

**FILE**

**DATE: April 14, 1993**  
**TO: All Departments**  
**FROM: City Clerk**  
**RE: PLEASE POST FOR THE INFORMATION OF EMPLOYEES**

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**S U M M A R Y   O F   D E C I S I O N S**

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FOR THE REGULAR MEETING OF RED DEER CITY COUNCIL  
TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL,  
**APRIL 13, 1993,**  
COMMENCING AT **4:30 P.M.**

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(1) Confirmation of the Minutes of the Regular Meeting of March 29, 1993.

DECISION - MINUTES CONFIRMED

PAGE

(2) **UNFINISHED BUSINESS**

1) City Clerk - Re: Offsite Levy Bylaw Amendment 3068/A-93/Increases for  
Water, Sanitary and Storm Trunk Services .. 1

DECISION - 3RD READING

2) Licensing Review Committee - Re: License Bylaw Review/Licensing Bylaw  
Amendment 2846/A-93 .. 2

DECISION - 1ST & 2ND READINGS

3) City Clerk - Re: Purchase of Recycled Materials/Revised Purchasing &  
Tendering Policy 401 .. 7

DECISION - APPROVED REVISED POLICY 401

(3) **PUBLIC HEARINGS**

- 1) City Clerk - Re: Land Use Bylaw Amendment 2672/B-93/Redesignation of former CP Railway Right-of-Way lands west of Overdown Drive/Single Family Lots . . 31

(4) **REPORTS**

- 1) Bylaws & Inspections Manager - Re: North Hill Inn/7150 Gaetz Avenue/Solutions to Noise Problem . . 33

DECISION - TABLED

- 2) Land & Economic Development Manager - Re: Monsieur Wong's/JoJo's/5005 - 48 Street/4804 - 50 Avenue/Sidewalk Patio/License to Occupy/Request for Extension of Trial Period . . 42

DECISION - APPROVAL FOR A LICENSE TO OCCUPY FOR A TRIAL PERIOD TO END OCTOBER 15, 1993

- 3) Bylaws & Inspections Manager - Re: Windsor Hotel/4822 - 51 Avenue/Fire Damage/Demolition of Remaining Structure . . 45

DECISION - AUTHORIZED BYLAWS & INSPECTIONS MANAGER TO TAKE NECESSARY STEPS TO MAKE THE SITE SAFE

- 4) Director of Financial Services - Re: Proposed Provincial Regulations to Allow Core Natural Gas Market Users Access to the Market . . 47

DECISION - ENDORSED THE COMMENTS ON THE REGULATIONS BY BRYAN AND COMPANY AND FURTHER AGREED TO FORWARD SAID COMMENTS TO THE PROVINCIAL GOVERNMENT

- 5) Land & Economic Development Manager - Re: City of Red Deer and Capri Hotel/Proposed Consolidation of Portion of Road Plan 922-2098 with Lot G-1, Plan 3237 N.Y./Road Closure Bylaw 3086/93 . . 62

DECISION - APPROVED PROPOSAL AND ROAD CLOSURE

- 6) Director of Community Services - Re: Facility Maintenance Costs . . 67

DECISION - APPROVED EXPENDITURES FOR FACILITY MAINTENANCE (FORT NORMANDEAU AND RECREATION CENTRE)

- 7) Director of Financial Services - Re: Computer Technology Plan . . 72

DECISION - APPROVED RECOMMENDATIONS IN REPORT FROM THE DIRECTOR OF FINANCIAL SERVICES SUBJECT TO AN INFORMATION STRATEGY PLAN AND A REPORT ON OPTIONS FOR THE IMPLEMENTATION OF THE PAYROLL HUMAN RESOURCES SYSTEM

- 8) Finance & Audit Committee - Re: Reallocation of Surplus Capital Funding . . 92

DECISION - APPROVED REALLOCATION

- 9) Finance & Audit Committee - Re: Allocation of E.L. & P. Utility Reserve Funds . . 99

DECISION - APPROVED ALLOCATION OF UTILITY RESERVE

- 10) Public Works Manager - Re: Pilot Yard Waste Collection and Composting . .103

DECISION - APPROVED WITH THE DELETION OF HOUSEHOLD COLLECTION

- 11) Assistant City Clerk - Re: 1993 Statutory Meeting/Call for Nominations . .105

DECISION - APPROVED ADDITIONAL REQUIREMENTS

- 12) Land and Economic Development Manager - Re: Request to Lease Mineral Rights registered in name of City of Red Deer Title #782006056A/NW 1/4 33-37-27-W4M/Western Grounds/Western Land Services Co. Ltd.. .109

DECISION - APPROVED ENTERING INTO AN AGREEMENT WITH ANCHUTZ EXPLORATIONS LIMITED

- 13) Engineering Department Manager - Re: Off-site Levy Policy 555 . .112

DECISION - APPROVED OFF-SITE LEVY POLICY 555

(5) **CORRESPONDENCE**

- 1) W.S. Scott - Re: Lane Paving/Adjacent to 4612 - 48 Avenue/Policy Change . .115

DECISION - DENIED REQUEST

- 2) Ms. Vicki LaRue/Mr. Morgan Erickson - Re: Taxi License . .120

DECISION - DENIED REQUEST

- 3) St. John Ambulance - Re: Parking/3615 - 50 Avenue . .127

DECISION - ALLOWANCE OF PARKING ON ONE SIDE OF THE SERVICE ROAD BETWEEN 36 STREET AND 37 STREET

- 4) Gordon Jang - Re: Property Tax Arrears . .137

DECISION - DENIED REQUEST

(6) **PETITIONS & DELEGATIONS**

(7) **NOTICES OF MOTION**

(8) **WRITTEN ENQUIRIES**

- 1) City Clerk - Re: Alderman Pimm/Extension of Molly Banister Drive/Opportunities for Public Input . .140

DECISION - ACCEPTED RESPONSE

- 2) City Clerk - Re: Alderman Pimm/House Fire/Howard Gopher

DECISION - ACCEPTED RESPONSE

(9) **BYLAWS**

- 1) 2672/B-93 - Land Use Bylaw Amendment/Redesignation of former CP Railway Right-of-Way lands west of Overdown Drive/Single Family Lots - 2nd & 3rd readings . . 31

DECISION - 2ND & 3RD READINGS

- 2) 2846/A-93 - Licensing Bylaw Amendment - 3 readings . . 2

DECISION - 1ST & 2ND READINGS

- 3) 3068/A-93 - Offsite Levy Bylaw Amendment - 3rd reading . . 1

DECISION - 3RD READING

- 4) 3086/93 - Road Closure Bylaw/Proposed Consolidation of Portion of Road Plan 922-2098 with Lot G-1, Plan 3237 N.Y/Capri Hotel - 1st reading . . 62

DECISION - 1ST READING

**ADDITIONAL AGENDA**

- 1) Offer to Purchase Land by Deerfoot Inns/396401 Alberta Ltd.

DECISION - CONDITIONAL APPROVAL OF OFFER TO PURCHASE LOT 5, BLOCK 5, PLAN 862-1828 AND ADJACENT SERVICE ROAD RIGHT-OF-WAY

- 2) Security Contract - Corps of Commissionaires

DECISION - CONDITIONAL APPROVAL TO EXTEND THE SECURITY CONTRACT WITH THE CORPS OF COMMISSIONAIRES FOR A 3 YEAR TERM

- 3) City Purchase of Land from Delta Quad Ltd.

DECISION - APPROVAL TO ACQUISITION OF UP TO 5 ACRES OF LAND FROM DELTA QUAD LTD.

- 4) Pending Retirement of C. Sevcik

DECISION - APPOINTED K. KLOSS AS CITY CLERK UPON THE RETIREMENT OF C. SEVCIK.

**A G E N D A**

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Committee of the Whole

- 1) Land Matter
- 2) Contract
- 3) Land Matter
- 4) Legal Opinion
- 5) Legal Matter
- 6) Legal Opinion
- 7) Land Matter

UNFINISHED BUSINESSNO. 1

**DATE: MARCH 30, 1993**  
**TO: CITY COUNCIL**  
**FROM: CITY CLERK**  
**RE: OFF/SITE LEVY BYLAW AMENDMENT 3068/A-93**

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The above noted bylaw was given first and second reading at the Council Meeting of March 29, 1993.

Bylaw 3068/A-93 provides for increases in the off-site levy rates for water, sanitary and storm trunk services.

The said bylaw is presented on this agenda for third reading.



G. SEVCIK  
City Clerk

CS/cjd

**DATE: APRIL 15, 1993**  
**TO: ENGINEERING DEPARTMENT MANAGER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: 1993 OFF-SITE LEVIES RATES/OFF-SITE LEVY BYLAW AMENDMENT  
3068/A-93**

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At the Council Meeting of April 13, 1993, third reading was given to the above noted bylaw.

Enclosed is an up to date, single sided Consolidated Copy of the Off-site Levy Bylaw as amended, for your records. Please destroy your current double sided copy.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd  
Encl.  
cc: Director of Financial Services

NO. 2

DATE: March 19, 1993 FILE NO. 93-1620  
TO: City Council  
FROM: Licensing Review Committee  
RE: **LICENSE BYLAW REVIEW**

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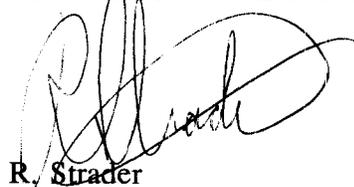
The License Review Committee met on a number of occasions and held a public meeting on February 3, 1993, to consider the License Bylaw. While there were several issues, the one that prompted the most debate was that of non-resident sales. A wide range of concerns from local and out-of-town businesses were heard and debated by the Committee whose final consensus on this issue was that:

1. The license fee would be \$750/annum + \$330/day; previously, \$500/annum + \$330/day.
2. A license is not valid until 30 days after being issued. (new requirement)
3. Notice of sale will be advertised in local newspaper. (new requirement)

To accommodate the sale of articles such as crafts, coins, and collectibles, which previously were classed in the non-resident sales category (\$500/annum + \$330/day), a definition was added: "Trade Fairs/Shows". A sale can take place without a license being required subject to there being a minimum of five (5) participants and participation being open to Red Deer Merchants. Also, a category was added; "mall kiosk" to cover transient sales in the malls. The definition of "Hawker/Pedlar" has been expanded to include sales of food, corn, fish, etc. and includes a requirement for a license at each location.

Attached is the recommended bylaw amendment, which includes the classifications previously mentioned and others suggested by the Licensing Inspector to accommodate concerns regarding categories not covered in the Bylaw.

Submitted on behalf of the Licensing Review Committee,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs

DATE: March 19, 1993 FILE NO. 93-0880  
TO: City Clerk  
FROM: Bylaws & Inspections Manager  
RE: **LICENSING BYLAW**

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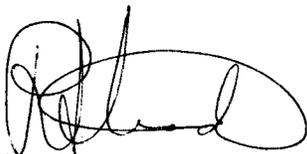
Could the following item be placed before City Council for their consideration?

In 1992 the Licensing Bylaw was amended to require that Christmas tree sales obtain a \$300 - resident and \$400 - non-resident license which was to cover the cost of disposal of the trees and included the license fee (\$55 R & \$165 N.R.). Numerous complaints and concerns were received from businesses that felt, as they already were licensed or paid business taxes, they should not be required to pay an additional license fee. We felt this was an appropriate time to bring this matter forward as the recommendations of the Licensing Review Committee are going to be considered at this meeting.

Accordingly, we have revised the bylaw to reflect that, where a Christmas tree seller already pays a business tax or a license fee in another category, the license fee to cover chipping only, for Christmas tree sales would be \$245. If they did not pay either licenses or business tax, the fee would be \$300 - resident, \$400 - non-resident.

Recommendation: That the attached amendment be approved by City Council.

Yours truly,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs



March 29, 1993

Mr. Ryan Strader  
Bylaws and Inspectors Manager  
City of Red Deer  
Fax 347 1138

Dear Mr. Strader:

Regarding proposed Christmas Chipping Fee

As a small business owner I am opposed to this additional form of a tax to my business in the Red Deer Market. For the privilege of operating a business in the City of Red Deer we already pay property business taxes. We also purchase a business licence to specifically sell horticultural products in the Red Deer Market (I believe that Christmas Trees fall under the category of horticulture).

If I understand the proposed change to the existing bylaw, it is your intention to charge a chipping fee to all businesses that sell cut Christmas Trees. From my perspective this is really another form of tax in that it has no relation to the number of trees my business nor any other tree vendor in the City may sell. As also stated in my December 12 1992 letter, your proposal is creating an unfair competitive advantage to any business operating just outside the jurisdiction of your bylaw.

We already face unfair competition from other Christmas Tree vendors who are able to sell without charging their customers G.S.T. because of the nature of the Federal system. These same competitors are also able to gain another advantage with the very high traffic locations they are able to secure for the short selling season.

I am sure that you and your staff are aware that the City of Lethbridge is operating a chipping program to cut down on the landfill costs associated with the disposal of Christmas Trees. In a recent discussion with Ron Peterson from the City of Lethbridge he outlined the rationale of the program. Firstly, by asking the public to recycle their "Trees", the environment benefits. Just as important, a very considerable saving occurs for the "garbage disposal department" which he indicated more than off sets the chipping costs. To encourage the public to participate, the "City" gives away either a bus pass or a pass to use at either a swimming pool or a skating rink. These passes have



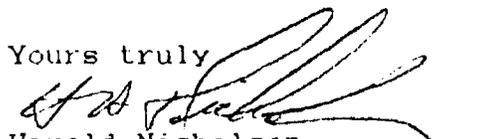


no real direct costs because the user of the pass will not be increasing the facility costs. This appears to be a "win - win" situation for all concerned. The environment benefits, the City reduces disposal costs, and the public is encouraged to use City facilities that are in most cases under utilized. Perma Green in Lethbridge has been one of three drop off depots for trees after the Christmas Season. Next year we will volunteer to pass out at all locations a coupon for a free "spruce seedling" to further entice this recycling program.

If you and your committee cannot agree with me on the unfairness of your proposal, please consider exempting any businesses that operates within your jurisdiction from the "chipping fee", on the basis of a business license to sell horticultural products has already been secured. Although the proposed \$245.00 fee is not exhortative, it is another burden for us to carry on top of all the other factors small business is facing today in this extremely competitive environment. Just as it may be argued that this "tax" is not a large fee, the coin can be turned over to your perspective as not giving up much in order to maintain a more fair business climate.

I trust that my points made in this letter and also my letter to Mayor Surkan last December will be considered when making your recommendations to City Council. I look forward to a response to this letter at your earliest convenience.

Yours truly

  
 Harold Nicholson  
 Perma Green Garden Centers  
 Red Deer and Lethbridge  
 1014 3 Ave. N.  
 Lethbridge, Alta.  
 T1 OH6



Commissioners' Comments

The recommendations with respect to the review of the License Bylaw come directly from a Committee of Council. Perhaps the Chairman of the Committee will wish to elaborate verbally on the work that the Committee undertook.

With respect to the "Chipping Fee", we would concur with the recommendations of the Bylaws & Inspections Manager, which applies only the extra Chipping Fee to those with an existing license or pay a business tax. With regard to the letter from Perma Green, Council will recall that the concept of chipping trees as opposed to burning them was an initiative of the Environmental Advisory Board. As stated by Mr. Nicholson this is another form of tax, but one made necessary to cover the cost of the Chipping program, a cost we did not previously incur. To pay this environmental cost, it seemed appropriate that the purchasers of Christmas Trees should pay a small surcharge, hence the Chipping Fee.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

NO. 3

DATE: April 7, 1993  
TO: City Council  
FROM: City Clerk  
RE: PURCHASE OF RECYCLED MATERIALS

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At the Council Meeting of June 24, 1991, the following resolution was passed.

"RESOLVED that Council of The City of Red Deer hereby requests the Environmental Advisory Board to work with the administration in the development of a City policy for the use of recycled materials and as recommended to Council June 24, 1991."

Following hereafter are the recommendations.



C. Sevcik  
City Clerk

CS/ds

**DATE: March 18, 1993**  
**TO: CITY COUNCIL**  
**FROM: JOHN RETALLACK, Chairman**  
**Environmental Advisory Board**  
**RE: PURCHASE OF ENVIRONMENTALLY RESPONSIBLE PRODUCTS**

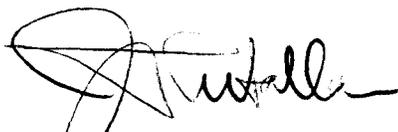
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The Environmental Advisory Board considered a report (Attachment I) and presentation from the Parks Manager and the Treasury Services Manager at their regular meeting of March 16, 1993. The presentation was in response to a Procurement Policy on Environmentally Responsible Products (Attachment II) prepared by the Alberta Government and forwarded to the Mayor's office.

In order for the City of Red Deer to consider such a policy, as introduced by the Provincial Government, it was necessary to first review the initiatives of the various City Departments and agencies on the purchase and use of environmentally responsible products and on the implementation of environmentally responsible programs and services. The responses from the City Departments and agencies are as outlined on Attachment III.

In considering all of the above, the Board passed the following resolutions at their March 16 meeting:

1. "That the Environmental Advisory Board, having considered report from the Parks Manager dated March 10, 1993 re: Purchase of Environmentally Responsible Products, hereby recommend that City Departments and agencies be commended for the initiatives presently in place in the area of environmentally responsible actions and encourage the continued efforts."
2. "That the Environmental Advisory Board refer the responses on environmentally responsible products and services from the City departments and agencies to City Council and Alberta Public Works for information, and further that the Board support in principle the procurement policy by Alberta Public Works on Environmentally Responsible Products and recommend to City Council that Treasury Services prepare a general procurement policy for the purchase and use of environmentally responsible products by The City of Red Deer."



JOHN RETALLACK

DB/ad  
Atts.

DATE: March 4, 1993

TO: Treasury Services Manager

FROM: Purchasing Agent

RE: ENVIRONMENTALLY RESPONSIBLE PRODUCTS AND DON BATCHELOR'S  
MEMO DATED 93/01/28

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Recycled products presently purchased and used in department operation are as follows:

- Recycled bond paper for use in photocopiers and printers
- Paper towels and toilet tissues made from recycled fibres
- File folders
- Forms printed on recycled papers.

Environmentally responsible initiatives which are practised by the Purchasing Department are as follows:

1. Products we collect for recycling or for re-use by others:
  - bond papers
  - computer papers
  - newspapers and magazines
  - corrugated cardboard boxes
  - egg cartons
  - toner cartridges
  - plastic bags & other plastic containers
  - soft drink cans and bottles
  - scrap copper & aluminum wire & cable
  - scrap brass and mixed metals
  - 5 gallon plastic pails
  - metal chlorine cylinders
  - wooden wire reels
2. Products we re-use:
  - wooden pallets
  - plastic bags and other plastic containers
  - carbon paper (from P.O.'s)
  - corrugated cardboard boxes
  - three ring binders
  - bond paper (used 1 side)
  - fold-back paper clips
3. When we send out quotation requests for fine papers, computer papers, envelopes, printed forms, file folders, etc., we ask for prices for both virgin fibre paper and for recycled fibre paper, and if the price for recycled is the same or less than the price for virgin fibre paper, we buy the recycled product. City Council has not yet approved payment of a premium price for the purchase of recycled papers.



Ruth T. Boivin  
Purchasing Agent

RTB/mc

COMMISSIONERS' OFFICE  
ENVIRONMENTALLY RESPONSIBLE INITIATIVES/SERVICES

FEBRUARY 1993

- recycled bond paper used in printer
- Mayor's stationery (letterhead, envelopes, business cards, congratulation card), currently out for tender, to be on recycled paper
- limited use of coloured paper
- 2-sided photocopying undertaken whenever possible
- recycle newspapers, magazines and white bond paper
- scrap paper, printed on one side only, used for note pads and for draft copies of correspondence
- contact companies sending duplicate mailings to request reduction in number of copies
- replaced disposable cups with china cups for use by staff and visitors
- staff person was member of the Office Advisory Committee's, Paper Recycling, which Subcommittee introduced paper recycling to City Hall

**DATE:** March 3, 1993  
**TO:** Parks Manager  
**FROM:** Public Works Manager  
**RE: ENVIRONMENTAL INITIATIVES**

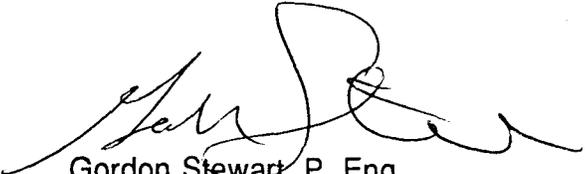
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The Public Works Department presently minimizes the effect on the environment by the following activities and programs.

1. Blue Box and Multi-family recycling programs.
2. Final disposal of Wastewater Treatment Plant sludge to land as a natural fertilizer.
3. Street sweeping material is reused as roadway gravel at the Solid Waste Disposal Site, Wastewater Treatment Plant and in parking lots.
4. Cold mix from winter trench repairs is reused.
5. Asphalt planings from Crown Paving are reused on roadways and in trenches.
6. Oil from the Civic Garage is recycled.
7. Water meters are now cleaned by sandblasting, rather than using chemicals.
8. Utility locates are done using water-based paints.
9. Public education on water conservation.
10. Recycling of street sign stock.
11. Using scrap pads made of previously used paper.
12. Use of ceramic cups and cloth towels.
13. Minimize the use of road salt.
14. Replacing snow fence with hedges, in some areas.
15. Annual Household Toxic Waste Round-Up.
16. Paint Exchange.

The following upcoming initiatives or programs are planned.

1. Pilot composting program.
2. Waste minimization and education.
3. Cardboard diversion.
4. Waste audits.
5. Pilot program to apply Water Treatment Plant sludge to land rather than landfill.
6. Efforts to find alternate ways of handling liquid waste rather than landfill.
7. Develop dry waste site.
8. Reviewing the use of road salt.



Gordon Stewart, P. Eng.  
Public Works Manager

/blm

DATE: February 16, 1993  
TO: Don Batchelor  
Parks Manager  
FROM: Fire Chief  
RE: ALBERTA PUBLIC WORKS  
ENVIRONMENTALLY RESPONSIBLE PRODUCTS

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Sorry I'm late with this Don.

In reply to your request that each Department submit its initiatives regarding environmentally responsible products, the following is a summary of the Fire Department's existing programs.

1. Participation in the annual Household Toxic Waste roundup and paint exchange program.
2. Use of biodegradable barrier tape.
3. Use of Cold Clean 500 to eliminate hydrocarbon spills rather than flush hydrocarbons to storm drains.
4. Use of rechargeable batteries.
5. Recycle waste oil.
6. Recycle paper.
7. Most cleaning products are biodegradable and environmentally friendly.
8. Use of ozone free pressurized products.
9. Buy specialized cleaning products in bulk to reduce packaging.
10. Recycle laser printer toner cartridges.
11. Capture of all Freon product when servicing air conditioning equipment.

Forwarded for your information.



R. Oscroft  
Fire Chief

RO/dd

To: Parks Manager

From: Electric Light and Power Manager

Re: Alberta Public Works - Environmentally Responsible Products

In response to your memo of January 28, 1993 and the discussion at the Department Managers meeting of that date, I submit the following:

A. Recycled or environmentally responsible products and procedures presently used

1. Engine oil can be recycled
2. Transformer oil can be recycled
3. Chipping tree branches for mulch
4. Use of wood poles which can be replaced by new trees
5. Recycle office paper
6. Recycle cardboard packaging
7. Sell used power poles for uses which require a shorter pole
8. Use Parks Department for proper weed control at substation sites
9. Promoting electrical energy efficiency

B. Proposed Environmental Initiatives

1. Expand paper recycling to include all types of paper
2. Revise purchasing policy to affect a specific preference for recycled materials (ie. up to a 1% cost difference will qualify as the low tender)
3. Ensure that all material specifications clearly indicate that recycled materials are acceptable
4. City garage to review acceptability of recycled motor oil



**DATE:** 5 February 1993  
**TO:** Don Batchelor, Parks Manager  
**FROM:** Al Knight, City Assessor  
**RE:** ALBERTA PUBLIC WORKS  
ENVIRONMENTALLY RESPONSIBLE PRODUCTS

---

The Assessment and Tax Department has not been able to utilize recycled products. We tried using recycled photocopy paper, but the copier would not function properly.



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

AK/ngl

ENVIRONMENTALLY RESPONSIBLE PRODUCTS & SERVICES  
CITY CLERK'S DEPARTMENT  
FEBRUARY 1993

SERVICES & PROGRAMS:

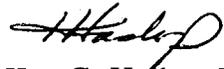
- Inter Departmental Envelopes which are circulated through City Departments.
- Used bond paper (ie. from agendas, reports, etc.) is cut and padded to be used for scratch pads, memo pads, telephone memo pads, etc.
- Internal Circulation Form: Documents that are needed to be read by some or all staff are appended to an Internal Circulation Form and once a staff member has read the document, she initials the form and sends it on to the next staff member on the list.
- Going around file: Documents that may be of interest to other departments are circulated throughout the City for review and then be passed on to the next department.
- Administrative Assistant Subscription: This publication is subscribed to by the City Clerk's Department and then circulated to other departments by way of a going around inter departmental envelope for their review.
- Documents (ie. minutes, reports, etc.) being photocopied are backed up whenever possible.
- Cerlox bindings are reused.

DATE: February 9, 1993  
TO: Parks Manager  
FROM: Engineering Department Manager  
RE: **ALBERTA PUBLIC WORKS  
ENVIRONMENTALLY RESPONSIBLE PRODUCTS**

---

In response to your memo of January 28, 1993, the Engineering Department has used the following environmentally responsible products with disappointing results.

1. Recycled paper for the photocopier and laser printer caused high maintenance on these machines. We have discontinued using the recycled paper and have found a significant decrease in down time on these machines.
2. Recycled survey flagging was used, but due to it deteriorating quicker and not being strong enough for wrapping stakes, it is no longer used.



Ken G. Haslop, P. Eng.  
Engineering Department Manager

/emg

ENVIRONMENTALLY RESPONSIBLE PRODUCTS & SERVICES  
PARKS DEPARTMENT  
January 1993

PRODUCTS

- Garbage bags
- Playground apparatus
- Latex paint for sportsfield lining
- Biodegradable pit-toilet sanitizers
- Recycled oil
- Reuse of building products, i.e. rink boards, bridge rails
- Commercial kindling obtained for picnic fire pits
- Vectobac - biological mosquito control
- ~~Bioran~~ - biological Spruce Bud Worm/Forest Tent Caterpillar control
- Fertilizer purchased in bulk (no packaging)

SERVICES & PROGRAMS

- Chemical applications for weed and pest control reduced by 60% since 1990; biological controls being used.
- Mosquito control uses bacterial spore product and natural predators - no chemicals.
- Reducing mowing of grass in areas by 35 acres (3.5%) allowing naturalization (no mowing of many park areas).
- Seeding to grass of new park and boulevard areas using a native grass seed mix requiring no mowing (eg. M.C.C.).
- Supplementing natural treed areas with additional native tree seedlings to stimulate natural reforestation of park areas.
- Chipping of Christmas trees and all tree branches from pruning operations to create mulch to place in park shrub beds. This retains moisture for the shrubs and inhibits weed growth.
- Used concrete from sidewalk redevelopment projects for river and creek bank stabilization projects.
- Composting of all organic materials; product is used to enhance flower beds in City Hall park and other formal parks.
- New grass mowers have mulching/cutting blades to chop the grass clippings to accelerate decomposition.

- Assistance in C.A.G.E. tree plantings at  $\pm 1,000$  trees per year.
- Conduct Arbor Day program, distributing a Colorado Blue Spruce tree seedling to every grade-one student in Red Deer, complete with a tree care/appreciation brochure.
- Pitch-In program including the coordination of  $\pm 7,000$  volunteers to clean up the city on an annual basis.
- Environment Week affiliate in providing public education services and programs in environmental awareness.
- Integrated Pest Management Program coordinating all control efforts using biological methods which monitors the implications of one pest application on other organisms.

## **ENVIRONMENTALLY RESPONSIBLE PRODUCTS & SERVICES**

### **RECREATION & CULTURE DEPARTMENT**

**FEBRUARY 1993**

#### **PRODUCTS:**

- Garbage Bags
- CITRO Spot Remover
- Cloth rags for cleaning and wiping
- Glass cups and glasses for liquids
- Latex paints for football/soccer field lining
- Dolomite 200 for baseball/fastball field lining
- Replace 40 watt fluorescent tubes with 34 watt fluorescent tubes.
- Replace 150 incandescent bulbs with 18 watt compact fluorescent units wherever possible.
- Replace standard light ballasts with energy efficient ballasts.

#### **SERVICES & PRODUCTS:**

- Water meters in facilities have been reduced in size wherever possible.
- Standard shower heads in change rooms are replaced with shower heads that restrict the flow of water.
- Lights in various rooms are controlled with occupancy sensor devices that automatically turn on and turn off the lights.
- Programmable automatic setback thermostats are used wherever possible in Rec & Culture Department facilities.
- Automatic light controls have been installed to regulate outdoor rink lights.
- As required, existing furnaces in facilities are replaced with high efficiency models.

## Page Two

- Single glazed windows in the Red Deer Arena lobby have been replaced with double glazed units.
- Thermal tarps are being used on the outdoor olympic sized pool.
- The ice plant compressor cooling systems are being converted from water cooled to glycol cooled.
- The standard arena lighting system in the Kinex has been replaced with a wide light dimmer system.
- Recycle paint solvents.
- Composite grass clippings.
- Time clocks were installed on exterior lighting and on the parking stall plug ins.
- Backflow preventers were installed on all potable water lines, inlets and outlets in several facilities.
- Used paper is recycled.
- Electronic controls have been installed on ice plant compressors to monitor brine temperatures.
- Startup of electric motors and equipment has been staggered to reduce demand charges.
- Old paints, used oil and other solvents are taken to the City depot for safe disposal.
- Used compressor oil is delivered to the City depot for recycling.
- Domestic water is partially heated by the ice plants at the Kinsmen Arenas.
- Electronic time control systems have been installed to the control the operation of exterior lights and to setback temperatures at the Kinsmen Arenas.
- Light switch stickers have been used extensively to promote the turning off of lights in offices, storage rooms and other areas in the various facilities.

Page Three

- Posters promoting "Switch Off" have been circulated throughout the department.
- Provincial government and utility company bulletins and newsletters are circulated regularly.
- Energy consumption is monitored monthly for Rec & Culture Department facilities. The facility operators receive copies of the energy bills for their facilities, as well as records of consumption and corresponding graphs showing consumption during the past three years.
- Energy management is always promoted at bi-weekly staff meetings.

SP-3.892

**DATE:** February 11, 1993

**TO:** DON BATCHELOR  
Parks Manager

**FROM:** COLLEEN JENSEN  
Social Planning Manager

**RE:** ALBERTA PUBLIC WORKS  
ENVIRONMENTALLY RESPONSIBLE PRODUCTS

---

In response to your memo of January 28, 1993.

The Social Planning Department, because of the type of service we provide, has little opportunity to utilize any products that are environmentally responsible, beyond those purchased from regular City supplies. We are not involved in any particular environmental services or programs either.

One area which was identified in the course of preparing the Master Plan was the benefit of utilizing cleaning supplies that do not affect the environment in which we function day to day. This is particularly important in places such as day cares. The City, along with funded agencies, should be encouraged to follow up on this idea.

I trust this meets with your needs.



COLLEEN JENSEN  
Social Planning Manager

CJ/kb

**ENVIRONMENTALLY RESPONSIBLE PRODUCTS AND SERVICES****NORMANDEAU BOARD  
FEBRUARY, 1993****PRODUCTS**

- recycled paper, envelopes
- reusable envelopes for internal memos
- latex paint for all exhibits
- use dishes and dishwasher instead of single service products
- recycled paper toilet tissue, hand towels
- make scratch pads from used bond

**PROGRAMS AND SERVICES**

- photocopy on two sides
- "lights off" policy when rooms are unoccupied

Staff volunteers and board members are all conscious of reuse, reduce and recycle.

In our case the Gaetz Lakes Sanctuary receives very special attention in that human intrusion is limited and several policies restrict the use of products and processes within the Sanctuary. For example, control of noxious weeds is generally done by hand instead of using chemical or mechanical means. Chemical control of plants and animals is not permitted in the preserve areas of the Sanctuary. Care is taken to avoid contamination of any part of the Sanctuary.

MF:er

wp: ENRESP&S.DOC

**DATE: April 6, 1993**  
**TO: City Clerk**  
**FROM: Treasury Services Manager**  
**RE: PURCHASING POLICY -  
 ENVIRONMENTALLY RESPONSIBLE PRODUCTS**

---

At its meeting of March 16, 1993, the Environmental Advisory Board passed a resolution requesting, in part, that Treasury Services prepare a possible amendment to the City Purchasing Policy that would more clearly encourage the use of environmentally responsible products, whenever possible.

Attached for Council's consideration is revised Purchasing and Tendering Policy #401 which is intended to address this issue. Section 3 is new; in Section 5, the references to environmentally responsible products are new; all other parts of the Policy are unchanged.

It is contemplated that no effective cost increases will occur as a result of this policy amendment.

**Recommendation**

That Council approve the revised Purchasing and Tendering Policy #401 as proposed.



D. G. Norris  
 Treasury Services Manager

Commissioners' Comments

We concur with the recommendations of the Treasury Services Manager.

DGN/jt

c Director of Financial Services  
 Parks Manager  
 Purchasing Agent

"G. SURKAN"  
 Mayor

"M.C. DAY"  
 City Commissioner

Policy Section:  
Finance

Page:  
1 of 6

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

PURPOSE

POLICY STATEMENT

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

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

3. Purchase of Environmentally Responsible Goods and Services

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

Environmental responsible or 'green' products are those which:

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

4. Quotations and Tenders

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

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Cross Reference

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Remarks

Date of Approval:  
June 30, 1980

Effective Date:  
June 30, 1980

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

Policy Section:  
Finance

Page:  
2 of 6

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

PURPOSE

POLICY STATEMENT

- b) For other than urgent requirement the procedure is to be:
- 1) Purchases under \$10,000
    - The Purchasing Agent can use discretion in requesting formal quotations by a certain date and time. They may not be subject to rejection for late submission unless goods are required immediately.
    - Unless goods are required urgently, the time to be allowed for return of tenders shall not be less than:
      - i) Where Red Deer suppliers are involved - 7 days
      - ii) Where out of town (but not out of Province) suppliers are involved or the goods are shelf stock - 10 days
      - iii) Where out of Province suppliers are involved or goods are other than shelf stock - 12 days
      - iv) Where out-of-country suppliers are involved - 15 days.
  - 2) Purchases over \$10,000
    - Formal purchasing procedures are to be used
      - a) All prices to be tendered
      - b) A specified date and time for submission
      - c) Tenders received after (b) to be filed unopened (<\$50,000)
    - Time to be allowed for submission of tenders shall not be less than as indicated for purchases under \$10,000
    - Tenders in excess of \$50,000 shall be addressed to the City Clerk and opened after (b) above in the presence of the Purchasing Agent and a City representative. Tenders received after (b) to be returned to bidder unopened.

---

Cross Reference

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Remarks

---

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

Policy Section:  
Finance

Page:  
3 of 6

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

### PURPOSE

### POLICY STATEMENT

- 3) Bids received on FAX machine
- The City of Red Deer will not accept bids by FAX for any 2:00 p.m. openings, which are tenders in excess of \$50,000.00
  - Bids by FAX for 12:00 o'clock noon openings which are tenders under \$50,000, will be accepted, provided that the FAXED copy is a duly completed and signed copy of The City of Red Deer tender form
  - The bidders use the FAX machine at their sole risk and the City accepts no responsibility in the event of error or omission.

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

### 5. Selection of Tenders

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

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

### Cross Reference

### Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

Policy Section:  
Finance

Page:  
4 of 6

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

PURPOSE

POLICY STATEMENT

- c) The past performance of the low bidder is unacceptable.
- d) Acceptance of low bid would result in a higher overall or end cost. It is recognized that the original purchase price of products rarely reflects the full environmental cost of production and waste disposal. The City of Red Deer will recognize these costs and purchase products of higher environmental value when it can be demonstrated that any reasonable premium paid would be offset by waste disposal costs associated with less environmentally preferable products.

6. Purchase Order Approvals

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

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

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Cross Reference

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Remarks

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Date of Approval:

Effective Date:

Date of Revision

May 13, 1991

Sept. 30, 1991

Policy Section:  
Finance

Page:  
5 of 6

Policy Subject  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

### PURPOSE

### POLICY STATEMENT

#### Amount

#### Restriction

#### Authority to Purchase

Over \$10,000

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

1. must not be significantly deficient on important specifications, or
2. must deliver within the required time period, or
3. past performance must be acceptable, or
4. must be lowest overall or end cost.

Purchasing Agent on receipt of written approval by Dept. Head, City Treasurer and City Commissioner as well as budget clearance.

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

### Cross Reference

### Remarks

Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

Policy Section:  
Finance

Page:  
6 of 6

Policy Subject:  
Purchasing and Tendering

Policy Reference:  
401

Lead Role:  
Treasurer

Resolution/Bylaw:  
June 30, 1980

---

PURPOSE

POLICY STATEMENT

8. Professional Services

When professional services are required:

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

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

- b) 1) If the total professional services fees and costs will not exceed \$10,000, and the cost is provided for in the current year's budget, the Department Head may make a selection.
- 2) If the total professional services fees and costs will exceed \$10,000, the Department Head shall select a consultant from the proposals received and make a recommendation to the City Commissioner for approval.
- c) City Council approval shall be required if:
- 1) funds for the engagement of a consultant are not provided in the current year's budget, or
- 2) the consulting fee will exceed \$150,000.
- d) A purchase order is required to authorize the engagement.
- e) This policy will not apply to the engagement of legal survey firms for other than major subdivision development, as the terms of such engagements are provided in Council Policy #411, dated January 9, 1984.

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Cross Reference:

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Remarks

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Date of Approval:

Effective Date:

Date of Revision:

Sept. 30, 1991

DATE: June 26, 1991  
TO: Director of Community Services  
FROM: Assistant City Clerk  
RE: PURCHASE OF RECYCLED MATERIALS

*file  
Council  
April 13/93*

At the Council meeting of June 24, 1991, consideration was given to your report dated June 12, 1991 concerning the above topic and at which meeting the following motion was passed.

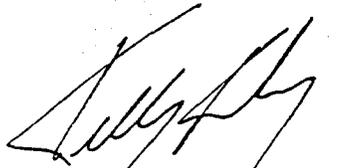
"RESOLVED that Council of The City of Red Deer hereby requests the Environmental Advisory Board to work with the administration in the development of a City policy for the use of recycled materials and as recommended to Council June 24, 1991."

The decision of Council in this instance is submitted for your information and appropriate action. I would ask that you now forward this matter to the Environmental Advisory Board in due course.

It should be noted that during the debate on the above resolution, Council agreed that the policy developed should be flexible and in the form of guidelines as opposed to rigid policy.

Trusting you will find this satisfactory.

*Follow-up by...*



Kelly Kloss  
Assistant City Clerk

*Craig - where are we at with this matter?*

KK/jt

*ps. 9.11.29*

c.c. Recreation & Culture Manager  
Social Planning Manager  
Director of Financial Services  
C. Adams, City Clerk's Department

*(Don over phone 9/12/02) - to Env. Advisory Board and then back in Jan or Feb.*

NO. 6

CS-3.251

**DATE:** June 12, 1991

**TO:** CITY COUNCIL

**FROM:** CRAIG CURTIS, Director  
Community Services Division

**RE:** PURCHASE OF RECYCLED MATERIALS

---

1. The Community Services Division recently invited tenders for the purchase of binders for the Community Services Directory. The printing of the directory is a joint project with the Community Information and Referral Services (C.I.R.S.). The tenders only specified the size of the binder and did not indicate whether they should be made of recycled material.
2. The low bid for the purchase of 200 binders was from Canalta Bindery Ltd. at a price of \$2.38 each (plus G.S.T.). Canalta Binders Ltd. also provided an alternate price of \$2.73 for binders made of recycled pop bottles. The next lowest bid was \$2.86 for a vinyl binder of similar size.
3. City policy requires that the low bid should be accepted. However, in this instance Canalta remained the low bidder with the recycled alternative and the additional cost of 35¢ for the recycled product will be recovered through the sale of the directory. As this directory includes a listing of environmental agencies, it was decided to use the recycled product to both set a leadership example and avoid potential public criticism. Information on the recycled product will be printed on the back of the binder.
4. The above issue clearly indicates the need for a City policy regarding the use of recycled materials. I have discussed this matter with the Parks, Recreation & Culture, and Social Planning Managers and it is our view that this is a very important policy issue with significant financial implications. It is therefore proposed that this matter be referred to the Environmental Advisory Board for consideration.
5. **RECOMMENDATION**

It is recommended that City Council request the Environmental Advisory Board to work with the administration in the development of a City policy for the use of recycled materials.

  
CRAIG CURTIS

Commissioners' Comments

We would concur with the recommendation of the Dir. of Community Services.

"R.J. MCGHEE", Mayor

"M.C. DAY", City Commissioner

**DATE: APRIL 15, 1993**  
**TO: ENVIRONMENTAL ADVISORY BOARD**  
**FROM: ASSISTANT CITY CLERK**  
**RE: PURCHASE OF ENVIRONMENTALLY RESPONSIBLE PRODUCTS**

---

At the City of Red Deer Council Meeting held on April, 13, 1993, consideration was given to your report dated March 18, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Environmental Advisory Board dated March 18, 1993, re: Purchase of environmental responsible products, hereby approves the revised Purchasing and Tendering Policy #401 as submitted to Council April 13, 1993."

For your information, a copy of Council Policy #401 is attached. On behalf of City Council, I would like thank you for the time spent in researching this matter and bringing forth a revised policy.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Director of Financial Services  
Treasury Services Manager

**DATE: APRIL 15, 1993**  
**TO: ENVIRONMENTAL ADVISORY BOARD**  
**FROM: ASSISTANT CITY CLERK**  
**RE: SALVAGING PROGRAM AT THE CITY'S LANDFILL SITE**

---

At the Council Meeting of April 13, 1993, the following resolution was passed with regard to the above noted item:

"RESOLVED that Council of The City of Red Deer hereby requests the Environmental Advisory Board to review the possibility of implementing a salvaging program at the City's Landfill Site and report back to City Council."

As outlined in the above motion, Council is requesting that the Board review this matter and report back to Council in due course.

Trusting you will find this satisfactory and I look forward to your report back to Council.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Director of Community Services  
Director of Engineering Services  
Director of Financial Services  
Public Works Manager  
Parks Manager

NO. 1

**DATE: MARCH 31, 1993**  
**TO: CITY COUNCIL**  
**FROM: CITY CLERK**  
**RE: PUBLIC HEARING LAND USE BYLAW AMENDMENT 2672/B-93**

---

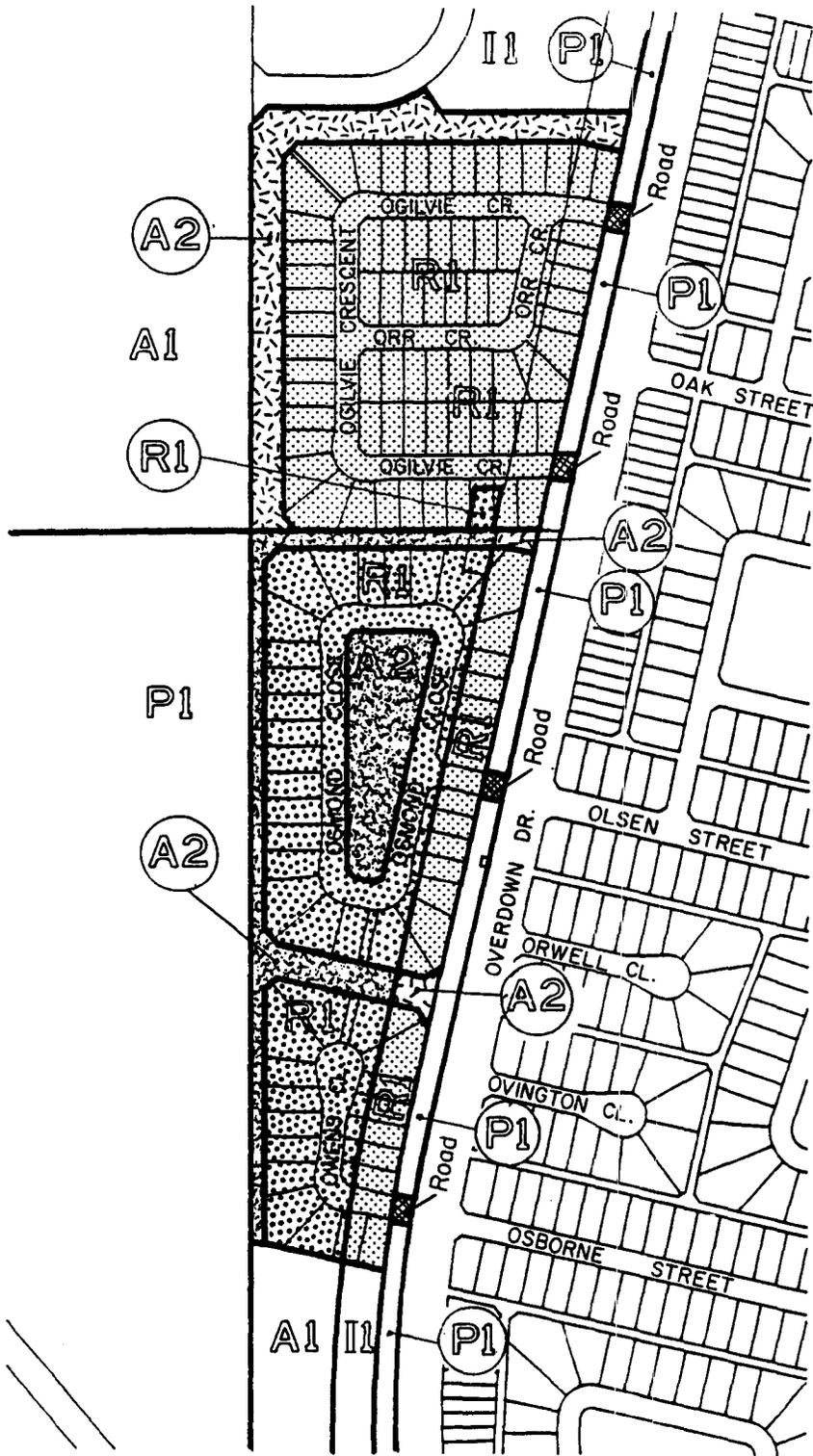
A Public Hearing has been advertised in regard to the above noted Land Use Bylaw Amendment to be held in the Council Chambers of City Hall on Tuesday, April 13, 1993, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Bylaw 2672/B-93 provides for the redesignation of former CP Railway Right-of-Way lands west of Overdown Drive consisting of 121 large single family lots. Enclosed herewith is a plan showing the area in question.



C. SEVCIK  
City Clerk

CS/cjd



MAP NO. 1/93  
 (BYLAW NO. 2672/B-93)

Change from I1 to R1 [diagonal lines] & A2 [cross-hatch],  
 from A1 to R1 [diagonal lines] & A2 [cross-hatch], and  
 from P1 to ROAD [solid black].

**DATE: MARCH 16, 1993**  
**TO: SENIOR PLANNER**  
**FROM: CITY CLERK**  
**RE: LAND USE BYLAW AMENDMENT 2672/B-93**

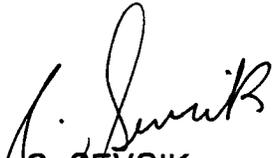
---

Council of the City of Red Deer at its meeting held on March 15, 1993, gave first reading to the above noted Land Use Bylaw Amendment.

Bylaw 2672/B-93 provides for the resignation of former CP Railway Right-of-Way lands west of Overdown Drive consisting of 121 large single family lots. Enclosed herewith is a copy of the foresaid bylaw.

This office will now proceed with advertising for a Public Hearing to be held Tuesday, April 13, 1993, commencing at 7:00 p.m. or as soon thereafter as Council may determine.

Trusting you will find this satisfactory.

  
C. SEVCIK  
City Clerk

CS/cjd  
Encl.

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

**DATE: APRIL 15, 1993**  
**TO: SENIOR PLANNER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: LAND USE BYLAW 2672/B-93**

---

Council of The City of Red Deer on Tuesday, April 13, 1993, gave second and third reading to the above noted Land Use Bylaw amendment, a copy of which is enclosed herewith.

Bylaw 2672/B-93 provides for the redesignation of former CP Railway right-of-way lands west of Overdown Drive consisting of 121 large single family lots.

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



**KELLY KLOSS**  
Assistant City Clerk  
KK/cjd  
Encl.

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

REPORTSNO. 1

DATE: March 23, 1993

FILE NO. 93-1610

TO: City Clerk

FROM: Bylaws &amp; Inspections Manager

**RE: NORTH HILL INN  
7150 GAETZ AVENUE**

---

Could the following be placed before City Council for their consideration?

During the summer of 1992, complaints about noise from the above hotel were received by this department. Eventually, charges under the City Noise Bylaw were laid; however, these charges were never heard by the Courts, as a permanent solution to the problem was being discussed. The residents who were affected by the noise were quite satisfied with the charges being withdrawn, provided a permanent solution was found. Mr. Will, the owner of the hotel, spent considerable effort, including obtaining an engineer's services to make recommendations concerning the problem. One of the solutions was to build a sound barrier, which should be built on a berm, approximately 5 feet high, located in a City utility lot, immediately adjacent to the Inn.

Comments from the various utility companies was requested and it was determined that the Engineering Department had concerns regarding the project because of utilities located in this property.

The cost of building a berm is estimated to be approximately \$25,000, which Mr. Will is requesting the City construct. Council is also requested to consider whether or not a berm should be built in this location. The Engineering Department has requested they be contacted directly for their comments.

The alternatives to this proposal appear to be:

1. Locate a structure on the North Hill Inn property.
2. Reduce the noise levels emanating from the Inn. The actual method of doing this should be reviewed by an engineer, specializing in this work.

Yours truly,



R. Strader

Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs

**DATE:** April 1, 1993  
**TO:** CHARLIE SEVCIK  
City Clerk  
**FROM:** DON BATCHELOR  
Parks Manager  
**RE:** NORTH HILL INN  
Your memo of March 23, 1993 refers.

---

I have considered the alternatives as outlined in Mr. Strader's letter of March 23, 1993, with regard to resolving the noise problem associated with the activities at the North Hill Inn.

The public utility lot (Lot U1) on the west side of the North Hill Inn is 33 meters wide and contains a berm and mature willow hedge. The existing berm and hedge is located in alignment 10 meters east of the lane, adjacent to the residences (see attached plan).

I concur with the comments of the Engineering Department Manager and the Principal Planner, that consideration for a noise attenuation device in this instance is clearly the responsibility of the North Hill Inn and not The City of Red Deer.

The North Hill Inn should consider options of internally redesigning the location of the bar within the hotel, and/or consider constructing an effective noise attenuation wall/fence within the property line of the North Hill Inn. The City of Red Deer should not consider undertaking capital or maintenance costs for a noise attenuation device.

#### RECOMMENDATION

That the North Hill Inn, in consultation with their engineer, consider the construction of an effective noise attenuation wall/fence within their property lines.



DON BATCHELOR

:ad  
Att.

- c. Ken Haslop, Engineering Manager  
Paul Meyette, Principal Planner, R.D.R.P.C.  
Craig Curtis, Director of Community Services

R3

NORDEGG C/F

35

5

203.22

C4

172.29

P1

NOLAN STREET

372.00

NORTH HILL INN

LOT 3

4.04 Ac.

WILLOW HEDGE & CREST  
OF EXISTING BERM

300.00

2

LOT 2

9.07 Ac.

LOT  
U-1

23m

10m

NANCE AVENUE

NYMAN

CRESCENT

LOT 4

2.8 Ac.

GAETZ AVENUE

GAETZ AVENUE

NORTH

NOT TO SCALE

**DATE:** April 5, 1993

**TO:** CHARLIE SEVCIK  
City Clerk

**FROM:** CRAIG CURTIS, Director  
Community Services Division

**RE:** NORTH HILL INN  
Your memo of March 23, 1993 refers.

---

With respect to the a/n issue, I support the comments of the Parks Manager.



CRAIG CURTIS

:dmg

- c. Don Batchelor, Parks Manager  
Paul Meyette, Principal Planner, R.D.R.P.C.  
Ken Haslop, Engineering Manager

DATE: March 31, 1993  
TO: City Clerk  
FROM: Engineering Department Manager  
**RE: NORTH HILL INN**

---

In response to the complaints received by the By-laws and Inspections Department regarding noise from the hotel, we are attaching our previous comments that were prepared December 10, 1992 and addressed to the By-laws and Inspections Manager.

Basically, the Engineering Department does not support the placement of additional earth cover over the existing utilities. We also do not support the construction of a small 1.5 m high earth berm due to its limited effectiveness and the requested use of City funds for this work.

RECOMMENDATION

As we understand that the noise is generated from the south end of the hotel, and as there appears to be room for an acoustical fence on private property, we are suggesting that the hotel owner investigate an alternative (complete with an acceptable method of predicting noise levels both before and after) that will reduce the noise level and remain on private property.



Ken G. Haslop, P. Eng.  
Engineering Department Manager

KGH/cy  
Att.

c.c. RDRPC - Principal Planner  
c.c. Parks Manager  
c.c. Public Works Manager  
c.c. Fire Chief  
c.c. City Assessor  
c.c. Director of Community Services  
c.c. E.L. and P. Department Manager

DATE: December 10, 1992  
TO: By-laws and Inspections Manager  
FROM: Engineering Department Manager  
RE: **NORTH HILL INN (GAETZ AVENUE/NOLAN STREET)  
PROPOSED BERM AND FENCE IN LOT U1**

---

As you requested, we have reviewed Mr. Will's letter of November 27, 1992 regarding the construction of a berm and fence in Lot U1, adjacent to the North Hill Inn. We have the following comments:

1. Lot U1 is a utility corridor containing large diameter water, sanitary, and storm mains.
2. Additional earth cover over any of the mains is undesirable because it would increase the cost of excavating the lines if/when required for maintenance.
3. Additional cover over the storm line is unacceptable because of loading considerations. Its current depth is approximately 5.0 m, which is all the earth loading that this type of pipe (Class III Concrete) was intended to take.
4. To construct a 1.5 m high berm with 3:1 side slopes and a 1.0 m top would require a 10 m right of way. Therefore, a 1.5 m berm could be built but would have to be immediately east of the existing gravel lane.
5. The cost of berm construction is estimated to be in the order of \$25,000 including re-seeding. We would not support the use of City funds for this work.
6. Thin metal is not generally considered to be a good noise attenuation material, and is subject to considerable vandalism.. The proponent should consider other materials if noise reduction is the main objective.
7. Electric, Light, and Power, AGT Limited, Northwestern Utilities Ltd., and Shaw Cable should be consulted to determine if they have any facilities in this area.

By-laws and Inspections Manager  
December 10, 1992  
Page Two

8. A combination 1.5 m berm plus a 2.5 m fence would be 4.0 m (13 ft) high, which would be a substantial visual intrusion to the private residences.

RECOMMENDATION:

As an alternate, we suggest that a more substantial fence (either precast concrete or rough timber) be considered on the property line immediately adjacent to the area creating the noise. This fence would then be on private property and maintained by the owner.



Ken G. Haslop, P. Eng.  
Engineering Department Manager

TCW/cy

c.c. Director of Engineering Services



**RED DEER  
REGIONAL PLANNING COMMISSION**

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

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

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

---

**MEMORANDUM**

---

**TO:** C. Sevcik, City Clerk

**DATE:** March 25, 1993

**FROM:** Paul Meyette, Principal Planner

**RE:** NORTH HILL INN

---

In his letter of March 23, 1993, the Bylaws and Inspections Manager indicates that The North Hill Inn is requesting that the City construct a \$25,000.00 berm to mitigate noise problems caused by the Hotel. The Bylaws and Inspections Manager indicates that the engineering department has concerns regarding the location of the berm.

**PLANNING STAFF COMMENTS**

1. The noise problem at The North Hill Inn is caused by the hotel itself. As such, planning staff cannot support any expenditure of City funds to resolve the problem.
2. Planning staff prefer that the noise levels be addressed within the Hotel through sound insulation, moving the location of the bar, or other methods as recommended by a sound engineer. Any and all mitigative measures should be taken at the North Hill Inn's expense.

Paul Meyette, ACP, MCIP  
PRINCIPAL PLANNER, CITY SECTION

PM/eam

cc. Director of Community Services  
City Assessor  
Fire Chief  
Public Works Manager

Director of Engineering Services  
E.L. & P. Manager  
Parks Manager

---

MUNICIPALITIES WITHIN COMMISSION AREA

---

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

**DATE:** 1 April 1993  
**TO:** City Clerk  
**FROM:** City Assessor  
**RE:** NORTH HILL INN

---

We have no objection to the construction of a berm on the City utility lot, subject to:

1. Engineer's approval;
2. Cost of berm and extra maintenance, if any, to be paid by North Hill Inn;
3. Access to utilities for repair/maintenance not being hampered or inconvenienced in any way by construction of the berm.

If the above, in our opinion, is not acceptable to the North Hill Inn, then they should solve their problem internally as it is not a City problem or issue.



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

AK/ngl

Commissioners' Comments

We concur with the comments of the Administration.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

DATE 93/03/23

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

FROM: CITY CLERK

RE: North Hill Inn

Please submit comments on the attached to this office by April  
5 for the Council Agenda of April 13.

ACKNOWLEDGE

C. SEVCIK  
 City Clerk

TO:

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

FROM:

CITY CLERK

RE: NORTH HILL INN

Please submit comments on the attached to this office by APRIL 5

for the Council Agenda of APRIL 13

  
C. SEVCIK  
City Clerk

DATE: March 25, 1993  
TO: City Clerk  
FROM: Fire Chief  
RE: NORTH HILL INN

---

We have no comments to offer regarding this subject.

A handwritten signature in black ink, appearing to read "R. Oscroft". The signature is written in a cursive style with a large, stylized initial "R" and a long, sweeping underline.

R. Oscroft  
Fire Chief

RO/dd

**DATE: APRIL 15, 1993**  
**TO: BYLAWS AND INSPECTIONS MANAGER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: NORTH HILL INN - 7150 GAETZ AVENUE/NOISE PROBLEMS**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 23, 1993, concerning the above topic and at which meeting the following tabling motion was introduced and passed:

"RESOLVED that Council of The City of Red Deer hereby agrees to table considerations of the report from the Building and Inspections Manager dated March 23, 1993, re: North Hill Inn, 7150 Gaetz Avenue, noise problem, to the May 10, 1993 Council Meeting to allow representations from the North Hill Inn to be in attendance."

As outlined in the above motion, this matter will now be put on the May 10, 1993, Council Meeting Agenda. If you have any additional information which you would like placed on this agenda regarding this item, I would ask that same be submitted to this office by May 3, 1993.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Director of Community Services  
Parks Manager  
Principal Planner  
Director of Engineering Services

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

April 15, 1993

North Hill Inn  
300, 4406 - 50 Avenue  
Red Deer, Alberta  
T4N 3Z5

ATTENTION: DAVE WILL

Dear Sir:

At the City of Red Deer Council Meeting held on Tuesday, April 13, 1993, consideration was given to the noise problem relative to the North Hill Inn at 7150 Gaetz Avenue.

As you were unable to attend the above noted Council Meeting, Council agreed that this matter be tabled to the Council Meeting of May 10, 1993, to allow you to be in attendance. I would ask that if you have any information you wish to submit to Council regarding this matter, same be delivered to this office by Wednesday, April 28, 1993.

If you have any questions or require additional information in the interim, please do not hesitate to call the undersigned.

Sincerely,

KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws and Inspections Manager

*a delight  
to discover!*

NO. 2

DATE: March 26, 1993  
TO: City Clerk  
FROM: Land and Economic Development Manager  
RE: **MONSIEUR WONG'S/JOJO'S**  
**5005 - 48 STREET/4804 - 50 AVENUE (SIDEWALK PATIO)**

---

Council of the City of Red Deer at its meeting of July 20, 1992, approved a License to Occupy, subject to various terms and conditions (copy attached). Condition #2 indicated a trial period ending October 15, 1992.

Due to the extensive renovations undertaken by Monsieur Wong's, they were unable to complete the sidewalk patio for the 1992 season. Monsieur Wong's are now requesting an extension of the trial period to October 15, 1993 (letter attached).

We would respectfully recommend this extension be granted, subject to all the terms and conditions of the original approval.



Alan V. Scott

PAR/mm

Att.

Commissioners' Comments

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

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

**ADDITIONAL AGENDA**

Consideration was given to correspondence from Group 2 Architects dated July 13, 1992 re: **Monsieur Wong's/Jojo's/5005 - 48 Street/ 4804 - 50 Avenue/ Sidewalk Patio**. Following discussion, the motion as set out hereunder was introduced and passed.

Moved by Alderman Surkan, seconded by Alderman Lawrence

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Group 2 Architects dated July 13, 1992 re: Monsieur Wong's / JoJo's / 5005 - 48 Street / 4804 - 50 Avenue / Request for Sidewalk Patio, hereby agrees that said request be approved subject to the following conditions:

1. The metal railing proposed will be placed at the risk of the applicant. The applicant will be liable for any damage to the City sidewalk and the City shall not be responsible for any damage to the rail as a result of City maintenance repairs activity;
2. A License to Occupy a maximum of 4 feet of City property for a trial period ending October 15, 1992;
3. The applicant providing liability insurance in a form and of a value acceptable to the City Solicitor and Director of Financial Services, with the City being named as additional insured;
4. The design of the outdoor cafe allows for the flow of pedestrian traffic;
5. The City maintains a right to cancel the License to Occupy if any problems related to this use cannot be resolved to the City's satisfaction;
6. That a barrier be placed around the sidewalk cafe to protect the visually impaired;
7. The applicant pays all additional costs associated with the proposal;
8. That the number of tables allowed be such that in no way do the tables or chairs encroach out of the boundaries set for the sidewalk patio;
9. An Agreement satisfactory to the City Solicitor;

and as presented to Council July 20, 1992."

**MOTION CARRIED**

24<sup>th</sup> March, 93

The City Of Red Deer	
Date:	Mar. 26/93
Time:	
Rec'd By:	W. Jones

The City of Red Deer Council  
 P.O. Box 5008,  
 Red Deer, AB.  
 T4N 3T4

Dear Sir/Madam,

Re.: Monsieur Wong's / JoJos Lounge - 5005-48 St. /  
 4804-50 Ave. - Sidewalk Patio.

At The City of Red Deer Council meeting held on Monday, July 20, 1992, approval was given to our request for sidewalk patio, subjecting to several conditions. One of these conditions is a License to Occupy, for a trial period ending October 15, 1992. Since our renovation project was finished after the patio season, we were not able to put up the patio for trial. Therefore, we would like the City of Red Deer Council to reapprove and extend the trial period to October 15, 1993.

If any other additional information is required, please don't hesitate to contact me at 342-7267. Thank You.

Sincerely,



Sam Wong Owner.



# THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

July 21, 1992

Group 2 Architects  
200, 4706 - 48 Avenue  
RED DEER, Alberta  
T4N 6J4

Attention: Ron Chikmoroff

Dear Sir:

*August 14-92 spoke with Ron Chikmoroff  
He said hold off on arrangements until  
Sam Wong calls and advises us to proceed.*

*Lois 16/22 Bxg P. W. H.*

**RE: MONSIEUR WONG'S / JOJO'S - 5005 - 48 STREET /**  
**4804 - 50 AVENUE - SIDEWALK PATIO**

At The City of Red Deer Council meeting held on Monday, July 20, 1992, consideration was given to your letter dated July 13, 1992 concerning the above topic and at which meeting the following motion was passed.

"RESOLVED that Council of The City of Red Deer, having considered correspondence from Group 2 Architects dated July 13, 1992 re: Monsieur Wong's / JoJo's / 5005 - 48 Street / 4804 - 50 Avenue / Request for Sidewalk Patio, hereby agrees that said request be approved subject to the following conditions:

1. The metal railing proposed will be placed at the risk of the applicant. The applicant will be liable for any damage to the City sidewalk and the City shall not be responsible for any damage to the rail as a result of City maintenance repairs activity;
2. A License to Occupy a maximum of 4 feet of City property for a trial period ending October 15, 1992;
3. The applicant providing liability insurance in a form and of a value acceptable to the City Solicitor and Director of Financial Services, with the City being named as additional insured;
4. The design of the outdoor cafe allows for the flow of pedestrian traffic;

....2



RED DEER

*a delight  
to discover!*

Ron Chikmoroff  
Group 2 Architects  
July 21, 1992  
Page 2

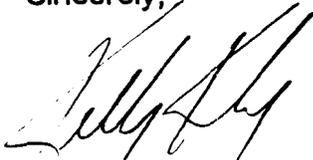
5. The City maintains a right to cancel the License to Occupy if any problems related to this use cannot be resolved to the City's satisfaction;
6. That a barrier be placed around the sidewalk cafe to protect the visually impaired;
7. The applicant pays all additional costs associated with the proposal;
8. That the number of tables allowed be such that in no way do the tables or chairs encroach out of the boundaries set for the sidewalk patio;
9. Agreement satisfactory to the City Solicitor;

and as presented to Council July 20, 1992."

*Up 2, Jan 15, 1993*  
The decision of Council in this instance is submitted for your information. I would ask that you now contact the City's Land Department in order to facilitate the preparation of the necessary License to Occupy. In addition, you may wish to contact the Bylaws and Inspections Department to determine if there are any permits which you would require.

If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,



KELLY KLOSS  
Assistant City Clerk

KK/jt

c.c. City Assessor  
Economic Development Manager  
Fire Chief  
Director of Community Services

Bylaws and Inspections Manager  
E. L. & P. Manager  
Principal Planner  
Director of Engineering Services

The City Of Red Deer	
Date:	<u>MAR. 26/93</u>
Time:	_____
Rec'd By:	<u>OTK</u>

24<sup>th</sup> March, 93

The City of Red Deer Council  
P.O. Box 5008,  
Red Deer, AB.  
T4N 3T4

Dear Sir/Madam,

Re.: Monsieur Wong's / JoJo's Lounge - 5005-48 St. /  
4804-50 Ave. - Sidewalk Patio.

At The City of Red Deer Council meeting held on Monday, July 20, 1992, approval was given to our request for sidewalk patio, subjecting to several conditions. One of these conditions is a License to Occupy for a trial period ending October 15, 1992. Since our renovation project was finished after the patio season, we were not able to put up the patio for trial. Therefore, we would like the City of Red Deer Council to reapprove and extend the trial period to October 15, 1993.

If any other additional information is required, please don't hesitate to contact me at 342-7267. Thank You.

Sincerely,



Sam Wong, Owner.

DATE: April 15, 1993  
TO: Land & Economic Development Manager  
FROM: Assistant City Clerk  
RE: Monsieur Wong's/JoJo's/5005 - 48 Street/4804 - 50 Avenue/Sidewalk Patio

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 26, 1993, concerning the above topic and at which meeting, the following motion was introduced and passed.

"RESOLVED that Council of The City of Red Deer having considered the report from the Land and Economic Development Manager dated March 26, 1993, re: Monsieur Wong's/Jo Jo's, 5005 - 48 Street/4804 - 50 Avenue (sidewalk patio), hereby agrees that the Council resolution of July 20, 1992, concerning this property be amended by deleting therefrom item number 2 and substituting in its place the following:

"2. a license to occupy a maximum of four feet of City property for a trial period ending October 15, 1993."

and as recommended to Council April 13, 1993."

The decision of Council in this instance is submitted for your information and appropriate action. I trust you will now be advising Monsieur Wong's of this change and updating the License to Occupy.

Trusting you will find this satisfactory.



Kelly Kloss  
Assistant City Clerk

KK/ds

NO. 3

DATE: April 6, 1993 FILE NO. 93-1610

TO: City Clerk

FROM: Bylaws & Inspections Manager

RE: **WINDSOR HOTEL**  
**4822-51 AVENUE**  
**LOTS 7-11, BLOCK 5, PLAN H**

---

Please place the following item before Council, for their consideration.

As Council is aware, the above referenced building was severely damaged by fire. The remaining structure is, in our opinion, a hazard to public safety and must be demolished and the site made safe as soon as possible.

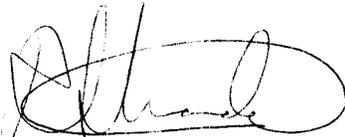
Under the Municipal Government Act, Section 162, Council can authorize immediate action to eliminate or minimize the hazard and have the costs charged as taxes. The registered owner must be notified of the action taken and that the costs will be charged against the property. The owner has the opportunity to address Council if it is the owner's opinion that the charges are not justified. They also have the right to appeal the matter to the Court of Queen's Bench, within 30 days.

Recommendation: That Council authorize the Bylaws & Inspections Department to take whatever action is necessary to have the site made safe. The costs of doing so are to be charged against the property.

The Receiver's address for this property is:

Arthur Anderson Inc.  
Trustee for TSI Ltd.  
355-4 Avenue S.W.  
Calgary, AB  
T2P 0J1

Yours truly,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs

**THE CITY OF RED DEER**

P.O. BOX 5008, RED DEER, ALBERTA T4N 3T4

April 6, 1993

Arthur Anderson Inc.  
Trustee for TSI Ltd.  
355-4 Avenue S.W.  
Calgary, Alberta  
T2P 0J1

Dear Sir:

RE: WINDSOR HOTEL  
4822-51 AVENUE  
LOTS 7-11, BLOCK 5, PLAN H

---

The City of Red Deer is concerned, regarding the state of the above referenced building, which was damaged by fire. In its present condition it is a danger to public safety and, while we assume you will be taking steps to demolish the structure and make the site safe, we feel it is prudent to take steps to enable the City to do the work if necessary.

The Municipal Government Act states that the property owner may appeal such a procedure to the Court of Queen's Bench if they wish. Accordingly, we intend to request Council, during their meeting of April 13, 1993, to pass a resolution authorizing the City to make the site safe, if necessary, and to charge the costs to the property. We hope this action will not be necessary.

Should you have any questions, contact our office, at your convenience.

Yours truly,

R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs

Commissioners' Comments

We concur with the recommendations of the Bylaws & Inspections Manager.

"G. SURKAN", Mayor

"M.C. DAY", City Commissioner

DATE: April 15, 1993  
TO: Bylaws & Inspections Manager  
FROM: Assistant City Clerk  
RE: Windsor Hotel/4822 - 51 Avenue/Danger to Public Safety

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated April 6, 1993, concerning the above topic and at which meeting the following motion was passed.

"RESOLVED that Council of The City of Red Deer being of the opinion that the site described as the Windsor Hotel, 4822 - 51 Avenue, Lot 7-11, Block 5, Plan H, is considered a danger to Public safety, hereby authorizes the Bylaws and Inspections Department to take whatever action is necessary to eliminate the hazard, including the demolition and removal of the fire damaged building and the filling in of the basement area, in which case the cost thereof shall be charged against the property."

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



Kelly Kloss  
Assistant City Clerk

KK/ds

NO. 4

**DATE: April 2, 1993**  
**TO: City Clerk**  
**FROM: Director of Financial Services**  
**RE: PROPOSED PROVINCIAL REGULATIONS TO ALLOW  
CORE NATURAL GAS MARKET USERS ACCESS TO THE MARKET**

---

The Provincial Government, in a spirit consistent with deregulations, has decided that natural gas customers should have the option to purchase natural gas directly from the supplier rather than the distributor (e.g. Northwestern Utilities Ltd.).

In providing for the option, the Province is considering regulations to establish:

- minimum conditions the contracts negotiated with suppliers must satisfy to provide supply reliability and security
- the responsibilities of the supplier and the distributor in providing a reliable natural gas supply
- the relationship between the responsibilities of the distributor and the "unbundled" distributor services.

The Provincial Department of Energy has sent a discussion paper to the City for comment by April 16, 1993.

The discussion paper has been submitted to the City's Utility intervenor and Mr. Bryan's comments are attached.

The ability of natural gas customers to contract directly with suppliers is inevitable. Because the ability would probably be used by only the large customers, there needs to be protection provided for the small commercial and residential customers that must continue to deal directly with the distributor. The City's efforts should primarily be directed at ensuring the interests of the small commercial and residential customers are protected.

Mr. Bryan has prepared a list of matters that he recommends the Province consider in preparing the proposed regulations.

....2

City Clerk  
April 2, 1993  
Page 2

**Recommended Action**

That Council agree to endorse Mr. Bryan's comments and submit them to the Province for consideration in drafting the regulations.



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

AW/jt

Att.

c E. L. & P. Manager

March 19, 1993

Petroleum Plaza - North Tower  
9945 - 108 Street  
Edmonton, Alberta  
Canada T5K 2G6

File No.

Mr. Allan Wilcock  
City of Red Deer  
Box 5008  
Red Deer, Alberta  
T4N 3T4

Dear Mr. Wilcock:

As you know, The Gas Utilities Statutes Amendment Act, commonly referred to as Bill 51, enabled the development of regulations to allow core market users access to the direct sales natural gas market. The Act does not come into force until it is proclaimed, and proclamation of the sections pertaining to the core market awaits completion of the regulations.

During discussions of the Act and its general principles, the commitment was made to consult on the regulations which provide the details of the core market policy. John Donner, Executive Director of Markets and Regulatory Policy, will be leading our consultation with you (Phone: (403) 427-8034, Fax No: (403) 422-2548). I am attaching a discussion paper outlining a specific proposal on issues to be addressed by the regulations.

Our objective is to discuss these specific issues with interested parties, then draft and circulate for comment, proposed regulations. In order to meet our timetable, please provide your comments by April 16, 1993 to:

Core Market Policy Comments c/o  
John Donner  
Alberta Department of Energy  
5th Floor, 9945-108 Street  
Edmonton, Alberta  
T5K 2G6

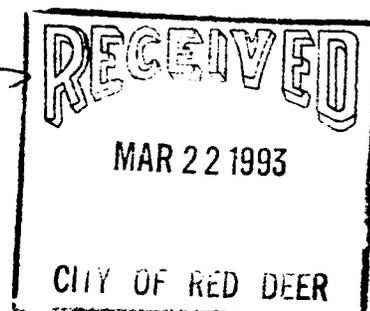
We look forward to your input and the opportunity to discuss these issues with you.

Sincerely,



Richard M. Hyndman  
Assistant Deputy Minister  
Markets, Supply and Industry Analysis

Attachment



---

## INTRA-ALBERTA CORE MARKET POLICY DISCUSSION PAPER

### Summary

Consistent with the spirit of deregulation, the Alberta Government has determined that all consumers, regardless of the type of distribution system serving them, should have the option to purchase natural gas from the supplier of their choice. The Alberta Government also wants to ensure that customers that require absolute supply reliability and security are assured of their gas supply in this new environment.

Core market customers have a fundamental reliance on natural gas. For practical as well as operational reasons, their gas requirements cannot be interrupted. Therefore the **Core Market Policy** specifies minimum terms and conditions under which core natural gas consumers can purchase natural gas directly while maintaining supply security.

Historically, the majority of these customers have relied upon the gas supply provided by local natural gas distribution companies regulated by the Public Utilities Board. These companies had the exclusive opportunity to supply gas to the customers and the **obligation** to supply gas to meet their requirements.

In conjunction with allowing customers to choose to contract directly for gas supply, it is the intent of the Government to establish:

- minimum conditions which contracts must satisfy to provide core customers with gas supply reliability and security,
- the respective responsibilities of the direct seller and the distributor in providing reliable gas supply, and
- the relationship between the responsibilities of the distributor and "unbundled" distributor services.

Other provinces in Canada have allowed direct sales to core consumers with the effect that long term supply arrangements of distributing companies were replaced with short term arrangements with direct sellers. Operating according to the perception of a large surplus of gas supply and deliverability, these consumers did not contract for supply reliability. They counted on the overall gas supply, and ultimate recourse to the local distribution companies to provide supply security.

However, it would be irresponsible to allow consumers who require reliable gas supplies simply to assume the gas will be available without making specific arrangements to ensure reliability of supply. This is especially true at this dynamic period of gas industry development. The last five years have been years of active pipeline expansion. In support of pipeline expansion, domestic and export consumers have been contracting for long term gas supply. At the same time, low prices have discouraged further development drilling. The result is a tightening of the gas market

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which increases the need for consumers to contract appropriately, with reliable suppliers, to ensure the gas deliverability they require.

The approach is an alternative market-based approach to supply security. The alternative relies on direct sales contracts and contract standards consistent with the operating realities of distribution systems in Alberta. The elements of the proposal are:

- minimum terms and conditions of supply reliability required for direct sales contracts for core consumers;
- mandatory backstopping provisions for consumers who cannot be interrupted;
- recognition of costs for any necessary reformation of existing distributor gas supply contracts;
- direct sales consumers bearing the transition and administration costs associated with their decision to leave or return to the distributor.

The intent in establishing these minimum conditions of supply reliability for direct sales is to ensure the continued short-term reliability and longer-term security of gas supply to core consumers in Alberta. Consumers who choose new sources of supply must not do so at the expense of other consumers choosing to continue to be supplied by distributors.

## **1. Background**

On October 1985, B.C., Alberta, Saskatchewan and the federal government entered into the Agreement on Natural Gas Markets and Prices, which provided for a movement toward the deregulation of natural gas markets, and more open access to natural gas supplies.

Within Alberta, large industrials traditionally have had direct access to natural gas supplies. Transportation service for small industrial gas consumers was implemented following a Public Utilities Board (PUB) decision in 1988.

In July 1987, the government asked the Energy Resources Conservation Board (ERCB) and PUB to look into the possibility of direct sales to the "core" market, consisting of commercial (including institutional) and residential gas consumers. After hearings, in December 1987, a joint report titled Gas Supply and Transportation Service Inquiry was released. This report recommended that, subject to mandated contracting standards and certain other measures directed at ensuring gas supply security, core market gas consumers be allowed to purchase natural gas on a direct sales basis. It was also recommended that direct purchasers bear all of the costs related to their decision to go direct, and should not impose costs on those remaining on a distributor's sales service.

In 1990, the Gas Utilities Statutes Amendment Act 1990 was passed by the Alberta legislature. This provided for the right of Alberta consumers to enter into direct sales arrangements for natural gas supply, subject to the terms of the regulations, which were to follow.

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## 2. Process

The government is preparing to enact regulations regarding sales to the core market, and proclaim the remaining portions of the Act. The proposed timetable for adopting and implementing policy on core direct sales is as follows:

Mar/Apr '93	Consultation with stakeholders to finalize regulations.
May '93	Cabinet approval of regulations.
May - Dec '93	Regulatory board resolution of details concerning costs and rates.
Nov '93 - Mar '94	Nova revised daily balancing tariff provisions tested during a period of potential demand > peak deliverability.
May '94	Initial notice to distributor for direct core sales.
Nov '94	Initial core direct sales for large commercial and institutional consumers.
	Final notice complying with all regulations pertaining to small commercial consumers and all residential dwelling units.
Nov '95	Initial core direct sales for small commercial consumers and all residential dwelling units.

## 3. Definition of core market

As defined in the 1987 ERCB/PUB report titled Gas Supply and Transportation Service Inquiry. In summary, the core market consists of all residential and commercial (including institutional) gas consumers. Central steam plants and cogeneration facilities involving commercial (including institutional) hosts will not be considered core market loads if the facilities have sustainable alternate fuel capability to meet their requirements.

## 4. Right to enter into direct purchase arrangements

All consumers in Alberta will be eligible to remain as sales customers of the distribution companies or (subject to meeting certain criteria) enter into direct sales arrangements for their gas supply.

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## 5. Classes of core consumers

There will be two categories of core consumers:

- Small commercial consumers (using less than 5 000 GJ annually at each gas meter) and all residential dwelling units.
- Large commercial and institutional consumers (using greater than 5 000 GJ annually at each gas meter).

### 6.1 Contract standards for small commercial consumers and all residential dwelling units

- Gas purchase contract with a gas supplier:
  - minimum term of 10 years, maintained on a rolling basis .
  - assurance of deliverability backed by supplier's corporate warranty and indemnity.
  - proved reserves dedicated to contract for 100% of the contract volume.
  - sufficient supply flexibility to track contract requirements on a daily basis and meet peak deliverability requirements.
  - firm transportation sufficient to meet contracted peak deliverability requirements.
  - evaluation of deliverability, reserves and firm transportation by ERCB or accredited engineering firm initially and on a tri-annual basis thereafter.
- Backstopping contract with the distributor or other approved supplier.

### 6.2 Contract standards for large commercial and institutional consumers

- Gas purchase contract with a gas supplier:
  - minimum term of 5 years initially, maintained at a minimum of 3 years on a rolling basis.
  - assurance of deliverability backed by supplier's corporate warranty and indemnity.
  - sufficient supply flexibility to track contract requirements on a daily basis and meet peak deliverability requirements.
  - firm transportation sufficient to meet contracted peak deliverability requirements.

- 
- Backstopping contract with the distributor or other approved supplier for consumers who cannot be curtailed due to operational or practical constraints.

## **7. Notice to Distributors, Transition Costs and Conditions of Renewed Service**

Distributors must be provided with a reasonable notice period to adjust to movements out of or back into the distributor's sales service by realigning its gas supply portfolios.

### **7.1 Core consumers switching to direct purchase**

For November, 1994, large commercial and institutional consumers must give 6 months notice for core direct service. For subsequent years, the required notice will be 12 months.

For November, 1995 and subsequent years, small commercial consumers and all residential dwelling units must give 12 months notice for core direct service.

Tolls for core direct service will include a component for transition cost recovery relating to the costs of restructuring of the distributor's gas supply arrangements, eg. buying out distributor take commitments.

### **7.2 Core consumers returning to distributor sales service**

If a core consumers' gas supply does not meet the contracting requirements as set out above at the time of the initial supply review or tri-annual supply review, and if his supply situation is not corrected within a prescribed time, the gas consumer will have to:

- a) give notice to return to the distributor, and pay distributor's costs related to the consumer returning to the distributor, or
- b) continue on direct sale with sub-standard direct gas supplies and pay a penalty to the distributor equivalent to the cost to the distributor of holding gas reserves in inventory on the consumer's behalf necessary to meet the standard.

If a contract between a direct seller and a core gas consumer is terminated and adequate alternative supply arrangements have not been entered into, the gas consumer will immediately return to the distributor's sales service.

If a direct gas consumer chooses, or is forced to return to a distributors sales service, that gas consumer will be required to pay reasonable costs incurred by the distributor such as administration costs and incremental gas supply costs associated with his return. If sufficient notice to return is given to a distributor, gas supply realignment costs will likely be minimal.

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## **8. Distributor reliability standards**

Distributors will be required to meet minimum contract standards to supply core consumers. These standards will be identical for all distributors (ie. investor owned utilities, municipally owned utilities, gas co-operatives, etc.) and are as follows:

- Distributors will generally contract for gas supply to serve consumers taking sales service, except buy/sell service, in a similar manner as prescribed above for the categories of consumers being served.
- Distributors will have sufficient deliverability to meet peak deliverability requirements of all consumers that remain on distributor sales service, excluding those consumers who elect buy/sell service.

## **9. Bonding and licensing of brokers**

It would be appropriate to set up a system of bonding and licensing of direct sellers and a code of conduct.

GEORGE J. BRYAN Q.C. 1900 — 1975

DONALD OSTRY  
LAWRENCE W. OLSEN, Q.C.  
BARRY D. YOUNG  
BOGUMIL F. ROMANKO  
J. PATRICK BOND  
MICHAEL R. KINASH  
TIMOTHY C. HAGG  
BARRY M. HECK  
CHRISTOPHER D. FIX  
HEIDI F. SCHUBERT  
DAVID J. CORRIGAN

J. ALAN BRYAN, Q.C.  
JACK G. EASTON, Q.C.  
MICHAEL W. CROZIER  
KENNETH B. BLASIUS  
GRAEME S. MARR  
JOSEPH J. KUEBER  
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KENNETH B. HALLSCHACK  
DOUGLAS N. TKACHUK  
C. RANDALL McCFEARY  
BRIAN E. WALLACE  
BRUCE A. JAMES  
KIMBERLEY D. BLAIR  
WARREN R. STENGEL

2600 MANULIFE PLACE  
10180 - 101 STREET  
EDMONTON, ALBERTA T5J 3Y2

**TELEPHONE (403) 423-5730**  
**TELECOPIER (403) 428-6324**  
TELEX 037-41740

COUNSEL: R. JOHN BUTLER, Q.C.

OUR FILE: 1427-67 JAB

YOUR FILE:

April 2, 1993

**SENT BY TELECOPIER**

City of Red Deer  
5581 - 45 Street  
P.O. Box 5008  
Red Deer, Alberta  
T4N 3T4

**Attention: A. Wilcock, B. Comm, C.A.**  
**Director of Financial Services**

Dear Sir:

**RE: Intra Alberta Core Market Policy**  
**Discussion Paper**

In March of 1985, the Federal Government and the three Western Provinces approved the Western Accord which formed the basis for deregulation of oil and gas prices in Alberta. The intention, at the time, was to create a new market-responsive pricing system which would provide choices for both buyers and sellers of natural gas.

In December of 1987, a joint report of the Energy Resources Conservation Board and the Public Utilities Board, entitled Gas Supply and Transportation Services Inquiry, recommended allowing the customers of a local distribution company ("LDC", in this instance Northwestern Utilities Limited), who did not fall within the definition of "core market" customers (often referred to as "no choice" customers), the option of purchasing natural gas on a direct basis from suppliers/producers of their choice. The Order in Council which authorized the preparation of this report defined "core market" and indicated the Government's policy that:

"The core market for Alberta natural gas, comprising residential and commercial gas users who are not in a position to use alternative fuels, must be protected by

A. Wilcock  
April 2, 1993  
Page 2

long-term contracts which ensure adequate long-term protection."

The existing rate schedules of the LDC's effectively preclude residential and commercial customers from taking advantage of this option. This was done on the assumption that these customers required secure, long-term gas supplies.

In summary, Bill 51 (The Gas Utilities Statutes Amendment Act) is intended to extend this option by allowing all customers, "to purchase natural gas from the supplier of their choice" and to use the facilities of the LDC for transportation purposes. The proposed regulations will represent a significant change from the Boards' recommendations since they would allow the entire cross section of customers extending from a single family residence, using gas for space heating with no stand-by alternative fuel, to commercial, industrial or institutional consumers with an alternative fuel supply for back-up purposes, to make their own arrangements for gas supply.

By comparison, the requirements of a sales customer are provided from a portfolio of long and short-term gas supply which is provided at the LDC's cost. Assuming the same security of supply, the price paid for gas by the direct purchase customer, as compared to the sales customer of the LDC, should be the same, in the absence of any material difference in load characteristics, bargaining power or credit-worthiness.

Typically, security of supply is defined in terms of proven reserves and the length of the supply contract. The price of short-term or "spot" gas is the most volatile but, on average, has a lower unit cost than longer term gas supply. This gives rise to the question as to what is the appropriate minimum number of years of proven reserves which should be committed to core customers (the Department is presently proposing a rolling average ten year supply) and can the direct purchase customer acquire his required gas supply at a lower cost without any material change in risk?

The discussion paper provided by Alberta Energy provides a summary of the many complex issues involved in allowing existing sales customers (especially those who may be less sophisticated) of an LDC to move to a transportation rate and purchase their gas requirements, either directly or through an agent, from the supplier/producer.

The sales customer wishing to purchase his own gas supplies will be required to:

1. Arrange for a suitable gas supply either directly from a field producer or, more likely through a broker or agent;
2. Select the appropriate rate schedule and enter into a transportation or buy-sell arrangement with the LDC (in this instance Northwestern); and

*Bryan & Company*

A. Wilcock  
April 2, 1993  
Page 3

3. Arrange for gas delivery through the NOVA system if the supply does not have direct access to the LDC.

This results in a number of legal and operational problems including the following:

- ensuring a secure gas supply consistent with the customers needs in terms of available reserves, load factor and deliverability
- forecasting requirements and making daily nominations of demand
- arranging for back-up (usually from the LDC) in the event of failure of supply
- balancing demand with existing supply requirements
- administration of contracts with LDC, agent/broker and producer/supplier

None of the foregoing are without problem and it is unlikely that individual residential or small commercial customers would see any material financial advantage or be prepared to assume the inherent risks of entering into those arrangements, at least as presently proposed.

From the standpoint of the LDC and its remaining sales customers, there are a number of issues, the most significant being who should bear the cost of stranded investment. This is represented by facilities which were constructed to serve the LDC sales customers but are not required for direct purchase customers, and include storage facilities and production/gathering facilities.

Further questions arise as to the obligation, if any, for a LDC to allow direct purchase customers to return to being sales customers in the event of a lack of capacity or gas supply required to serve them. This is in part a political issue and is referred to in detail in the discussion paper.

There is very little first hand knowledge or precedent for determining the rules which should apply to the expanded options contemplated by Bill 51 and much of the discussion must, therefore, be considered speculative. However, the British Columbia Utilities Commission has recently (March 11, 1993) issued its decision in the matter of *A Generic Hearing for the Review of Domestic Natural Gas Supply Rules*. The highlights of that decision, which address many of the questions raised by Alberta Energy, form the basis for several of the recommendations which accompany this letter.

It seems inevitable that these changes will occur and it is our suggestion that the City's efforts primarily be directed toward ensuring that the applicable rules protect the interests of the residential and small commercial sales customers who cannot (or, choose not to) arrange for their own gas supply requirements.

*Bryan & Company*

A. Wilcock  
 April 2, 1993  
 Page 4

In the end result, these remaining sales customers should not be burdened with any of the costs which could result from:

1. Stranded investment which continues to be a cost to the LDC but is no longer required to serve the direct purchase customers (eg. storage and production/gathering facilities).
2. Providing back-stopping and/or balancing for direct purchase customers.
3. Direct purchase customers returning to sales service (eg. gas supply, capacity and administrative costs).

The City may, however, consider that it would also be in the best economic and competitive interests of certain of its commercial and institutional customers or, for that matter, the City itself, to become direct purchase customers of Northwestern. Given the appropriate tracking and allocation of costs, this should not be a burden to the remaining sales customers.

This change will have the effect of reducing the gross revenue received by Northwestern from direct purchase customers by approximately 75% (being the gas cost component) and, without more, would have the effect of reducing the franchise tax (payment in lieu) presently received by the City pursuant to Section 14 of the Municipal Taxation Act. However, in an attempt to keep the municipalities whole, the Act was amended in November 1990 to provide that the gross revenue of the utility is to include the deemed value of the gas supplied to these customers. If there are any direct purchase customers within your municipal boundaries, it would be appropriate to review Northwestern's calculations to ensure that the proper amounts are being remitted. These "tax" payments are made to the utility on a monthly basis and it has been our suggestion that municipalities should require remittance to them on at least a quarterly basis.

Having regard to the foregoing, we have prepared a list of matters which require further consideration and which should assist the Department in preparing the proposed regulations. The Department's discussion paper contemplates consultation with stakeholders to finalize the regulations and regulatory board resolution of details concerning costs and rates and we would be pleased to assist you in this regard.

Yours truly,

BRYAN & COMPANY

Per:

J. Alan Bryan, Q.C.

JAB:mam

Enclosure

*Bryan & Company*

## INTRA-ALBERTA CORE MARKET POLICY ISSUES

1. Two categories of core market customers have been proposed. Large commercial and institutional consumers (using greater than 5,000 GJ annually per service) are tentatively scheduled to be eligible for direct purchases by November 1994. Small commercial consumers (using less than 5,000 GJ annually at each service) and residential consumers are tentatively scheduled to be eligible for direct purchases by November 1995. No reasons have been provided for the different treatment between large and small commercial customers or for the threshold level of 5,000 GJ per year, although the timing may be dictated by the notice requirement noted in Section 7.1 of the Discussion Paper. Given the proposed licensing, bonding and code of conduct applicable to brokers (and presumably all direct sellers), it may not be necessary to distinguish between the two categories of core consumers. This may be perceived as discrimination between large and small customers.
2. Gas purchase contracts between small commercial and residential consumers and gas suppliers are proposed to have minimum terms of 10 years, maintained on a 10 year rolling basis. It is assumed that the 10 year rolling basis refers to the dedicated reserves backing the gas supply contract volumes rather than the duration of contracts between the consumer and the supplier. The contracts between large commercial consumers and gas suppliers are proposed to have initial terms of 5 years, maintained at a minimum of 3 years on a rolling basis.

It has been suggested in other jurisdictions that long-term contracts with annual price redetermination have added little to security of supply. In a market-oriented pricing system, security of supply is obtained from bidding the market clearing price each year. Long-term contracts may lead to higher prices because reserves are tied up for extended periods of time while achieving little extra security of supply.

It may be appropriate to seek comments from gas producers in Alberta respecting industry response time to find and develop new reserves when gas supply markets tighten before finalizing the 3, 5 or 10 year reserve criteria contemplated in the Discussion Paper.

3. Similar to 2, the duration of transportation arrangements should perhaps be a reflection of the time required to bring new transmission capacity on line so that transmission capacity is not unnecessarily tied up for prolonged periods. Input from the owners of transmission facilities would be useful.
4. The need for formal backstopping contracts with the distributor or other approved supplier may not be necessary if all suppliers are required to

*Bryan & Company*

- 2 -

assure deliverability backed by a corporate warranty and indemnity. Is double protection required if the distributor were to undertake to supply gas on a best efforts basis? The affected consumers should be able to decide on the amount of protection required.

5. The notice required to switch from sales to direct purchases is 6 months initially for large commercial and 12 months thereafter and 12 months for small commercials and residential. Northwestern Utilities only requires 6 months notice, which presumably provides them with adequate time to rearrange their gas portfolio for the upcoming year. The additional 6 months notice will add uncertainty to price forecasts and hence may increase gas prices. The need for 12 months' notice should be reviewed with the distributors. Consideration should be given to minimum annual contracts commencing in November to preclude departing/returning customers from taking advantage of the differential in the distributor's summer and winter Gas Cost Recovery Rates.
6. The need to determine transition or incremental costs associated with direct purchases is important to ensure that the remaining sales customers do not bear any of the additional costs. The distributor's Production and Gathering costs should be considered in the same light as take-or-pay commitments as it becomes a stranded investment. If the costs of company production exceed the cost of purchased gas, the remaining sales customers will bear the higher costs. The measurement of incremental costs and the costs of returning to the system will undoubtedly be contentious issues.
7. All customers leaving or returning to the system should be required to pay all direct costs associated with direct purchases such as special metering, telemetry, incremental transmission, etc.
8. Distributor reliability standards for supply and transmission should not exceed those of direct purchase customers. It may be appropriate to base distributor dedicated reserves and transmission capacity on the time required to find and develop new reserves or to construct additional transmission capacity. If distributor reliability is based on greater reserves or capacity and hence higher costs, this may lead to uneconomic direct purchases by some consumers.
9. A system of licensing, bonding, and a code of conduct would provide added protection to unsophisticated customers. This system should be applicable not only to brokers but to all direct sellers to cover situations other than buy/sell contracts. Standardized contracts would further add to market integrity.

MAMo124.1427-67.04/02/93

Commissioners' Comments

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

*Bryan & Company*

"G. SURKAN", Mayor

"M.C. DAY", City Commissioner

DATE: April 15, 1993  
TO: Director of Financial Services  
FROM: Assistant City Clerk  
RE: PROPOSED PROVINCIAL REGULATIONS TO ALLOW CORE NATURAL  
GAS MARKET USERS ACCESS TO THE MARKET

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At the Council Meeting of April 13, 1993, consideration was given to your report dated April 2, 1993, concerning the above topic and at which meeting the following motion was passed.

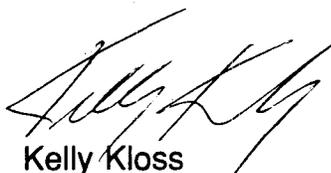
"RESOLVED that Council of The City of Red Deer having considered report from the Director of Financial Services dated April 2, 1993, re: Proposed Provincial Regulations to allow Core Natural Gas Market Users Access to the Market, hereby endorses the comments of J. Allan Bryan of Bryan and Company, Barristers and Solicitors, in his letter dated April 2, 1993, re: Intra Alberta Core Market Policy, discussion paper as submitted to Council April 13, 1993.

Council further agrees that said comments be forwarded to the Provincial Government for consideration in drafting the regulations to allow Core Natural Gas Users Access to the Market and as recommended to Council April 13, 1993."

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

I would ask that you now advise Mr. Bryan of Council's decision, as well as forwarding these comments to the Provincial Department of Energy on behalf of the City.

Trusting you will find this satisfactory.



Kelly Kloss  
Assistant City Clerk

KK/ds

c.c. E.L. & P. Manager

NO. 5

DATE: April 2, 1993  
TO: City Clerk  
FROM: Land & Economic Development Manager  
RE: **CITY OF RED DEER AND CAPRI HOTEL  
PROPOSED CONSOLIDATION OF PORTION OF ROAD PLAN 922-2098 WITH LOT  
G-1, PLAN 3237 N.Y.**

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A portion of Lot G-1, Plan 3237 N.Y., owned by the Capri Hotel and shown crosshatched on the attached plan was acquired by The City of Red Deer for the upgrading of the 32 Street Road Carriage Way, in accordance with the attached report from the Engineering Department Manager.

This upgrading was carried out as a part of the Major Continuous Corridor Project. The land required for the upgrading of 32 Street was registered as Road Right-of-Way by Registered Plan 922-2098. Once the 32 Street upgrading was completed, it became apparent that all the land registered by Plan 922-2098 was not required for road widening purposes.

The City Engineering Department has negotiated the return of the surplus lands to the Capri Hotel, and the consolidation of these lands with the Capri's existing title by way of a legal survey.

Recommendation:

That City Council approve the road closure described as follows, to enable the lands surplus to the 32 Street upgrading to be consolidated with the Capri Hotel's Lot G-1:

"All that portion of road as shown on Plan 922-2098 which lies north of a line from the most north-westerly corner of road to the most easterly corner of road on Plan 922-2098, and containing 0.048 hectares (0.12 acres) more or less."



Alan V. Scott  
WFL/pr

att.

c. Director of Engineering Services



PLAN 792 0232

LOT 5

LOT E

51st STREET CLOSE

89°

46'  
178.20

25°

R/W PLAN  
5236 M.C.

LOT 3  
BLOCK 10  
PLAN 3231 T.R.

CAPRI

LOT G-1  
PLAN 3237 N.Y.

UTILITY R/W  
PLAN 922 0331

UTILITY R/W  
PLAN 792 2978

R=302.39  
Arc=113.50

Arc=78.97  
R=76.55

LOT 6  
BLOCK 1

1.815 ha.  
4.48 Acs.

51st AVENUE

49.30  
359°46'25"

R1

PORTION OF ROAD PLAN 922 2098  
TO BE ADDED TO LOT

ROAD PLAN 922 2098

140.82  
93°50'44"

R=7.62  
Arc=11.97

32nd STREET

LOT J-1

PLAN 3237 N.Y.

DATE: March 25, 1993  
TO: Land Supervisor  
FROM: Engineering Department Manager  
RE: **CAPRI HOTEL  
LAND ACQUISITION BY THE CITY OF RED DEER**

---

During design of the Major Continuous Corridor and 32 Street, in the vicinity of the Capri Hotel, it was necessary to acquire more land than the original 32 Street right of way to accommodate the back slope of the cut. At the same time an inquiry was made by the owner of the Capri for consideration of an auxiliary lane and access to the property. Since negotiations for the access required time and the contractor was already working on the Major Continuous Corridor, the consultant estimated the land requirements for the Capri access without a final design so a legal plan could be surveyed for an agreement between the City and the Capri. No monies were to be exchanged until completion of construction of the access and auxiliary lane.

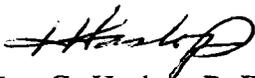
After construction, it was evident that the original land estimate was excessive, and should be returned to the Capri. This land was initially dedicated to the City at no cost, for the Capri access.

As the City initiated the land acquisition to accommodate both the widening of 32 Street and the Capri access, the City normally would be responsible for the road plan closure, legal survey, and registration. The alternative is for the City to retain this surplus land and carry the responsibility for liability and maintenance. In addition, a small part of the Capri parking lot is on this land which further complicates the issue.

The Capri will remain responsible to reimburse the City for the value of construction related to the deceleration lane, entrance, and parking lot modifications.

#### **RECOMMENDATION**

As the City has no apparent need for this land, and as it was originally given to the City by the Capri for the sum of \$1.00, we would recommend that the land be returned to the Capri.

  
Ken G. Haslop, P. Eng.  
Engineering Department Manager

PEG/emg

A summary of the portion of the Major Continuous Corridor Project cost attributable to the Capri Hotel is as follows:

**DESCRIPTION OF WORK**

Design and build the deceleration lane on 32 Street, Capri access to 32 Street, and on-site modifications to the Capri parking lot to accommodate the new Capri access to 32 Street.

**PROPERTY REQUIREMENTS**

1. Originally required 695 m<sup>2</sup> at \$91.50/m<sup>2</sup> = \$63,590, as per City/Capri Agreement.
2. Estimated an additional 490 m<sup>2</sup> at \$1, which was dedicated by the Capri for their access.
3. Final land requirements were 695 m<sup>2</sup> for 32 Street widening and 33.5 m<sup>2</sup> for the Capri access point.
4. A surplus of 456.5 m<sup>2</sup> originally dedicated by the Capri was generated (see attached plan).

**CONSTRUCTION COSTS**

1. Design (consultant fees)	\$11,612
2. Construction (contractor)	\$42,674
3. E. L. & P. pole relocation	<u>\$ 7,592</u>
SUBTOTAL	\$61,878
10% Administration	\$ 6,188
7% GST	<u>\$ 4,765</u>
TOTAL DUE CITY	<u>\$72,830</u>

**NET COST TO CAPRI (INVOICE AMOUNT)**

1. Amount due City from the Capri for their access constructed to 32 Street.	\$72,830
2. Land purchased by City for 32 Street widening.	<u>\$63,590</u>
NET AMOUNT DUE CITY	<u>\$ 9,240</u>

**Commissioners' Comments**

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

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

Plan 792-0232

Lot 5

Lot E

R/W Plan  
5236 M.C.

Lot G-1

Area Required For Road  
0.118 ha. (0.29 Ac.)

Plan 3231 T.R.  
Block 10

R/W Plan 922-0331

51 st Avenue

490 m<sup>2</sup> @ no cost to city.

Fd. No MK.

DECELERATION LANE

RIGHT-OF-WAY

32<sup>nd</sup> Street

50.000

$695 \text{ m}^2 @ 91.49/\text{m}^2 = 63,560$

Lot 3



DATE: April 15, 1993  
TO: Land & Economic Development Manager  
FROM: Assistant City Clerk  
RE: THE CITY OF RED DEER AND CAPRI HOTEL/PROPOSED  
CONSOLIDATION OF PORTION OF ROAD PLAN 922-2098 WITH LOT G-  
1, PLAN.3237 N.Y./ROAD CLOSURE BYLAW 3086/93

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated April 2, 1993, concerning the above topic and at which meeting the following motion was passed.

"RESOLVED that Council of The City of Red Deer having considered reports from the Land and Economic Development Manager dated April 2, 1993, re: City of Red Deer and Capri Hotel proposed consolidation of portion of road Plan 922-2098 with Lot G1, Plan 3237NY and from the Engineering Department Manager dated March 25, 1993, re: Capri Hotel, land acquisition by The City of Red Deer, hereby concurs with the recommendations as outlined in the above reports and as presented to Council April 13, 1993."

In addition to the above motion, first reading was given to Road Closure Bylaw 3086/93.

Bylaw 3086/93 provides for the closure of all that portion of road as shown on Plan 922-2098 which lies north of a line from the most north westerly corner of road to the most easterly corner of road on Plan 922-2098 and containing 0.048 hectares (0.12 acres) more or less. Enclosed herewith is a copy of the aforesaid Road Closure Bylaw.

This office will now proceed with advertising for a Public Hearing to be held on May 24, 1993, commencing at 7:00 p.m. or as soon thereafter as Council may determine. The advertising for this closure is scheduled to appear in the Advocate on April 30 and May 7, 1993.

It is our understanding that the cost of this advertising is to be the responsibility of the City and in this regard, I would ask that you provide Sandra Ladwig at 342-8135 with an account number so as said advertising can be charged to this project.

Page 2  
Land & Economic Development Manager  
April 15, 1993

Trusting you will find this satisfactory.



Kelly Kloss  
Assistant City Clerk

KK/ds

c.c. Director of Engineering Services  
Bylaws & Inspections Manager  
City Assessor  
E.L. & P. Manager  
Fire Chief  
Public Works Manager  
Council & Committee Secy., Sandra

NO. 6

CS-3.972

**DATE: March 29, 1993**

**TO: CITY COUNCIL**

**FROM: CRAIG CURTIS, Director  
Community Services Division**

**RE: FACILITY MAINTENANCE COSTS**

---

1. Two unbudgeted maintenance expenditures have recently been incurred in our facilities. Once again, these emphasize the need to allocate additional funds for maintenance, as outlined in the division's Facilities Management/Maintenance Plan (FMMP).

2. The items requiring funding are as follows:

- **Fort Normandeau:**  
Repairs and installation of sensing unit \$ 3,098.00
- **Recreation Centre:**  
Replacement of hot water heater \$ 2,486.68
- **Total** \$ 5,584.68

3. The circumstances surrounding the above items may be briefly summarized as follows:

**3.1 Fort Normandeau: Repairs**

The electronic furnaces at Fort Normandeau failed in February due to ice build-up. This, in turn, resulted in damage to the water treatment unit and related plumbing. The total cost of repairs was \$2,098.00. I also authorized the installation of a heat/cold sensing unit at a cost of \$1,000.00, which will prevent a similar failure in the future. In accordance with the FMMP, these expenditures should be charged to the Waskasoo Park Operating Trust Fund, which presently totals approximately \$1,400,000.00.

**3.2 Recreation Centre: Replacement of Hot Water Heater**

The 18-year-old hot water heater #2 at the Recreation Centre failed in January. It was determined that repairs would not be cost effective, and the unit was replaced at a cost of \$2,486.00. This item is scheduled in the FMMP for replacement in 1994, at an estimated cost of \$3,000.00. It is recommended that this expenditure be funded from the Community Services Maintenance Fund, which was approved by City Council in 1992, and presently totals approximately \$62,000.00.

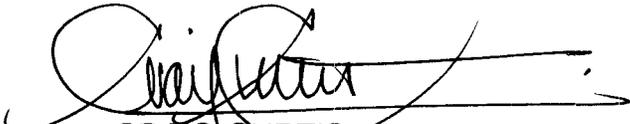
**City Council**  
**Page 2**  
**March 29, 1993**  
**Facility Maintenance Costs**

---

4. **RECOMMENDATIONS**

It is recommended that City Council:

- Approve an expenditure of \$3,098.00 from the Waskasoo Park Operating Trust Fund for repairs related to the furnace failure, and the installation of a heat/cold sensing unit.
- Approve an expenditure of \$2,486.00 from the Community Services Maintenance Fund for replacement of a hot water heater at the Recreation Centre.



CRAIG CURTIS

:dmg

Att.

- c Don Batchelor, Parks Manager  
Colleen Jensen, Social Planning Manager  
Lowell Hodgson, Recreation & Culture Manager  
Harold Jeske, Facilities Supt.

## M E M O

TO: CRAIG CURTIS  
DIRECTOR OF COMMUNITY SERVICES

FROM: MORRIS FLEWWELLING  
DIRECTOR OF MUSEUMS

DATE: MARCH 23, 1993

RE: FURNACE FAILURE, FORT NORMANDEAU INTERPRETIVE CENTRE

\*\*\*\*\*

On Tuesday, February 23, 1993 an inspection of the Fort Normandeu Interpretive Centre revealed that the furnaces had failed and the furnace room showed some damage from frost. The washrooms, theatre and gallery areas of the building were cold but not damaged by the freezing.

The main cause of the problem was the plugging of the exhaust pipe from the furnaces by ice forming from the water vapour in the exhaust. The electronic furnaces failed to ignite when their exhaust was cut off.

Repairs were effected immediately to restore operation of the furnaces and to restore heat to the building. Further repairs to the water treatment unit and other damaged equipment are underway. One half the repair costs will be recovered through our mechanical maintenance contract with Johnson Controls.

The actual and estimated costs for repairs are as follows:

Snow plowing for access	\$117.00
Bruin's Plumbing	85.00
Johnson Controls	766.00
Water Treatment	<u>\$1,130.00</u>
TOTAL	\$2,098.00

Our Building Operation Coordinator, Mr. R. Roberts, has been most helpful in helping to restore heat to the building and in recommending preventive measures.

In spite of regular checks on the building performed by our resident site security and maintenance person, this is the second time in three years that there has been a freeze-up problem at Fort Normandeu. Since the building is remote and the level of heat is kept at a minimal level throughout the winter, the likelihood of further occurrence is quite substantial. Currently there is no fire sensing equipment in the facility. It would seem advisable to instal a heat/cold sensing unit that could send a message by telephone to a monitoring station. This would immediately alert

**RE: FURNACE FAILURE**

Page 2

those responsible that a heating failure had occurred and action could be taken to prevent costly damage. The particular unit we are recommending also has an intrusion security feature which would be very useful. It would announce any hostile intrusion and would provide a documented record of the daily security checks to be made by our resident caretaker.

The capital cost of this unit would be about \$1,000. The monthly monitoring costs would be very small and could be absorbed into the Annual Operating Budget for the site.

I strongly recommend the installation of the alarm system outlined above.

Would you please place this matter before Council to seek authorization for \$2,098 for repairs in \$1,000 for the preventive measures for a total of \$3,098. If you require further information, please call me.

Morris

Mf:er

R-40338

**DATE: March 26, 1993**

**TO: CRAIG CURTIS  
Community Services Director**

**FROM: LOWELL R. HODGSON  
Recreation & Culture Manager**

**RE: RECREATION & CULTURE CENTRE  
HOT WATER HEATER #2 FAILURE**

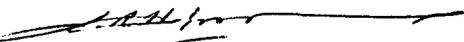
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On or about January 29, 1993 an 18-year-old hot water tank at the Recreation Centre failed. Our Operator immediately contacted a repair firm as this heater is essential to the operation of the Centre. Our Operator was given three options: that of replacing the existing controls with new controls at a cost of \$800; replacing the gas valve and a reconditioned control at a cost of \$500; or a new gas water heater at a cost of \$2,486.

The first two options were only temporary solutions and as the interior of the tank had a large amount of scale buildup we were informed that its lifespan was very limited. The plumber stated that the average lifespan of a hot water heater is approximately 15 years and anything after that is considered "borrowed time".

As this hot water heater is in excess of 18 years old, I authorized the purchase of a replacement unit at a cost of \$2,486.68 including G.S.T. We, of course, have no budget for this purchase as we have no contingency in our accounts for major equipment failures and thus we must seek the support of City Council for a 1993 overexpenditure or have this expenditure charged against the Facilities Management Maintenance Plan.

The new hot water heater was immediately installed as it had to be, but we have not yet determined a source of funding for this expenditure. We therefore seek your support to have this expenditure covered under the Facilities Management Maintenance Plan as I believe it was established to accommodate just such emergencies.



LOWELL R. HODGSON

/kb

cc - Harold Jeske, Facilities Superintendent

Commissioners' Comments

We concur with the recommendations of the Director of Community Services.

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

**DATE: APRIL 15, 1993**  
**TO: DIRECTOR OF COMMUNITY SERVICES**  
**FROM: ASSISTANT CITY CLERK**  
**RE: FACILITY MAINTENANCE COST**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 29, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Director of Community Services dated March 29, 1993, re: Facility Maintenance Cost, hereby approves the following expenditures:

1. \$3,098.00 from the Waskasoo Park Operating Trust Fund for repairs related to the furnace failure and the installation of a heat/cold sensing unit at Fort Normandeau.
2. \$2,486.00 from the Community Services Maintenance Fund for replacement of a hot water heater at the Recreation Centre.

and as recommended to Council April 13, 1993."

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

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Parks Manager  
Social Planning Manager  
Recreation and Culture Manager  
Facilities Superintendent  
Director of Museums

**DATE: March 31, 1993**  
**TO: City Clerk**  
**FROM: Director of Financial Services**  
**RE: COMPUTER TECHNOLOGY PLAN**

---

In 1992 the City contracted with Sierra Systems Consultants Inc. to develop a computer technology plan that:

- identified a long term (10 year) vision of the technology structure the City should work toward
- identified a short term (3 to 5 year) plan to work toward the long term vision
- provided a consistent level of service to the public but recognized the need for fiscal restraint.

Attached is an Executive Summary and Recommendations from the report. The report itself is some 200 pages. If members of Council would like to review the complete report, it is available from my office.

There are a number of recommendations contained in the attached Summary. It is proposed to give Council a brief presentation of the major recommendations at the Council meeting the report is considered.

The major recommendations in the report are to:

- Move gradually to a Client/Server, Open System architecture for the City's computer systems.
- Install an industry standard Relational Database Management System (RDBMS).
- Complete a comprehensive Information Strategy Plan (ISP).
- Set up a Computer Resources Committee of representatives from all City departments to oversee the technology implementation.
- Transform the Computer Services Department Operations section into a Production Data Centre.

City Clerk  
 March 31, 1993  
 Page 2

Due to the need to exercise fiscal restraint, the implementation of the recommendations of the Technology Plan have been phased over a number of years, starting in 1993 and 1994.

The portions of the Plan proposed for 1993 and 1994 are necessary in order to be able to provide a consistent level of service to the public. If the Technology Plan is not implemented, the City will fail to achieve the level of efficiencies that should result from the use of technology. In this time of reduced staff and fiscal restraint, the need to make staff more efficient was never more necessary.

The funding required to implement the portions of the plan required in 1993 and 1994 are summarized on Appendix "A" of this report.

The total expenditure proposed on Appendix "A" is \$891,300 for the projects required to implement the first phases of the Technology Plan. The proposed funding for this expenditure is:

<u>Description</u>	<u>Funding</u>
• Approved by Council in the 1992 Budget	\$ 94,000
• Available in the reserve for the Payroll/Human Resource System	230,000
• Approved in the 1993 Capital Budget	500,000
	_____
<b>Total Funding Approved/Available</b>	<b>\$ 824,000</b>
	_____

The balance of the required funding of \$67,300 would be included for consideration in the 1994 Budget.

Council approved \$500,000, as indicated above, in the 1993 Capital Budget to be funded by debenture borrowings. In other reports on this Council agenda, alternative sources of funding for the \$500,000 are recommended by the Finance and Audit Committee.

City Clerk  
March 31, 1993  
Page 3

The Computer Steering Committee, consisting of City administration representatives, has received the Technology Report and passed the following resolution:

"RESOLVED that the Committee agree to recommend to Council:

- Approval, in principle, of the Technology Plan prepared by Sierra Systems Consultants Inc.
- Approval of the proposed 1993 Budget on Appendix 'A' to implement the Technology Plan.
- Approval, in principle, of the 1994 Budget on Appendix 'A' to implement the Technology Plan."

Based on the recommendation of the Committee, it is recommended the portion of the \$500,000 not required to fund the proposed 1993 program be put into a reserve to fund the 1994 program. The amount to be put into the reserve is \$240,200 (\$500,000 - \$259,800) and will be included in the 1994 Budget when it is submitted to Council in January 1994.

### **Requested Action**

Council approval of the:

- Computer Technology Plan "in principle"
- Proposed expenditures for 1993 as detailed on Appendix "A"
- Transfer into a reserve account of the \$240,200 intended to fund the 1994 proposed expenditures.



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

AW/jt  
Att.

## **PROJECTED BUDGET FOR THE TECHNOLOGY PLAN 1993 AND 1994**

<b>BUDGET YEAR</b>	<b>DESCRIPTION</b>	<b>HARDWARE &amp; SOFTWARE COSTS</b>	<b>CONTRACTED SERVICES</b>	<b>TOTAL EXPENDITURE</b>	<b>FUNDING AVAILABLE &amp; APPROVED</b>	<b>NET FUNDING REQUIRED</b>
1993	Memory and Disc upgrades required for the UNISYS mainframe computer	\$170,800		\$170,800	\$94,000	\$76,800
	Preparation of a comprehensive Information Strategy Plan		50,000	50,000		50,000
	Phase 1 of a Payroll/Human Resource System	300,000		300,000	230,000	70,000
	Implement a Computer Resource Committee	8,000	10,000	18,000		18,000
	Implement a Production Data Centre	6,000	39,000	45,000		45,000
	<b>Sub-total 1993</b>	<b>\$484,800</b>	<b>\$99,000</b>	<b>\$583,800</b>	<b>\$324,000</b>	<b>\$259,800</b>
1994	Complete downsizing migration plan		60,000	60,000		60,000
	Establish a base Client/Server technical environment	70,000	80,500	150,500		150,500
	Implement Network infrastructure		30,000	30,000		30,000
	Install Office Automation Groupware/Workstation Management	47,000	20,000	67,000		67,000
	<b>Sub-total 1994</b>	<b>\$117,000</b>	<b>\$190,500</b>	<b>\$307,500</b>	<b>\$0</b>	<b>\$307,500</b>
	<b>Totals for 1993 and 1994</b>	<b>\$601,800</b>	<b>\$289,500</b>	<b>\$891,300</b>	<b>\$324,000</b>	<b>\$567,300</b>



*THE CITY OF RED DEER*  
*TECHNOLOGY PLAN*

*SIERRA SYSTEMS CONSULTANTS INC.*  
*Suite 1401, Canada Trust Tower*  
*10104 - 103rd Avenue*  
*Edmonton, Alberta*  
*Canada T5J 0H8*

*March 19, 1993*



## 1.0 EXECUTIVE SUMMARY and RECOMMENDATIONS

### PURPOSE

The City of Red Deer (the City) engaged the services of Sierra Systems Consultants Inc. (Sierra) to develop a ten year Technology Plan for computing needs. The purpose of the plan is to provide recommendations for computer technology directions and to guide the City's technology investments over the next three to five years. The intent is to manage investments within a consistent ten year vision.

The Technology Plan considers the challenges facing the City of Red Deer and in specific, to maintain a consistent level of service to the public in a time of fiscal restraint. It explores opportunities for computer technology solutions which can be implemented cost effectively and within resource constraints. It also addresses the required Computer Services department framework and infrastructure to allow reliable and effective management of information needs for all the City's internal departments.

### TECHNOLOGY PLANNING PROCESS

The process for carrying out the technology plan involved cooperative effort between the consultant, the Computer Services resources and other department participants in joint requirements sessions. These groups were involved individually and collectively in appraising the current situation, defining the future vision for technology support and contributing to the recommendations made in this report.

Information was gathered from hardware and software vendors, and analyzed in the context of the City's current situation. Based on the experience of the consultant and with close



cooperation from the participants of the study, recommendations were made for technology investments within a three to five year timeframe.

## OVERVIEW SUMMARY

The City of Red Deer has seen a substantial increase in the number of computing devices acquired and implemented and has seen varying success with these investments over the past few years. The current technology environment consists of a proprietary Unisys 2200 model 401 mainframe supporting 116 terminals, 84 personal computers (28 which are also connected to the mainframe) and two Local Area Networks. There currently is no relational database in place.

### *Objectives*

The **ACTIVITIES** to fulfil the City's service mission and objectives fall into three categories:

- o **General Government** consists of the business activities of the Mayor, City Council, Commissioner and advisory staff pertaining to city administration;
- o **Public Services** business activities support the citizen services including Community Development, Economic Development and Property, Resources Administration, and Public Well-Being Services; and
- o **Internal Operations** is the internal support services for all City departments consisting of Information Resources, Financial Resources, General Services and Human Resources.

The goal of all computer technology investments is to manage information in support of all business activities.



The objectives of this plan are to establish a progressive, limited risk approach which maximizes the current investments in technology based on existing business applications and information requirements. This plan addresses the:

- o Technology Infrastructure including hardware, operating systems and networks;
- o Criteria for application software alternatives including:
  - o Land Related Information System;
  - o Office Automation; and
  - o Payroll/Human Resources Information System;
- o Computer Services staffing requirements and roles;
- o Responsibilities of a steering committee; and
- o Projected five year budget for the implementation of the technology plan.

### *Information Requirements*

The City of Red Deer requires a variety of technology and information to enable its business activities. The INFORMATION framework must address the following:

- o All the organization units of the City require and produce **Financial Information** while performing their business activities;
- o **Property Information** is required to support the promotion, development and property administration activities;
- o **Legislative History and Records Information** is needed by general government including bylaws, council meetings and City's records;



- o For effective delivery of its services *directly* to the public, detail **Community Development Information** is required to track programs and facilities, transit service, and training requirements;
- o **Engineering and Operations Information** is required for maintenance of utilities and public works, and for the continued supply of energy and utility services; and
- o **Geographic and Spatial Information** is key to the management of all land within the City limits. This information includes maps of intra and inter-city sites and locations, and transportation corridors.

### *Influences*

The City of Red Deer takes a very conservative approach to investments in technology by seeking solutions jointly with other cities in the province. The City has a Unisys mainframe similar to the City of Medicine Hat and the City of Lethbridge which potentially allow shared or comparable solutions. However, current directions within these cities may not be feasible for Red Deer due to the focus of these directions and the existing technology. Even within the City, stand alone solutions that have contributed to a more effective work force have not yet been shared across the City. The culture within the City of Red Deer with respect to technology is focused on proven solutions and low risk alternatives.

Efforts are required to maximize the current investments in technology. Much of the recent investments have been made without reference to an overall plan or strategy. The consequence of the unplanned use of technology is



inconsistencies and incompatibilities across computing platforms and a lack of data integrity, security, networking and host connectivity.

## **FINDINGS**

There are a number of findings which were the basis for the recommendations established within this project. These findings are outlined in the order suggested by the Request for Proposal.

### *Computer Hardware*

The Unisys mainframe was a wise decision at the time of purchase but is no longer cost efficient and does not allow the City to take advantage of newer technologies in order to maximize potential benefits from technology implementation.

There is also a lack of connectivity between departments and within departments to easily share information and technology capabilities.

The ratio of computer devices to City staff is about one to three. This can be expected to increase to a ratio of one to two staff within three to five years. The existing personal computer hardware is not fully utilized and would realize increased productivity benefits if networked. Due to a lack of standards for the utilization of tools and for the selection of software tools, there are numerous inconsistencies in the structure of data collected and stored.

### *Operating System*

The current UNISYS operating system will not be supported beyond 1993. A new release will need to be configured, and carefully implemented to avoid service interruptions. There is uncertainty about the cost the vendor will charge for the new support agreement which places the City in a vulnerable



position. Because of the proprietary nature of the Operating System, UNISYS is the only vendor who can supply the software and support.

### *Application Software*

The existing applications have evolved over time without the benefit of an overall strategy. This has lead to many individual software solutions which are not shared and not reusable, nor integrated and, in some cases, are redundant.

Of greater concern to the City, is the current state of the information databases within each area. Many departments keep their own data in independent applications. This has lead to increased data redundancy, decreased data integrity and, a lack of data security. Due to the lack of integration, data is often not available when required and when it is available it is not in the correct format which results in numerous rekeying efforts to manipulate data into useful information.

The tool set available for end user access to data is not sufficient. The minimal productivity tools that are available to retrieve data are deemed ineffective due to the state of the available data. Often, the data is in not in the correct format or it is just not trustworthy due to inconsistencies, redundancies and lack of integrity.

Considering the financial and departmental scope of IT initiatives, the current recommendations to proceed with PeopleSoft can not be fully justified. A new Payroll/Human Resources information system is definitely required but a lower cost package solution should be investigated.

Significant business justification exists to proceed with Land



Related Information System (LRIS) and Geographic Information System (GIS) initiatives. There is a need for further preliminary analysis to refine requirements.

There is an opportunity for significant productivity gains through the expansion of the existing Office Automation tools. The connectivity of existing office automation technologies will allow portability of people and tools, electronic messaging for increased communications capabilities and greater access to data. Standards are required to coordinate the use of tools, to maintain consistency and quality of documents and to increase the portability of applications and data.

#### *Computer Services*

The communication between business departments and the Computer Services department needs improvement. Improved communications are required for more productive use of technology and for achieving better business results out of software and information systems.

There is evidence that interpersonal relations within Computer Services needs to be strengthened.

The role of Computer Services needs to be refined especially in their responsibility for existing systems in order to maintain reliable and stable production operations.

#### *Steering Committee*

There have been concerns raised about the representation of the Computer Steering Committee, specifically, in regards to the lack of representation from certain departments. A civic wide technology direction is required from the steering committee and this cannot be accurately achieved without full representation from each department.



The objectives of the steering committee should focus on setting direction, establishing policy and realizing benefits from technology.

## **CRITERIA**

The criteria used to evaluate the technical strategy alternatives is listed below in the priority applied.

1. Maximize current investments in technology.
2. Allow low risk incremental expansion of technology.
3. Allow access to shared, centrally controlled financial data.
4. Promote end user productivity tools.
5. Allow common interconnection of workstations and servers.
6. Support an industry standard Relational Database Management System common to municipalities.
7. Allow easy integration of multiple vendors' products.
8. Support the Client/Server model for computing.

## **RECOMMENDATION**

Opportunities are available to improve the operation and management of technology in the City. Some of the opportunities can be implemented with the participation of internal staff guided by outside information technology specialists. These include improvements to the current Production Data Centre operations, the formulation of a Computer Resources Committee to guide the evolution of technology, and the implementation of workstation management principles and policies. Other opportunities require a longer period and involve additional investigation into cost effective alternatives.



After execution of the recommended projects, greatly improved results will be realized from the use of computer technology within the City. The major recommendations are outlined below.

***Adopt a Client/Server Open  
Systems Architecture***

The first recommendation to ensure a successful implementation of a ten year technology vision is to move gradually toward a *Client/Server, Open Systems Architecture*. Client/Server systems can provide a consistent user interface. Open Systems standards permit a high degree of flexibility in the development and deployment of information systems. Software and hardware components built to industry standards can be assembled in a modular, building block fashion as a result of consistent interfaces and protocols. This approach will improve access to data and applications by exploiting the processing power of Personal Computers networked together with commodity priced Database Servers. A technical infrastructure is necessary in order to accomplish this. To accommodate the sharing of operational data, the installation of an industry standard Relational Database Management System (RDBMS) is critical.

A Relational Database allows for easy access and retrieval to corporate data through the creation of "relationships". For instance, if hours are tracked on an employee, there is a set relation between "hours" and "employee". If the employees' position is also maintained, there is a relationship between "position" and "employee". Based on these relations, it is possible to extract relations between "position" and "hours" even though these are not formally defined. Relational databases allow for easy manipulation of relations between all data stored in order to facilitate business processes,



management decisions and executive information.

***Maximize Current  
Technology Investment***

In developing the ten year Technology Plan, the investment the City has already made in current technology must be considered. As a result, we recommend that the transition be evolutionary and that upgrades, networks, new hardware and software be phased in over time.

***Initiate an Information  
Strategy Planning Process***

A comprehensive *Information Strategy Plan* would establish clear information technology strategies aligned around a SERVICE DELIVERY MODEL. An ISP coordinates and plans application and technology needs based strictly on business strategies and functions to accomplish these strategies.

***Assign Technology Asset  
Management Responsibility***

Both computers and data should be managed as *corporate assets*. The goal is to ensure that all data required within the City is accurate, timely and accessible. Various policies and practices need to be implemented to accomplish this.

An active *Computer Resources Committee* needs to be established to enforce policy, oversee the technology evolution and guide the delivery of emerging technology services. The committee will participate with task force teams to set objectives for project teams, manage the corporate data objectives, control the technology budget, determine the service performance indicators, establish the criteria for technology acquisition, and accept responsibility for realizing the benefits of technology. A city wide training plan and skills inventory should also be commissioned through this committee.

***Implement a Production  
Data Centre***

The *Data Centre* should be stabilized to ensure production operates in a predictable, reliable manner so that financial data



is effectively managed. Training plans and policy implementation should support the gradual transformation of this production centre into an Information Services department. Specific roles are outlined in this report which support the staffing of this centre to effectively execute its mandate.

***Gradually Replace The  
Current Applications***

The City should establish a gradual migration from the current Unisys to the recommended Open Systems platform. It is expected that the most cost-effective strategy will be to implement an *integrated suite of application packages* that closely meet the City's requirements. The business functional requirements will be determined by the Information Strategy Plan. This will place the City in the mainstream of computer technology and municipal government software packages.

***Build a Network  
Infrastructure***

In order to support the new computing technology, a new electronic "highway" is critical. This *network infrastructure* will provide the interconnectivity and management of electronic information flow throughout the entire city as well as an interface to external organizations. This will facilitate the consistent, low-cost interconnection of computers on a city-wide basis.

***Improve Administration  
Productivity***

The *Payroll and Human Resources* applications should be replaced by a functional and cost effective solution which manages all city human resources, including volunteer and contracted labour.

A proactive program for *training and support* will enable City staff to better access and utilize information systems resources. This will set the stage to handle the cultural inertia which comes with any major change.



An initiative for city wide end user productivity would include a practical *office automation* approach and a workstation management implementation philosophy. This will maximize the current technology and increase productivity by means of a consistent approach to document preparation, correspondence and electronic communication. This task would also evaluate the location and access to computing devices and data so that workstations are no longer under utilized. Associated with this is the improvement in inter-city and intra-city *electronic communications*.

Improvement in the *budget preparation* and exchange of financial information would be accomplished by making the procedures consistent, and would be supported by electronic file transfer.

## **BUDGET PROJECTIONS**

In order to implement the recommendations, the preliminary budget over five years is estimated to be \$4,170,000. This includes hardware, operating systems, network components, application software, external consulting services and training. The estimated cost for completing the four highest priority projects is \$420,000. They would include conducting an Information Strategy Plan, implementing the Production Data Center, implementing the Computer Resources Committee and implementing phase 1 of the Payroll/Human Resources system.

The table on the following page provides a high level break-out of the five year cost estimates.



Item	Purpose	Cost (\$000)
1) Interim UNISYS upgrades (memory,disks)	Improve performance	\$25
LAN interface	Connect to LANs	\$100
2) Technology Infrastructure		
Client/Server Pilot	Computer Assets	\$30
Larger Server	Corporate	\$450
Upgrade - add workstations	GUI clients	\$600
RDBMS	Database standard	\$160
Distributed Servers	Department servers	\$70
3) Network Infrastructure		
Cabling	Physical wiring	\$75
HUB, Routers	LAN interconnect	\$120
Network Management	Reliability	\$50
Wide Area Network	City-wide connectivity	\$60
4) Application Software		
HRIS	Human Resources	\$350
GIS	LRIS and hardware	\$500



Item	Purpose	Cost (\$000)
Financial	Administration	\$400
Convert Utility Billing	Utilities	\$200
Other Standard Municipal	Other departments	\$500
5) Migration Projects		
External Consultants	Advice and Expertise	\$380
TOTAL		\$4170

The City has a significant investment in the current Unisys mainframe and it is recommended that it be maintained and upgraded in the short term while the migration plan is developed and gradually implemented. When the Unisys reaches a point of cost-ineffectiveness, it should be replaced by new Open System platforms as dictated by business needs.

The adoption of this plan, which should be revised by Computer Services on an annual basis, will position the City to greatly improve the access to information at all levels. The increase in reliability and confidence in computer technology will allow increased productivity for all users to provide more services with less effort. It will also reduce the large hidden costs of inadequate information and redundant efforts.

Commissioners' Comments

The attached report from the Director of Financial Services is an overview of the recently completed report on a Computer Technology Plan for The City of Red Deer, and as indicated, the Director of Finance will make a short presentation to Council outlining the contents of the report.

As noted the Director of Financial Services is recommending that Council approve the Computer Technology plan in principle, along with the proposed expenditure for 1993 and a transfer of reserve monies into 1994 to allow for implementation of the plan. We would agree with the recommendations of the Director of Finance subject to the Information Strategy Plan, when it is complete, and a report regarding options for the implementation of the Payroll Human Resource System being brought back for Council's consideration in 1993, prior to any major expenditure.

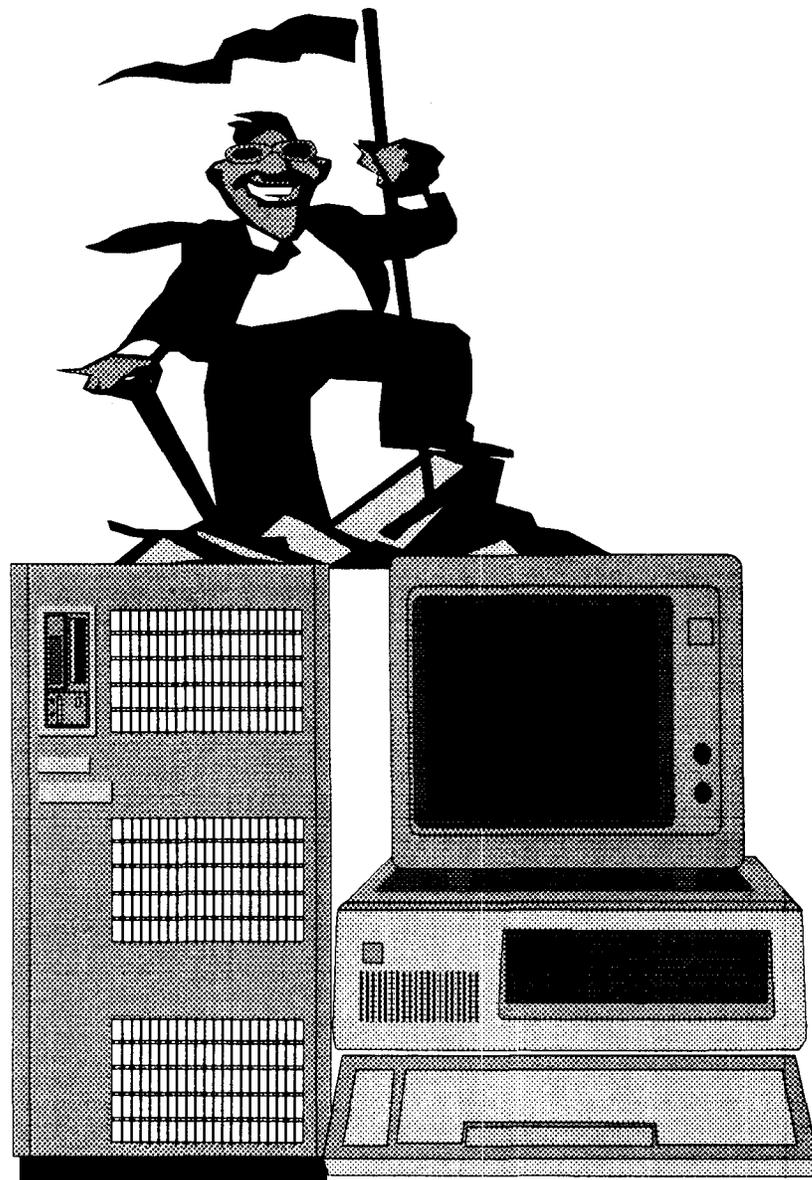
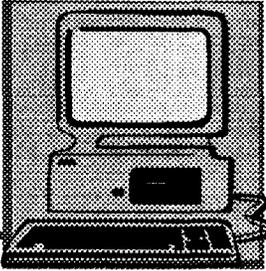
"G. SURKAN"  
Mayor

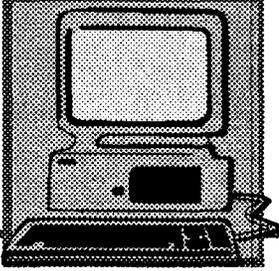
"M. C. DAY"  
City Commissioner

Submitted to City Council

Date: April 13/93

# CITY OF RED DEER TECHNOLOGY PLAN



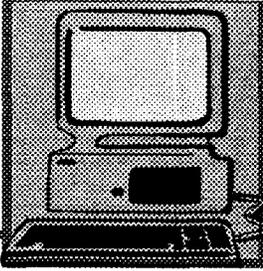


# TECHNOLOGY PLAN

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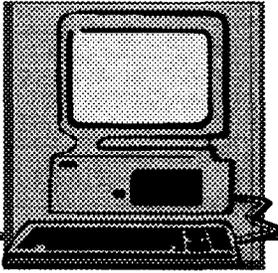
- ✓ City needed a long term vision for its Computer Technology
- ✓ Needed a short term plan (3 to 5 years) to work toward the long term vision
- ✓ Needed a plan that would allow a consistent level of service to the Public but recognize the need for fiscal restraint

# TECHNOLOGY PLAN FINDINGS



- ✓ Should maximize current investments in technology
- ✓ Allow low risk incremental expansion of technology
- ✓ Allow access to shared, centrally controlled financial data
- ✓ Promote end user productivity tools

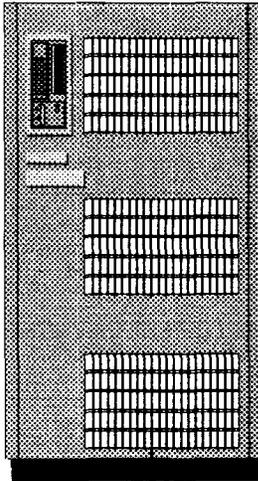
# TECHNOLOGY PLAN FINDINGS



- ✓ Allow common interconnection of workstations and servers
- ✓ Support an industry standard Relational Database Management System common to municipalities
- ✓ Allow easy integration of multiple vendors' products
- ✓ Support the Client/Server model for computing

# CURRENT HARDWARE CONFIGURATION

## UNISYS MAINFRAME



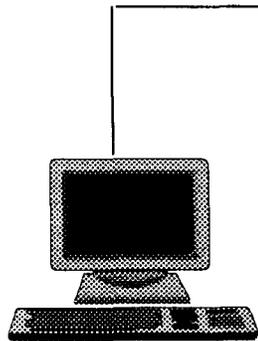
STAND  
ALONE  
PC'S  
(56)

INTERGRAPH

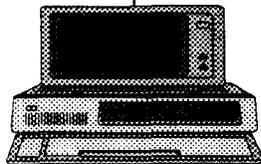
SCADA  
SYSTEM  
EL&P

WATER  
TREATMENT

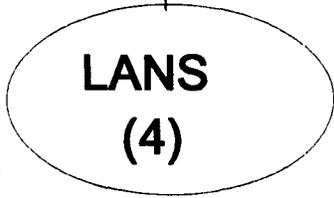
TRAFFIC  
SYSTEM



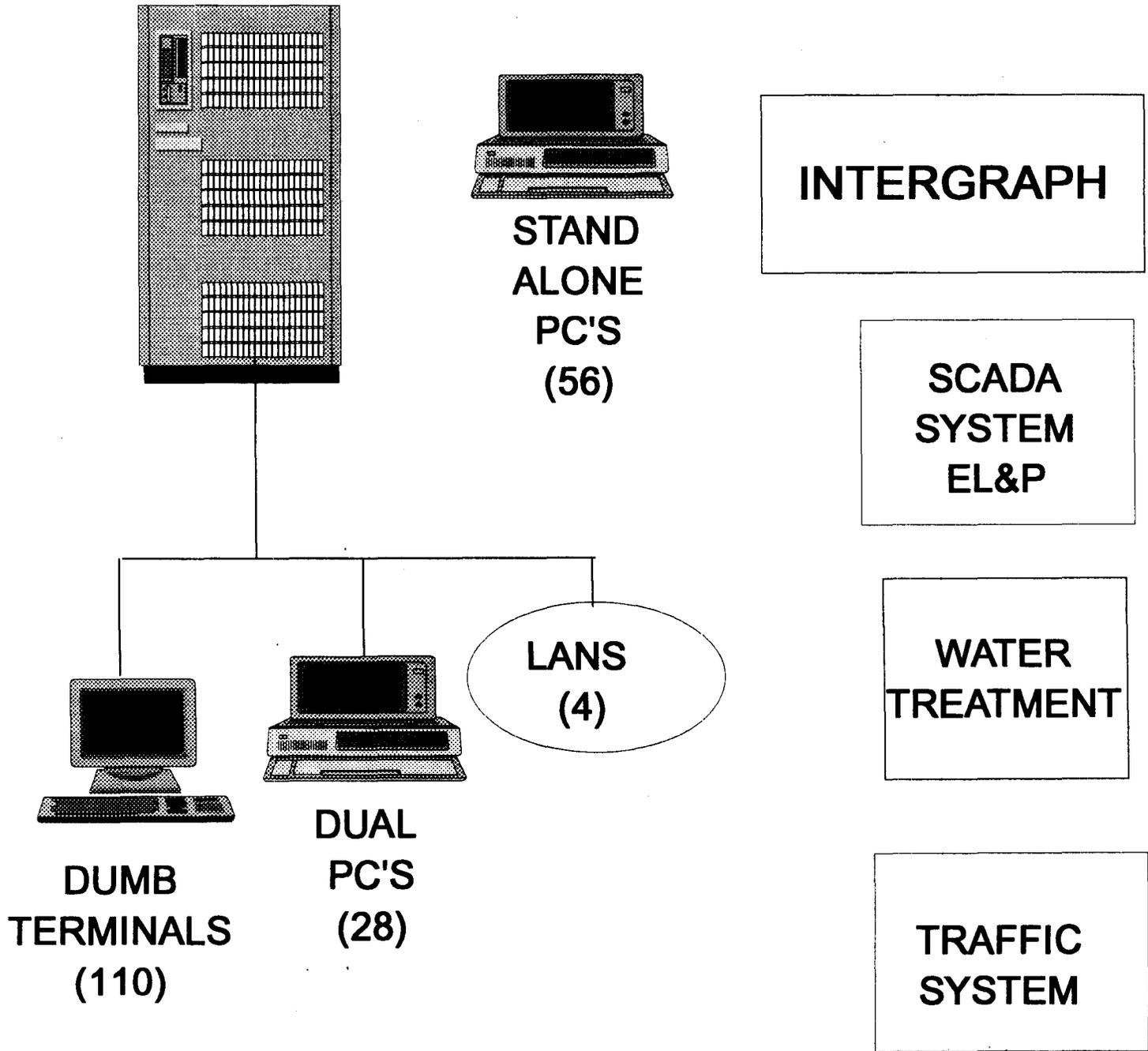
DUMB  
TERMINALS  
(110)



DUAL  
PC'S  
(28)

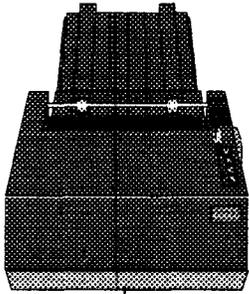


LANs  
(4)

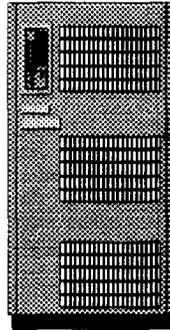


# FUTURE HARDWARE CONFIGURATION

CENTRAL  
LASER  
PRINT  
SERVICES



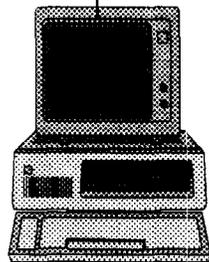
CENTRAL  
SERVER



NETWORK BACKBONE

L  
A  
N  
S

INCLUDES  
INTERGRAPH  
& TRAFFIC

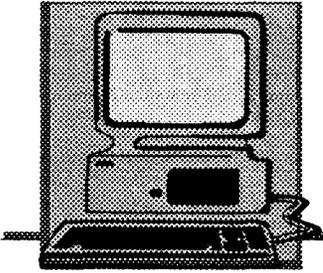


PC  
WORK  
STATIONS

SCADA  
SYSTEM  
EL&P

WATER  
TREATMENT

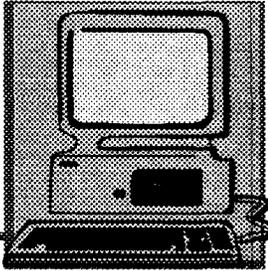
# TECHNOLOGY PLAN RECOMMENDATIONS



Move gradually to a  
**CLIENT/SERVER, OPEN SYSTEMS**  
Architecture

- ✓ can provide a consistent user interface
- ✓ high degree of flexibility in the development and deployment of information systems
- ✓ improve access to data and applications by exploiting the processing power of personal computers networked together

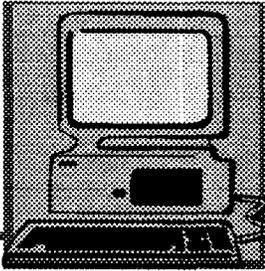
# TECHNOLOGY PLAN RECOMMENDATIONS



## Installation of an industry standard **RELATIONAL DATABASE MANAGEMENT SYSTEM (RDBMS)**

- ✓ needed to share operational data
- ✓ allows easy access and retrieval of corporate data
- ✓ facilitate use of end user tools

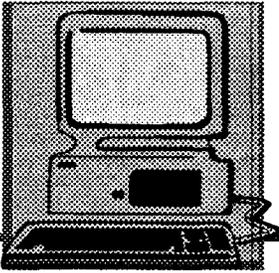
# TECHNOLOGY PLAN RECOMMENDATIONS



Comprehensive **INFORMATION STRATEGY PLAN (ISP)** to coordinate and plan application and technology needs

- ✓ identifies business strategies and functions from a City wide and Department perspective then
- ✓ identifies application and technology needs to accomplish the strategies
- ✓ identifies action plans

# TECHNOLOGY PLAN RECOMMENDATIONS



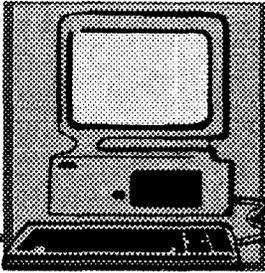
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**A COMPUTER RESOURCES  
COMMITTEE** consisting of  
representatives from all City  
departments

- ✓ to enforce policy
- ✓ to oversee the technology evolution  
and guide the delivery of emerging  
technology services
- ✓ to control the technology budget
- ✓ to establish criteria for technology  
acquisition
- ✓ to accept responsibility for realizing  
the benefits of technology
- ✓ to form work groups as required

# TECHNOLOGY PLAN RECOMMENDATIONS

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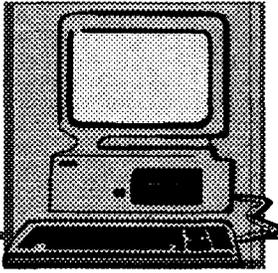


The Computer Services Operations section should be transformed into a **PRODUCTION DATA CENTRE**

- ✓ to focus on data as a City asset
- ✓ to focus on high standard production for financial systems and utility billing data in the Centre
- ✓ to provide support for new systems such as:
  - ✓ networks
  - ✓ office automation
  - ✓ corporate systems

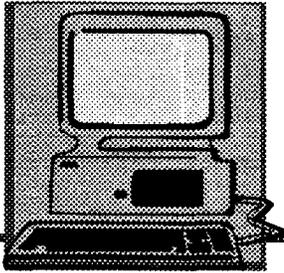
# TECHNOLOGY PLAN PROPOSED PHASE 1 (1993)

---



- ✓ Upgrade the UNISYS mainframe computer
- ✓ Complete the Information Strategy Plan
- ✓ Implement the Computer Resource Committee
- ✓ Implement Phase 1 of a Payroll/Human Resource package
- ✓ Implement the Production Data Centre
- ✓ Start moving non financial packages off the mainframe

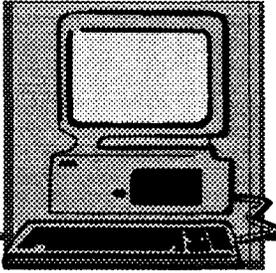
# TECHNOLOGY PLAN PROPOSED PHASE 2 (1994)



- ✓ Continue the transfer of non financial packages off the mainframe
- ✓ Establish a base Client/Server technical environment including a Relational Data Base Management System
- ✓ Implement a base network infrastructure
- ✓ Select and install an Office Automation package

# TECHNOLOGY PLAN

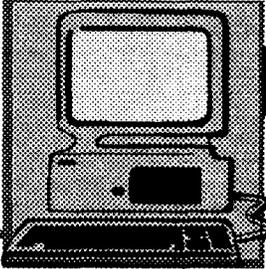
## PHASE 3



- 
- ✓ Gradual migration from the current UNISYS mainframe to an Open Systems platform (5 years)
  - ✓ Complete the move of all non financial systems off the mainframe
  - ✓ Select an integrated suite of financial application packages that most closely meets the City's requirements
  - ✓ Complete the implementation of a network infrastructure
  - ✓ Gather LRIS requirements and needs analysis for possible implementation

# CITY COUNCIL REQUESTED APPROVALS

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- ✓ Approval, in principle, of the Technology Plan prepared by Sierra Systems Consultants Inc.
- ✓ Approval of the proposed budget for 1993 and "in principle" for 1994 as detailed in the report.

## **PROJECTED BUDGET FOR THE TECHNOLOGY PLAN 1993 AND 1994**

<b>BUDGET YEAR</b>	<b>DESCRIPTION</b>	<b>HARDWARE &amp; SOFTWARE COSTS</b>	<b>CONTRACTED SERVICES</b>	<b>TOTAL EXPENDITURE</b>	<b>FUNDING AVAILABLE &amp; APPROVED</b>	<b>NET FUNDING REQUIRED</b>
1993	Memory and Disc upgrades required for the UNISYS mainframe computer	\$170,800		\$170,800	\$94,000	\$76,800
	Preparation of a comprehensive Information Strategy Plan		50,000	50,000		50,000
	Phase 1 of a Payroll/Human Resource System	300,000		300,000	230,000	70,000
	Implement a Computer Resource Committee	8,000	10,000	18,000		18,000
	Implement a Production Data Centre	6,000	39,000	45,000		45,000
	<b>Sub-total 1993</b>	<b>\$484,800</b>	<b>\$99,000</b>	<b>\$583,800</b>	<b>\$324,000</b>	<b>\$259,800</b>
1994	Complete downsizing migration plan		60,000	60,000		60,000
	Establish a base Client/Server technical environment	70,000	80,500	150,500		150,500
	Implement Network infrastructure		30,000	30,000		30,000
	Install Office Automation Groupware/Workstation Management	47,000	20,000	67,000		67,000
	<b>Sub-total 1994</b>	<b>\$117,000</b>	<b>\$190,500</b>	<b>\$307,500</b>	<b>\$0</b>	<b>\$307,500</b>
	<b>Totals for 1993 and 1994</b>	<b>\$601,800</b>	<b>\$289,500</b>	<b>\$891,300</b>	<b>\$324,000</b>	<b>\$567,300</b>

**DATE: APRIL 15, 1993**  
**TO: DIRECTOR OF FINANCIAL SERVICES**  
**FROM: ASSISTANT CITY CLERK**  
**RE: COMPUTER TECHNOLOGY PLAN**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 31, 1993, and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Director of Financial Services dated March 31, 1993, re: Computer Technology Plan, hereby approves the recommendations as outlined in the above noted report subject the Information Strategy Plan, when it is complete, and a report regarding Options for the Implementation of the Payroll Human Resource System, being brought back for Council's consideration in 1993, prior to any major expenditure and as presented to Council April 13, 1993."

The decision of Council in this instance is submitted for your information and appropriate action. As outlined in the above motion a number of reports are required to be brought back to Council and I look forward to same in due course.

I would like to take the opportunity to complement you and your staff on the implementation of this plan.

Trusting you will find this satisfactory.

Sincerely,



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Computer Services Manager

NO. 8

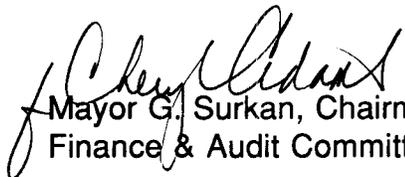
DATE: March 22, 1993  
TO: City Council  
FROM: Finance & Audit Committee  
**RE: REALLOCATION OF SURPLUS CAPITAL FUNDING**

---

The Finance & Audit Committee gave consideration to the report of the Director of Financial Services dated March 9, 1993 at their March 17, 1993 meeting. The report above noted contained appendixes "A" and "B" that identified the capital project surplus available for reallocation. Appendix "A" identifies the capital project surpluses requiring Local Authorities Board approval to reallocate debenture borrowings. Appendix "B" identifies the capital project surpluses that Council can reallocate without other approvals. Following is a resolution passed by the Committee regarding reallocation of surplus capital funding:

"That the Finance and Audit Committee, having considered report from the Director of Financial Services dated March 9, 1993 re: Reallocation of Surplus Capital Funding, hereby respectfully requests Council approval of the resolutions to reallocate the \$159,639.95 surplus from capital projects on Appendix "A" to acquire computer hardware and to reallocate the \$109,411.05 surplus from capital projects on Appendix "B" for computer hardware and software."

The above is submitted to Council for your consideration and direction.

  
Mayor G. Surkan, Chairman  
Finance & Audit Committee

/cga

att.

**DATE: March 9, 1993**

**TO: City Clerk**

**FROM: Director of Financial Services**

**RE: REALLOCATION OF SURPLUS CAPITAL FUNDING**

---

You will recall at the Council meeting of January 18, 1993, Council approved the allocation of \$15,000 of surplus from capital projects for a land purchase from Don's Tire. At the time Council approved the allocation, I indicated the balance of the capital surplus would be brought back to Council for allocation when the 1993 budget had been finalized.

Attached are Appendixes "A" and "B" that identify the capital project surplus available for reallocation.

Appendix "A" identifies the capital project surpluses requiring Local Authorities Board approval to reallocate debenture borrowings. I have attached a resolution for Council's consideration that would approve an application to the Local Authorities Board.

Appendix "B" identifies the capital project surpluses that Council can reallocate without other approvals.

The surplus funds available for reallocation are:

	<u>Surplus Available</u>
Appendix "A"	\$ 159,639.95
Appendix "B"	<u>109,411.05</u>
Total Available	<u>\$ 269,051.00</u>

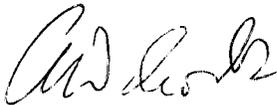
In the 1993 Capital Budget, Council approved \$500,000 for implementation of the recommendations of a computer technology study to be financed by debenture borrowings. It is recommended the \$269,051 be used instead of additional debenture borrowings for part of the \$500,000.

City Clerk  
March 9, 1993  
Page 2

**Requested Action**

It is respectfully requested that Council approve the following resolutions:

- The resolution as submitted to reallocate the \$159,639.95 surplus from capital projects on Appendix "A" to acquire computer hardware as recommended by the Computer Technology Study.
- A resolution to reallocate the \$109,411.05 surplus from capital projects on Appendix "B" for computer hardware and software as recommended by the Computer Technology Study.



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

AW/jt

Att.

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**CAPITAL BUDGET SURPLUSES  
REQUIRING COUNCIL APPROVAL ONLY TO REALLOCATE  
DECEMBER 31, 1992**

PROJECT NUMBER	DESCRIPTION	EXPENDITURE		PROVINCIAL GRANTS	RECOVERIES			NET SURPLUS (DEFICIT)	
		BUDGET	ACTUAL		DEBENTURE	L.A.B. ORDERS	OPERATING FUNDS		OTHER
<b>BY-LAW NO. 2959/88</b>									
3290-1700	Ross Street Lighting	\$865,000.00	\$733,347.81	\$365,841.20	\$260,723.60	\$156,650.00	\$829.51	\$50,696.50	
<b>BY-LAW NO. 2964/88</b>									
3290-1400	32st.-30ave.-Douglas ave.	700,000.00	487,408.62	443,287.46		53,965.91		9,844.75	
<b>OPERATING BUDGET</b>									
3290-1800	55st. bridge S side sidewk.	259,000.00	230,916.54	180,490.67		51,750.00		1,324.13	
3290-5900	64ave Edgar to Hwy. 11	1,000,000.00	985,644.53	867,682.97		140,000.00	9,031.41	31,069.85	
3290-6200	Waskasoo Crk. & 53st. brdg.	375,000.00	330,553.80	247,914.61		110,750.00		28,110.81	
3290-7000	Convert signal Ross/41 ave.	56,000.00	39,849.17	29,214.18		14,000.00		3,365.01	
	Subtotal	1,690,000.00	1,586,964.04	1,325,302.43		316,500.00	9,031.41	63,869.80	
	Totals	\$3,255,000.00	\$2,807,720.47	\$2,134,431.09	\$260,723.60	\$0.00	\$527,115.91	\$9,860.92	124,411.05
Less: Allocated by Council on January 18, 1993 to a land purchase from Don's Tire & Auto								15,000.00	
								\$109,411.05	

**RESOLUTION TO USE SURPLUS DEBENTURE FUNDS  
SECTION 394 - THE MUNICIPAL GOVERNMENT ACT**

---

"WHEREAS pursuant to Bylaw Nos. 2891/86 and 2956/88 of The City of Red Deer, in the Province of Alberta, passed on the 12th day of May 1986 and the 16th day of May, 1988, respectively, the said City was authorized to borrow by way of debenture the sums of \$4,250,000.00 and \$894,125.00 respectively;

AND WHEREAS the aforesaid Bylaw Nos. 2891/86 and 2956/88 were approved by Board Order Nos. 17794 and 18617 respectively, of the Local Authorities Board, dated the 23rd day of May, 1986 and the 27th day of May, 1988, respectively;

AND WHEREAS the aforesaid debentures were sold and the said City received the sums of \$3,210,000.00 and \$894,125.00 respectively as proceeds of the said sale;

AND WHEREAS Board Order No. 20237 of the Local Authorities Board dated the 27th day of April, 1992, authorized the use of \$18,750.00 of unexpended debenture funds for the purpose of the 43 Street/49 Avenue traffic lights;

AND WHEREAS the projects described in the aforesaid Bylaw Nos. 2891/86, 2956/88 and Board Order No. 20237 were completed at a cost of \$12,260,571.68, \$2,991,333.70 and \$67,450.29, respectively, and paid from debenture funds of \$3,210,000.00, \$894,125.00 and \$0.00, respectively, and paid by Provincial grants of \$9,527,608.47, \$2,158,164.96 and \$28,087.71, respectively, and Operating Fund contributions of \$168,671.76, \$18,628.96 and \$30,000.00, respectively, and unexpended debenture funds of \$214,000.00, \$0.00 and \$18,750.00, respectively, and developers' levies of \$0.00, \$30,018.00 and \$0.00, respectively, for a total unexpended balance of \$978,699.19;

AND WHEREAS Board Order No. 19589 of the Local Authorities Board, dated the 10th day of August, 1990, authorized the use of \$819,059.24 of unexpended debenture funds from Bylaw No. 2891/86 to be used for the purpose of Phase II - Major Continuous Corridor, leaving an unexpended balance of \$159,639.95;

AND WHEREAS the said City now desires to use the aforesaid unexpended debenture funds in the amount of \$159,639.95 for the purpose of computer hardware;

NOW THEREFORE THE CITY OF RED DEER HEREBY RESOLVES THAT:

1. The surplus debenture funds in the amount of \$159,639.95 be expended on the following project and in the following amount:
  - a) Computer Hardware \$ 159,639.95
2. Application be made to the Local Authorities Board for the required approval of the use of the aforesaid surplus debenture funds.

PASSED by Council of The City of Red Deer

this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**DATE: APRIL 15, 1993**  
**TO: FINANCE AND AUDIT COMMITTEE**  
**FROM: ASSISTANT CITY CLERK**  
**RE: REALLOCATION OF SURPLUS CAPITAL FUNDING**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 22, 1993, concerning the above topic and at which meeting the attached two motions were passed.

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

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk

KK/cjd

Encl.

cc: Director of Financial Services

NO. 9

DATE: March 22, 1993  
 TO: City Council  
 FROM: Finance & Audit Committee  
 RE: **ALLOCATION OF E.L. & P. UTILITY RESERVE FUNDS**

---

The Finance & Audit Committee, at their meeting of March 17, 1993, gave consideration to the report from the Director of Financial Services dated March 9, 1993 concerning the allocation of funds above noted. Following year end, the reserves are reviewed and proposals made for use of same. The resolution noted hereunder was passed by the Finance & Audit Committee for Council's consideration:

Moved by Alderman Hull, seconded by M. Day

"That the Finance & Audit Committee, having considered report from the Director of Financial Services dated March 9, 1993 re: Allocation of E.L. & P. Utility Reserve Funds, hereby recommend to Council of the City of Red Deer allocation of additional utility reserves as follows:

Transportation projects	\$ 136,000
Implementation of the Computerization Study	230,949
East Hill school site facilities	450,000
Maintenance reserve	<u>766,051</u>
<b>TOTAL</b>	<b><u>\$1,583,000"</u></b>

The above is submitted for Council's consideration and direction.

  
 Cheryl Adams  
 Mayor G. Surkan, Chairman  
 Finance & Audit Committee

/cga

att.

**DATE: March 9, 1993**  
**TO: City Clerk**  
**FROM: Director of Financial Services**  
**RE: ALLOCATION OF E. L. & P. UTILITY RESERVE FUNDS**

---

Council policy #405 on budget administration approved by Council on February 16, 1993, states:

Section 1(3)

"The E. L. & P. Utility should maintain a reserve balance equal to \$3 million for providing financing for Utility capital expenditures to avoid issuing debentures."

At December 31, 1992, the E. L. & P. Utility reserve balance was \$4,583,000.

It is recommended Council consider allocating \$1,583,000 of E. L. & P. reserve funds as follows:

- Replace debenture borrowing approved in the 1993 Capital budget for the following projects:
  - various transportation projects \$ 136,000
  - implementation of Computer Technology Study recommendations \$ 230,949
- Provide \$450,000 to fund the East Hill School site facilities planned for 1995. The funding had been indicated in error as being from the Catholic Board of Education.
- Allocate the remaining \$766,051 to the Maintenance Reserve for all City infrastructure.

The benefits to be received from the recommended allocation of funds are:

- No debenture borrowings for General Municipal purposes will be required in 1993.

City Clerk  
 March 9, 1993  
 Page 2

- Funding for development of the East Hill School site will be provided avoiding debenture borrowings.
- Additional funding will be provided for the maintenance of City infrastructure.

The cumulative impact of the benefits identified is a reduction of additional annual costs to be funded by taxation of \$181,000.

### **Recommendation**

That Council approve the allocation of \$1,583,000 of E. L. & P. Utility Reserve funds as follows:

• Transportation projects	\$ 136,000
• Implementation of the Computer Technology Study recommendations	230,949
• East Hill school site facilities	450,000
• Maintenance reserve	766,051
	<hr/>
Total	<b>\$ 1,583,000</b>
	<hr/>



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

AW/jt

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**DATE: APRIL 15, 1993**  
**TO: FINANCE AND AUDIT COMMITTEE**  
**FROM: ASSISTANT CITY CLERK**  
**RE: ALLOCATION OF E. L. & P. UTILITY RESERVE FUNDS**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated March 22, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Finance and Audit Committee dated March 22, 1993, re: Allocation of E. L. & P. Utility Reserve Funds, hereby approve the allocation of additional utility reserves as follows:

1. Transportation projects	\$136,000.00
2. Implementation of the computerization study	230,949.00
3. East Hill School Site Facilities	450,000.00
4. Maintenance reserve	766,051.00

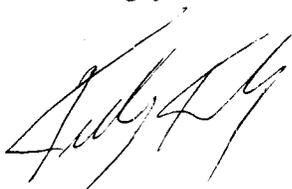
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TOTAL: \$1,583,000.00

and as presented to Council April 13, 1993."

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

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Director of Financial Services  
E. L. & P. Manager

NO. 10

FILE: gord\memos\lyrd-wst.cc

**DATE:** April 6, 1993  
**TO:** City Clerk  
**FROM:** Public Works Manager  
**RE: PILOT YARD WASTE COLLECTION AND COMPOSTING**

---

On August 17, 1992, Council approved the Solid Waste Master Plan as a working document with specific information being brought forward for Council prior to implementation.

One of the recommendations of the Solid Waste Master Plan was the development and operation of a pilot program for the separate collection, public drop-off and composting of yard waste. Funds in the amount of \$100 000, for the pilot program, were included in the 1993 budget and subsequently approved by Council.

The proposed program will include grass clippings, leaves and small branches but will not include kitchen waste.

The program will evaluate a number of different yard waste collection options in terms of cost, waste diversion, level of service and public acceptability. The collection options which are being considered include:

- a drop-off depot at the landfill, staffed on Monday to Friday from 3:30 - 7:30 p.m. and on Saturdays from 7:30 a.m. to 5:30 p.m., the exact dates are still to be determined;
- two neighbourhood drop-off depots;
- the "enviro-wagon" or drop-off trailer which will move to a new neighbourhood each day; the "enviro-wagon" will serve a total of 5 neighbourhoods on their corresponding garbage collection day; and
- individual household collection from two areas of 400 homes, each using different collection containers to be supplied by the City for the pilot program (likely clear plastic bags in one area and reusable cans in the other).

In all of the above options the composting site will be at The City of Red Deer Solid Waste Disposal Site.

April 6, 1993  
 City Clerk  
 Page 2 of 2

Negotiations with contractors are currently underway for the operation of the drop-off area and compost site at the landfill, individual household collections and for the two neighbourhood drop-off areas. The private sector will be involved in all aspects. We are negotiating with various firms as opposed to public tender. The following provides an outline of the program cost:

Site Preparation	\$ 5 000
Composting Site Operation	20 000
Household Collection	31 000
Neighbourhood Drop-off	6 000
Enviro-wagon	15 000
Advertising	8 000
Program Evaluation	7 000
Project Initiation and Management	<u>8 000</u>
 TOTAL	 \$100 000

The drop-off area at the City's landfill site is expected to be in operation in May.

The individual household collection area and the neighbourhood drop-off areas within the City will begin operation later in the summer.

We will continue to provide updates of the program for Council.

**RECOMMENDATION:**

We would respectfully request Council's approval to proceed as outlined.



Gordon Stewart, P. Eng.  
 Public Works Manager

MKS/blm

Commissioners' Comments

We concur with the recommendations of the Public Works Manager.

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

**DATE: APRIL 14, 1993**  
**TO: PUBLIC WORKS MANAGER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: PILOT YARD WASTE COLLECTION AND COMPOSTING PROGRAM**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated April 6, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Public Works Manager dated April 6, 1993, re: Pilot Yard Waste Collection and Composting, hereby approves proceeding with the Pilot Yard Waste Collection and Composting Program as outlined in the above noted report with the exception that the Household Collection portion in the amount of \$31,000 be deleted from the Program."

The decision of Council in this instance is submitted for your information and appropriate action. As outlined in the above motion, Council agreed that the Household Collection portion of the program will be deleted.

Trusting you will find this satisfactory and I look forward to a future report to Council relative to the evaluation of this program.



**KELLY KLOSS**  
Assistant City Clerk  
KK/cjd

cc: Director of Community Services  
Director of Engineering Services  
Director of Financial Services  
Parks Manager

April 13

43 Sherwood Cres.  
Red Deer, Alberta  
T4N 0A5

Mon, June 26/93

file

Dear City council members;

I wish to voice my opinion against your recent decision to cancel the yard waste composting program.

One reason that the program has gone over budget is due to a destructive wind storm in June that caused extensive tree damage in the city. As well there are persons living outside city limits using the drop-off locations.

I believe you are not taking into account the possible revenue available next spring when the decomposed compost can be sold back to city or outside residents.

To evaluate this trial program fairly it should run for two full years (spring of 1995). Then a decision on its economic and environmental feasibility can be made. Surely, when the cost of locating and transporting garbage to a new city landfill site are considered several years before necessary, it will point out the need to continue with the composting program.

If the city still finds it can not afford this program, I would like to see if private enterprise using student labour could make it a

(2)

profitable and an environmentally sound project. Would it be possible for the city to put this out to tender?

I hope you consider these ideas before you put this excellent program in moth-balls.

Yours for a better environment!

Art Stubbs

THE CITY OF RED DEER  
CLERK'S DEPARTMENT

RECEIVED	
TIME	11:00 AM
DATE	9/27/26
BY	KE



August 13, 1993

Mr. Art Stubbs  
43 Sherwood Crescent  
Red Deer, Alberta  
T4N 0A5

Dear Sir:

**RE: COMPOSTING PROGRAM**

I would like to thank you for your letter of June 26, 1993. It is always gratifying to hear from a citizen who has a genuine concern for the environment and who also keeps himself apprised of the City's programs in this area.

Please accept my apology for a somewhat tardy response; I am sure you can appreciate that the summer is a hectic time for all.

Most of the points you have made in your letter are very well taken, and I would like to respond to them if I may.

You are right that the amount of material we received in June and July was unusually high because of the severe wind storms. This in turn drove our costs up, and caused Council to cancel the pilot program earlier than originally intended. It is also undoubtedly true that there were some people from outside City limits using the bins. This is not necessarily undesirable, as these same people also use the landfill and it is better that the material arrives at the landfill as compostable material rather than solid waste.

The compost created in the program is certainly of some value. Our observations are, however, that the value would have been quite limited as the Red Deer area is blessed with naturally rich soil, and the quantities generated would certainly exceed the City's needs. Outside markets are very limited and would not have generated sufficient revenue to come close to covering the costs of the operation.

...2

DATE July 28, 1993

TO:

- DIRECTOR OF COMMUNITY SERVICES
- DIRECTOR OF ENGINEERING SERVICES - Please prepare response to the attached letter for review by Mayor.
- DIRECTOR OF FINANCIAL SERVICES
- BYLAWS & INSPECTIONS MANAGER
- CITY ASSESSOR
- COMPUTER SERVICES MANAGER
- ECONOMIC DEVELOPMENT MANAGER
- E.L. & P. MANAGER
- ENGINEERING DEPARTMENT MANAGER
- FIRE CHIEF
- PARKS MANAGER
- PERSONNEL MANAGER
- PUBLIC WORKS MANAGER
- R.C.M.P. INSPECTOR
- RECREATION & CULTURE MANAGER
- SOCIAL PLANNING MANAGER
- TRANSIT MANAGER
- TREASURY SERVICES MANAGER
- PRINCIPAL PLANNER
- CITY SOLICITOR
- \_\_\_\_\_

FROM:

CITY CLERK

RE: COMPOSTING PROGRAM

Please submit comments on the attached to this office by August 9, 1993

for the Council Agenda of \_\_\_\_\_ .

  
C. SEVCIK  
City Clerk

NO. 11

DATE: March 19, 1993  
TO: CITY COUNCIL  
FROM: ASSISTANT CITY CLERK  
RE: 1993 STATUTORY MEETING - CALL FOR NOMINATIONS

---

In September of 1992, City Council at that time, raised a concern regarding the submission of nomination forms for the appointment of citizens-at-large to various Council committees.

The concern of many members of Council arose as to the familiarity of the nominees and as such often found it difficult in making appropriate appointments. It was suggested that in addition to the nomination form being submitted, a brief resume and/or a photograph also be submitted.

As a result of the above, this office has researched the revamping of the nomination form and would advise as follows:

#### RESUME

We would recommend that a resume not exceeding three pages be requested of each nominee. This will mean more work for most of the nominees but will greatly assist Council in making informed appointments. The City of Calgary also has this requirement however resumes are not to exceed two pages. Should the resume be larger than stipulated, only the first two pages are placed on the agenda as per Council's direction.

#### PHOTOGRAPH

We would not recommend that a photograph be submitted with the nomination form. In speaking with our Personnel Manager, he indicated that such a request could open the door for accusations or perceptions of discrimination. An alternative to this would be to hold brief personal interviews with each of the nominees. This however would be very time consuming and could pose a problem in scheduling of interviews.

#### REASON FOR APPLYING

We would recommend that each nominee be asked the reason they are applying to sit on a Council Committee. This would assist Council in understanding the intent of the nominee and as such give Council additional information to consider in making appointments. The City of Calgary asks this questions and find it very beneficial as well as accepted by nominees.

City Council  
Call For Nominations  
March 19, 1993

2

### SUBMISSION OF FORM

With the old nomination form, the focus of same was for someone to nominate a person for a committee whereas in practice, 99% of the forms submitted were by the nominee himself. As a result, the proposed nomination forms assumes that the nominee will be completing and submitting the form which will be almost essential if Council agrees that a resume is to be included with the nomination form.

Attached is a copy of the old nomination form as well as the proposed nomination form which reflects the above changes .

### RECOMMENDATION

That Council directs the administration to include the following additional requirements when advertising for citizens-at-large for Council committees :

1. Indicate that a resume of not more than three pages be submitted;
2. Request that nominees indicate their reason for applying.



Kelly Kloss  
Assistant City Clerk

enc.

### Commissioners' Comments

We concur with the recommendations of the Assistant City Clerk.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

- OLD FORM -

I/WE HEREBY NOMINATE (Print Full Name)

Mr. \_\_\_\_\_

Mrs. \_\_\_\_\_

Miss \_\_\_\_\_

Residence Address: \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: Res. \_\_\_\_\_

Bus. \_\_\_\_\_

as a Citizen-at-Large on the following Committees of Council:

1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

4th Choice \_\_\_\_\_

5th Choice \_\_\_\_\_

In submitting this nomination, I/we would advise that the person named above has been contacted and advised of this nomination and agrees to serve on the aforementioned Committee(s).

In support of this nomination, I would submit the following information for the assistance of Council:

1. Place of Employment \_\_\_\_\_

2. Nature of Employment \_\_\_\_\_

3. Community Interests and Activities (use reverse side if necessary)

4. Length of residence of nominee in Red Deer \_\_\_\_\_ years.

Submitted by:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: A person may nominate himself/herself.

## CITY OF RED DEER - COUNCIL COMMITTEES

## CITIZEN-AT-LARGE NOMINATION FORM

**NAME** (PLEASE PRINT FULL NAME):

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> :	
Residence Address:	Postal Code:
Telephone: Res.	Bus.

**COMMITTEE PREFERENCE:**

1st Choice:
2nd Choice:
3rd Choice:
4th Choice:
5th Choice:

**GENERAL INFORMATION:**

Place of Employment:
Nature of Employment:
Length of Residence in Red Deer:
Reason For Applying:

**RESUME REQUIREMENT:**

As many nominees are not personally known by members of Council, and in order to assist City Council in selecting citizens-at-large, a personal resume of not greater than three pages should be submitted along with this Form.

I hereby agree to serve on the aforesaid Committee(s) should I be appointed.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** All nominations forms are submitted to Council in confidence.

**DATE: APRIL 15, 1993**  
**TO: CITY CLERK**  
**FROM: ASSISTANT CITY CLERK**  
**RE: 1993 STATUTORY MEETING - CALL FOR NOMINATIONS**

---

At the Council Meeting of April 13, 1993, consideration was given to the report from the Assistant City Clerk dated March 19, 1993, concerning the above topic and at which the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Assistant City Clerk dated March 19, 1993, re: 1993 Statutory Meeting/Call for Nominations, hereby directs the Administration to include the following additional requirements when advertising for Citizens-at-Large for Council Committees:

1. Indicate that a resume of not more than 3 pages be submitted.
2. Request that nominees indicate their reason for applying.

and as presented to Council April 13, 1993."

In regard to the above motion, we will now be using the new nomination form as submitted to Council on April 13, 1993, for use in the upcoming Statutory Meeting.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd  
cc: City Clerk Staff

NO. 12

DATE: April 6, 1993  
TO: City Clerk  
FROM: Land and Economic Development Manager  
RE: **REQUEST TO LEASE MINERAL RIGHTS REGISTERED IN NAME OF  
CITY OF RED DEER TITLE #782006056A  
NW 1/4 33-37-27-W4M, WESTERNER GROUNDS**

---

The attached request from Western Land Services Co. Ltd., agent for Anschutz Exploration Ltd, to lease the mineral rights at the above location is presented for City Council's consideration.

We would recommend approval of a lease, subject to the following conditions:

1. Payment of \$4000 to The City of Red Deer on signing lease agreement.
2. Term to be for five years; any additional terms to be negotiable.
3. Annual rent commencing second year to be \$1.00 per acres x 160 acres = \$160/year.
4. Any royalties to be at 12.5%.
5. Agreement satisfactory to the City Solicitor.

We respectfully request City Council's approval to enter into this lease with Anschutz Exploration Ltd.



Alan V. Scott

PAR/mm

Enc.

c: Land Supervisor



# WESTERN LAND SERVICES CO. LTD.

1100, 550 - 6th Avenue S.W., Calgary, Alberta T2P 0S2  
P.O. Box 6688, Stn. D, Calgary, Alberta T2P 2E6

March 22, 1992

Our File: E-ML-0198

CITY OF RED DEER  
Box 5008  
Red Deer, Alberta  
T4N 3T4

ATTENTION: Mr. Bill LEES

RE: PETROLEUM AND NATURAL GAS LEASE  
NW 33-37-27-W4M

Dear Mr. Lees:

Further to our telephone conversation of this date, please be advised that there is indeed an delayed rental commencing the second year of the lease of \$ 1.00 per acre x 160 acres = \$ 160.00

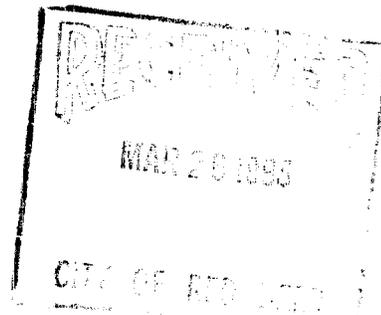
When I sent to you the original package, I enclosed the 1991 CAPL PETROLEUM AND NATURAL GAS LEASE which was the wrong one. It should have been the 1988 CAPL PETROLEUM AND NATURAL GAS LEASE as this is the one our client wishes to use. Sorry if this has caused you any inconvenience. I have enclosed the 1988 CAPL agreement for your review.

If you have any additional question, please contact the under sign collect at (403) 266 3076. I look forward to hearing from you after the council meeting.

Your truly;  
WESTERN LAND SERVICES CO. LTD.

DWAYNE SPENCE  
Landman  
Agent for:  
ANSCHUTZ EXPLORATION LTD.

DS/ds

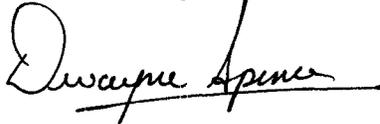


The offer we wish to make is as follows:

**BONUS:**                \$25.00/ac. @ 160 ac. = \$4000.00  
**TERM:**                5 Years  
**ROYALTY:**            12.5%

We propose to use the 1991 C.A.P.L. PETROLEUM AND NATURAL GAS LEASE, which I have enclosed for your information, as well as a copy of the certificate of title. If our offer is acceptable to you, or if you should have any questions, please contact the under signed at (403) 266 3076 and we will prepare the necessary documents.

Yours truly,



DWAYNE SPENCE  
AGENT FOR:  
ANSCHUTZ EXPLORATION LTD.

DS/ds  
Enclosures

Commissioners' Comments

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

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

**DATE: APRIL 15, 1993**

**TO: LAND & ECONOMIC DEVELOPMENT MANAGER**

**FROM: ASSISTANT CITY CLERK**

**RE: REQUEST TO LEASE MINERAL RIGHTS REGISTERED IN NAME OF CITY OF RED DEER TITLE NO. 782006056A NW 1/4 33-37-27-W4 M, WESTERNER GROUNDS**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated April 6, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Land and Economic Development Manager dated April 6, 1993, re: Request to lease mineral rights registered in name of City of Red Deer Title No. 782006056A/NW 1/4 33-37-27-W4M/Western Grounds, hereby agrees to enter into a lease with Anschutz Explorations Limited for the mineral rights at the above noted location subject to the following conditions:

1. Payment of \$4000 to The City of Red Deer on signing lease agreement.
2. Term to be for five years; any additional terms to be negotiable.
3. Annual rent commencing second year to be \$1.00 per acre x 160 acres = \$160/year.
4. Any royalties to be at 12.5%.
5. Agreement satisfactory to the City Solicitor.

and as presented to Council April 13, 1993."

I trust you will be now ensuring that the necessary agreements are drafted and that you will be advising Western Land Services Company of Council's decision in this instance.

In addition to the above, Alderman Lawrence requested information as to if there is a clause included in lease agreement such as this relative to whip stocking and/or the prevention thereof. In this regard I would ask that you provide a response to Alderman Lawrence with a copy to this office.

  
KELLY KLOSS  
Assistant City Clerk  
KK/cjd

*Copy to: Council 93/06/16*

DATE: June 15, 1993  
TO: C. Sevcik, City Clerk  
FROM: A. Scott, Land and Economic Development Manager  
RE: **LEASE OF MINERAL RIGHTS  
WESTERNER PARK TO WESTERN LAND SERVICES COMPANY LIMITED**

---

At the April 6 meeting of Red Deer City Council, approval was given to a lease of the mineral rights at the Westerner, to Western Land Services Company Limited. At the time, Alderman Lawrence inquired as to conditions contained in the lease. He was particularly concerned that whip stock drilling would not be permitted.

The Land Department will insert a clause within the lease, which would prevent any whip stock drilling from occurring. This is an acceptable clause to the lessee.

The above is submitted for Council's information.

  
Alan V. Scott

AVS/mm

NO. 13

0715

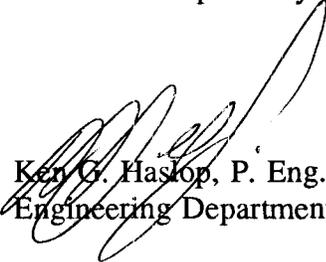
DATE: April 7, 1993  
TO: City Clerk  
FROM: Engineering Department Manager  
RE: **OFF-SITE LEVY POLICY**

---

Due to numerous inquiries as to when off-site levies apply, we believe a policy is required. Accordingly, we are providing the attached draft of a policy which more accurately describes the procedures we have been following. It is hoped this policy will not only help developers in anticipating their costs, but also ensure that the Off-site Levy By-law is applied uniformly.

**RECOMMENDATION**

We would respectfully recommend this policy to Council for consideration and approval.



Ken G. Haslop, P. Eng.  
Engineering Department Manager

KGH/cy  
Att.

**Commissioners' Comments**

We concur with the recommendations of the Engineering Department Manager.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

THE CITY OF RED DEER

COUNCIL POLICY MANUAL

Policy Section:

Engineering

Page:

1 of 2

Policy Subject

Off-site Levies

Policy Reference:

555

Lead Role:

Engineering Department Manager

Resolution/Bylaw:

PURPOSE

To define the administration and application of off-site levies.

POLICY STATEMENT

1. Off-site levies are defined as those charges payable to the City by the developer or owner of a property, based on the net area of the development or property, for the use of and benefit received from the existing or proposed major roadways, trunk water mains, trunk sanitary mains, and trunk storm mains.
2. Authority to implement off-site levies for subdivisions and developments is covered in the City's Off-site Levy By-law No. 3068/92 and Section 76 of the Provincial Planning Act.
3. Off-site levies must be paid by the owner or developer of any parcel of land involving subdivision or development where there is no record that off-site levies have been paid. This may involve subdivision or consolidation of one or more lots into duplex, single family, or other types of lots, for example:
  - a. Upon subdivision, if the parcel had previously been serviced, off-site levies will be required on all the new lots created, except the one new lot that was originally serviced.
  - b. Upon redevelopment, where a number of units (e.g. duplexes, apartments, townhouses, etc.) are to be

Cross Reference

Policy 510, 549

Remarks

Date of Approval:

Effective Date:

Date of Revision:

THE CITY OF RED DEER

COUNCIL POLICY MANUAL

Policy Section:

Engineering

Page:

2 of 2

Policy Subject

Off-site Levies

Policy Reference:

555

Lead Role:

Engineering Department Manager

Resolution/Bylaw:

POLICY STATEMENT

developed on a parcel that was originally serviced; then off-site levies shall be paid on a portion of the site area calculated as follows:

Area to pay off-sites = total site area x  $\frac{(\# \text{ of units} - 1)}{\# \text{ of units}}$

For example, if four units are developed, off-site levies will apply to 3/4 of the site.

- c. Upon subdivision or redevelopment, where the parcel was not previously serviced, off-site levies must be paid on the entire development area.
4. Where an existing duplex (semi-detached) dwelling on a single lot has been serviced with a single service or two individual services and no further development is contemplated other than subdivision, no off-sites will be levied.

Cross Reference

Policy 510, 549

Remarks

Date of Approval:

Effective Date:

Date of Revision:

**DATE: APRIL 15, 1993**  
**TO: ENGINEERING DEPARTMENT MANAGER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: OFF-SITE LEVY POLICY, COUNCIL POLICY #555**

---

At the Council Meeting of April 13, 1993, consideration was given to your report dated April 7, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered report from the Engineering Department Manager dated April 7, 1993, re: Off-Site Levy Policy, hereby approves Council Policy #555, Off-Site Levies, and as recommended to Council April 13, 1993."

Attached for your information is a copy of Policy #555.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd  
Encl.  
cc: Director of Financial Services

CORRESPONDENCE

NO. 1

5516 Buckboard Road  
 Calgary, Alberta  
 T3A 4R1  
 March 29, 1993

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

THE CITY OF RED DEER  
 DEVELOPMENT DEPARTMENT

RECEIVED	
TIME	3:45
DATE	March 29/93
BY	AL

Dear Sirs/Madam:

**RE: LANE PAVING - ADJACENT TO 4612 - 48 AVENUE (SOUTH OF MILLS TRAVEL), INCLUDING LOWERING OF TWO E. L. & P. MANHOLE RIMS PLUS 5% MAINTENANCE ALLOWANCE. WORK ORDER NO. 90-07.**

On the 24th day of May, 1990, the Development Appeal Board denied my appeal against paving the lane as it relates to the operation of my parking lot at 4612 - 48 Avenue on the grounds that said paving requirement complied with City policy.

I had originally requested that pavement of the lane be deferred until such time as I developed my lot. However, the City advised me that paving the lane was now a firm policy, and each person owning property abutting my lane would have to pave his portion.

On the 11th day of March, 1993, the Development Appeal Board allowed an appellant developing on the same block to sign a Deferred Paving Agreement in accordance with a new policy by the Engineering Department dated February 28, 1991 and adopted by the Municipal Planning Commission on March 2, 1992. (I feel that the new policy came about as a result of problems which the City encountered after I had my portion of the lane paved, i.e. gravel ruining the pavement, run-off problems, etc.)

The Appellant after March 11, 1993 **will have a building permit and was not required to pave** her portion of the lane. I was forced to pave the lane when I did not have a building permit and would likely not be developing my property for some time.

I definitely feel that there are two standards in place here, and naturally feel discriminated against on this matter, especially since I not only paid my portion of the lane paving, but also the adjacent property owner's portion.

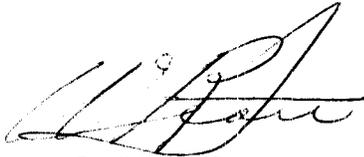
If I understand correctly, the property owners on each side of the lane can sign a Deferred Paving Agreement if they wish. Therefore, at such time as the lane is actually paved, the property owners on each side of the lane will pay his portion of the lane paving.

Page 2  
March 29, 1993  
City Council

I would appreciate receiving a refund of \$3,340.00, which is what I paid to the City to pave the lane etc., plus interest at prime on the \$3,340.00. I naturally will be prepared to sign a Deferred Paving Agreement, promising to pay my portion of the lane at such time as the balance of the lane in question is paved.

I look forward to hearing from you in due course and thank you for your consideration of this matter.

Yours truly,

A handwritten signature in cursive script, appearing to read 'W. S. Scott', written in black ink.

W. S. SCOTT

DATE: April 1, 1993  
TO: City Clerk  
FROM: Director of Engineering Services  
RE: **W.R. SCOTT LANE PAVING  
ADJACENT TO 4612-48 AVENUE - POLICY CHANGE**

---

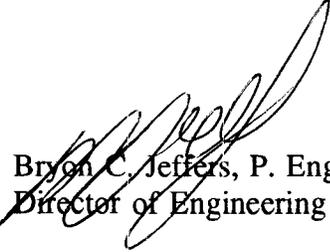
Engineering Services has reviewed Mr. Scott's correspondence with respect to his requirement to pave a portion of the lane adjacent to his development. That requirement was in accordance with the policy in place at the time of his development.

Subsequently, a review of that policy has resulted in a revision which now involves requiring a deferred paving agreement from prospective developers. At a time where all or most properties along a particular lane have redeveloped, the City then would take action to have the entire lane paved and the abutting properties would pay their share. It was felt that this would be preferable to having isolated portions of lanes paved as development occurs. Isolated paving at lanes near their intersections with streets, or large segments of paving, do not cause problems. Short pieces in the centre of a long lane may, however, cause drainage problems.

Mr. Scott paved the lane, as per the policy in effect at the time, as did many other developers. Policies change from time to time as issues are reviewed. We cannot support reimbursement to Mr. Scott, as we would quite likely be faced with similar requests from other parties.

RECOMMENDATION

We would respectfully recommend that Mr. Scott's request for reimbursement be denied.

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

BCJ/cy

DATE: April 2, 1993 FILE NO. 93-1610  
TO: City Clerk  
FROM: Bylaws & Inspections Manager  
RE: **W.R. SCOTT**  
**4612-48 AVENUE**

---

In response to your memo regarding the above referenced site, we have the following comments for Council's consideration.

Mr. Scott requested approval of use for the site from the Municipal Planning Commission who approved the application on April 17, 1990, as follows:

"That the Municipal Planning Commission approve the proposed use to operate a parking lot at 4612-48 Avenue (Lots 6-7, Block 24, Plan K5) zoned R3.

Said approval being subject to:

1. No access being permitted to 48 Avenue.
2. Access being permitted to the lane on the west.
3. That the lane is to be paved.
4. Killing of sanitary services.
5. The decision of the commission being advertised in a local newspaper and no appeal against said decision being successful."

This decision was appealed to the Development Appeal Board, who made the following decision on May 24, 1990:

"That the Development Appeal Board reverse Condition 1 of the April 17, 1990 Municipal Planning Commission decision, "No access being permitted to 48 Avenue" and grant an "Exit Only" to 48 Avenue conditional upon a "No Entry" and "Right Turn Only " sign being provided as it relates to the operation of a proposed parking lot at 4612-48 Avenue (Lots 6-7, Block 24, Plan K5) zoned R3."

and

"That the Development Appeal Board uphold Condition 3 of the April 17, 1990 Municipal Planning Commission decision, 'that the lane is to be paved' as it

W.R. SCOTT, 4612-48 AVENUE  
April 2, 1993  
Page 2

relates to the operation of a proposed parking lot at 4612-48 (Lots 6-7, Block 24, Plan K5) zoned R3, on the grounds that said paving requirement complies with City policy."

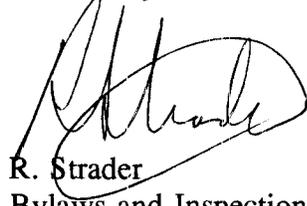
The application mentioned by Mr. Scott followed the same route as his own application. The Municipal Planning Commission approved the application, subject to several conditions, including the paving of the lane. The Development Appeal Board, in this case, chose to vary that condition in the manner described by Mr. Scott.

The Development Appeal Board is a committee struck by Council; however, its decisions are not subject to review by Council. The Board can make its decision, based on evidence heard in its hearings, and those decision may be appealed to the courts on a point of law or jurisdiction, only.

The fact that the decision of the Development Appeal Board is somewhat different from a previous decision is not unusual. Quite a number of factors can affect their decisions, such as traffic, use of the site, etc. Also, the members of the Board changes and, with those changes, differences in how decisions are arrived at are quite natural.

Recommendation: That Mr. Scott's request be denied.

Yours truly,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs

Commissioners' Comments

We concur with the comments of the Administration.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

TO:

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

FROM:

CITY CLERK

RE: W.R. SCOTT - LANE PAVING ADJACENT 4612 - 48 AVENUE -  
POLICY CHANGE

Please submit comments on the attached to this office by April 5

for the Council Agenda of April 13/93

  
 C. SEVCIK  
 City Clerk

DATE 93/03/29

- TO:
- DIRECTOR OF COMMUNITY SERVICES
  - DIRECTOR OF ENGINEERING SERVICES
  - DIRECTOR OF FINANCIAL SERVICES
  - BYLAWS & INSPECTIONS MANAGER
  - CITY ASSESSOR
  - COMPUTER SERVICES MANAGER
  - ECONOMIC DEVELOPMENT MANAGER
  - E.L. & P. MANAGER
  - ENGINEERING DEPARTMENT MANAGER
  - FIRE CHIEF
  - PARKS MANAGER
  - PERSONNEL MANAGER
  - PUBLIC WORKS MANAGER
  - R.C.M.P. INSPECTOR
  - RECREATION & CULTURE MANAGER
  - SOCIAL PLANNING MANAGER
  - TRANSIT MANAGER
  - TREASURY SERVICES MANAGER
  - URBAN PLANNING SECTION MANAGER
  - City Solicitor

FROM: CITY CLERK

RE: W.R. Scott - home paving adjacent  
4612-48 Avenue - Policy Change

Please submit comments on the attached to this office by April  
5 for the Council Agenda of April 13.

ACKNOWLEDGE

C. SEVCIK  
City Clerk

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

April 1, 1993

Mr. W. S. Scott  
5516 Buckboard Road  
Calgary, Alberta  
T3A 4R1

Dear Sir:

I acknowledge receipt of your letter dated March 29, 1993, re: Lane Paving adjacent to 4612 - 48 Ave.

This item will be discussed and possibly a decision made at the Meeting of Red Deer City Council on Tuesday, April 13, 1993. Council meetings begin at 4:30 p.m., and adjourn for the supper hour at 6:00 p.m., reconvening at 7:00 p.m.

In the event you wish to be present at the Council meeting, would you please telephone our office on Thursday, April 8, and we will advise you of the approximate time that Council will be discussing this item.

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

This request has been circulated to City administration for comments, and should you wish to receive a copy of the administrative comments prior to the Council meeting, they may be picked up at our office on the second floor of City Hall on Thursday, April 8.

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

Yours truly,

C. Sevcik  
City Clerk

CS/ds

**RED DEER***a delight  
to discover!*



# THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department (403) 342-8132

April 15, 1993

W. S. Scott  
5516 Buckboard Road  
Calgary, Alberta  
T3A 4R1

Dear Sir;

RE: LANE PAVING - ADJACENT TO 4612 - 48 AVENUE

At the City of Red Deer Council Meeting held on April 13, 1993, consideration was given to your letter dated March 29, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered correspondence from W. S. Scott dated March 29, 1993, re: Lane Paving - adjacent to 4612 - 48 Avenue (south of Mills Travel) including lowering of two E. L. & P. manhole rims plus 5% maintenance allowance, Work Order #90-07, request for refund of 3,348.00 plus interest for paving of lane, hereby agrees that said request be denied and as recommended to Council April 13, 1993."

The decision of Council in this instance is submitted for your information. I would like to take the opportunity to thank you for attending the Council Meeting to express your concerns. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws Inspections Manager  
Director of Engineering Services



*a delight  
to discover!*

NO. 2

Red Deer City Council  
 C/O  
 City of Red Deer  
 Attn: City Clerk  
 Red Deer  
 Alberta

3/18/93

Please accept this letter as a request to review our status relating to the Taxi By-Law. I would ask that if necessary this item be added to City Council Agenda and that we be informed should the agenda item be approved.

In 1992 Ms. Vicki LaRue and Morgan Erickson were employed by Red Deer Cabs and owned and operated a Taxi. The Taxi was licensed as plate# 94 and operated as Car # 4. The plate was issued to Ms. V. LaRue.

Lease was paid on the Taxi in 1992 up to and including October. At that time Ms. V. LaRue was under a great deal of stress and was required to pull her car off the road due to medical reasons.

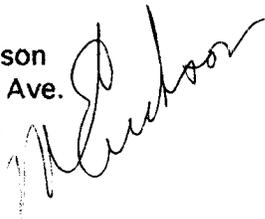
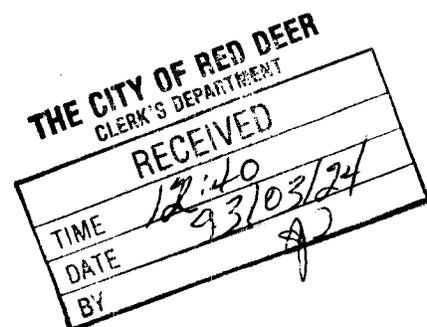
The new By-Law was to come in to effect in January of 1993 and as a consequence of the changes Ms. V. LaRue approached Associated Cabs Ltd. in order to pursue a transfer of plates from Red Deer Cabs to Associated Cabs. At that time she was told by Associated Cabs that the car was not "acceptable" and also they were not prepared to hire Mr. M. Erickson. She was therefore unable to further pursue the acquiring of a new Taxi Plate.

Since then, there have been some significant changes within the industry. Associated Cabs has since restructured themselves ( corporately ) twice and there has been the development of a new Taxi Company now known as Alberta Gold. This new company is prepared to put the car that is owned by Ms. V. LaRue on their fleet if a plate can be issued to the car. In addition, Associated Cabs is now prepared to let Ms. V. LaRue put her plate on a car under their name.

It is the position of the underwriter that they have attempted to comply with the new bylaw. It is felt that since the new by-law date was extended to the end of January of 1993 that some discretion should be applied in this particular case. We are of the position that the car did work and did pay lease for 40 weeks in 1992. Ms. V. Larue was off work for a period of time due to medical reasons and now is employed by Associated Cabs. She would very much like to again enjoy the privilages of being a driver/owner.

We would ask that this request be carefully reviewed, and we look forward to your response.

Sincerely,  
 Ms. Vicki LaRue  
 Mr. Morgan Erickson  
 #6 - 3909-38 A Ave.  
 Red Deer, Alberta  
 T4N - 2V6  
 347-8647

DATE: March 25, 1993  
TO: City Clerk  
FROM: Bylaws and Inspections Manager  
RE: **TAXI LICENSE - VIKKI LARUE - MORGAN ERICKSON**

---

In response to your memo regarding the above, we have the following comments for Council's consideration.

Under Section 54 of the Taxi Bylaw, any decision of the License Inspector can be appealed to City Council within 30 days. The applicants were informed January 22, 1993 that a 1993 Taxi License would not be issued to them as a number of sections of the bylaw would not be met (see attached A) by their application.

The applicant's letter of application (attached) indicates that the vehicle was not being used as a cab after October of 1992 and that they wished to hold the plate for 3 months in 1993 until they were able to find a Taxi Broker.

One of the purposes of the present Taxi Bylaw was to ensure that Taxi licenses were not "shelved" and were in fact being used for vehicles operated as cabs.

Recommendation: That as the issuance of this license clearly is contrary to the intent and purpose of the bylaw; the appeal be denied. It should be noted that the appeal has been filed long after our letter of refusal. We are concerned that if appeals are accepted when the deadline has clearly not been met, it makes the administration of the bylaw difficult.

Yours truly,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/bs

January 22, 1993

Vicky LaRue  
Morgan Erickson  
6, 3909-38A Avenue  
Red Deer, Alberta  
T4N 2V3

Dear Madam:

RE: 1993 TAXI PLATE REGISTRATION

---

After reviewing your application, we have to inform you that we are unable to issue you a 1993 Taxi Plate.

Although your 1986 Chevrolet worked as a cab for 40 weeks in 1992, to apply for a 1993 plate you must:

- Be the holder of a valid livery license or have the use of a livery license.
- Be the holder of valid insurance for the operation of a vehicle as a taxi cab.
- Produce a mechanical fitness report.
- A letter from the broker, stating your car is on the fleet for operation as a cab.
- Evidence that the vehicle is painted in the registered colours of the broker.

If you can produce all of the above on or before January 25, 1993, your application will be considered again. We also require that you provide us with verification that you worked 12 consecutive months.

In your letter, you have referred to a 90 day period, which we are unable to verify in the Taxi Bylaw 3076/92.

Trusting this is of information to you.

Yours truly,

Joyce Boon  
Licensing Inspector  
LICENSING DEPARTMENT

JB/vs

*I spoke to her personally Jan 22/93 AM*

## CITY BYLAW (TAXI) DEPT.

With Reference the 1986 Chev Caprice  
 Ser # (TAXI PLATE #94), issued  
 to Morgan Erickson & Vicki LaRue  
 under the Red Klee Cab operating  
 agreement.

ED DEER  
 TABS ) Please note the car was registered  
 as a taxi from Jan 01, 1992 until  
 24 Oct 1992 - a total of 42 weeks. At the  
 end of Oct, we ensured the vehicle  
 as a private vehicle as a result of  
 my being fired from Red Klee Cabs  
 after informing the drivers about  
 the possible outcome of the new  
 taxi by law. It may be noted that  
 I was a driver rep on the taxi  
 committee, and was fired as a  
 result of that involvement.

It will be of note that the car  
 is a qualified unit having paid  
 legal 40 weeks as required under  
 the new bylaw.

It will be noted that Vicki LaRue,  
 registered owner of the car is a  
 qualified driver.

I have been blacklisted as a driver  
 due to my involvement on the taxi  
 committee by associated labs  
 and there not being a lot of

other companies in town at present, Vichi, is the only driver driving taxi (for associated).

We request that our (Len) plate # 94 be reserved for the 90 day period as agreed on during which time they may be the subject of a change of attitude and be able to put another unit on, since Paul has stated we would (as she will) have to put a higher quality car on since a Laprice Chevrolet is beneath their dignity.

In summation:

1 Our car is a qualified taxi for 1992. having paid lease from Jan 1 to mid-october

2 Vichi is a qualified driver, and the registered owner of the car, as well as the legal owner of the car is free of lien or chattels.

3 I am unable to get a 1993 tax badge

4 We (Vichi Lakue & Morgan Erickson) request of our 1993 plate be placed on reserve for the 90 day (3 month

period pending disposition and/or acquisition of a replacement unit suitable for the associated company policy.

\* As I understand it, the car can be replaced by a unit that passes the city mechanical check, as our crew did in May, and would have in the fall had it stayed on as a taxi, since the only thing needed to pass safety would have been 2 new tires.

Thank you for your assistance in this matter.

Attached are lease payment, car payment and insurance fund receipts from Jan - Oct 92, and which I need for tax reasons.

Thank you

Morgan Eubank

Uike lakue.

Uike lakue

**Commissioners' Comments**

We do not feel adequately informed to make a recommendation on this, but would rather refer the matter to the Aldermen that were on the Taxi Committee who are more familiar with the circumstances surrounding this kind of an application and would request that they provide Council with a recommendation. In the event that Council wishes to grant some relaxation, it should be done by way of a bylaw amendment.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

TO:

- DIRECTOR OF COMMUNITY SERVICES
- DIRECTOR OF ENGINEERING SERVICES
- DIRECTOR OF FINANCIAL SERVICES
- BYLAWS & INSPECTIONS MANAGER
- CITY ASSESSOR
- COMPUTER SERVICES MANAGER
- ECONOMIC DEVELOPMENT MANAGER
- E.L. & P. MANAGER
- ENGINEERING DEPARTMENT MANAGER
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- R.C.M.P. INSPECTOR
- RECREATION & CULTURE MANAGER
- SOCIAL PLANNING MANAGER
- TRANSIT MANAGER
- TREASURY SERVICES MANAGER
- PRINCIPAL PLANNER
- CITY SOLICITOR
- \_\_\_\_\_

FROM:

CITY CLERK

RE: VICKI LARUE & MORGAN ERICKSON - TAXI LICENSE

Please submit comments on the attached to this office by APRIL 5

for the Council Agenda of APRIL 13.

  
C. SEVCIK  
City Clerk



# THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

March 24, 1993

Ms. Vicki LaRue  
 Mr. Morgan Erickson  
 #6, 3909 - 38A Avenue  
 Red Deer, Alberta  
 T4N 2V6

RE: TAXI LICENSE

Dear Ms. LaRue and Mr. Erickson:

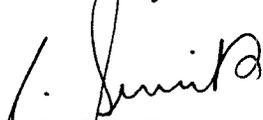
Thank you for your letter in regard to the above, and we would advise that this matter will be presented to Red Deer City Council at its meeting on April 13, 1993.

In the event you wish to be present at the Council Meeting, would you please telephone our office on Thursday, April 8, and we will advise you of the approximate time that Council will be discussing this item. Council meetings begin at 4:30 p.m. and adjourn for the supper hour at 6:00 p.m., reconvening at 7:00 p.m. If you are coming to the Council Meeting please enter City Hall on the park side entrance (west side) when arriving, and proceed up to the second floor Council Chambers.

This request has been circulated to City Administration for comments, and should you wish to receive a copy of the administrative comments prior to the Council meeting, they may be picked up at our office on the second floor of City Hall on Thursday, April 8.

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

Sincerely,

  
 C SEVCIK  
 City Clerk

CS/cjd



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to discover!*

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department (403) 342-8132

April 14, 1993

Mr. Morgan Erickson  
Ms. Vicki LaRue  
#6, 3909 - 38A Avenue  
Red Deer, Alberta  
T4N 2V6

Dear Sir and Madam:

At the City of Red Deer Council Meeting held on April 13, 1993, consideration was given to your letter dated March 18, 1993, concerning the issuing of taxi licenses. At the above noted meeting, the following resolution was passed by Council:

"RESOLVED that Council of The City of Red Deer having considered correspondence from Ms. Vicki LaRue and Mr. Morgan Erickson dated March 13, 1993, re: Request to be issued taxi licenses, hereby agrees that said request be denied and as presented to Council April 13, 1993."

Although Council did not agree to your request as outlined in the above resolution, same was passed reluctantly as members did empathize with your position.

If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

KELLY KLOSS  
Assistant City Clerk  
KK/cjd

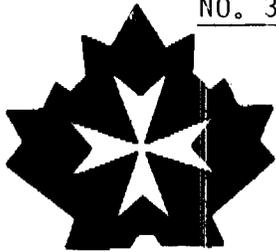
cc: Bylaws and Inspections Manager

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to discover!*

NO. 3

**St. John Ambulance****Red Deer Area Office**

3615 Gaetz Ave.  
 Red Deer, Alberta  
 T4N 3Y5  
 Phone (403) 342-7744  
 Fax (403) 342-0222



March 18, 1993

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

Please Distribute to: Her Worship The Mayor  
 and Members of Council  
 Bylaws and Inspection Manager  
 Parking Administrator  
 City Clerk

On behalf of the Executive and members of the Red Deer Branch St. John Ambulance, I wish to register a complaint and an appeal with the City of Red Deer.

Without notice, the City installed a no parking sign in front of our facility at 3615 Gaetz Avenue. The sign forbids parking at anytime on the east side of the service road, parallel to Gaetz Avenue between 36 Street and 37 Street.

We cannot believe that the City has restricted parking on this street in view of the history leading to our occupancy of the site. We conducted lengthy consultation with City departments, and received direction from them in selecting this site. The City has been fully aware of our requirement for on street parking from the outset. The City assured us that there were no parking restrictions on the service road in question, before we proceeded with the purchase.

We are outraged that the City would ever consider placing a no parking sign just feet from a handicapped access ramp. If this was done after careful consideration, City policy is in question. If it was done without careful consideration, then City process is in question.

It is obvious that the decision to install the sign was made without meaningful inquiry, investigation or consultation. We were certainly never consulted.



(2)

We request that the street be returned to its original condition immediately; that is with the sign removed.

We request copies of the complaints that caused the sign to be installed, and

We request the opportunity to present our appeal to City Council before any further decision is made regarding parking on the service road at 3615 Gaetz Avenue.

I urge the City to act with the speed it has already demonstrated in attending to this matter.

Yours truly,



T. G. Pickett  
Manager

DATE: March 24, 1993  
TO: City Clerk  
FROM: Engineering Department Manager  
RE: **ST. JOHN AMBULANCE - PARKING  
3615-50 AVENUE; LOT 1, BLOCK 1, PLAN 8324 E.T.**

---

With regard to the complaint of parking removal from the East Gaetz Avenue Service Road, between 36 Street and 37 Street, we have the following comments:

1. Engineering Department staff do not recall any conversation with the St. John Ambulance Manager.
2. The Parking Administrator contacted us to see what the City has done in similar situations. We advised that where congestion was evident and where there is a problem with sight distance and numerous property accesses, the City has removed the parking on the private property side of the service road.
3. The Parking Administrator prepared the Commissioners' Order and removed the parking in accordance with the attached policy.
4. We did receive a copy of the authorized Commissioners' Order and did not suspect any problems, as this action appeared to follow City policy.

  
Ken G. Haslop, P. Eng.  
Engineering Department Manager

KGH/emg  
Att.

c.c. By-laws and Inspections Manager



Administration Manual

Department: Engineering		Page Number: 1 of 4
Policy Title: PARKING POLICY		Policy Number:
Approved By:	Date:	Revised:

**Purpose of Policy:**

- To ensure efficient street operation with maximum safety.
- To provide consistent interpretation of policies and procedures with regard to use of lots and streets for parking purposes.
- To provide a focal point or coordinator for the public, administration, and media with regard to parking inquiries, complaints, and changes.
- To provide resource personnel for the City Parking Commission to effect matters of parking rates, parking operation, parking lot maintenance, and parking policy.
- To provide proper legal documentation and recording of all parking changes through the issuance of Commissioners' Orders.
- To coordinate the enforcement of all parking related matters.

**Policy Statement**

- Commissioners' Orders covering the use of streets for parking or other reasons will be issued and recorded by any one of three City departments only; Engineering, By-laws and Inspections, and Transit.
- Commissioners' Orders covering off-street parking areas will be issued and recorded by the By-laws and Inspections Department.
- Commissioners' Orders covering on-street parking areas will be issued and recorded by the By-laws and Inspections Department.
- Commissioners' Orders covering locations of bus zones, bus shelters, and corresponding signing will be issued and recorded by the Transit Department.
- Commissioners' Orders covering all other matters relative to on-street traffic operation such as signs, crosswalks, traffic signals, school zones, detours, hooding meters, etc. will be issued and recorded by the Engineering Department.



Administration Manual

Department: Engineering		Page Number: 2 of 4
Policy Title: PARKING POLICY		Policy Number:
Approved By:	Date:	Revised:

- 6. All parking issues, both off-street and on-street in commercial, downtown, industrial, or residential areas will be referred to the Parking Administrator.

Definitions

Parking issues can be described as follows:

1. **Handicapped Parking** refers to locations, policy interpretations, and the use of RB 71 (on-street regulatory) and IC 14 signs (access to off-road facility) as per Engineering Policy No. 90-4.
2. **Handicap Parking Policy** is as currently outlined in Council Policy No. 546.
3. **Loading Zones** refers to the network of curbside loading areas in the Downtown area or other commercial/public areas.
4. **Loading Zone Policy** is as currently outlined in Council Policy No. 552.
5. **Parking Permits** are as currently outlined in Council Policy No. 537.
6. **Tourist Cards** are as currently outlined in Council Policy No. 537.
7. **Parking Tokens** are as currently outlined in Council Policy No. 537.
8. **Parking Durations** are as currently outlined in Council Policy No. 537.
9. **Parking Rates**
10. **Off-Street Parking Lot Signing**
11. **Enforcement of Parking Restrictions** both on and off-street.
12. **Parking Demand and Occupancy Studies**
13. **Parking Meters and Parking Lot Ticket Dispensers**



Department: Engineering		Page Number: 3 of 4
Policy Title: PARKING POLICY		Policy Number:
Approved By:	Date:	Revised:

- 14. Parking Lot Expansions including layout location, enhancement, and a parkade.
- 15. On-Street Parking Layout and Dimensions
- 16. On-Street Parking Signing and Pavement Marking
- 17. Sight Distance Restrictions due to parked vehicles.
- 18. Road Capacity and minimum required vehicle travel width.

**Responsibilities**

- 1. The By-laws and Inspections Manager will be responsible for the issuance of Commissioners' Orders, correspondence to the public, and the supply of the information to the Parking Commission, relative to the parking issues numbered 1 to 14 as defined above. The Commissioners' Orders will be prepared by the Parking Administrator, checked by the By-laws and Inspections Manager, and forwarded to the City Commissioner for authorization. A record of the authorized Commissioners' Order will be kept on file at the By-laws and Inspections Department and a copy submitted to the Engineering Department for computerized sign inventory updating purposes.
- 2. The Parking Administrator will be responsible for receiving incoming inquiries and drafting return correspondence relative to parking issues defined in 1 to 14 above. He will determine which issues will be forwarded to various City departments for comments, which issues will be considered by the Parking Commission, and which issues can be handled internally within the By-laws and Inspections Department. He will be responsible for the Commissioners' Orders prepared by the Department and will take the initiative relative to general parking improvements. All issues relative to traffic or street safety and operation (more specifically but not limited to parking issues numbered 15 to 18 as defined above) will automatically be referred to the Engineering Department for comment.
- 3. The Engineering Department Manager and/or the Traffic Engineer will respond by interdepartmental memo (not to be released to the public) recommending



Administration Manual

Department: Engineering		Page Number: 4 of 4
Policy Title: PARKING POLICY		Policy Number:
Approved By:	Date:	Revised:

or commenting on traffic operation or safety matters referred by the Parking Administrator. Engineering Department staff will attend meetings, if necessary, that are set up by the Parking Administrator relative to resolving any parking issues. The Engineering Department will refer all parking matters resulting from new construction, to the Parking Administrator for comments or for the Parking Commission's consideration.

4. **The Public Works Manager** will be responsible to keep the Parking Administrator's information of any parking related changes required by emergency repairs and/or scheduled repairs. He will also ensure that no work is undertaken unless a Commissioners' Order has been properly authorized by the City Commissioner or Director of Engineering Services or authorized representative. This last clause is not to be applied to temporary signing resulting from either routine maintenance or emergency repair operations.
  
5. **The Transit Manager** will be responsible for locating and designating all Transit bus stops, shelters, and signing throughout the City. Matters affecting traffic and safety will be referred to the Engineering Department for comments prior to installation. He will be responsible for preparing the Commissioners' Order and forwarding the same to the City Commissioner for authorization. A copy of the authorized Order will be forwarded to the Engineering Department for computerized sign inventory updating purposes.

DATE: March 24, 1993 FILE NO. 93-1610  
TO: City Clerk  
FROM: Bylaws & Inspections Manager  
RE: **ST. JOHN'S AMBULANCE**

---

In response to your memo, regarding the above, we have the following comments for Council's consideration.

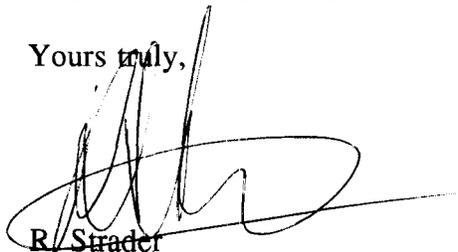
St. John's Ambulance was approved by the Municipal Planning Commission on August 17, 1992 as a discretionary use. The application for approval (attached), indicated that 1500-2000 square feet would be used for classrooms. The application was submitted August 6, 1992 and, as the Municipal Planning Commission agenda was already prepared for the August 10, 1992 meeting, it was not heard until August 17, 1992. We did not have sufficient time, even with the delay, to review the application in detail and it appears we were wrong in assuming that the applicant would ensure they were providing sufficient on-site parking.

Mr. Pickett's contention that we were aware they required on-street parking is erroneous. We never discussed the matter with him or his representatives at any time. We are well aware that on-street parking can and has been removed from many streets adjacent to commercial property. The situation was brought to our attention by a complaint which, by Council policy, remain confidential; however, in this case the complainant is so concerned about the situation, that he has indicated his complaint should be public (attached).

After the complaint was received, the situation was surveyed and it was noted that the on-street parking was such that traffic was reduced to one lane and that access to the recreational vehicle sales lot was impossible. The lack of access required action be taken as the operators of the Vellner's site were extremely concerned. When complaints of this nature are received, policy has been to remove the parking on one side of the street.

Recommendation: That because of the impact that St. John's Ambulance is having on it neighbourhood, parking be allowed on one side of the street only.

Yours truly,



R. Strader  
Bylaws and Inspections Manager  
BUILDING INSPECTION DEPARTMENT

RS/vs



**VENTURE RV SALES**  
 3619 - 50 Avenue  
 Red Deer, Alberta  
 Canada T4N 3Y5  
 Phone: (403) 347-3033  
 Fax: (403) 347-3026

March 30, 1993

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

**BEST ATTAINABLE  
IMAGE**

ATTENTION: RYON STRADER

Dear Mr. Strader:

I would like to take this opportunity to thank the City of Red Deer for their concerns about safety on the streets of Red Deer.

Venture RV, located at 3619 - 50 avenue, was having a problem with the service road in front of their lot. It seems that people were parking on both north and south sides of the service road, limiting the road way to a one way street. Patrons of the Elks and residents and visitors of Checkmate Court often stopped at Venture RV to ask how we were able to move our travel trailers in and out with such congestion. Many people were concerned with these unsafe conditions. Other RV dealers were told by customers that they were going to stop by the Venture showroom but did not want to chance driving their RV through such limited space. This would be beneficial for other RV dealers business, not ours.

Since the new signs have been erected, traffic flows better and safer. RV units are able to come in and out without incidence.

From ourselves at Venture RV, everyone at the Elks and residents from Checkmate Courts, we once again thank you and express gratitude to the City for making safety first on the streets of Red Deer.

Keith Prior, Manager, Venture RV

*Enjoy the Great Outdoors*

Commissioners' Comments

As pointed out by the comments of the Administration, we were unaware of the extent of parking required by the St. John Ambulance facility. Normally we would never approve the use of a property requiring that amount of on-street parking. We would suggest that the Parking Administrator work with St. John Ambulance Organization to see if they can solve their parking problems with the provision of off-street parking.

We concur with the elimination of parking on one side of the street due to the congestion problems.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

**DATE: APRIL 14 1993**  
**TO: PARKING ADMINISTRATOR**  
**FROM: ASSISTANT CITY CLERK**  
**RE: ST. JOHN AMBULANCE/PARKING PROBLEM 3615 - 50 AVENUE**

At the Council Meeting of April 13, 1993, consideration was given to correspondence from St. John Ambulance dated March 18, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered correspondence from St. John Ambulance dated March 18, 1993, re: Complaint of parking removal from the east Gaetz Avenue service road between 36 Street and 37 Street, hereby agrees as follows:

1. That parking on the east Gaetz Avenue service road between 36 Street and 37 Street be allowed on one side of the street only.
2. That the Parking Administrator work with St. John Ambulance to review possible solutions to their parking problems,

and as presented to Council April 13, 1993."

As outlined in the above motion, Council directed that you contact St. John Ambulance to review possible solutions to their parking problems. Some solutions indicated during the Council Meeting were to establish either a handicapped parking area or a loading zone area directly adjacent to St. John Ambulance. In addition it was suggested that parking be restricted on the east side of the service road from the north property line of St. John Ambulance, north to 37 Street and that the parking be reinstated to the south of the north property line of St. John Ambulance.

I would ask that you now contact Cam Pickett of the St. John Ambulance to further review the solutions to this problem with a report back to this department so that we can advise Council of the outcome.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws and Inspections Manager  
Director of Engineering Services

*I phoned Doug June 10 to request the report. He'll prepare shortly. He overlooked this requirement.*

*D. Kutinsky - advised that no report required as agreed to by R. Strader, K. Kloss + D. Kutinsky June 11 '93.*

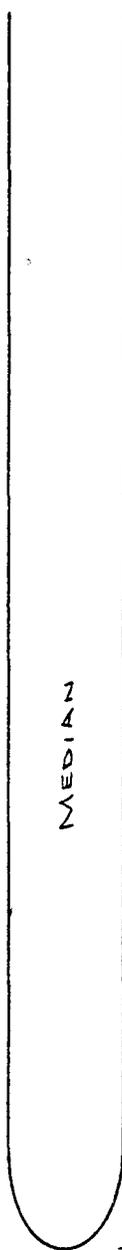
TRAFFIC CONTROL DEVICES REQUISITION FORM

REQUISITION	NATURE & REASON :	To Provide a handicap zone and a loading zone for St. John Ambulance at 3615 Gaetz Avenue
	REQUESTED BY: <u>Mr. Cam Pickett - Area Manager</u> PHONE NO. <u>342-7744</u>	
	ADDRESS: <u>St. John Ambulance, 3615 Gaetz Ave., RED Deer, Alta., T4N 3Y5</u>	
	RECEIVED: DATE <u>April 14, 1993</u> THROUGH <u>Memo From City Clerk</u> BY <u>D. Kutinsky</u>	
	RECEIVED @ TRAFFIC SECTION: DATE _____ BY _____	
COMMISSIONERS' ORDERS	<input checked="" type="checkbox"/> ACTION <input type="checkbox"/> NO ACTION REQUIRED	
	It is hereby directed that a "Handicap Zone" and a "10 Minute Loading Zone" be installed on the East Side of the Gaetz Avenue East Service Road adjacent to St. John Ambulance at 3615 Gaetz Avenue as per the attached drawing and that all other parking restrictions at this location be rescinded.	
	COMMISSIONERS' ORDER REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	RECOMMENDED BY: <input type="checkbox"/> ENGINEERING DEPT. <input checked="" type="checkbox"/> CITY COUNCIL <input type="checkbox"/> T.O. <input type="checkbox"/> PARKING COMM. <input checked="" type="checkbox"/> Parking Admin.	
	<u>April 28/93</u> DATE <u>[Signature]</u> SIGNED	
	Under authority of Section _____ subsection _____ of Bylaw 2000/82- as amended, being the Traffic Bylaw for the City of Red Deer, we, the undersigned Commissioners of the City of Red Deer do hereby direct that the action described in lines 16 to 34 above be undertaken.	
	<u>[Signature]</u> CITY COMMISSIONER	
	FILED WITH THE CITY CLERK THIS <u>29</u> DAY OF <u>April</u> 19 <u>93</u> <u>[Signature]</u> CITY CLERK	
	THE FOLLOWING LINES TO BE USED BY CITY CLERK ONLY	
	CC: CITY ENGINEER METER & SIGN SUPT. BYLAW ENFORCEMENT SUPT. TRAFFIC ADMSTR.	
	R.C.M.P. <input checked="" type="checkbox"/> <u>Parking Administrator</u>	



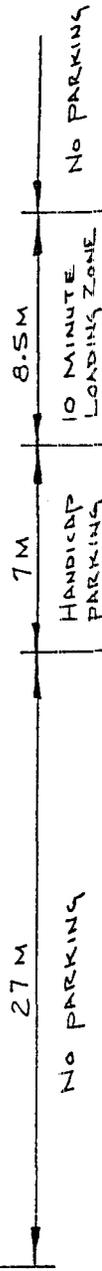
GAETZ AVE.

36 ST.



MEDIAN

SERVICE ROAD



27 M

NO PARKING

7 M

HANDICAP PARKING

8.5 M

10 MINUTE LOADING ZONE

NO PARKING



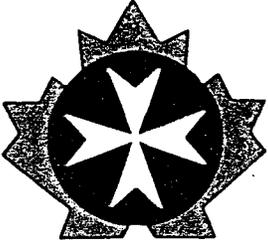
LIGHT STANDARD

PROPERTY LINE

PROPERTY LINE

ST. JOHN  
AMBULANCE  
3615 GAETZ

APR 21 / 93



# St. John Ambulance

Red Deer Area Office

3615 Gaetz Ave.  
Red Deer, Alberta  
T4N 3Y5

Phone (403) 342-7744  
Fax (403) 342-0222

April 23, 1993

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

Attention: Doug Kutinsky, Parking Administrator

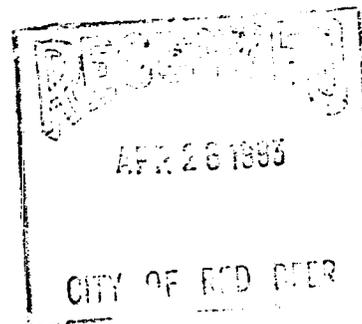
Dear Mr. Kutinsky,

The parking plan outlined in your letter and enclosure, dated April 21, 1993, certainly meets our needs.

Thank you for meeting with me to discuss our concerns, and for your help in designing a solution.

Yours truly,

Cam Pickett  
Area Manager



April 21, 1993

St. John Ambulance  
3615 Gaetz Avenue  
Red Deer, Alberta  
T4N 3Y5

Attention: Cam Pickett, Manager

Dear Sir:

RE: ON STREET PARKING

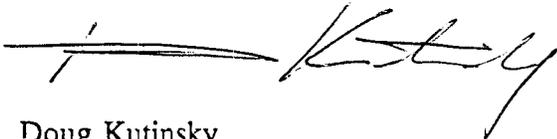
---

This letter is to confirm our meeting of Tuesday, April 20, 1993, in which we discussed a possible solution for your on street parking concerns regarding your requirement for a handicap zone and loading zone.

I am enclosing a diagram which illustrates our recommended solution for your parking concerns. It includes a 7 metre handicap zone and a 8.5 metre, 10 minute loading zone on street adjacent to your property.

Would you please confirm whether the illustrated resolution meets with your approval.

Yours truly,



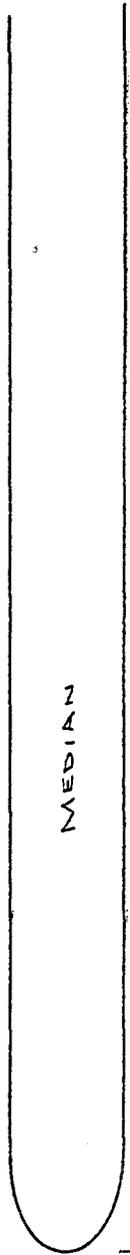
Doug Kutinsky  
Parking Administrator  
BUILDING INSPECTION DEPARTMENT

DK/bs

COPY



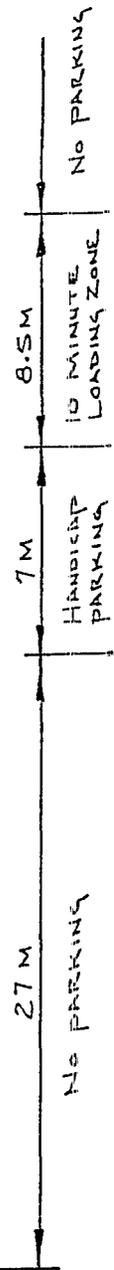
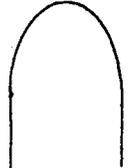
GAETZ AVE.



MEDIAN

SERVICE ROAD

36 ST.



27 M

NO PARKING

7 M

HANDICAP PARKING

8.5 M

10 MINUTE LOADING ZONE

NO PARKING

LIGHT STANDARD



PROPERTY LINE

PROPERTY LINE

ST. JOHN'S  
AMBULANCE  
3615 GAETZ

APR 21/93

**DATE:** APRIL 14 1993  
**TO:** PARKING ADMINISTRATOR  
**FROM:** ASSISTANT CITY CLERK  
**RE:** ST. JOHN AMBULANCE/PARKING PROBLEM 3615 - 50 AVENUE

---

At the Council Meeting of April 13, 1993, consideration was given to correspondence from St. John Ambulance dated March 18, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered correspondence from St. John Ambulance dated March 18, 1993, re: Complaint of parking removal from the east Gaetz Avenue service road between 36 Street and 37 Street, hereby agrees as follows:

1. That parking on the east Gaetz Avenue service road between 36 Street and 37 Street be allowed on one side of the street only.
2. That the Parking Administrator work with St. John Ambulance to review possible solutions to their parking problems,

and as presented to Council April 13, 1993."

As outlined in the above motion, Council directed that you contact St. John Ambulance to review possible solutions to their parking problems. Some solutions indicated during the Council Meeting were to establish either a handicapped parking area or a loading zone area directly adjacent to St. John Ambulance. In addition it was suggested that parking be restricted on the east side of the service road from the north property line of St. John Ambulance, north to 37 Street and that the parking be reinstated to the south of the north property line of St. John Ambulance.

I would ask that you now contact Cam Pickett of the St. John Ambulance to further review the solutions to this problem with a report back to this department so that we can advise Council of the outcome.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws and Inspections Manager  
Director of Engineering Services

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

April 14, 1993

St. John Ambulance  
3615 Gaetz Avenue  
Red Deer, Alberta  
T4N 3Y5

ATTENTION: CAM PICKETT, MANAGER

Dear Sir:

At the City of Red Deer Council Meeting held on Tuesday, April 13, 1993, consideration was given to your letter dated March 18, 1993, concerning on street parking adjacent to your premises. At the above noted meeting, the following motion was passed by Council:

"RESOLVED that Council of The City of Red Deer having considered correspondence from St. John Ambulance dated March 18, 1993, re: Complaint of parking removal from the east Gaetz Avenue service road between 36 Street and 37 Street, hereby agrees as follows:

1. That parking on the east Gaetz Avenue service road between 36 Street and 37 Street be allowed on one side of the street only.
2. That the Parking Administrator work with St. John Ambulance to review possible solutions to their parking problems,

and as presented to Council April 13, 1993."

Although Council did not agree to change the parking as per your request at this time, they did agree that the Parking Administrator work with St. John Ambulance to further explore possible solutions whether they be off street or on street parking. In this regard, I will be asking our Parking Administrator to contact you to further review this matter.



*a delight  
to discover!*

St. John Ambulance  
Page 2  
April 14, 1993

I would like to thank you for taking the time to come to Council and express your concerns. If you have any questions or require any additional information, please do not hesitate to contact the undersigned.

Sincerely,

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

KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws and Inspections Manager  
Parking Administrator  
Director of Engineering Services

**DATE: APRIL 14 1993**  
**TO: PARKING ADMINISTRATOR**  
**FROM: ASSISTANT CITY CLERK**  
**RE: ST. JOHN AMBULANCE/PARKING PROBLEM 3615 - 50 AVENUE**

---

At the Council Meeting of April 13, 1993, consideration was given to correspondence from St. John Ambulance dated March 18, 1993, concerning the above topic and at which meeting the following motion was passed:

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1. That parking on the east Gaetz Avenue service road between 36 Street and 37 Street be allowed on one side of the street only.
2. That the Parking Administrator work with St. John Ambulance to review possible solutions to their parking problems,

and as presented to Council April 13, 1993."

As outlined in the above motion, Council directed that you contact St. John Ambulance to review possible solutions to their parking problems. Some solutions indicated during the Council Meeting were to establish either a handicapped parking area or a loading zone area directly adjacent to St. John Ambulance. In addition it was suggested that parking be restricted on the east side of the service road from the north property line of St. John Ambulance, north to 37 Street and that the parking be reinstated to the south of the north property line of St. John Ambulance.

I would ask that you now contact Cam Pickett of the St. John Ambulance to further review the solutions to this problem with a report back to this department so that we can advise Council of the outcome.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Bylaws and Inspections Manager  
Director of Engineering Services



DATE March 19/93

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

FROM: CITY CLERK

RE: St. John Ambulance - Parking

Please submit comments on the attached to this office by April 2/93  
\_\_\_\_\_ for the Council Agenda of April 13/93.

ACKNOWLEDGE

C. SEVGIK  
City Clerk

**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 348-6195

City Clerk's Department 342-8132

March 19, 1993

Mr. T.C. Pickett, Manager  
St. John Ambulance  
3615 Gaetz Ave.  
Red Deer, Alberta  
T4N 3Y5

Dear Sir:

I acknowledge receipt of your letter dated March 18, 1993, re: Parking at 3615 Gaetz Ave.

This item will be discussed and possibly a decision made at the Meeting of Red Deer City Council on Tuesday, April 13, 1993. Council meetings begin at 4:30 p.m., and adjourn for the supper hour at 6:00 p.m., reconvening at 7:00 p.m.

In the event you wish to be present at the Council meeting, would you please telephone our office on April 8, 1993, and we will advise you of the approximate time that Council will be discussing this item.

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

This request has been circulated to City administration for comments, and should you wish to receive a copy of the administrative comments prior to the Council meeting, they may be picked up at our office on the second floor of City Hall on Thursday, April 8.

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

Yours truly,

C. Sevcik  
City Clerk

CS/ds

**RED DEER***a delight  
to discover!*



# St. John Ambulance

## Red Deer Area Office

3615 Gaetz Ave.  
Red Deer, Alberta  
T4N 3Y5  
Phone (403) 342-7744  
Fax (403) 342-0222

March 18, 1993

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

Please Distribute to: Her Worship The Mayor  
and Members of Council  
Bylaws and Inspection Manager  
Parking Administrator  
City Clerk

On behalf of the Executive and members of the Red Deer Branch St. John Ambulance, I wish to register a complaint and an appeal with the City of Red Deer.

Without notice, the City installed a no parking sign in front of our facility at 3615 Gaetz Avenue. The sign forbids parking at anytime on the east side of the service road, parallel to Gaetz Avenue between 36 Street and 37 Street.

We cannot believe that the City has restricted parking on this street in view of the history leading to our occupancy of the site. We conducted lengthy consultation with City departments, and received direction from them in selecting this site. The City has been fully aware of our requirement for on street parking from the outset. The City assured us that there were no parking restrictions on the service road in question, before we proceeded with the purchase.

We are outraged that the City would ever consider placing a no parking sign just feet from a handicapped access ramp. If this was done after careful consideration, City policy is in question. If it was done without careful consideration, then City process is in question.

It is obvious that the decision to install the sign was made without meaningful inquiry, investigation or consultation. We were certainly never consulted.



(2)

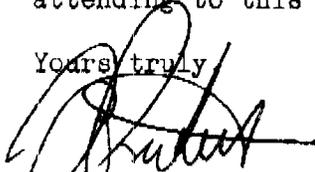
We request that the street be returned to its original condition immediately; that is with the sign removed.

We request copies of the complaints that caused the sign to be installed, and

We request the opportunity to present our appeal to City Council before any further decision is made regarding parking on the service road at 3615 Gaetz Avenue.

I urge the City to act with the speed it has already demonstrated in attending to this matter.

Yours truly,



T. C. Pickett  
Manager



NO. 4

March 17, 1993

83 Baynards Lane,  
Richmond Hill,  
Ontario. L4C 9B9The City Clerk  
City of Red Deer  
Red Deer, Alberta T2N 3T4

Dear Madam/Sir,

Re: Plan 4963TR, Block 4, Lot 3 Red Deer

As you are aware, the property tax for this property is current in arrears. This is a rental property maintained by a local property manager. As a result, we have not been kept advised of the day to day operations. We became aware of the property tax delinquency some 18 months ago. Since then, we have changed property manager twice in an effort to resolve the cashflow issues.

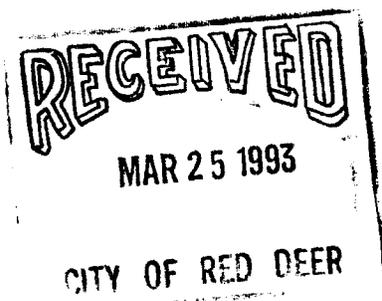
The current property manager appears to have a good handle of the cashflow and was able to accumulate over a thousand dollars in the tax account for the current year's taxes. We are quite certain that from this point on, the rental income will be sufficient to cover the property tax as well as the various expenses.

However, we are still faced with a tax arrear of over \$ 13,000. Royal Trust (the first mortgagee) is prepared to grant us a \$ 5,000 loan with the understanding that taxes will be collected as part of the mortgage payments; we have \$ 1,000 in our operating account. This still leaves a shortfall of \$ 7,000. We can probably borrow another thousand or two from relatives.

At this point, I am pleading with the City of Red Deer to assist me in dealing with this problem. Is there a scenario whereby the City would forgive the interest on the tax owing and/or increase future property tax to cover portion of the arrears? I understand that in Toronto, the city has in many occasions forgive portions of the property tax owing if the owner is willing to work out a payment schedule. The city of Toronto views this as a win-win approach in light of the extremely depressed real estate market here.

I await your favourable response.

Yours truly,

  
Gordon Jang

**DATE:** 30 March 1993  
**TO:** City Clerk  
**FROM:** City Assessor  
**RE:** GORDON JANG - PROPERTY TAX ARREARS

---

Property taxes on Account No. 20-2-2331 are in arrears for 1990, 1991, and 1992. No effort has been made to pay any portion of these taxes. A tax caveat was registered, as required by the Municipal Taxation Act, in 1992 and will now be placed for tax sale in November of 1993 if the arrears are not paid. This is a four-plex unit utilized for rental purposes.

We respectfully recommend to Council that consideration of penalty cancellation be not considered. No effort was made to pay any portion of taxes when arrears notices were mailed, or even when the tax caveat was placed on the property.

Section 106 of the *Municipal Taxation Act* reads, in part:

"A Council may with respect to a specific property or business pass a resolution in any case where the Council considers it equitable to do so,

(a) to cancel or refund all or any part of a tax levy, or"

Therefore, if Council considers it equitable, they may refund or cancel.

### **RECOMMENDATION**

**We respectfully recommend that Council not refund or cancel any or all of the penalties or taxes on this account.**



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

AK/ngl

c.c. Director of Finance

**Commissioners' Comments**

We concur with the recommendations of the City Assessor that there be no refund or cancellation of any of the penalties on the account. Mr. Jang can pay the tax arrears over a period of time. He will simply have to incur the additional penalties and interests involved. This is not substantially different from increasing future taxation as he suggests.

"G. SURKAN"  
Mayor

"M.C. DAY"  
City Commissioner

TO:

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

FROM:

CITY CLERK

RE: GORDON JANG - PROPERTY TAX ARREARS

LOT 3, BLOCK 4, PLAN 4963 TR

Please submit comments on the attached to this office by APRIL 5

for the Council Agenda of APRIL 13 .

  
C. SEVCIK  
City Clerk



# THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

March 26, 1993

Mr. Gordon Jang  
83 Baynards Lane  
Richmond Hill, Ontario  
L4C 9B9

Dear Mr. Jang:

RE: PROPERTY TAX ARREARS - LOT 3, BLOCK 4, PLAN 4963TR

Thank you for your letter in regard to the above, and we would advise that this matter will be presented to Red Deer City Council at its meeting on April 13, 1993.

This request has been circulated to City Administration for comments prior to said Council Meeting.

We will inform you of Council's decision regarding this matter

Trusting you will find this satisfactory. If you have any questions, please do not hesitate to contact the writer.

Sincerely,

  
C. SEVCIK  
City Clerk

CS/cjd



*a delight  
to discover!*

**DATE: APRIL 15, 1993**  
**TO: CITY ASSESSOR**  
**FROM: ASSISTANT CITY CLERK**  
**RE: GORDON JANG - PROPERTY TAX ARREARS**

---

At the Council Meeting of April 13, 1993, consideration was given to correspondence from Mr. Jang relative to his property tax arrears for Lot 3, Block 4, Plan 4963TR and at which meeting the following was passed:

"RESOLVED that Council of The City of Red Deer having considered correspondence from Gordon Jang dated March 17, 1993, re: Request to forgive portion of property tax arrears relative to account #20-2-2331/Plan 4963TR, Block 4, Lot 3, hereby agrees that said request be denied and as presented to Council April 13, 1993."

Also in regard to this property, Alderman Pimm enquired as to the municipal address of this site. In this regard I would ask that you provide Alderman Pimm with the municipal address of this property for his records as soon as possible.

Trusting you will find this satisfactory.



KELLY KLOSS  
Assistant City Clerk  
KK/cjd

cc: Director of Financial Services



## THE CITY OF RED DEER

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

April 15, 1993

Gordon Jang  
83 Baynards Lane  
Richmond Hill, Ontario  
L4C 9B9

Dear Sir:

RE: PLAN 4963TR, BLOCK 4, LOT 3, RED DEER - PROPERTY TAX ARREARS

At The City of Red Deer Council Meeting held on Tuesday, April 13, 1993, consideration was given to your letter dated March 17, 1993, concerning the above topic and at which meeting the following motion was passed:

"RESOLVED that Council of The City of Red Deer having considered correspondence from Gordon Jang dated March 17, 1993, re: Request to forgive portion of property tax arrears relative to account #20-2-2331/Plan 4963TR, Block 4, Lot 3, hereby agrees that said request be denied and as presented to Council April 13, 1993."

Although Council does sympathize with your position, as outlined in the above motion, no portion of the taxes were forgiven. Attached for your information is the report which appeared on the Council Agenda relative to your letter from City Administration.

If you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

KELLY KLOSS  
Assistant City Clerk  
KK/cjd  
Encl.

cc: Director of Financial Services  
City Assessor



*a delight  
to discover!*

WRITTEN ENQUIRIESNO. 1

**DATE: MARCH 17, 1993**  
**TO: CITY COUNCIL**  
**FROM: CITY CLERK**  
**RE: ALDERMAN PIMM - WRITTEN ENQUIRY**

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The following written enquiry was submitted by Alderman Pimm at the Council Meeting of March 15, 1993:

"In light of the considerable Public concern relative to the potential extension of Molly Bannister Drive, eastward across Piper Creek, would the Administration please outline the opportunities the Public will have to formally comment on the proposal before it is implemented,"

Enclosed hereafter is the response received from the Director of Engineering Services.



C. SEVCIK  
City Clerk

CS/cjd

DATE: April 1, 1993  
TO: City Clerk  
FROM: Director of Engineering Services  
RE: **EXTENSION OF MOLLY BANISTER DRIVE TO 40 AVENUE**

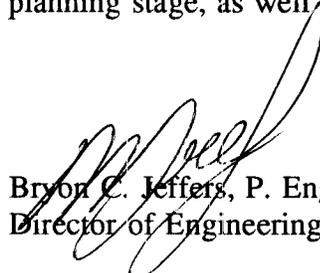
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The subject project is tentatively scheduled for 1996. The actual year of construction may well shift as circumstances change.

This eastward extension of Molly Banister Drive is an essential link in the City's arterial roadway network. The proposal was included in the East Hill Concept Plan in the 1970's. These plans preceded the development of Waskasoo Park and the bicycle/pedestrian network. The need for this road has been addressed in four independent transportation studies since 1976.

Notwithstanding the above, the Engineering Department is very cognizant of the environmental sensitivities of the project. It would be our intent to involve both the general public and interested environmental groups during the various phases of the project through a combination of meetings and open houses. We would also intend to keep the Environmental Advisory Board advised throughout all phases of the project. We recognize that any new roadway must be designed in such a manner that impact on the creek, natural vegetation, and the wildlife are minimized.

We would expect to obtain input from all interested parties during both the feasibility/functional planning stage, as well as the detailed design stage if the project is approved by Council.



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

BCJ/cy

*Council April 13*  
FILE No.



**THE CITY OF RED DEER**

P. O. BOX 5008, RED DEER, ALBERTA T4N 3T4

FAX: (403) 346-6195

City Clerk's Department 342-8132

April 16, 1993

Patrick J. Shields  
36 Cunningham Crescent  
Red Deer, Alberta  
T4P 2S3

Dear Sir:

Your letter concerning The City of Red Deer's proposal to extend Molly Bannister Drive is hereby acknowledged with thanks.

At the Council Meeting of April 13, 1993, Alderman Pimm requested that City Administration outline the opportunities the Public will have to formally comment on the Molly Bannister Drive proposal before it is implemented as well as the background of this project. The Administration's response to Alderman Pimm's request is attached for your information. I believe this does answer a number of your questions, however, I would like to assure you that it is the City's intention should this project proceed, to ensure the least possible disruption to the environment.

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

Sincerely,

KELLY KLOSS  
Assistant City Clerk  
KK/cjd

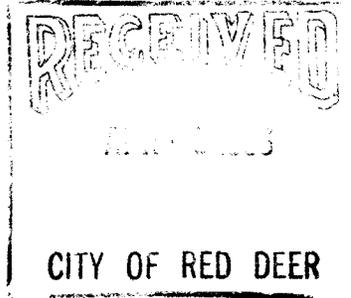
cc: Director of Engineering Services



*a delight  
to discover!*

Patrick.J.Shields  
36 Cunningham Cr.  
Red Deer  
T4P 2S3

Attention: City Clerks  
City of Red Deer  
P.O. Box 5008  
T4N 3T4  
To whom it may concern,



I have learned of the city of Red Deer's proposal to extend Molly Banister drive. It is my understanding that the road would extend through a wooded ravine along Piper Creek.  
Creek.

It is in my opinion that the development of this road is damaging to the existing ecosystem in the Spruce and is also not needed. The constant exposure to carbon monoxide could and would seriously damage the creek and surrounding vegetation.

It is quite obvious that the citizens of Red Deer have survived this long without the need of the proposed road. It would also seem that the only need for the road would be for a small minority of Red Deerians to save time reaching certain destinations.

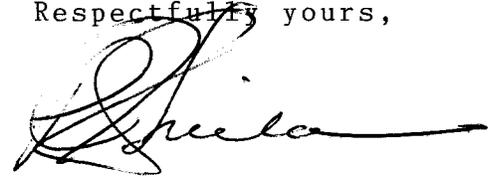
It is also my understanding that the road will destroy the existing cycle trail that I'm sure many families and leisurists use for recreation, not to mention damaging certain wildlife movements of animal that inhabit the forest.

I believe that the citizens of Red Deer and their planning advisors have a moral obligation to the environment and should try to protect as much of it as we can.

Just imagine what kind of example we could set for the young people of Red Deer and other communities.

I am urgently awaiting your reply in the next few weeks on this matter and sincerely thank you for your time.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Patrick J. Shields', with a long horizontal flourish extending to the right.

Patrick J. Shields

DATE: April 1, 1993  
TO: City Clerk  
FROM: Director of Engineering Services  
**RE: EXTENSION OF MOLLY BANISTER DRIVE TO 40 AVENUE**

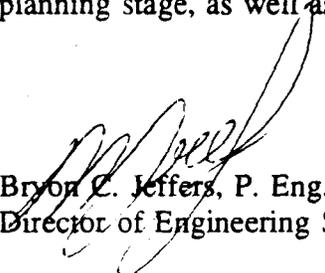
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The subject project is tentatively scheduled for 1996. The actual year of construction may well shift as circumstances change.

This eastward extension of Molly Banister Drive is an essential link in the City's arterial roadway network. The proposal was included in the East Hill Concept Plan in the 1970's. These plans preceded the development of Waskasoo Park and the bicycle/pedestrian network. The need for this road has been addressed in four independent transportation studies since 1976.

Notwithstanding the above, the Engineering Department is very cognizant of the environmental sensitivities of the project. It would be our intent to involve both the general public and interested environmental groups during the various phases of the project through a combination of meetings and open houses. We would also intend to keep the Environmental Advisory Board advised throughout all phases of the project. We recognize that any new roadway must be designed in such a manner that impact on the creek, natural vegetation, and the wildlife are minimized.

We would expect to obtain input from all interested parties during both the feasibility/functional planning stage, as well as the detailed design stage if the project is approved by Council.



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

BCJ/cy

**DATE: MARCH 17, 1993**  
**TO: DIRECTOR OF ENGINEERING SERVICES**  
**FROM: CITY CLERK**  
**RE: ALDERMAN PIMM - WRITTEN ENQUIRY**

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The following written enquiry was submitted by Alderman Pimm at the Council Meeting of March 15, 1993:

"In light of the considerable Public concern relative to the potential extension of Molly Bannister Drive, eastward across Piper Creek, would the Administration please outline the opportunities the Public will have to formally comment on the proposal before it is implemented."

Your response to this enquiry would be appreciated at your earliest convenience.



C. SEVCIK  
City Clerk

CS/cjd

Alderman Pimm.

## Written Enquiry

In light of the considerable public concern relative to the potential extension of Molly Bannister Drive Eastward across Piper Creek, would the administration please outline the opportunities the public will have to formally comment on the proposal before it is implemented.

NO. 2

**DATE: MARCH 31, 1993**  
**TO: CITY COUNCIL**  
**FROM: CITY CLERK**  
**RE: ALDERMAN PIMM-WRITTEN ENQUIRY HOUSE FIRE/  
HOWARD GOPHER**

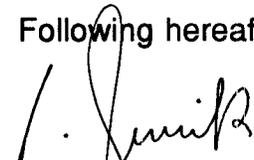
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The following written enquiry was submitted by Alderman Pimm at the Council Meeting of March 29, 1993:

"Recently the residence of Howard Gopher was involved in a house fire. Several questions come to mind:

1. At what time was the call received and when did fire forces arrive at the scene?
2. What fire forces were involved and from which station did they respond?
3. For how long has the department been closing fire stations to facilitate training?
4. What is the frequency and length of fire hall closures for training purposes?
5. What would be the dollar value of avoiding such closures?
6. What non-financial alternatives have been considered for the effective delivery of training?"

Following hereafter is a response from the Fire Department.

  
C. SEVCIK  
City Clerk

CS/cjd

DATE: April 2, 1993  
TO: City Clerk  
FROM: Fire Chief  
RE: WRITTEN ENQUIRY, ALDERMAN PIMM  
HOUSE FIRE - HOWARD GOPHER

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In reply to Alderman Pimm's enquiry regarding the fire of March 22, 1993 at the Howard Gopher residence, I submit the following.

Question:

At what time was the call received, and when did fire forces arrive at the scene?

Answer:

The call was received by our dispatcher at 13:40 hours. The caller, Ms. Lutz was very excitable and difficult to obtain information from. Crews left the station at 13:42 hours and arrived at the fire at 13:46 hours.

Question:

What fire forces were involved, and from which station did they respond?

Answer:

All fire crews were at Station 1 attending a medical in-service training seminar. Two pumpers, an aerial ladder, and an ambulance were dispatched to this fire from Station 1.

Question:

For how long has the department been closing fire stations to facilitate training?

Answer:

This has been common practice for the fourteen years I have been Chief of the Department.

Question:

What is the frequency and length of fire hall closures for training purposes?

Answer:

Depending on the type of training and the time of year, closures could occur up to ten or twelve times a month, for up to three or four hours at a time. We try to conduct our training in a central location so that if a fire or ambulance call is received, response times are kept to a minimum. In instances where training cannot be accomplished centrally, the crews are split in half, with one half being posted to Station 1, and the other half assigned to the training area.

City Clerk  
Page 2  
April 2, 1993

Question:

What would be the dollar value of avoiding such closures?

Answer:

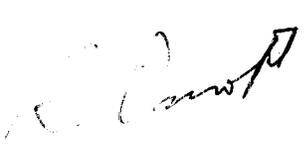
To avoid such closures, training would take place by bringing the crews in off duty, and at overtime rates. Approximately \$250,000.00 per year would be required to accomplish this. All Fire Departments accomplish 90% of their training while the crews are on shift, and in exactly the same manner we do.

Question:

What non-financial alternatives have been considered for the effective delivery of training?

Answer:

Some types of training can be delivered to the crews while they are in their stations. This would be training of a nature of lectures, videos, etc. Hands on training such as driver training, extrication, pump operator training etc. require that the crews be outside or away from their stations. All training has some financial impact on our budget. Our training budget not including overtime or lieu time is approximately \$13,000.00, which provides about 14,000 man-hours of training each year. Our method of training is cost effective, productive, and does not place the public at risk.



R. Oscroft  
Fire Chief

RO/dd

DATE 93/03/30

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

FROM: CITY CLERK

RE: Written Enquiry - Alderman Perrin  
House Fire / Howard Bopha

Please submit comments on the attached to this office by April  
5 for the Council Agenda of April 13.

ACKNOWLEDGE

C. SEVCIK  
City Clerk

# Written Enquiry

Recently the residence of Howard Gopher was involved in a house fire. Several questions come to mind:

1. At what time was the call received and when did fire forces arrive at the scene.
2. What fire forces were involved and from which station did they respond.
3. For how long has the department been closing fire stations to facilitate training.
4. What is the frequency and length of fire hall closures for training purposes.
5. What would be the dollar value of avoiding such closures.
6. What non-financial alternatives have been considered for the delivery of training.

**BY-LAW NO. 2846/A-93**

BEING a By-law to amend By-law No. 2846/84, the Licensing Bylaw of the City of Red Deer.

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

By-law No. 2846/84 is hereby amended as follows:

- 1 Sections , 2 (cc), 2 (oo) and 24.1 are deleted.
- 2 New Sections 2 (u.1), (ff.1), (mm.1) and (mm.2) are added as follows:
  - "(u.1) "Mall Kiosk" means a stall, table, booth, or other type of readily movable business premises, not affixed to real property and occupied or operated for the purpose of providing services or of displaying and offering for sale any goods, wares, or merchandise in a mall or shopping centre or similar locations;
  - (ff.1) "Photographer" means a person or firm who carries on the business of taking photographs or video tapes;
  - (mm.1) "Trade Fairs/Shows" means an event that hosts a group of 5 or more vendors at a single location, displaying to the public the types of goods, wares, merchandise, food or service that they have available for sale. Trade fairs include all agricultural events, entertainment events, community events, energy/resource events, arts/crafts events, and collector's events (including, but not limited to, comics, stamps, coins, cards);
  - (mm.2) "Transient Trader" means a non-resident who as principal, employee or agent sells or attempts to sell goods or services at premises not otherwise licensed by the City for that sales activity and in particular, at a motel, hotel or the Westerner site or any other location approved by the Development Officer;"
- 3 Sections 2 (g) and (r.1) are deleted and replaced with new Sections 2 (g) and (r.1) as follows:
  - "(g) "Direct Sellers or Commercial Agent" means the business of going from place to place for the purpose of selling goods or services when the transactions are negotiated by telephone or at the buyer's residence, but does not include a bonafide commerical traveller;"

(r.1) "Hawker/Pedlar" means a person who goes about the City selling goods, wares, merchandise, food, fish, corn, or food products from a vehicle or trailer or one that locates on any street or roadway other than at a building which is his permanent place of business, and where the merchandise is delivered at the time the sale is made;"

5 Sections 18 and 19 are deleted and replaced with new Sections 18 and 19 as follows:

" 18 All sales agents representing a company or business and working in conjunction with a person who holds a home occupation license for same may be licensed under that home occupation for a resident license fee as a commercial agent. Commercial agents working in conjunction with a person who holds a home occupation license must produce approval to sell under that person.

" 19 Each additional business operated from a licensed home occupation site will be charged a resident license fee."

7 Schedule "A" is deleted and replaced with new Schedule "A" attached.

8 This by-law shall come into effect on third reading.

READ A FIRST TIME IN OPEN COUNCIL this DAY OF , A.D. 19

READ A SECOND TIME IN OPEN COUNCIL this DAY OF , A.D. 19

READ A THIRD TIME IN OPEN COUNCIL this DAY OF , A.D. 19

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**SCHEDULE "A"**  
**SCHEDULE OF FEES**

<u>TYPE OF BUSINESS</u>		<u>RESIDENT</u>	<u>NON-RESIDENT</u>
1	Advertising on foot or vehicle	\$ 55.00	\$ 165.00
2	Ambulance - per vehicle	55.00	165.00
3	Amusement Arcade	55.00	N/A
4	Arts or Crafts - sale by the Artist when the sale is not conducted under the auspices of the Allied Arts Council	NIL	55.00
	Allied Arts Council Crafts Sale	110.00	N/A
5	Auctioneer	55.00	165.00
6	Public Bath, Health or Fitness Club or Facility, Gymnasium, Tanning Salon	55.00	N/A
7	Billiard Room	55.00	N/A
8	Boxing and Wrestling (Professional)	55.00	165.00
9	Christmas Tree Vendor	300.00	400.00
<p>Note: where the applicant holds a current business license from the City of Red Deer or is on the City business tax roll the license fee shall be \$245.</p>			
10	Circus or other Show (excepting a festival) per day	110.00	220.00
11	Cleaner, Dryers or Launderers - per business	N/A	330.00
12	Professional Canvasser or Promoter	55.00	330.00
13	Contractor - including sub-contractor and sub-tradesman such as, but not limited to, excavator, concrete placer, plasterer, stucco drywaller, brick layer, stone mason, building mover, landscaper, floor layer or finisher, painter and paper hanger, roofing and siding applicator, structural steel erector, insulator, carpenter and cabinet maker and wood worker, plumber and gas fitter, electrical contractor, sheet metal worker, steam fitters	55.00	330.00

14	Detective or Security Patrol Agency	55.00	165.00
15	Direct Sellers or Commercial Agent	55.00	330.00
16	Employee of a Commercial Agent	55.00	165.00
17	Farmer's Market - no fee for any vendor that sells goods that are made or grown by that person or by his or her family. All other vendors in the Farmer's market are classified as Hawker or Pedlar.		
18	Festival - per day or part thereof, whether or not such day is a public holiday	220.00	220.00
19	Hawkers or pedlars (per location)	55.00	330.00
20	Home Occupation	165.00	N/A
21	Janitor Service	N/A	165.00
22	Mall Kiosk - annual fee		
	a) up to 500 sq. ft.	55.00	330.00
	b) over 500 sq. ft.	200.00	1,000.00
23	Massage Parlour	110.00	N/A
24	Massagist	55.00	55.00
25	Mobile Vending Unit or Canteen	110.00	330.00
26	Pawnbroker, Second Hand Dealer	55.00	N/A
27	Phrenologist, Fortuneteller, Hypnotist, Palmist, Card Reader, Graphologist or other similar occupation	220.00	550.00
28	Photographer	NIL	330.00
29	Push Cart Vending Units	55.00	
30	Street Entertainers	22.00	22.00

31 Trade Fair or Trade Show:

- (a) No Charge where Red Deer residents and businesses may participate;
- (b) Where Red Deer residents and businesses may not participate, the fee will be \$750.00 per annum plus \$330.00 for each day the show is in operation.

32 Transient Trader - \$750.00 annual fee plus \$330.00 per day for each day that a sale is conducted. In addition, the license will not be valid until:

- (a) 30 days after the City has placed a notice in the Red Deer Advocate advertising the application for the Transient Trader license; and
- (b) The applicant has paid the license fee and the cost of advertising.

33 Westerner Exposition Association - \$1,000.00 per year.

This License includes permission for the conduct of Trade Fairs and Trade Shows and sale of any goods, property or services being offered in conjunction with those events, provided those events are open to participation by Red Deer residents and businesses. In that case, the participants in the Trade Fair or Trade Show do not require individual licenses.

Where Red Deer residents and businesses are not permitted to participate in the event, then a Trade Fair or Trade Show license is required.

**BYLAW NO. 3086/93**

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

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

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

"All that portion of road as shown on Plan 922-2098 which lies north of a line from the most north-westerly corner of road to the most easterly corner of road on Plan 922-2098, and containing 0.048 hectares (0.12 acres) more or less.

EXCEPTING THEREOUT ALL MINES AND MINERALS".

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

READ A FIRST TIME IN OPEN COUNCIL this	day of	A.D. 1993.
READ A SECOND TIME IN OPEN COUNCIL this	day	A.D. 1993.
READ A THIRD TIME IN OPEN COUNCIL this	day of	A.D. 1993.

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MAYOR

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CITY CLERK

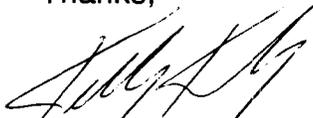
**DATE: APRIL 14, 1993**  
**TO: BYLAWS AND INSPECTION MANAGER**  
**FROM: ASSISTANT CITY CLERK**  
**RE: COUNCIL CHAMBERS LIGHTS**

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As I had indicated at the Council Meeting of April 13, 1993, three lights within the Council Chambers appear to be burnt out.

I would request at your convenience, that new lights be installed.

Thanks,



KELLY KLOSS  
Assistant City Clerk  
KK/cjd