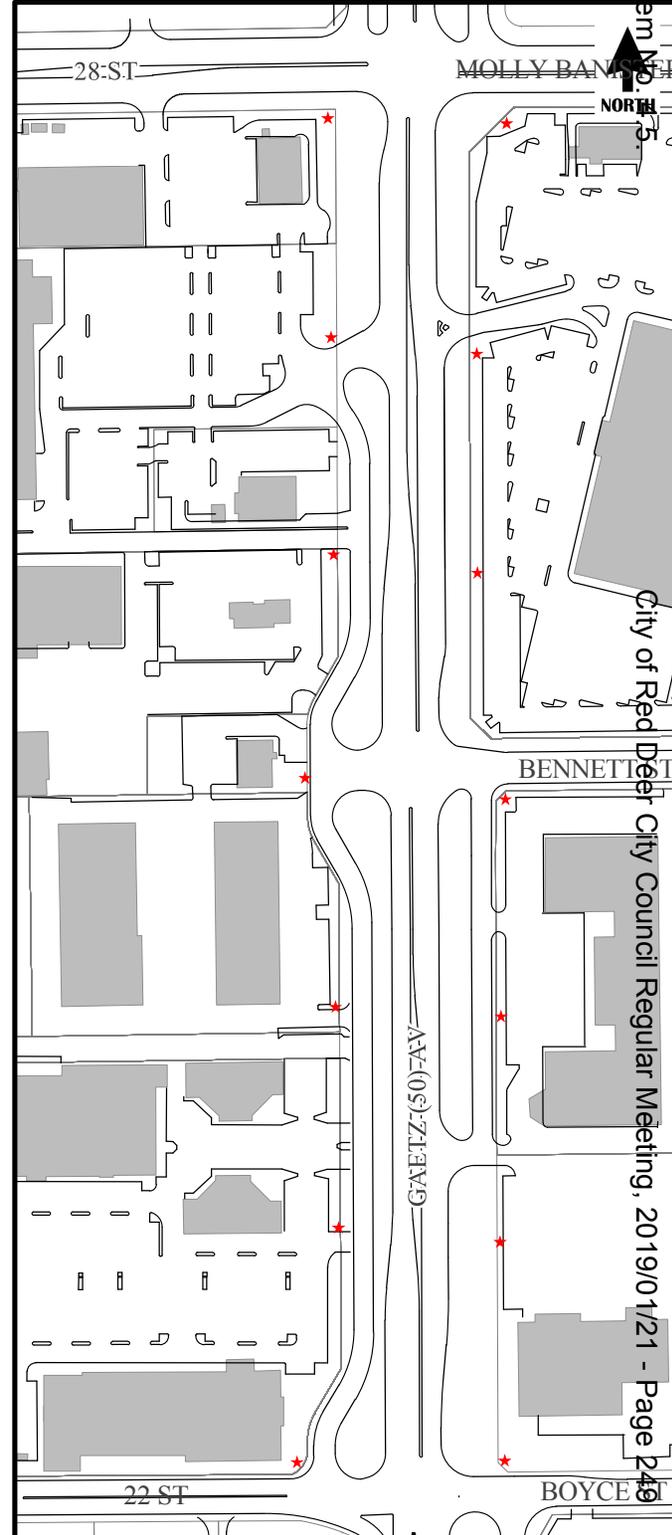
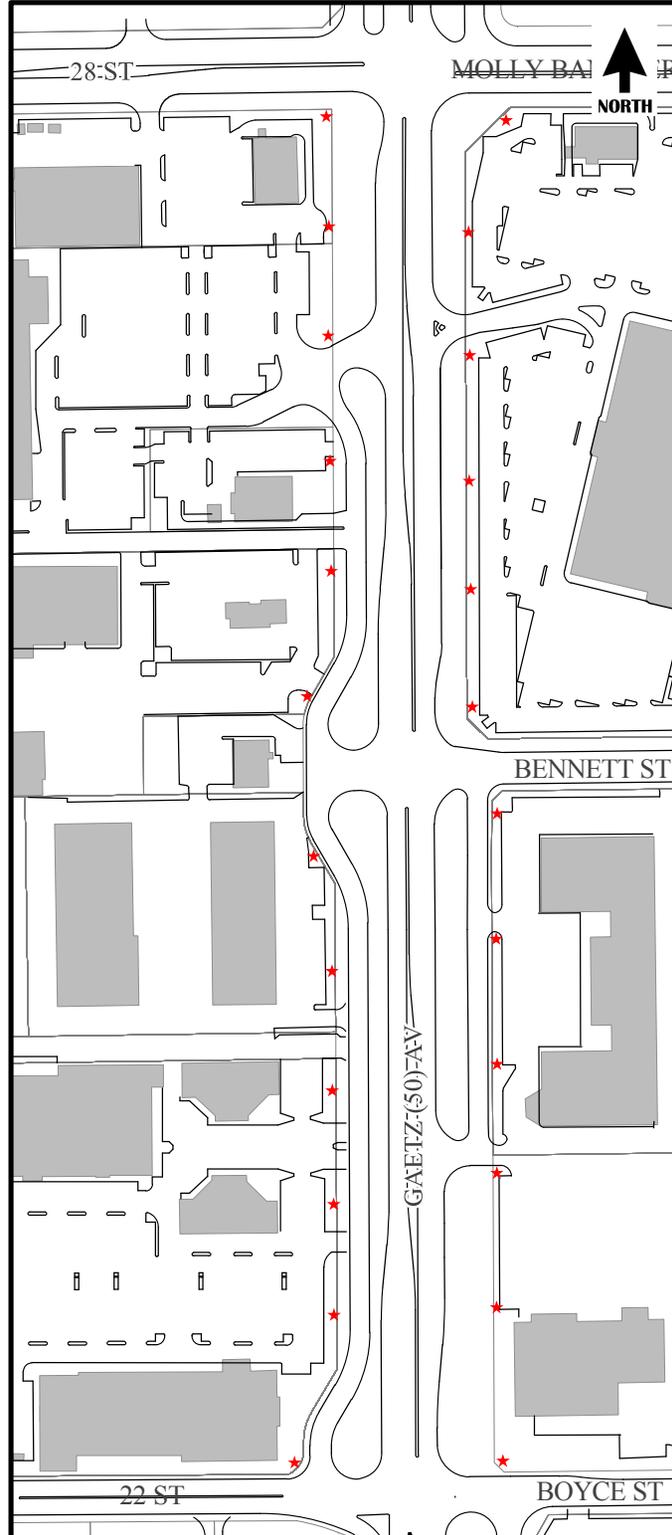
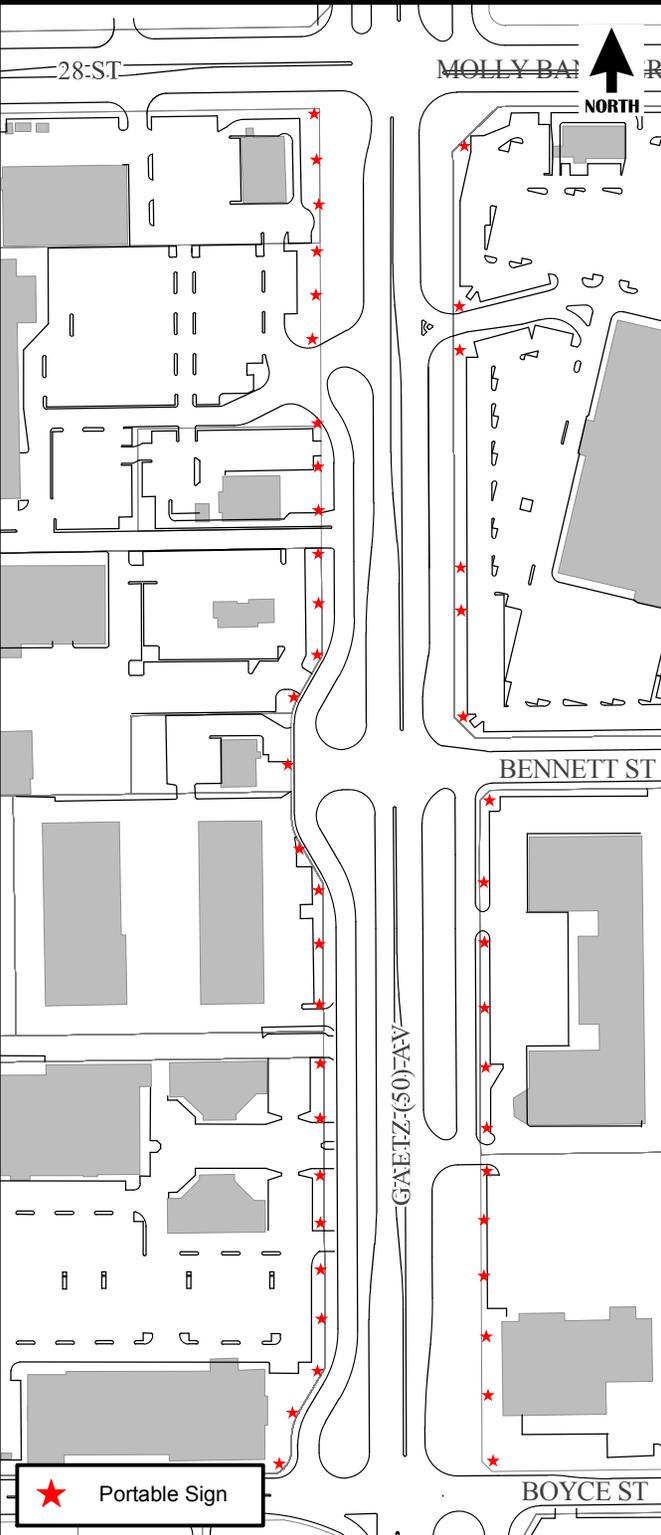
100m Minimum Distance Separation



Site 3 20m Minimum Distance Separation

50m Minimum Distance Separation

100m Minimum Distance Separation



Appendix C: Comment Summary

The following Appendix provides a summary of the comments received on the amending Bylaw that provides clarity on the permitted timing a Portable Sign is allowed to be displayed on a site and that a variance may be applied for additional display time.

Comments on proposed Bylaw 3357/F-2019

Comments	Administrative Responses
<ul style="list-style-type: none"> The 100 m minimum distance separation between Portable Signs will prevent many businesses from using Portable Signs for their temporary advertising needs 	<ul style="list-style-type: none"> An applicant may apply for a variance if their Portable Sign does not meet the 100 m minimum distance separation with rationale to explain the variance required.
<ul style="list-style-type: none"> Suggest The City allow for 3 – 90 day display periods with 30 days between them so businesses that have advertising needs at different times of the year can have an opportunity for a Portable Sign 	<ul style="list-style-type: none"> An applicant may apply for a variance if additional display is desired Proposed Bylaw 3357/F-2019 includes an amendment to clarify that a site must remain free of a Portable Sign for 30 days before another Portable Sign may be placed at the site.

Amber Senuk

From: Red Deer Magnetsigns Ltd. <reddeerab@magnetsigns.com>
Sent: September 26, 2018 3:36 PM
To: Jolene Tejkl
Subject: Re: City of Red Deer - Portable Sign Proposed Amendments - Please Provide any Comments by Noon October 1st
Attachments: Distance example.pdf

Hi again Jolene. I have some comments regarding the 100 meter separation distance between portable signs that I would like passed on to council please. If you look on the attachment I am including with this email you will find an aerial view of the south end of Red Deer showing 1959 50th Ave in red (the property boundary for Jones Chiropractic) and three other ovals in black. If a sign were placed for Jones Chiropractic at 1959 50th Ave none of the businesses would be able to place a sign. That's not just three businesses; it's multiple businesses sharing common space. I want to propose a 20 to 30 meter separation distance instead of the current 100 meters. This is just one example, to illustrate a point; there are many areas like this in Red Deer.

Also, I would like to propose that Red Deer City move to 3 x 90 day periods, with 30 days down in between so that businesses that have advertising needs at different times of the year are not going to find that they cannot place a sign because the allotted time has already been used by some other business. It would be better if signs could just stay up permanently however.

Have a great day Jolene!

Marty Curtis
 Red Deer Magnetsigns

On Wed, Sep 26, 2018 at 8:38 AM, Marty Curtis <reddeerab@magnetsigns.com> wrote:
 Hi Jolene. I'm about to bribe you with Subway Raspberry Cheesecake cookies.

I noticed that you are going to back to council and recommending we keep the current 100 m separation distance, but wasn't the first recommendation (way back) to adopt a 20 or 30 meter distance? Can't remember for sure.

Marty Curtis
 Canehdian Endeavours Ltd
 o/a
 Lacombe Subway
 Red Deer Magnetsigns
 403-352-9381
reddeerab@magnetsigns.com

On Sep 25, 2018, at 8:41 AM, Jolene Tejkl <Jolene.Tejkl@reddeer.ca> wrote:

You are receiving this email because you have indicated that you would like to be informed when amendments to the way The City regulates signs go before Council for consideration or you have an application for a site exception that may be impacted by the proposed amendments.

Good morning, I hope this email finds you well.

I emailed you last week advising of an amending Bylaw pertaining to Dynamic Signs variances going to Public Hearing on October 15th. I heard from several of you that you were interested in the other possible amendments going to Council regarding Portable Signs. The Portable Sign report back to Council is tentatively set for the October 15th meeting as well, and Administration is recommending that Council:

- Retain the current 100 m minimum separation distance between Portable Signs and the 90 consecutive day display time limit; and
- That Council give First Reading to an amending Bylaw to clarify that sites are to remain free of a Portable Sign for 30 consecutive days before another Portable Sign may be displayed on the site, and that additional display time may be requested through a variance.

I will send you an email with a link to the Council agenda once the Council date for the Portable Sign item has been officially determined.

If you have any comments you would like me to pass onto Council with respect to Administration's recommendations pertaining to Portable Signs, please provide me with your comments by noon October 1st.

Regards,

Jolene Tejkl, RPP MCIP

Senior Planner

Planning Department

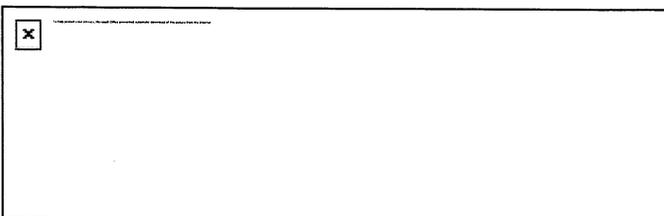
The City of Red Deer

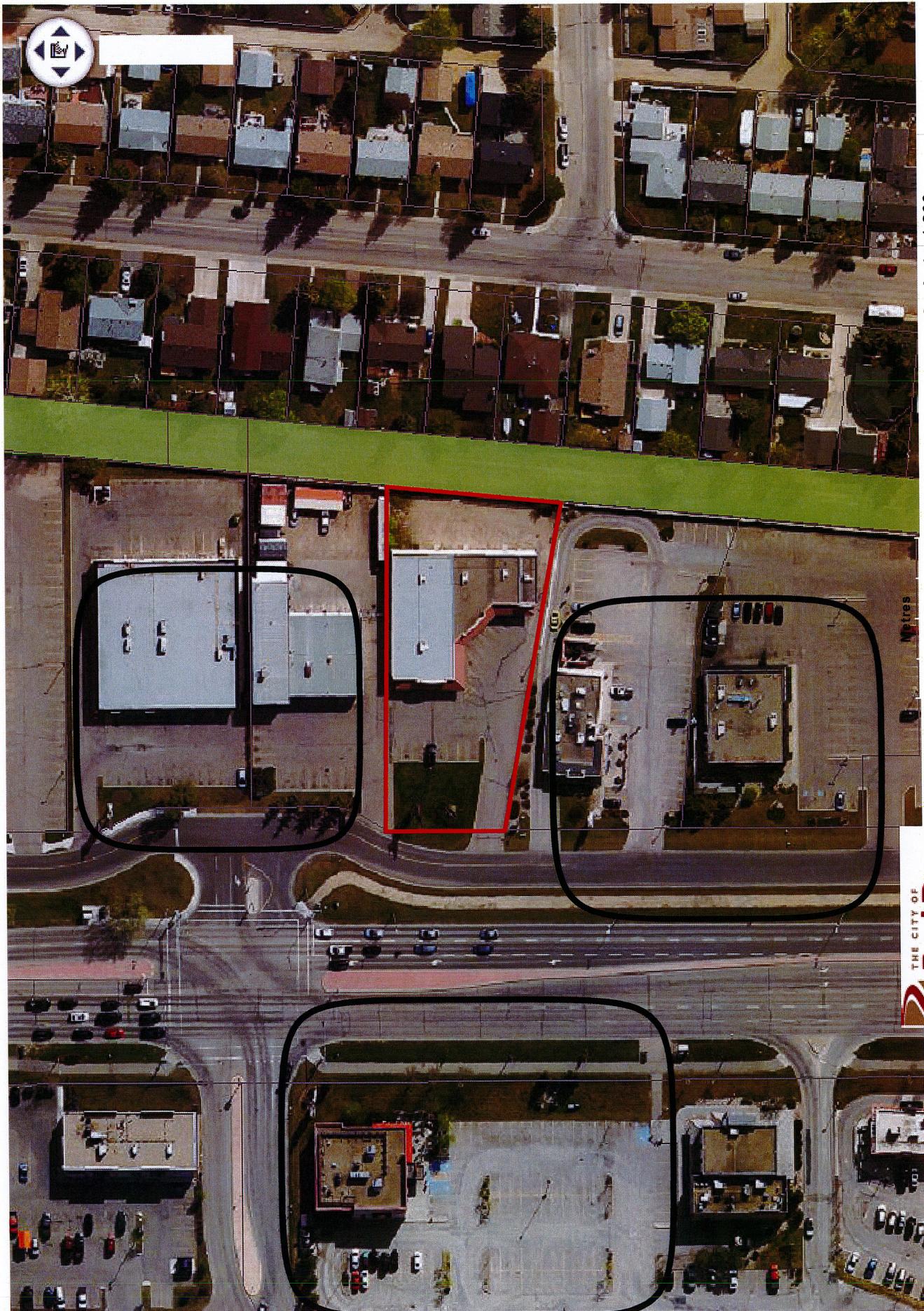
T: 403-406-8705

F: 403-342-8200

Email: jolene.tejkl@reddeer.ca

www.reddeer.ca





Scale 1: 1,200

0 20 40 Metres





Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Jolene Tejkl, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Portable Sign Council Resolution – Report Back to Council
Bylaw 3357/F-2019

Reference Report:

Planning Services, October 15, 2019

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

Bylaw 3357/F-2019 (an amendment to the Land Use Bylaw to clarify that sites are to remain free of Portable Signs for 30 consecutive days before another Portable Sign may be displayed on the site and additional display time may be requested through a variance)

Report back to Council:

Yes.

Comments/Further Action:

Administration will advertise for two consecutive weeks for a Public Hearing to be held on Monday, March 4, 2019 at 6:00 p.m. during Council's regular meeting.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Planning Services
Corporate Meeting Administrator



December 10, 2018

Not for Profit - Business Bylaw Amendment 3609/A-2019

Inspections and Licensing

Report Summary

On September 4, 2018, Council gave final reading to the new *Business Licence Bylaw No. 3609/2018*. The bylaw replaced the previous outdated bylaw to create a clear, simplified bylaw that is up-to-date, allows for flexibility, and creates a fair and equitable environment for all businesses.

This report is in response to an additional resolution passed at the September 4, 2018 Council meeting:

Resolved that Council of The City of Red Deer having considered Bylaw 3609/2018 directs administration report back within eight weeks addressing the business licence fees with consideration being given to the issue of licensing and fees for Not for Profit.

This report is in response to Council's resolution, and identifies options considered by Administration. Administration proposes a recommendation to amend the *Business Licence Bylaw* to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements (Appendix A & B).

City Manager Comments

I support the recommendation of Administration. The bylaw provides for a definition to clarify what constitutes a Not for Profit, requiring that they obtain a business licence, and making provisions to exclude specific Not for Profits such as parent groups or sports teams. All businesses that occupy space will be treated equitably, and the data available to Administration from those businesses to be used for planning purposes. If first reading of Bylaw 3609/A-2019 is given, this bylaw will come back for second and third reading at the Monday, February 4, 2019 Council Meeting.

Craig Curtis
City Manager

Proposed Resolution

That Bylaw 3609/A-2019 be read a first time.

Rationale for Recommendations

- 1. Provide a clear definition of Not for Profit Organizations (NFP).** The current bylaw does not provide a definition of Not for Profit Organizations.
- 2. Clarification on exclusions for a business licence.** The purpose of this amendment is to clarify that we intend for all businesses, including Not for Profit Organizations to obtain a business licence, except for those that meet the exclusion criteria.

Discussion

Background

The *Business Licence Bylaw* No. 3609/2018 was read a first time in Council on August 20, 2018, and was adopted by Council on September 4, 2018. The bylaw took effect on September 4, 2018, and provides:

- **A more simplified, concise bylaw allowing for the evolution of business types.** The proposed bylaw is easier to understand for business owners and other stakeholders, and allows for increased flexibility as business types and models evolve, and new trends emerge.
- **Creates fairness between business types by requiring a licence for all business types, and charging the same fee for all business types.** The existing bylaw licences only very specific types of business types, and the fee charged is attributed to the type of business.
- **A fees and charges review has identified the requirement for a simplified fee structure, with a lower fee than what is currently charged for resident business owners.**
- **Requiring an annual licence of all businesses in the city provides the opportunity for up-to-date statistics on business data.** This information is requested often by both internal and external stakeholders.

Further, at the September 4 Council meeting, a resolution was passed, directing Administration to further review not for profits and subsequent licensing requirements.

Resolved that Council of The City of Red Deer having considered Bylaw 3609/2018 directs administration report back within eight weeks addressing the business licence fees with consideration being given to the issue of licensing and fees for Not for Profit.

This report is in response to Council's resolution, and identifies options considered by Administration. Administration proposes a recommendation to amend the *Business Licence Bylaw* to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements.

Analysis

Review of Alignment with Existing Corporate Processes

As part of Administration's process to investigate not for profit business licence requirements, fees and exemptions, processes were compared with Revenue and Assessment Services to look at potentially aligning the business licence exemption process with the existing tax exemption process. This was not an option based on property ownership vs property leasing, as well as the co-location of several NFPs in one premise.

Further, the outcome was that the resources required to complete that process would far exceed the nominal fee required for a business licence, resulting in a draw from the tax base to cover the time to determine exemption. Revenue and Assessment Services estimates an average of 5-10 hours per application to properly determine NFP exemption status. That would equate to \$200-\$400 in personnel hours to process a NFP exemption application to remove the \$108 Business Licence fee.

Municipal Comparisons

Administration also discussed NFP business licences with other municipalities, and their approach for NFP Organizations for comparison. The below chart is the summary of that review.

Other Municipalities	NFP Business Licence Required	Fee for NFP
Lethbridge	Yes	Same as a business licence \$187
Edmonton	Yes	Lower fee than business licence \$45
Medicine Hat	No	Exempt from bylaw and licensing requirements.
Grande Prairie	No	Exempt from bylaw and licensing requirements.
Airdrie	Yes	Same as business licence \$100

Saskatoon	Yes	Same as Business Licence \$125
St. Albert	Yes	No fee if exemption verified

Provincial Legislation

Provincial legislation was reviewed as part of the development of the definition of Not For Profit Organizations. In reviewing all provincial legislation, each act had requirements that guide NFP Organization's requirements. These acts have been referenced for guiding principles in determining what is required to be a Not for Profit organization from a legislative perspective:

- a. *Societies Act, R.S.A 1980, c. S-18*
- b. *Companies Act, Part 9 R.S.A. 1980 C-20*
- c. *Canada Corporations Act, Part II R.S.C.1985,c. C-32.*

Proposed Bylaw Amendments

Administration is proposing two amendments to the existing bylaw to provide clarity related to not for profit businesses and the exclusion of not for profit groups such as school, sports or social clubs.

The intent of the licensing requirements in the new bylaw was not to include smaller groups organized for the purposes of fundraising for school or sports activities, but to licence those not for profits that have employees and a business premise from which they operate from.

The addition of the definition and further exclusions achieves the original intent, provides clarity for staff and customers, and addresses concerns identified by Council. The following are the two recommended additions to the bylaw:

I. Clear definition of Not for Profit Organization:

"Not for Profit Organization" means

- i) *a society established under the Societies Act, R.S.A. 1980, c. S-18;*
- ii) *a registered charity established under the Income Tax Act; R.S.A. 1985, c.1*
- iii) *a company incorporated under Part 9 of the Companies Act, R.S.A. 1980, c. C-20*
- iv) *a company incorporated under Part II of the Canada Corporations Act, R.S.C. 1985, c. C-32; or*
- v) *a society, charity, or company established under successor or replacement legislation to any of the Acts referred to above.*

2. Exclusions from business licensing requirements:

12. *No licence is required for: ...*

- d) *a Not for Profit Organization has no employees; or*
- e) *a Not for Profit Organization that does not Carry On operations from a Premises located within the City of Red Deer.*

Administration recommends that all other not for profit businesses, as defined above, are required to obtain an annual business licence and comply with all other provisions of the bylaw. There are no recommendations for exemptions to fees.

Licence and Fee Options

Administration explored several options available to address licensing requirements for not for profit businesses, including the status quo, licence exemptions, fee exemptions and lower fees.

All of these options would include the addition of the new definition for Not for Profit Organization, as well as the exclusions from licensing requirements for smaller fundraising or social groups. The current fee is \$108 for an annual business licence.

1. Status Quo: Not for profits will require a business licence at full fee, with exclusions as proposed.

With this option, the process is streamlined and easy to execute. This will create consistency and transparency in process with clear expectations for all businesses, but addresses concerns related to licensing for school, sports or social groups.

Data and statistics can be captured for planning purposes. This option also allows The City to maintain cost recovery for administrative time to execute licensing processes. This option still provides guidelines on business licence exclusions, as defined above.

This option also allows for a mechanism to impose terms or conditions on a licence, if required, and to enforce, if necessary.

2. Not for Profits will require a business licence, with exemption opportunities for fees to be waived.

The main concerns with this option are the resources required to administer the fee exemption, given the requirement for Administration to review the applications submitted and determine whether the organization falls within the criteria or not.

There may be some opportunity to verify NFP status with Revenue and Assessment, however not all NFPs are property owners, and thus would not pay property taxes and subsequently would not require an application for property tax exemptions. In addition, some NFP organizations co-locate in one space to save money.

These challenges would require Administration to complete a two step process when verifying NFP status and fee exemption. Once Administration received an application for NFP fee exemption, verification of the NFP status would occur with Revenue and Assessment to see if that organization has been granted a tax exemption. If they are not, Administration would then have to review the application to determine if the business is a valid NFP Organization, based on set criteria.

This option would require the development of a department policy and process on how to determine who is exempt and when the fee should be waived.

3. Not for Profits will require a business licence, with the opportunity for a reduced fee.

This option would have similar concerns to option 2. There would still be an administrative process required to confirm NFP status, which equates to additional administrative time to review and verify the application for a lower fee. This would not allow for cost recovery for The City.

4. No business licence and no fee.

Not for Profits would not require a business licence, and therefore would not pay the business licence fee.

This option would not allow the collection of accurate data on the services and businesses operating in the City of Red Deer. One of the key goals with the *Business Licence Bylaw* was to capture the data of services and businesses operating in city limits for planning purposes.

The ability to impose terms and conditions on a licence would also be unavailable with this option, as the NFP would not be required to otherwise comply with the bylaw.

Recommendation

Administration would recommend status quo; all businesses including Not for Profit Organizations will require a business licence, except for those who are excluded within the new proposed sections 12(e) and (d).

Based on the feedback from Revenue and Assessment, and the comparison to other municipalities, status quo would be in alignment with other municipalities and would limit the administrative resources to review applications. Revenue and Assessment's average review time per application is approximately 5-10 hours, putting The City in a negative financial position. The fees adopted as part of the initial adoption of the bylaw are nominal at \$108 per year. By requiring Not for Profit Organizations to obtain a Business Licence we are also able to impose and enforce conditions on the business licence therefore Administration recommends maintaining the business licence fees for all businesses, including Not for Profit Organizations.

Next Steps

If Council should proceed with first reading of Bylaw 3609/A-2019, second and third readings of the bylaw would occur on February 4, 2019.

Appendices

- Appendix A: Proposed *Business Licence Bylaw* No. 3609/A-2019
- Appendix B: Proposed *Business Licence Bylaw* No. 3609/A-2019 Strikethrough

Schedule "A"
Fee Schedule

GST EXEMPT

1. The fees for licences are:

(a) Resident Business	\$108.00
(b) Non Resident Business	\$420.00
(c) Resident Short Term	\$50.00
(d) Non Resident Short Term	\$175.00
(e) Change Fee	\$25.00
(f) Late Fee	\$25.00
(g) Not for Profit	\$35.00

2. Resident Business and Non Resident Business licence fees under this bylaw may be pro-rated on a monthly basis for each month from the date the licence is first issued until December 31 of that year, for any Business that was not operated or Carried On prior to the licence being issued. In no case will the pro-rated fee be less than \$35.00.

3. Business licence fees to be reviewed each year, prior to the renewal process, based on the Consumer Price Index (CPI) of Alberta. Fees will be rounded to the nearest \$0.05.

BYLAW NO. 3609/2018

A Bylaw to licence and regulate businesses within the City of Red Deer.

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

1. This Bylaw may be cited as the Business Licence Bylaw.
2. In this Bylaw:

“Business” means:

- i. a commercial, merchandising or industrial activity or undertaking;
- ii. a profession, trade, occupation, calling or employment; or
- iii. an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of Persons;

“Cannabis” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis;

“Cannabis Production Facility” means any building in which commercial activities permitted by federal legislation may be conducted, such as the growing, production, labeling, packaging, storing and transporting of Cannabis, but excludes the growing of Cannabis by an individual for their personal use and consumption; and excludes Cannabis Retail Sales;

“Cannabis Retail Sales” means a retail store that is licensed by the Province of Alberta where Cannabis and Cannabis Accessories are lawfully sold to individuals who attend at the Premises;

“Carry On”, “Carrying On”, “Carried On” and “Carries On” means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent;

“City” means the City of Red Deer;

“Direct Seller” means the activities of soliciting, negotiating or concluding in person, at any place other than the seller’s place of business, sales contracts, including direct sales contracts to which Part 3 of the *Fair Trading Act* applies, for the provision of goods or services, where the buyer is a consumer, as per the *Designation Of Trades And Businesses Regulation*, Alberta Regulation 78/1999;

"Drinking Establishment" means a business the primary purpose of which is the sale of alcoholic beverages for consumption on the Premises in which the business is located and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the Premises, take-out food services, the sale of alcoholic beverages for consumption away from the Premises, and entertainment. A Drinking Establishment includes any Premises in respect of which a "Class A" Liquor Licence has been issued by the Alberta Gaming and Liquor Commission and where the terms of the licence prohibit minors;

"Late Night Club" means a facility, the primary purpose of which is to host late night events where:

- i. no alcohol or alcoholic beverages are available on the Premises for consumption or sale;
- ii. 20 or more patrons are assembled at any time between 3:00 a.m. and 6:00 a.m.;
- iii. the events are held for the purpose of gain or profit;
- iv. tickets are sold or an entrance or attendance fee is charged for persons to attend; and
- v. music, noise or sound of any kind or source, including but not limited to amplified recorded or computer generated music, amplified recorded or computer generated sounds, live music, sound or band music is performed or played;

"Market" means the Business of providing for rent, stalls, tables or spaces to merchants displaying for sale, offering for sale and selling goods to the public;

"Mobile Business Unit" means a motor vehicle, temporary structure or display, or stand from which a Business is Carried On;

"Mobile Supervised Consumption Services" means a Business operated within a Mobile Supervised Consumption Services Unit, pursuant to an exemption granted for medical purposes by the federal government, offering a supervised and controlled environment where a Person may consume a controlled substance that was obtained in a manner not authorized under the *Controlled Drugs and Substances Act*;

"Mobile Supervised Consumption Services Unit" means a vehicle designed or retrofitted to accommodate Mobile Supervised Consumption Services and having no more than two-booths and room for two people to recover post consumption;

"Non Resident Business" means a Business that is Carried On in Red Deer by a Person who either:

- i. does not reside or have its registered office in Red Deer; or
- ii. does not own or lease the Premises that the Business is Carried On from;

“Not For Profit Organizations” means

- i. a society established under the Societies Act, R.S.A. 1980, c. S-18;
- ii. a registered charity established under the Income Tax Act; R.S.A. 1985, c.1
- iii. a company incorporated under Part 9 of the Companies Act, R.S.A. 1980, c. C-20
- iv. a company incorporated under Part II of the Canada Corporations Act, R.S.C. 1985, c. C-32; or
- v. a society, charity, or company established under successor or replacement legislation to any of the Acts referred to above.

“Pawn” means to give as a deposit anything in pledge or as security for the payment of a loan or debt;

“Pawnbroker” means a Person who Carries On the Business of loaning or holding oneself out as ready to loan money on the security of the pawn of property but does not include a bank, trust company, credit union or other similar institution, and includes an agent or employee;

“Pawnd Goods” means any item that is pawned but does not include real property;

“Pawn Shop” means a place of Business, which is not a residence, where a Person may Pawn Goods;

“Peace Officer” means a Peace Officer as defined in the *Provincial Offences Procedure Act*, S.A. 1988, c P-21.5;

“Person” includes an individual, sole proprietorship, corporation, partnership, joint venture, co-operative or society;

“Permanent Supervised Consumption Services” means a Business operated within a standalone location, pursuant to an exemption granted for medical purposes by the federal government, offering a supervised and controlled environment where a Person may consume a controlled substance that was obtained in a manner not authorized under the *Controlled Drugs and Substances Act*;

“Premises” means land, buildings, or structures;

“Regulated Business” means a Business that is identified in a Schedule

to this Bylaw, excluding Schedule “A” and Schedule “J”, in relation to which Council may adopt regulations in addition to those set out in the body of this Bylaw;

“Resident Business” means a Business that is Carried On by a Person who either:

- i. resides in Red Deer and Carries On a Business in Red Deer; or
- ii. Carries On a Business from Premises in Red Deer which the Person owns or rents;

“Second Hand Dealer” means the Business of acquiring second-hand property by trade, purchase or consignment, for the purpose of selling or offering for sale, but does not include auction sales, auto-wreckers, or recycling depots;

“Second Hand Goods” means any item that is being transferred to a second or later end user but does not include real property;

“Short Term Licence” means a licence that is valid for not more than four (4) consecutive months in a calendar year; and

“Trade Shows” means an exposition where Businesses in a specific industry can gather to display, demonstrate or sell products or services to other participants or the general public, in a single event operated over the course of one day or one weekend.

City Manager

3. The City Manager is authorized to:

- (a) receive and consider applications for business licences, including the power to consult with, obtain information from and verify information with other employees or agents of the City, other governments, government agencies or Persons;
- (b) issue business licences, impose conditions on business licences and refuse to issue business licences;
- (c) revoke and suspend business licences;
- (d) keep a record of all business licences issued and any particulars of those licences;
- (e) maintain a register of business licences that is available to all departments of the City to access for the purpose of administering and enforcing this bylaw, any other bylaw of the City or an enactment of Alberta or Canada;

- (f) undertake any inspections of lands or buildings and make any inquiries necessary to ensure compliance with this bylaw;
- (g) be responsible for the administration and enforcement of this bylaw; and
- (h) exercise any other power, responsibility or discretion provided under this bylaw.

Directory

4. The City Manager may publish or authorize the production of a directory of licensed businesses in the City, made publicly available.
5. The directory may contain any information provided by an applicant or licence holder under this bylaw.
6. When an applicant or licence holder provides information under this bylaw, the applicant or licence holder must be given an opportunity to exercise the right not be included in a directory that may be published under section 4.
7. The City Manager may establish terms and conditions under which a directory is published or information included in it.
8. The City Manager may also include information in the directory in relation to a Person who is not required to hold a business licence under this bylaw:
 - (a) on the request of that Person; and
 - (b) on terms and conditions established by the City Manager, including payment of a fee for inclusion.

Requirement for a Business Licence

9. A Person that Carries On a Business in Red Deer must hold a valid business licence authorizing the Person to Carry On that Business.
10. Section 9 applies whether a Person Carries On a Business as a principal or as an agent.

Exclusions from the Requirement for a Business Licence

11. The following Persons may Carry On a Business in Red Deer without a business licence:

- (a) the Crown in right of Alberta;
 - (b) the Crown in right of Canada;
 - (c) The City; and
 - (d) a Person whose Business is expressly exempted from the requirement of a business licence by a statute of the Legislature of Alberta or Parliament of Canada.
12. No licence is required for:
- (a) a Business that rents a stall, table, or space in a Market and Carries On within Market hours;
 - (b) Mobile Business Units that are operating as part of a Special Event approved by the City; or
 - (c) a Business that is operating as a vendor at a Trade Show.
 - (d) a Not for Profit Organization has no employees; or
 - (e) a Not for Profit Organization that does not Carry On operations from a Premises located within the City of Red Deer.
13. The Person who organizes a Market or Trade Show is required to obtain a business licence.
14. If only part of a Business is covered by an exemption under section 11 or 12, the Person who Carries On the Business must comply with this bylaw in respect of any part of the Business that is not exempted.
15. A Person who contracts with any of the Governments or Persons designated in section 11 will be subject to all the requirements of this bylaw.

Application for a Business Licence

16. Before the issue or renewal of a business licence, a Person must submit to the City Manager:
- (a) an application in a form established by the City Manager;
 - (b) the applicable fee; and
 - (c) any additional information required by this bylaw or by the City Manager.

17. An applicant must be at least 18 years old or have an agent at least 18 years old sign/authorize on behalf of the applicant.
18. The application must be in the form required by the City Manager and information to be submitted with an application must include the following:
 - (a) the applicant's name;
 - (b) the legal name of the Business and any brand names/trade names/operating names under which the Business is to be conducted;
 - (c) the Business contact information, including phone number(s), email address(es), and mailing address;
 - (d) the operating address of the Business;
 - (e) the proper name of the owner(s) of the Business, including the corporate information;
 - (f) the owner(s) contact information, including phone number(s), email address(es), and mailing address(es);
 - (g) a description of the nature of the Business that includes type of Business and the number of employees;
 - (h) where a Person intends to engage in or operate a Business at a specific Premises within the City, the Person shall ensure all necessary approvals required by law have been obtained, and shall provide proof of a valid and existing Development Permit for the Premises;
 - (i) the signature/authorization of the applicant or the applicant's agent;
 - (j) any other information that the City Manager may reasonably require for the purpose of the administration of this bylaw; and
 - (k) the business licence fee specified under Schedule A, unless that Business is exempt under section 11 or 12.
19. In addition to the information required in section 18, an applicant for a business licence for a Regulated Business must also provide the information and documents required by the Schedule applicable to that Business.
20. If there is any change to the information provided to the City Manager in the application for a business licence during the term of a business licence, the licence holder must advise the City Manager in writing of the change immediately.

Considering the Application

21. The City Manager must consider each complete application, as outlined in section 18.
22. Subject to section 23, the City Manager must grant a business licence to the applicant if the applicant meets the requirements of this bylaw.
23. The City Manager may refuse to issue a business licence or may impose conditions on a business licence if the City Manager:
 - (a) has revoked or suspended a business licence of the applicant for the same or a similar Business within the past 12 months; or
 - (b) has reasonable grounds for believing that the applicant does not or will not comply with this bylaw, another bylaw of the City, or an enactment of Alberta or Canada in relation to the Carrying On of the Business; or
 - (c) has reasonable grounds for believing that issuing a business licence with respect to the proposed Business is not in the public interest.
24. The City Manager may consult, prior to issuing or renewing a business licence, with authorities and agencies, including but not limited to the Province of Alberta, the RCMP, and City departments, to determine whether they are in possession of information which, in the opinion of the City Manager, renders it inappropriate for a business licence to be issued to the Person.
25. At any relevant time, the City Manager may impose, in addition to the conditions referenced under section 23, conditions on a new or existing business licence in relation to the establishment or operation of the applicable Business.
26. The City Manager must specify on the business licence:
 - (a) the name of the licence holder(s) and each name under which the Business is to be conducted;
 - (b) a description of the type of Business for which the licence is issued;
 - (c) the Schedule, if any, applicable to the regulation of the Business;
 - (d) the location where the Business is to be conducted;
 - (e) any conditions on the business licence; and
 - (f) the expiry date of the business licence.

Business Licence Fee

27. If the fee for a business licence is not paid, the business licence is not valid.
28. Once the City Manager has issued a business licence, the business licence fee is not refundable.

Effect of and Limitations on a Business Licence

29. Subject to section 31, a business licence allows the licence holder to Carry On the Business described in the business licence, and a business licence for a Regulated Business allows the licence holder to Carry On the Regulated Business described in the business licence provided that the licence holder complies with the specific regulations for that Regulated Business.
30. A business licence remains the property of the City.
31. A business licence does not relieve the licence holder from the obligation to obtain any other permit, licence or other approval that may be required under another bylaw of the City or any other governmental authority.
32. A business licence does not confer any property right and no licence holder may sell, transfer, assign, lease or otherwise dispose of or deal in a licence.

Term of Business Licence

33. A business licence issued under this bylaw expires on December 31 of the year for which it was issued, unless:
 - (a) it is revoked earlier under section 39 of this bylaw; or
 - (b) it was issued as a Short Term Licence.

Obligations of Business Licence Holder

34. A licence holder must ensure that the Business conducted under a business licence complies with:
 - (a) this bylaw; and
 - (b) any conditions imposed on the business licence.
35. A licence holder must:
 - (a) post the business licence in a conspicuous place in the Premises where the Business under licence is Carried On or operated;
 - (b) Carry On the Person of the licensee, or in or on the vehicle or apparatus from which the Business is Carried On; and
 - (c) produce the business licence to the City Manager or Peace Officer if requested to do so.

36. A licence holder must give access to the Premises specified in the business licence to the City Manager or a Peace Officer if requested to do so.

Cancellation of Business Licence by a Licence Holder

37. A licence holder may cancel a business licence by providing written notice to the City Manager.
38. If a licence is cancelled under section 37, the business licence fee is not refundable.

Revocation or Suspension of Business Licence by City Manager

39. If the Business Carried On or operated under a business licence does not comply with:

- (a) this bylaw;
- (b) any condition imposed on the licence; or
- (c) any other bylaw or enactment of Alberta or Canada applicable to the Business or the Premises where the Business is located,

the City Manager may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.

40. If an applicant for a business licence provides inaccurate or misleading information in an application for a business licence, the City Manager may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.
41. The City Manager, upon the reasonable belief that the safety, health or welfare of the public may be at risk due to the issuance of the licence, may revoke the business licence or suspend the business licence for a period that the City Manager considers appropriate.
42. The City Manager must give written notice of the revocation or suspension, setting out in general terms the reason for the revocation or suspension and in the case of a suspension the period of the suspension.
43. The revocation or suspension of a business licence under section 40 is effective:
- (a) 24 hours after delivery if the written notice is delivered personally to the licence holder or the registered office of a corporate licence holder;

- (b) 72 hours after posting if the written notice is posted in a conspicuous place at the Premises specified in the licence where the Business is to be conducted or operated; or
- (c) seven days after the written notice is sent to the mailing address provided in the application for a business licence or the address subsequently provided in writing under section 18,

whichever is earliest.

- 44. In the notice suspending or revoking a licence, the City Manager may increase the time before which a revocation or suspension is effective from that established under section 43.
- 45. If the City Manager increases the amount of time under section 43, the City Manager may impose conditions on the business licence that the City Manager considers reasonable to ensure the protection of the public and the integrity of the administration of this bylaw.
- 46. A licence holder must cease Carrying On a Business immediately once a suspension or revocation is effective.
- 47. The City Manager may act under section 39 in addition to or instead of prosecuting an offence under this Bylaw or the *Provincial Offences Procedure Act*, or both.

Appeals

- 48. If the City Manager:
 - (a) refuses to issue a business licence;
 - (b) revokes or suspends a business licence;
 - (c) identifies a Business subject to a Schedule; or
 - (d) imposes a condition on a business licence;

the applicant or licence holder may appeal the decision to the Red Deer Appeal and Review Board. Appeals are governed and processed in accordance with the provisions of the City of Red Deer *Appeal and Review Bylaw*, No. 3487/2012.

- 49. On the filing of an appeal in accordance with section 48, the decision being appealed is stayed, pending the decision of the Board.

50. The Red Deer Appeal and Review Board may:
- (a) uphold the decision of the City Manager;
 - (b) vary the decision of the City Manager or substitute its own decision; or
 - (c) overturn the decision of the City Manager.

Inspection of Lands and Buildings

51. If there are reasonable grounds for believing that a Person is Carrying On a Business without a business licence, or is in contravention of this bylaw, the City Manager or Peace Officer may inspect the Business Premises and surrounding lands, without prior notice.

Business Licence is not a Representation of Compliance with other Bylaws

52. A business licence issued under this bylaw is not a representation to the licence holder that the Business complies with the requirements of any other bylaw or enactment and the licence holder is responsible to ensure that the licence holder complies with all applicable bylaws and enactments.

Enforcement

53. A Person is guilty of an offence if that Person:
- (a) Carries On a Business in Red Deer without a business licence as required under this bylaw, unless an exclusion under section 11 applies;
 - (b) Carries On a Business in Red Deer in breach of a condition imposed on a business licence;
 - (c) hinders or obstructs any Person in the exercise or performance of the Person's duties or powers pursuant to this bylaw; or
 - (d) is in breach of any provision of this bylaw.
54. When a corporation commits an offence under this bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
55. The owner of real property, who is registered on title at the Land Titles Office, shall be responsible for any act of a permit holder or Person Carrying On Business on the Premises located on the property that constitutes an offence under this Bylaw, in the same manner and to the same extent as though the act were done by the owner.

Fines and Penalties

56. A Person who is guilty of an offence under this bylaw is liable to the specified penalty for that offence, as stated in the Specified Penalty Table under Schedule "J".
57. A Person who breaches any of the provisions of this bylaw where the breach is of a continuing nature shall, in addition to the penalties set forth Schedule "J", pay a penalty of not less than \$250 for each day that the breach continues.
58. A Person who has not submitted payment by December 31 of that year may be subject to a \$25.00 late fee that will form part of the total fee owing.
59. When a penalty is not specified under this bylaw, a Person who is guilty of an offence is liable to a fine not exceeding \$10,000, and in default of payment of the fine, to imprisonment for up to six months.

Municipal Violation Tag

60. A Peace Officer may issue, with respect to an offence under this bylaw, a municipal violation tag specifying the fine amount (including any early payment fine amount), as may be established by this bylaw.
61. Where a municipal violation tag is issued, the fine amount indicated thereon may be paid as directed in lieu of prosecution.

Violation Ticket

62. A Peace Officer may issue, with respect to an offence under this bylaw, a violation ticket:

- (a) specifying the fine amount established by this bylaw; or
- (b) requiring an appearance in court without the option of making a voluntary payment.

63. Where a violation ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed.

Effective Date

64. *License Bylaw, No. 3159/96, Late Night Clubs Bylaw, No. 3275/2001 and Drinking Establishment Licensing Bylaw No. 3332/2004* are hereby repealed.

65. This bylaw shall come into force and take effect upon third reading.

READ A FIRST TIME IN OPEN COUNCIL this 20 day of August 2018.

READ A SECOND TIME IN OPEN COUNCIL this 4 day of September 2018.

READ A THIRD TIME IN OPEN COUNCIL this 4 day of September 2018.

AND SIGNED BY THE MAYOR AND CITY CLERK this 4 day of September 2018.

“Tara Veer”
 MAYOR
 CLERK

“Frieda McDougall”
 CITY

**Schedule "A"
Fee Schedule**

GST EXEMPT

1. The fees for licences are:

(a)	Resident Business	\$108.00
(b)	Non Resident Business	\$420.00
(c)	Resident Short Term	\$50.00
(d)	Non Resident Short Term	\$175.00
(e)	Change Fee	\$25.00
(f)		Late Fee
		\$25.00

2. Resident Business and Non Resident Business licence fees under this bylaw may be pro-rated on a monthly basis for each month from the date the licence is first issued until December 31 of that year, for any Business that was not operated or Carried On prior to the licence being issued. In no case will the pro-rated fee be less than \$35.00.

3. Business licence fees to be reviewed each year, prior to the renewal process, based on the Consumer Price Index (CPI) of Alberta. Fees will be rounded to the nearest \$0.05.

Schedule "B"
Pawn Shops and Pawnbrokers

1. A Pawnbroker must not also Carry On the Business of a Second Hand Dealer on the same Premises.
2. A Pawnbroker must keep a record, recorded at the time of each transaction, of the following information, in a form satisfactory to the City Manager, including by electronic means, where the Pawnbroker receives Pawns Goods:
 - (a) the date and time at which the Pawns Goods were received;
 - (b) an accurate description of the Pawns Goods, including, but not limited to:
 - i. the make and model;
 - ii. the manufacturer's name;
 - iii. any serial number; and
 - iv. other distinguishing marks;
 - (c) the amount of money advanced for the Pawns Goods;
 - (d) the rate of interest which is to be charged on the loan which is made;
 - (e) the full name of the employee who accepted the Pawns Goods.
3. In addition to section 2, a Pawnbroker must record a complete and accurate description of the Person pawning the goods, including the Person's:
 - (a) full name;
 - (b) date of birth;
 - (c) current address and telephone number; and
 - (d) physical description which shall include the following specifics: eye colour, hair colour, height, weight, and any other distinguishing feature.
 - (e) two pieces of numbered identification, one being government issued and containing a picture of the Person tendering the Pawns Goods, that confirm the name and address given.
4. At the time a Person Pawns goods, a Pawnbroker must free of charge, give that Person a copy of the summary of information taken at the time the goods are Pawns.

5. Immediately upon request, a Pawnbroker must make available to the City Manager or Peace Officer an accurate copy of the information kept under section 3.
6. If Pawned Goods are redeemed, the Pawnbroker who conducts the transaction must record:
 - (a) Record the Pawnbroker's own name and the date the pawned goods were redeemed;
 - (b) Record the same information required under section 3 relative to the Person who has redeemed the Pawned Goods; and
 - (c) ensure the information recorded in sections 2 and 3 is kept in accordance with section 14.
7. A Pawnbroker must:
 - (a) not sell any Pawned Goods until at least forty-five (45) days have elapsed from the time the goods were Pawned;
 - (b) keep all Pawned Goods in the Pawn Shop where the Pawn occurred until forty-five (45) days have elapsed from the time the goods were Pawned; and
 - (c) keep all Pawned Goods which have not been redeemed within the time allowed and are for sale apart from all other Pawned Goods for which the forty-five (45) days have not yet elapsed.
8. Notwithstanding section 7, if a longer period of retention has been agreed upon between the Pawnbroker and the Person who Pawns Goods, the Pawnbroker cannot sell or remove the goods from the Pawn Shop where the Pawn occurred until that longer period has expired.
9. A Pawnbroker must not accept Pawned Goods:
 - (a) if the goods are offered by a Person who:
 - i. is under 18 years of age; or
 - ii. fails to provide the identification required under section 3; or
 - iii. appears to be intoxicated.
 - (b) if the goods have had or appear to have had the identification number or serial number removed or altered with in any way, unless prior written approval is obtained from the RCMP.

10. A Pawnbroker must not:
 - (a) erase or alter any information recorded under section 2 or section 3; or
 - (b) direct or allow any Person to erase or alter any information recorded under section 2 or section 3.

11. A Pawnbroker must post in a conspicuous location in the place of Business:
 - (a) the maximum interest rate allowed by the *Statutes of Canada* to be taken by the Pawnbroker; and
 - (b) a detailed statement as to the manner in which the interest rate charged by the Pawnbroker is calculated.

12. The books or records and any personal property in a Pawnbroker's Premises shall be open for inspection at all times by any Peace Officer or the City Manager.

13. On any day the Pawn Shop is open for business, each Pawnbroker shall deliver to the City Detachment of the RCMP, a detailed and accurate description of all Pawns Goods received during the preceding 24 hour period (from 10:00 am that day to 10:00am of the previous day on which the shop was last open for business), including:
 - (a) the date and time of day when each property was received;
 - (b) the serial or folio number in the Pawnbroker's book or record; and
 - (c) the name, address and a detailed description of the Person or Persons from whom the Pawn was received, including the description of the clothing and any other distinguishing features.

14. The information required to be kept in sections 2 and 3 must be kept:
 - (a) in electronic form with automated reporting capabilities;
 - (b) in English;
 - (c) in the Pawn Shop; and
 - (d) for a period of one (1) year from the date the goods were Pawns.

Schedule "C"
Second Hand Dealers

1. A Second Hand Dealer shall not Carry On the Business of a Pawnbroker from the same Premises as the Second Hand Dealer Business.
2. A Person shall not be required to hold a licence for dealing in Second Hand Goods where the second hand goods are accepted as part of the consideration for the purchase price of new goods.
3. A Second Hand Dealer must keep a record in English, in a form satisfactory to the City Manager, in relation to each transaction of receiving Second Hand Goods:
 - (a) the date and time at which the Second Hand Goods were received;
 - (b) an accurate description of the Second Hand Goods, including, but not limited to:
 - i. the make and model;
 - ii. the manufacturer's name;
 - iii. any serial number; and
 - iv. other distinguishing marks; and
 - (c) the amount paid by the dealer for the Second Hand Goods.
4. In addition to section 3, a Second Hand Dealer must record a complete and accurate description of the Person of whom the Second Hand Goods were acquired, including the Person's:
 - (a) full name;
 - (b) date of birth;
 - (c) residential address and telephone number; and
 - (d) physical description which shall include the following specifics: eye colour, hair colour, height, weight, and any other distinguishing feature.
5. No entry made in such book, record or computer program shall be erased, obliterated or defaced, nor shall any portion thereof be torn out or removed.
6. The book, record or computer program required herein and any personal property in the Second Hand Dealer's place of Business shall be open to inspection at all times by any Peace Officer or City Manager, and the duplicate copy of such book

or record shall be delivered to the Peace Officer or City Manager upon request.

7. No Second Hand Dealer shall dispose of or undertake the repair of any second hand goods until 72 hours have elapsed from the time of acquisition of such goods.
8. Each Second Hand Dealer shall keep separate and apart from his other goods those goods required to be held under section 7, until the time set forth in that section has elapsed.
9. Sections 3 to 8 inclusive do not apply to:
 - (a) the purchase of second hand goods, wares, merchandise or other effect bargained for or delivered to the purchaser at any place outside the City, although such Person disposes of the same within the City;
 - (b) Persons who deal in second hand books;
 - (c) auctioneers; or
 - (d) thrift shops and clothing banks operated by any church or charitable organization.

Schedule "D"
Mobile Business Units

1. In addition to the requirements of section 18 of this Bylaw, an applicant for a business licence for a Mobile Business Unit, must submit to the City Manager, in a form acceptable to the City Manager; a schedule of all locations the Mobile Business Unit intends to Carry On Business, including civic address(es), date(s) and time(s).

Schedule "E"
Direct Sellers

1. In addition to the requirements of section 18 of this Bylaw, an applicant for a business licence for a Direct Seller Business, must submit to the City Manager, in a form acceptable to the City Manager; proof of a current/valid direct selling business licence, issued under the *Direct Selling Business Licensing Regulation*, Alberta Regulation, 190/1999.
2. A Direct Seller may not Carry On Business between the hours of 8:00PM and 8:00AM.
3. A Direct Seller must carry with him a copy of the valid business licence issued under this Bylaw and produce it on request to each potential customer.

Schedule "F"
Drinking Establishments

Mandatory Requirements

1. The licence holder for a Drinking Establishment must:
 - (a) adhere to the provisions of all bylaws, enactments or regulations which apply to the Drinking Establishment;
 - (b) maintain in place a plan to the reasonable satisfaction of the City Manager which includes provisions for:
 - i. first aid for patrons of the establishment; and
 - ii. outside inspection and clean up in the vicinity of the Drinking Establishment during and after the hours of operation.
 - (c) require its manager and staff, on the request of a member of the RCMP, Peace Officer, Safety Codes Officer or City Manager to:
 - i. assist the member of the RCMP, City Manager or Peace Officer in carrying out an inspection of the Premises, and
 - ii. point out the location of the Drinking Establishment Licence so that it may be examined.

Conditions Attached to Licence

2. Where events have occurred in connection with the operation of a Drinking Establishment that put at risk the safety, health, welfare or property of members of the public or of the patrons or employees of the Drinking Establishment, the City Manager may include in the licence for that Drinking Establishment specific conditions which are intended to deal with that risk, including conditions respecting the following matters:
 - (a) the number and qualifications of security personnel who must be available at the Drinking Establishment;
 - (b) the procedures required to be in place to address emergency medical and security concerns;
 - (c) noise abatement measures which must be made to ensure noise outside or within the venue is minimized;
 - (d) requirements that the owner install and maintain a system of video camera surveillance, including specific requirements as to the number and type of cameras, their location and hours of operation, and the procedures governing the retention of copies of video tapes or other visual surveillance recordings;

- (e) a requirement that the owner install, maintain and operate an airport–style metal detecting security gate of a model and type and in a manner specified by the City Manager, for the purpose of identifying and barring entry to anyone carrying metal weapons;
- (f) a requirement that the owner enter into an agreement specifying the conditions set out herein, including such additional conditions as may be required by the City Manager pursuant to the provisions of subparagraph (g). Such agreement may, but need not, set out the terms and provisions which will give rise to a revocation or suspension of any licence granted under this Bylaw; and
- (g) such additional conditions consistent with the foregoing requirements, as are, in the opinion of the City Manager, reasonably necessary to protect the safety, health, welfare, and property of the patrons and employees of the Drinking Establishment.

Inspection of Premises and Facilities

3. A Peace Officer, City Manager, Safety Codes Officer, or member of the RCMP may enter and inspect the Premises of any licensed Drinking Establishment at any reasonable time, including during its hours of operation:
 - (a) to determine if the facilities meet the requirements of this Bylaw, other applicable bylaws of the City or any other laws or regulations which the City Manager, Peace Officer, Safety Codes Officer or member of the RCMP is authorized to enforce;
 - (b) to ensure that the licensee is complying with the requirements of this Bylaw, the conditions attached to a licence issued under this Bylaw and other applicable bylaws of the City or any other laws or regulations which the City Manager, Peace Officer, Safety Codes Officer or member of the RCMP is authorized to enforce;
 - (c) in the case of a facility whose licence has been suspended, to examine the Premises to determine whether the conditions leading to the suspension of the licence have been corrected.

Schedule "G"
Mobile and Permanent Supervised Consumption Services

Application Requirements

1. In addition to any other requirements of this Bylaw, before the issuance or renewal of a business licence for a Mobile or Permanent Supervised Consumption Services, an applicant must submit the following to the City Manager in a form and with supporting documentation acceptable to the City Manager:
 - (a) Mobile Supervised Consumption Services Units
 - i. A signed landowner consent for each location where Mobile Supervised Consumption Services are proposed to be offered;
 - ii. A proposed schedule of the days of the week, times and location(s) where Mobile Supervised Consumption Services will be offered;
 - iii. A detailed description of the proposed Mobile Supervised Consumption Services Unit, including the layout of the booths and recovery spaces;
 - iv. Photographs of the interior and exterior of the vehicle;
 - v. A proposed security plan, including the number and qualifications of security personnel; and
 - vi. Confirmation the applicant has provided ~~with~~ the written notice required by section 3.
 - (b) Permanent Supervised Consumption Services
 - i. A signed landowner consent for the location of the Permanent Supervised Consumption Services;
 - ii. A proposed security plan, including the number and qualifications of security personnel; and
 - iii. Confirmation the applicant has provided the written notice required by section 3.
2. No licence for a Mobile or Permanent Supervised Consumption Services shall be issued unless the applicant has been granted an exemption for medical purposes by the federal government in accordance with section 56.1 of the *Controlled Drugs and Substances Act*.
3. Prior to submitting a licence application, the applicant must provide written notice of their intent to apply for a licence to each owner and occupant of land located within a 100 metre radius of the location(s) where the applicant is proposing to operate.

4. Applications for the issuance or renewal of a business licence for Mobile or Permanent Supervised Consumption Services may be circulated to Health Canada, Alberta Health Services and the RCMP for referral and consultation.

General Licence Conditions

5. Prior to making a decision on issuance or renewal of a business licence, the City Manager may take into consideration any written submissions received in response to the notice issued under section 3.
6. In addition to conditions which may be listed as mandatory, the City Manager may impose terms and conditions on a licence for Mobile or Permanent Supervised Consumption Services if, in of the opinion of the City Manager based on reasonable grounds, it is in the public interest to do so. Such conditions may address, without limitation, CPTED concerns, hours of operation, queue management, and security concerns.
7. Any terms and conditions imposed by the City Manager must not conflict with any term or condition of the associated exemption granted for medical purposes by the federal government pursuant to section 56.1 of the *Controlled Drugs and Substances Act*.

Mobile Supervised Consumption Services Unit Licence Conditions

8. The following shall be mandatory conditions for business licences for Mobile Supervised Consumption Services:
 - (a) No outdoor storage of goods is allowed in connection with the operations of the Business;
 - (b) The Mobile Supervised Consumption Services Unit shall not remain at an approved location outside of the days and hours of operation approved in the licence;
 - (c) The site must be left in the condition it was prior to Business operation; and
 - (d) A licence for a Mobile Supervised Consumption Service Unit may only be issued for the following locations within the City of Red Deer:
 - i. 3942 50A Avenue; and
 - ii. 5246 53 Avenue

Permanent Supervised Consumption Services Licence Conditions

9. The following shall be mandatory conditions for business licences for Permanent Supervised Consumption Services:
 - (a) The licence holder must maintain in place a plan to address emergency, medical and security concerns;

- (b) The licence holder installs and maintains a system of video camera surveillance;
- (c) The licence holder must maintain in place a plan for outside inspections and regular clean up, including needle pick up, within the vicinity of the Permanent Supervised Consumption Service, during and after hours of operation;
- (d) The licence holder must designate one individual to serve as a liaison with the City to address any emerging issues related to community concerns; and

Such additional conditions reasonably necessary to protect the safety, health, welfare, and property of the attendees of the Permanent Supervised Consumption Service and its employees, and the public.

**Schedule “H”
Cannabis Retail Sales and Cannabis Production Facility**

Application Requirements

1. In addition to any other requirements of this bylaw, before the issuance or renewal of a business licence for Cannabis Retail Sales or Cannabis Production Facility, an applicant must submit the following to the City Manager in a form and with supporting documentation acceptable to the City Manager:
 - (a) A proposed security plan for the licensed Premises.

Licence Conditions for Cannabis Retail Sales

2. It is a condition of every business licence for Cannabis Retail Sales that the licence holder must:
 - (a) Maintain and keep on the licensed Premises:
 - i. Proof of a valid and subsisting Cannabis Licence pursuant to the *Gaming, Liquor and Cannabis Act* (Alberta), as amended from time to time; and
 - ii. A list of all Persons employed including proof of each employee’s compliance with the qualifications, conditions, or training requirements for employees of Cannabis Licensees set out in the *Gaming, Liquor and Cannabis Act* (Alberta), as amended from time to time.
 - (b) Produce the information set out in subsection (a) when requested to do so by a Peace Officer or City Manager;
 - (c) Display the business licence number assigned to their business licence for Cannabis Retail Sales in any advertisement for the Business placed in any newspaper, web page, magazine or periodical, and not advertise the Business unless any name, telephone number, e-mail address, internal address or other contact information used in the advertisement was previously provided to the City Manager;
 - (d) Ensure that a minimum of two employees are present on the licensed Premises at any time the Business is open to the public;
 - (e) Display the licence in a prominent location in the Business as well as information regarding the health and safety impacts of Cannabis and resources available to users of Cannabis;
 - (f) Comply with an approved security plan; and
 - (g) Comply with all applicable municipal, provincial and federal legislation, regulations, and other requirements, including the terms and conditions of

any federal or provincial licence, permit or authorization, which apply to the operation of the Business.

Licence Conditions for Cannabis Production Facility

3. It is a condition of every business licence for a Cannabis Production Facility that the licence must:
 - (a) Maintain and keep on the licensed Premises:
 - i. Proof of a valid and subsisting issued under the *Cannabis Act*, *Controlled Drugs and Substances Act*, or other applicable federal legislation, as amended from time to time; and
 - ii. A list of all Persons employed including proof of each employee's compliance with the qualifications, conditions, or training requirements set out in the *Cannabis Act*, *Controlled Drugs and Substances Act*, or other applicable federal legislation, as amended from time to time.
 - (b) Produce the information set out in subsection (a) when requested to do so by a Peace Officer;
 - (c) Comply with an approved security plan; and
 - (d) Comply with all applicable municipal, provincial and federal legislation, regulations, and other requirements, including the terms and conditions of any federal or provincial licence, permit or authorization, which apply to the operation of the licensed Premises.

Schedule "I"
Late Night Clubs

Application for a Licence

1. A Person wishing to obtain a licence for a Late Night Club may apply to the City Manager by providing an application in the form established by the City Manager, containing the following information:
 - (a) the full names and addresses of the following Persons:
 - i. the applicant; or
 - ii. where the applicant is a corporate entity, the directors and shareholders of the applicant;
 - (b) the consent of all the above parties for the Red Deer City RCMP to conduct a security check on them;
 - (c) the name and address of the registered owner of the Premises in which the Late Night Club will be located;
 - (d) a description of the usual types of events that will be held at the Late Night Club, including the hours of operation and the method by which admission will be charged; and
 - (e) a description satisfactory to the City Manager of the sound system to be used at the Late Night Club and any steps that will be taken by the applicant to ensure that no offence under the Community Standards Bylaw will occur and that noise disturbance outside the Late Night Club is minimized.
2. The City Manager may not issue a Late Night Club licence if:
 - (a) the City of Red Deer RCMP recommend against issuing the Late Night Club licence because of the criminal record of the applicant; or
 - (b) there are reasonable grounds to believe that it would not be appropriate to issue a Late Night Club licence to an applicant because the potential noise impact of the Late Night Club would create a nuisance in the community near the proposed club.
3. The City Manager may impose conditions in a Late Night Club licence respecting:
 - (a) the number and qualifications of security personnel which must be available at the Late Night Club;
 - (b) the procedures required to be in place to address emergency medical and security concerns;

- (c) the number of people who may attend the Late Night Club;
 - (d) noise abatement measures which must be made to ensure noise outside or within the venue is minimized; and
 - (e) such additional conditions as are, in the opinion of City Manager, reasonably necessary to protect the safety, health, welfare, and property of the attendees of the late night club and its employees.
4. A Late Night Club must meet the following requirements:
- (a) maintain in place an adequate security plan which includes provisions for:
 - i. first aid;
 - ii. entrance control to ensure that alcohol or illicit drugs are not brought into the Premises;
 - iii. outside inspection and clean up in the vicinity of the Late Night Club during and after the hours of operation; and
 - iv. line control including ensuring that patrons are not permitted to re-enter the Late Night Club after they have left.
 - (b) provide for an adequate supply of potable water at no cost to those in attendance.
5. A Late Night Club shall not remain open later than 6:00 a.m.

Inspection Of Premises And Facilities

6. A Peace Officer, City Manager, or member of the RCMP may enter and inspect the Premises of any intended or licensed Late Night Club at any reasonable time, including during its hours of operation:
- (a) to determine if the facilities meet the requirements of this bylaw;
 - (b) to ensure that the licensee is complying with the requirements of this bylaw or of a licence issued under this bylaw;
 - (c) in the case of a facility whose Late Night Club licence has been suspended, to examine the Premises to determine whether the conditions leading to the suspension of the licence have been corrected.

Duty to Assist Inspector

7. Late Night Club licences issued shall be subject to a condition that the licence holder must, on the request of a member of the RCMP, City Manager or Peace Officer:
- (a) assist the member of the RCMP, City Manager, or Peace Officer in carrying out an inspection under section 6; and

- (b) provide the member of the RCMP, City Manager, or Peace Officer with the Late Night Club licence and provide a place where it may be examined.

Schedule "J"
Specified Penalties

BYLAW SECTION	DESCRIPTION OF CONTRAVENTION	SPECIFIED PENALTY		
		1 st Offence	2 nd Offence	3 rd Offence
Applicable to all Licence Types				
35(a)	Failing to post licence in a conspicuous place in the Premises or the vehicle/apparatus where the business is Carried On	\$250	\$500	\$1,000
36(c)	Failing to produce a licence upon request	\$250	\$500	\$1,000
36	Failing to give access to the Premises on the licence	\$250	\$500	\$1,000
40	Providing false, inaccurate or misleading information on a licence application	\$250	\$500	\$1000
46	Carry On Business while licence suspended or revoked	\$500	\$1,000	\$5,000
53(a)	Carry On or operate a Business without a licence	\$250	\$500	\$1,000
53(b)	Carries On a Business in breach of an imposed licence condition	\$500	\$1,000	\$2,500
53(c)	Hinders or obstructs any Person in the exercise or performance of the Person's duties or powers	\$250	\$500	\$1,000
Applicable to Pawn Shops				
Schedule "B" 1	Pawnbroker Carrying on Business as a Second- Hand Dealer on the same Premises	\$500	\$1,000	\$2,500
Schedule "B" 2 & 3	Fail to keep satisfactory records	\$500	\$1,000	\$2,500
Schedule "B" 7	Failure to retain items for the specified time frame	\$500	\$1,000	\$2,500
Schedule "B" 9	Accepting goods from an unauthorized Person	\$500	\$1,000	\$2,500
Schedule "B" 10	Erasing, defacing, or altering records	\$500	\$1,000	\$2,500
12	Failure or refusal to allow inspection of records by Peace Officer or City Manager	\$500	\$1,000	\$2,500

Applicable to Second Hand Dealers				
Schedule "C" 1	Second Hand Dealer Carrying On Business of a Pawnbroker on the same Premises	\$500	\$1,000	\$2,500
Schedule "C" 3 & 4	Failure to keep satisfactory records	\$500	\$1,000	\$2,500
Schedule "C" 5	Erase, deface, remove or alter any portion of a record	\$500	\$1,000	\$2,500
Schedule "C" 6	Failure or refusal to allow inspections of records by Peace Officer or City Manager	\$500	\$1,000	\$2,500
Schedule "C" 7	Disposing or repairing of goods before the specified time frame has elapsed	\$500	\$1,000	\$2,500
Applicable to Direct Sellers				
Schedule "E" 2	Operating within prohibited timeframe (between 8:00PM and 8:00AM)	\$500	\$1,000	\$2,500
Schedule "E" 3	Failure to produce licence to customer upon request	\$500	\$1,000	\$2,500
Applicable to Drinking Establishments				
Schedule "F" 3	Failure or refusal to allow Peace Officer or City Manager on the Premises	\$500	\$1,000	\$2,500
Applicable to Supervised Consumption Services				
Schedule "G" 8(a)	Outdoor storage of goods in connection with operations of the business	\$1,000	\$5,000	\$10,000
Schedule "G" 8(b)	Unit on site outside of approved days and hours	\$1,000	\$5,000	\$10,000
Schedule "G" 8(c)	Failure to maintain site condition after Business operation	\$1,000	\$5,000	\$10,000
Schedule "G" 8(d)	Operating in an unapproved location	\$1,000	\$5,000	\$10,000
Schedule "G" 9(a)	Failure to maintain and/or execute a plan to address emergency, medical and security concerns	\$1,000	\$5,000	\$10,000
Schedule "G" 9(b)	Failure to install and/or maintain a system of video camera surveillance	\$1,000	\$5,000	\$10,000
Schedule "G" 9(c)	Failure to maintain and/or execute a plan for outside inspections and regular clean up	\$1,000	\$5,000	\$10,000
Schedule "G" 9(d)	Failure to inform City of any emerging issues related to community concerns	\$1,000	\$5,000	\$10,000

Applicable to Cannabis Retail Sales and Cannabis Production Facility				
Schedule "H" 2(a)(i)	Failure to keep proof of valid subsisting Cannabis Licence on Premise	\$1,000	\$5,000	\$10,000
Schedule "H" 2(a)(ii)	Failure to keep list of all Persons employed	\$1,000	\$5,000	\$10,000
Schedule "H" 2(b)	Failure to produce information as requested by a Peace Officer or City Manager	\$1,000	\$5,000	\$10,000
Schedule "H" 2(d)	Failure to maintain a minimum of two employees during hours of operation	\$1,000	\$5,000	\$10,000
Schedule "H" 2(f)	Failure to comply with approved security plan	\$1,000	\$5,000	\$10,000
Schedule "H" 3(a)(i)	Failure to keep proof of valid and subsisting Cannabis Licence on Premise	\$1,000	\$5,000	\$10,000
Schedule "H" 3(a)(ii)	Failure to keep list of all Persons employed	\$1,000	\$5,000	\$10,000
Schedule "H" 3(b)	Failure to produce information as requested by Peace Officer or City Manager	\$1,000	\$5,000	\$10,000
Schedule "H" 3 (c)	Failure to comply with approved security plan	\$1,000	\$5,000	\$10,000
Applicable to Late Night Clubs				
Schedule "I" 5	Carrying on Business after 6 A.M.	\$500	\$1,000	\$2,500
Schedule "I" 7	Refusal to allow Peace Officer or City Manager to perform their duties	\$500	\$1,000	\$2,500



Council Decision – January 21, 2019

DATE: January 23, 2019
TO: Erin Stuart, Inspections & Licensing Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Business Licence Bylaw – Bylaw 3609/A-2019 Not for Profit

Reference Report:

Inspections & Licensing, December 10, 2018

Bylaw Reading:

At the Monday, January 21, 2019 Regular Council Meeting, Council gave first reading to the following Bylaw:

Bylaw 3609/A-2019 (an amendment to the Business Licence Bylaw to provide a definition of Not for Profit Organization and to provide clarification for exclusions from licensing requirements) be read a first time with the following amendment:

- Section 2(e) add the word "Commercial" after the words "operations from a"

Report back to Council:

Yes.

Comments/Further Action:

This bylaw will come back for second and third readings at the Monday, February 4, 2019 Council Meeting.

A handwritten signature in blue ink that reads 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Planning Services
Corporate Meeting Administrator