

City Council Meeting Agenda

Monday, December 16, 2024 – Council Chambers, City Hall

Call to Order:	10:30 AM
Recess:	12:30 PM to 1:00 PM

1. Points of Interest

2. Consent Agenda

(Page 3)

2.1. Confirmation of Minutes of the December 2, 2024 Regular Meeting
(Pages 4-13)

2.2. Amendments to the Zoning Bylaw 3357/XX-2024
Direct Control Zone - House Suites in Duplexes Bylaw 3357/VV-2024
(Pages 14-27)

3. Reports

3.1. RCMP Community Policing Report – Q2 (July – September 2024)
(Pages 28-44)

3.2. Community Revitalization Levies Report
(Pages 45-49)

4. Bylaws

4.1. Elections Bylaw 3713/2024
(Pages 50-82)

4.1.a. Consideration of Second Reading

4.1.b. Consideration of Third Reading

4.2. Procedure Bylaw 3681/A-2024 - Committee of the Whole
(Pages 82-92)

- 4.2.a. Consideration of First Reading
- 4.2.b. Consideration of Second Reading
- 4.2.c. Permission to go to Third Reading
- 4.2.d. Consideration of Third Reading

5. Reports

- 5.1. Long Term Financial Plan Scoping Report

(Pages 93-94)

6. Adjournment



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December 16, 2024 Consent Agenda

Prepared by: Kristina Schmidt, Legislative Assistant
Department: Legal and Legislative Services

Proposed Resolutions

Resolved that Council of The City of Red Deer having considered the Consent Agenda from Legal & Legislative Services hereby approves the following Minutes:

- Confirmation of the Minutes of the December 2, 2024 Regular Council Meeting

Resolved that Council of The City of Red Deer having considered the Consent Agenda from Legal & Legislative Services hereby approves the following Bylaws:

- Bylaw 3357/XX-2024
 - FIRST READING: That Bylaw 3357/XX-2024 - Amendment to the Zoning Bylaw specific to House Suites in Duplexes be read a first time.
- Bylaw 3357/VV-2024
 - FIRST READING: That Bylaw 3357/VV - Amendment to Rezone 34 Rutherford Drive from R-D to DC (35) be read a first time.



UNAPPROVED - MINUTES

of the Red Deer City Council Regular Meeting, held on Monday December 2, 2024 commenced at 10:31 AM

Present:

Mayor Ken Johnston
Councillor Kraymer Barnstable
Councillor Bruce Buruma (attended virtually)
Councillor Victor Doerksen
Councillor Vesna Higham
Councillor Cindy Jefferies
Councillor Chad Krahn
Councillor Lawrence Lee (joined the meeting virtually at 3:03 p.m.)
Councillor Dianne Wyntjes

City Manager, Tara Lodewyk
General Manager Corporate & Employee Services, Lisa Perkins
General Manager Community Services, Sarah Tittlemore
Acting General Manager Growth & Finance, Russ Watts
Acting General Manager Growth & Finance, Erin Stuart
Acting General Manager Protective Services, Peter Puszka
Corporate Communications Manager, Tara Shand
Safe & Healthy Communities Manager, Kristin Walsh
Acting City Planning & Growth Manager, David Girardin
Community Development Superintendent, Bobby-Jo Stannard
Social Policy Integration and Outcomes Coordinator, Jodi Kelloway
Senior Planner, Orlando Toews
City Clerk, Jessica Robinson
Corporate Meeting Administrator, Rebecca Derwanz
Legislative Assistant, Kristina Schmidt

Downtown Business Association Executive Director, Amanda Gould
Downtown Business Association Treasurer, Katrina Sharpe

**I. CONSENT AGENDA****1.1. December 2, 2024 Consent Agenda**

Moved by Councillor Victor Doerksen, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the Consent Agenda from Legal & Legislative Services hereby approves the following Minutes & Reports:

- Confirmation of the Minutes of the November 12, 2024 Regular Council Meeting
- Motion to Postpone Recovery Summit to Q2 2025
 - Resolved that the Council of the City of Red Deer hereby agrees postpone the Recovery Summit to May 14, 2025.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Dianne Wyntjes

ABSENT: Councillor Lawrence Lee

MOTION CARRIED

2. REPORTS**2.1. Executive Limitations Change to E.L-A.-2.0 Acting City Manager – Council Policy**

Moved by Councillor Kraymer Barnstable, seconded by Councillor Victor Doerksen

Resolved that the Council of the City of Red Deer having considered the report from Corporate and Employees Services Division dated December 2, 2024 hereby amends Council Policy EL-A-2.0 Acting City Manager by striking reference to Directors and replacing with General Managers.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Dianne Wyntjes

ABSENT: Councillor Lawrence Lee

MOTION CARRIED

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Moved by Councillor Victor Doerksen, seconded by Councillor Vesna Higham

Resolved that the Council of the City of Red Deer having considered the report from Corporate and Employees Services Division dated December 2, 2024, hereby amends Council Policy EL-D-2.0 Financial Sustainability by adding to "... the City Manager will not allow:"

- Section 5. Administration to use any reserves other than for their intended/specified purpose.
- Section 6. Administration to let financial reserves not be covered by specified financial assets.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Dianne Wyntjes

ABSENT: Councillor Lawrence Lee

MOTION CARRIED

2.3. Westerner Exhibition Association Relationship Framework Agreement Yearly Review

Council received the report from Corporate and Employee Services Division dated December 2, 2024 re: Westerner Exhibition Association Relationship Framework Agreement Yearly Review, as information.

2.4. Westerner Exposition Association Loan Amendment

Council recessed at 11:20 a.m. and reconvened at 11:27 a.m.

Moved by Councillor Victor Doerksen, seconded by Councillor Cindy Jefferies

Bylaw 3673/A-2024

- FIRST READING: That Bylaw 3673/A-2024 to amend the Westerner Exhibition Association Loan Bylaw be read a first time.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Dianne Wyntjes

ABSENT: Councillor Lawrence Lee

MOTION CARRIED



2.5. Downtown Business Association Budget

Council recessed at 12:26 p.m. and reconvened at 1:01 p.m.
Councillor Krahn returned from recess at 1:02 p.m.

Moved by Councillor Victor Doerksen, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer having considered the report from Legal & Legislative Services Department dated December 2, 2024, re: Downtown Business Association's 2025 Budget hereby approves the Downtown Business Association's 2025 Budget.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Dianne Wyntjes

ABSENT: Councillor Lawrence Lee

MOTION CARRIED

Council recessed at 2:01 p.m. and reconvened at 2:08 p.m.

2.6. Housing Asset Development Recommendations

Councillor Bruce Buruma left the meeting at 2:44 p.m. and returned at 2:46 p.m.

Council received the report from Safe and Healthy Communities dated December 2, 2024 re: Housing Asset Development Recommendations, as information.

2.7. Motions Arising from Budget 2025

Moved by Councillor Chad Krahn, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby directs Administration to:

- Clearly delineate the costs of the RCMP contract as a separate line item in the City of Red Deer's annual budget and property tax notices, distinct from other city expenses similar to the education requisite; and
- Provide a brief explanation in budget documents and public materials indicating that the RCMP contract is federally negotiated; and



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Further be it resolved that the information be returned to Council for final decision by Q2, 2025.

IN FAVOUR: Mayor Ken Johnston, Councillor Chad Krahn, Councillor Vesna Higham, Councillor Dianne Wyntjes

OPPOSED: Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Cindy Jefferies, Councillor Lawrence Lee

MOTION DEFEATED

Moved by Councillor Chad Krahn, seconded by Councillor Kraymer Barnstable

Resolved that Council of The City of Red Deer hereby directs the Audit Committee to enhance variance reporting, timeliness of reporting and presentation by considering:

1. Improving the Variance Reporting Format by:
 - Including historical comparisons by considering at least two prior years for each budget category in all future variance reports;
 - Providing a detailed breakdown of variances by department, identifying areas of significant over- or under-spending;
 - Incorporating a narrative section explaining the root causes of significant variances and outlining corrective actions or adjustments taken; and
2. Improving the Presentation of Variance Reports by:
 - Ensuring that all variance reports, including quarterly updates, are presented to the full Council in addition to the Audit Committee, to provide greater transparency and enable informed decision-making by all members of council

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Bruce Buruma, seconded by Councillor Dianne Wyntjes

Be it resolved that Council of The City of Red Deer direct the Audit Committee to review the Reserve contribution and utilization policy to determine if further restrictions could be added to support financial sustainability; and
Further be it Resolved that the Audit Committee complete this review by Q?

Prior to consideration the motion, the motion was withdrawn through general consensus.



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Moved by Councillor Bruce Buruma, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer directs Administration to bring back an update on the CSV Master Plan including an update on Council involvement by end of Q1 2025.

Prior to consideration the motion, the motion was informally postponed to January 2025.

Moved by Councillor Kraymer Barnstable, seconded by Councillor Victor Doerksen

Resolved that Council of the City of Red Deer hereby directs the City Manager to review the City Facilities Booking Policy; and

Further be it resolved this be returned to Council for information.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Victor Doerksen

OPPOSED: Councillor Bruce Buruma, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION DEFEATED

Council recessed at 4:31 p.m. and reconvened at 5:02 p.m.

3. PUBLIC HEARING

3.1. Riverside Meadows ARP Bylaw 3261/A-2024 – Change of Intensity of Use & Zoning Bylaw 3357/TT-2024 – Rezoning from R-L to R-M

Mayor Ken Johnston declared open at 5:06 p.m. the joint Public Hearing for Riverside Meadows ARP Bylaw 3261/A-2024 – Change of Intensity of Use & Zoning Bylaw 3357/TT-2024 – Rezoning from R-L to R-M.

The following person spoke to this item: Dean Leischner

Mayor Ken Johnston declared the Public Hearing closed at 5:18 p.m.

3.1.a. Consideration of Second Reading of Bylaw 3261/A-2024

Moved by Councillor Victor Doerksen, seconded by Councillor Bruce Buruma

SECOND READING: That Bylaw 3261/A-2024 to amend the Riverside Meadows Area Redevelopment Plan be read a second time.



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IN FAVOUR:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

3.1.b. Consideration of Third Reading of Bylaw 3261/A-2024

Moved by Councillor Victor Doerksen, seconded by Councillor Bruce Buruma

THIRD READING: That Bylaw 3261/A-2024 be read a third time.

IN FAVOUR:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

3.1.c. Consideration of Second Reading of Bylaw 3357/TT-2024

Moved by Councillor Victor Doerksen, seconded by Councillor Bruce Buruma

SECOND READING: That Bylaw 3357/TT-2024 – Rezoning from R-L to R-M be read a second time.

IN FAVOUR:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

3.1.d. Consideration of Third Reading of Bylaw 3357/TT-2024

Moved by Councillor Victor Doerksen, seconded by Councillor Bruce Buruma

THIRD READING: That Bylaw 3357/TT-2024 be read a third time.

IN FAVOUR:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen,



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Councillor Vesna Higham, Councillor Cindy Jefferies,
Councillor Chad Krahn, Councillor Lawrence Lee,
Councillor Dianne Wyntjes

MOTION CARRIED

4.4. Zoning Bylaw Amendment 3357/WW-2024 to Support Addiction Recovery and Homelessness

Mayor Ken Johnston declared open at 5:32 p.m. the Public Hearing Zoning Bylaw Amendment 3357/WW-2024 to Support Addiction Recovery and Homelessness.

The following people spoke to this item: Chelsea O'Donoghue, Tracy Chabot, Connie Malena, Debby Chalifour, Kathie Wallace

Council recesses at 6:37 p.m. and reconvened at 6:44 p.m.

The following people spoke to this item: Cathy Perry, Christine Carter, Jacob Steiner, Don Emblau, Perry Goddard

Moved by Councillor Cindy Jefferies, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to suspend Section 99(b) of Procedure Bylaw 3681/2022:

Recess of Meetings – adjourn the meeting to another day once the duration of the meeting, excluding the time spent in recesses, has reached the eight hours even if all matters on the Agenda have not been considered by Council.

IN FAVOUR:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Council recess at 8:04 p.m. and reconvened at 8:12 p.m.
Councillor Chad Krahn returned from recess at 8:13 p.m.

Mayor Ken Johnston declared the Public Hearing closed at 9:02 p.m.

4.4.a. Consideration of Second Reading of Bylaw 3357WW-2024



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Moved by Councillor Chad Krahn, seconded by Councillor Cindy Jefferies

SECOND READING: That Bylaw 3357/WW-2024 amendments for continued operation of the Temporary Care Facility, expanding the detoxification centre and overnight shelter at 5246 53 Ave, and removal of supervised consumption and associated use permissions from Lot 14 Block 4 Plan 8420286 (5233 54 Ave) be read a second time.

Prior to consideration the following amendment was introduced:

Moved by Councillor Dianne Wyntjes, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to amend the Bylaw by:

That subsection 13.20.6.15 be amended by striking May 1, 2028 and replacing with May 1, 2027

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Lawrence Lee, Councillor Dianne Wyntjes

OPPOSED: Councillor Cindy Jefferies, Councillor Chad Krahn

MOTION TO AMEND CARRIED

The original motion as amended was back on the floor:

Moved by Councillor Chad Krahn, seconded by Councillor Cindy Jefferies

SECOND READING: That Bylaw 3357/WW-2024 amendments for continued operation of the Temporary Care Facility, expanding the detoxification centre and overnight shelter at 5246 53 Ave, and removal of supervised consumption and associated use permissions from Lot 14 Block 4 Plan 8420286 (5233 54 Ave) be read a second time, as amended.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

4.4.b. Consideration of Third Reading of Bylaw 3357/WW-2024



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Moved by Councillor Chad Krahn, seconded by Councillor Cindy Jefferies

THIRD READING: That Bylaw 3357/WW-2024 be read a third time.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

12. ADJOURNMENT

Moved by Councillor Chad Krahn, seconded by Mayor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to adjourn the December 2, 2024 Regular Council Meeting of Red Deer City Council at 10:10 p.m.

IN FAVOUR: Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Chad Krahn, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION TO ADJORN CARRIED

MAYOR

CITY CLERK



December 16, 2024

Amendments to the Zoning Bylaw specific to House Suites in Duplexes - Bylaw 3357/XX-2024

Amendment to Rezone 34 Rutherford Drive from R-D to DC (35) - Bylaw 3357/VV-2024

Prepared by: Dayna Facca, Senior Planner
Department: City Planning

Report Summary and Recommendations

This report is brought forward for Council to consider the adoption of a new Direct Control Zone No. 35: DC (35), and associated amendments to the House Suites regulations in Part 4 of the Zoning Bylaw, to allow the development of House Suites in Duplexes at certain locations within the city. This information is included in Bylaw 3357/XX-2024.

If adoption of Bylaw 3357/XX-2024 is supported by Council, an application has been received to rezone 34 Rutherford Drive from Residential Duplex Zone: R-D to the new DC (35) Zone. This information is included in Bylaw 3357/VV-2024.

Administration recommends Council support the proposed Bylaws.

Proposed Resolution

That Bylaw 3357/XX-2024 be read a first time.

That Bylaw 3357/VV-2024 be read a first time.

Rationale for Recommendation

1. The proposed amendment expands housing opportunities.

The DC (35) Zone enables administration to consider House Suites in Duplexes on a case by case basis.

2. The proposed DC (35) Zone can be applied to accommodate existing legal non-conforming House Suites in Duplexes.

There are approximately 30+ properties zoned R-D that have existing House Suites in Duplexes. These properties would not be allowed to continue this use if it was discontinued or damaged.

3. No concerns were raised regarding the proposed DC (35) Zone and rezoning 34 Rutherford Drive.

A referral letter was sent to landowners within 100 m of the property. No concerns were raised. Administration did not have concerns with the proposed Bylaws.

Background

In September 2024, administration received an application to develop a House Suite in a Duplex at 34 Rutherford Drive; however, under the new Zoning Bylaw, House Suites are restricted to Houses only. A House Suite is defined as a use consisting of a Dwelling Unit located within, and accessory to, a House.

During the update to the Zoning Bylaw, House Suites became a permitted use in the Residential Low Density Zone (R-L), the Residential Wide Zone (R-W), the Residential Narrow Zone (R-N), and the Residential Duplex Zone (R-D) but they were limited to Houses only. Expanding House Suites into other forms of residential development was not considered nor consulted during phase one of the Zoning Bylaw project.

Upon receiving the application for 34 Rutherford Drive, administration started looking at options to consider this form of development while recognizing that the community has not been consulted. Since receiving the application, additional inquiries have been received to develop House Suites in Duplexes.

Council has also asked administration to prioritize housing applications due to the need in our community.

Prior Council/Committee Direction

On May 13th, 2024 Council adopted the new Zoning Bylaw which became effective on June 12th, 2024.

Legislative Context

N/A

Strategic Alignment

The 2023-2026 Strategic Plan is divided into three key focus areas: Thriving City, Community Health & Wellbeing, and Connected & Engaged City. The application is consistent with Community Health & Wellbeing as it creates housing diversity and neighbourhood inclusivity for different demographics.

Related Policies

The Municipal Development Plan includes policies encouraging intensification in established neighborhoods through residential and mixed use infill projects where there is adequate capacity in major municipal infrastructure (policy 10.9).

The Neighbourhood Planning Design Standards encourages a mix of housing forms (Principle 6) and a neighborhood density of 17 dwelling units per net developable hectare on a quarter section basis (standard 4.1).

Stakeholder Consultation

Administration referred the proposed creation of a Direct Control Zone No. 35, the corresponding amendments to the House Suite regulations in Part 4, and the proposal to develop a House Suite at 34 Rutherford Drive to City departments. No concerns were raised.

Administration referred the proposal to develop a House Suite at 34 Rutherford Drive to landowners within 100 m of the property. No comments were received. A copy of the referral letter is included in Appendix B. Note: the referral letter proposed the creation of a site exception to allow the development of a House Suite at the proposed address. It was determined by administration, after reviewing the application further, that a Direct Control Zone was a better tool. The original referral letter also referenced the incorrect zoning for the property. This was corrected through a follow up letter to landowners.

Analysis

An application has been received to develop a House Suite in an existing Duplex at 34 Rutherford Drive in Rosedale Estates. A location map can be found in Appendix A.

It is proposed that a new Direct Control Zone No. 35 be created to accommodate this use in Duplexes at specific locations. The new DC (35) Zone would be used as a tool to accommodate this application and future applications that may arise on a case by case basis. Administration can exercise its discretion when reviewing applications to rezone to DC (35).

It also allows legal, non-conforming House Suites in Duplexes to apply to rezone to DC (35) to bring them into conformance. Impacted neighbours would be consulted for each application and provided the opportunity to submit feedback.

In researching other properties throughout Red Deer, it was found that there are approximately 34 properties that are zoned R-D Residential Duplex Zone with House Suites in Duplexes. These developments were approved between 2010-2011 under former regulations. Under the current Zoning Bylaw, if a House Suite in one of these pre-approved Duplex

properties was discontinued for a period of 6 consecutive months or more, or if it became damaged beyond repair, the property owners would no longer be able to operate the House Suite.

A new Direct Control Zone also enables administration to apply the Zone to properties that consist of Duplexes but are not zoned R-D Residential Duplex Zone. An example being the R-M Residential Medium Density Zone where Duplexes may also exist. The new DC (35) Zone enables landowners in these areas to apply to rezone and then submit for a development permit to have a House Suite if the rezoning is approved.

The Direct Control Zone is a first step in the process of expanding housing opportunities. Administration will consider allowing House Suites in more forms of residential development as a future phase of the Zoning Bylaw project. In doing so, it will allow consultation with the greater community.

The amendments to the House Suite definition and regulations in Part 4 are required to support the creation of the new Direct Control Zone. The amendments increase flexibility by removing the limitation of House Suites in Houses only unless the property is zoned DC (35). It's important to note that existing Duplexes throughout the city would not be able to apply directly for a House Suite. A rezoning to DC (35) would be required first. An explanation of the proposed amendments to section 4.140 House Suites is outlined in Appendix C.

Appendix

Appendix A – Application Location Map

Appendix B – Referral Letter to Landowners

Appendix C – Explanation of Amendments to Section 4.140 House Suites

Appendix A
Application Location Map

Proposed Bylaw 3357/VV-2024
Address 34 Rutherford Drive in Rosedale Estates
Current Zoning: R-D Residential Duplex Zone
Proposed Zoning: Direct Control Zone No. 35



Appendix B
Referral Letter to Landowners



October 7, 2024

Owner Name
Owner Address1
Owner Address2
Owner Address3

Bylaw 3357/VV-2024

To: Landowners within 100 metres of 34 Rutherford Drive
Re: Proposed Zoning Bylaw Amendment to allow a House Suite in a Duplex
Bylaw 3357/VV-2024

Why have you received this letter?
You are being notified of a proposed amendment to the City of Red Deer Zoning Bylaw. The proposal applies to a site near your property. Landowners within 100 metres of 34 Rutherford Drive are invited to comment on the proposed bylaw by **4:30 PM, October 28, 2024**.

What is being proposed?
The Planning Department has received an application to amend the Zoning Bylaw to allow a House Suite in an existing duplex located at 34 Rutherford Drive. A bylaw amendment is required because the Zoning Bylaw does not allow the development of House Suites in duplexes. The existing zoning of the property, R-M Residential Medium Density, will not change.

The proposed amendment will create a site exception to allow the development of a House Suite at this location. If the amendment is approved by City Council, it would apply to this property only. The landowner/developer would be required to submit a separate Development Permit (DP) application prior to construction.

A House Suite is defined as a Dwelling Unit located within, and accessory to, a House.

To view the City of Red Deer Zoning Bylaw, go to: <https://www.reddeer.ca/city-government/bylaws/zoning-bylaw/>

Refer to Part 6: Residential Zones (Section 6.50 for the R-M Zone) and Part 4: Regulations for Specific Uses and Activities (Section 4.140 for House Suites).

Proposed Bylaw: 3357/VV-2024
Address: 34 Rutherford Drive in Rosedale Estates
Zoning: R-M – Residential Medium Density Zone



Do you have any comments?

If you wish to submit comments, please do so by **4:30 PM, on October 28, 2024**. Comments can be submitted by one of the following methods:

- Email: planning@reddeer.ca
- Complete the enclosed Comment Sheet and mail to: Attn Dayna Facca, Planning Department, Box 5008, Red Deer, AB T4N 3T4
- Drop off the completed Comment Sheet at City Hall: Attn Dayna Facca, Planning Department, 4914 48 Avenue, Red Deer, AB

What will happen if I submit comments?

All comments received will be reviewed by City of Red Deer Planning staff and form part of the public record on a Council Agenda. Comments will appear in the same format they are received. In accordance with The City's Procedure Bylaw, anonymous comments will not be forwarded to Council and personal information will not be removed. Please note that administration may not be able to respond to all questions and inquiries about this proposal.

What is the next step for this amendment?

It is anticipated that the proposed bylaw will be presented to Council for consideration in the coming months. If Council gives First Reading to the proposed bylaw, Council must hold a Public Hearing prior to considering Second and Third Reading (adoption) of the proposed bylaw. Public Hearings are advertised in the *Red Deer Advocate* and all landowners within 100 metres of the site will also receive written notification of the Public Hearing. A Public Hearing is an opportunity for the public to submit written comments to Council and/or to speak directly to Council about any concerns they may have with the proposed bylaw.

Thank you for your consideration in this matter. Please contact me if you require additional information or clarification.

Sincerely,
Dayna Facca, Senior Planner
403-406-8703
dayna.facca@reddeer.ca

Appendix C

Explanation of Amendments to Section 4.140 House Suites

Current and Proposed Regulations

Current Regulation	Proposed Regulation	Comments
Part 1: Overview and Definitions		
1.60 Use Definitions House Suite means a use consisting of a Dwelling Unit located within, and accessory to, a House;	1.60 Use Definitions House Suite means a use consisting of a Dwelling Unit located within, and accessory to, a principal Dwelling Unit in the same Building;	Move regulation in definition to regulation section. Consistent with other definitions in bylaw.
Part 4: Regulations for Specific Uses and Activities		
4.140 House Suites	4.140 House Suites	No change
	4.140.1 A House Suite may only be located in a House unless the property is Zoned Direct Control No. 35.	Moved from existing definition and added exception for DC Zone.
4.140.1 There may only be 1 Backyard Suite or House Suite per House;	4.140.2 There may only be 1 Backyard Suite or House Suite per principal Dwelling Unit.	Reworded for consistency with definition.
4.140.2 A House Suite must not be: 4.140.2.1.1 converted to a condominium that is separate from the principal Dwelling Unit; or 4.140.2.1.2 Subdivided from the existing Site.	4.140.3 A House Suite must not be: 4.140.3.1 converted to a condominium that is separate from the principal Dwelling Unit; or 4.140.3.2 Subdivided from the existing Site.	No change
4.140.3 Subsections 4.140.1 and 4.140.2 cannot be varied by the Development Authority	4.140.4 Subsections 4.140.2 and 4.140.3 cannot be varied by the Development Authority.	No change
4.140.4 A maximum of 15% of the Houses in a neighbourhood may have either a Backyard Suite or House Suite. Figure 4.140-1 sets out the Neighbourhood boundaries that apply. 4.140.4.1 Despite subsection 4.140.4, there is no maximum number of Backyard Suites in the Timberlands North neighbourhood, as shown in	4.140.5 A maximum of 15% of the Houses in a neighbourhood may have either a Backyard Suite or House Suite. Figure 4.140-1 sets out the neighbourhood boundaries that apply. 4.140.5.1 Despite subsection 4.140.5, there is no maximum number of Backyard Suites in the Timberlands North neighbourhood, as shown in	No change

Figure 4.140-1. House Suites in Timberlands North must be a maximum of 15% of the Houses in the neighbourhood.		Figure 4.140-1. House Suites in Timberlands North must be a maximum of 15% of the Houses in the neighbourhood.		
4.140.5 A House Suite may only be on a: 4.140.5.1 Road that has more than 1 entrance or exit; 4.140.5.2 Road that has a lane; or 4.140.5.3 Corner Site.				No Change.
4.140.6 A House Suite may be placed at any storey within the House.		4.140.6 A House Suite may be placed at any storey within the Building.		Reworded for consistency with definition.
4.140.7 A House Suite must not co-exist on a Site with: 4.140.7.1 a Home Occupation Major unless the House Suite is solely used by the Home Occupation Major for a Bed and Breakfast; or 4.140.7.2 a Day Care Facility.		4.140.7 A House Suite must not co-exist on a Site with: 4.140.7.1 a Home Occupation Major unless the House Suite is solely used by the Home Occupation Major for a Bed and Breakfast; or 4.140.7.2 a Day Care Facility.		No change
4.140.8 House Suite Dimensions		4.140.8 House Suite Dimensions		No change
Category	Regulations	Category	Regulations	
Floor Area	The House Suite must be less than the total Floor Area of the principal Dwelling Unit	Floor Area	The House Suite must be less than the total Floor Area of the principal Dwelling Unit	
4.140.9 A House with a House Suite must look like a single Dwelling Unit.				No Change.
4.140.10 A House Suite must have its exterior entrance on a side or rear wall of the House unless the Dwelling Unit and the House Suite share an entrance with a common enclosed landing, where the entrance may be on the front Façade of the Building.		4.140.9 A House Suite must have its exterior entrance on a side or rear wall of the Building unless the principal Dwelling Unit and the House Suite share an entrance with a common enclosed landing, where the entrance may be on the front Façade of the Building.		Reworded for consistency with definition.

BYLAW NO. 3357 /XX – 2024

Being a Bylaw to amend Bylaw No. 3357/2024, the Zoning Bylaw of The City of Red Deer as described herein.

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

Bylaw No. 3357/2024 is hereby amended as follows:

- I
- Adding a new Direct Control Zone No. 35: DC(35) to Part II: Direct Control Zones as follows:

II.350 Direct Control Zone No. 35: DC (35)

Key Information

II.350.1 This Zone will allow the Development of House Suites in Duplexes.

II.350.3 Permitted Uses
II.350.3.1 All uses listed as Permitted Uses in the R-D Residential Duplex Zone
II.350.3.2 House Suite in a Duplex
II.350.4 Discretionary Uses
II.350.4.1 All uses listed as Discretionary Uses in the R-D Residential Duplex Zone

Regulations

II.350.5 For this Direct Control Zone, the Development Authority is the Development Officer.

II.350.6 The R-D Zone Development regulations for Duplexes will be used as a guide for the Development Authority.

- 2
- Amend I.60 Use Definitions within Part I: Overview and Definitions by deleting the existing definition of House Suite and replacing it with the following, revised definition:

House Suite means a use consisting of a Dwelling Unit located within, and accessory to, a principal Dwelling Unit in the same Building;

- 3 Amend 4.140 House Suites within Part 4: Regulations for Specific Uses and Activities by deleting the section in its entirety and replacing with the following, revised section:

4.140 House Suites

4.140.1 A House Suite may only be located in a House unless the property is Zoned Direct Control No. 35.

4.140.2 There may only be 1 Backyard Suite or House Suite per principal Dwelling Unit;

4.140.3 A House Suite must not be:

4.140.3.1 converted to a condominium that is separate from the principal Dwelling Unit; or

4.140.3.2 Subdivided from the existing Site.

4.140.4 Subsections 4.140.2 and 4.140.3 cannot be varied by the Development Authority.

4.140.5 A maximum of 15% of the Houses in a neighbourhood may have either a Backyard Suite or House Suite. Figure 4.140-1 sets out the Neighbourhood Boundaries that apply.

4.140.5.1 Despite subsection 4.140.5, there is no maximum number of Backyard Suites in the Timberlands North neighbourhood, as shown in Figure 4.140-1. House Suites in Timberlands North must be a maximum of 15% of the Houses in the neighbourhood.

4.140.6 A House Suite may only be on a:

4.140.6.1 Road that has more than 1 entrance or exit;

4.140.6.2 Road that has a lane; or

4.140.6.3 Corner Site.

4.140.7 A House Suite may be placed at any storey within the Building.

4.140.8 A House Suite must not co-exist on a Site with:

4.140.8.1 a Home Occupation Major unless the House Suite is solely used by the Home Occupation Major for a Bed and Breakfast; or

4.140.8.2 a Day Care Facility.

4.140.9 ¹⁸ House Suite Dimensions	
Category	Regulations
Floor Area	The House Suite must be less than the total Floor Area of the principal Dwelling Unit.

4.140.10 A House with a House Suite must look like a single Dwelling Unit.

4.140.11 A House Suite must have its exterior entrance on a side or rear wall of the Building unless the Dwelling Unit and the House Suite share an entrance with a common enclosed landing, where the entrance may be on the front Façade of the Building.

READ A FIRST TIME IN OPEN COUNCIL this

day of

2024.

READ A SECOND TIME IN OPEN COUNCIL this

day of

2024.

READ A THIRD TIME IN OPEN COUNCIL this

day of

2024.

AND SIGNED BY THE MAYOR AND CITY CLERK this

day of

2024.

MAYOR

CITY CLERK

BYLAW NO. 3357 /VV – 2024

Being a Bylaw to amend Bylaw No. 3357/2024, the Zoning Bylaw of The City of Red Deer as described herein.

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

Bylaw No. 3357/2024 is hereby amended as follows:

- 1

The land shown cross-hatched on the map attached hereto as Schedule “A” and forming part of this bylaw, “Map 36/2024”, is redesignated from Residential Duplex Zone: R-D to Direct Control Zone No.35: DC35.
- 2

“Zoning Bylaw Map Q15” contained in Schedule “A” of the Zoning Bylaw is hereby amended in accordance with “Map 36/2024”, attached hereto as Schedule “A” and forming part of this bylaw.

READ A FIRST TIME IN OPEN COUNCIL this

day of

2024.

READ A SECOND TIME IN OPEN COUNCIL this

day of

2024.

READ A THIRD TIME IN OPEN COUNCIL this

day of

2024.

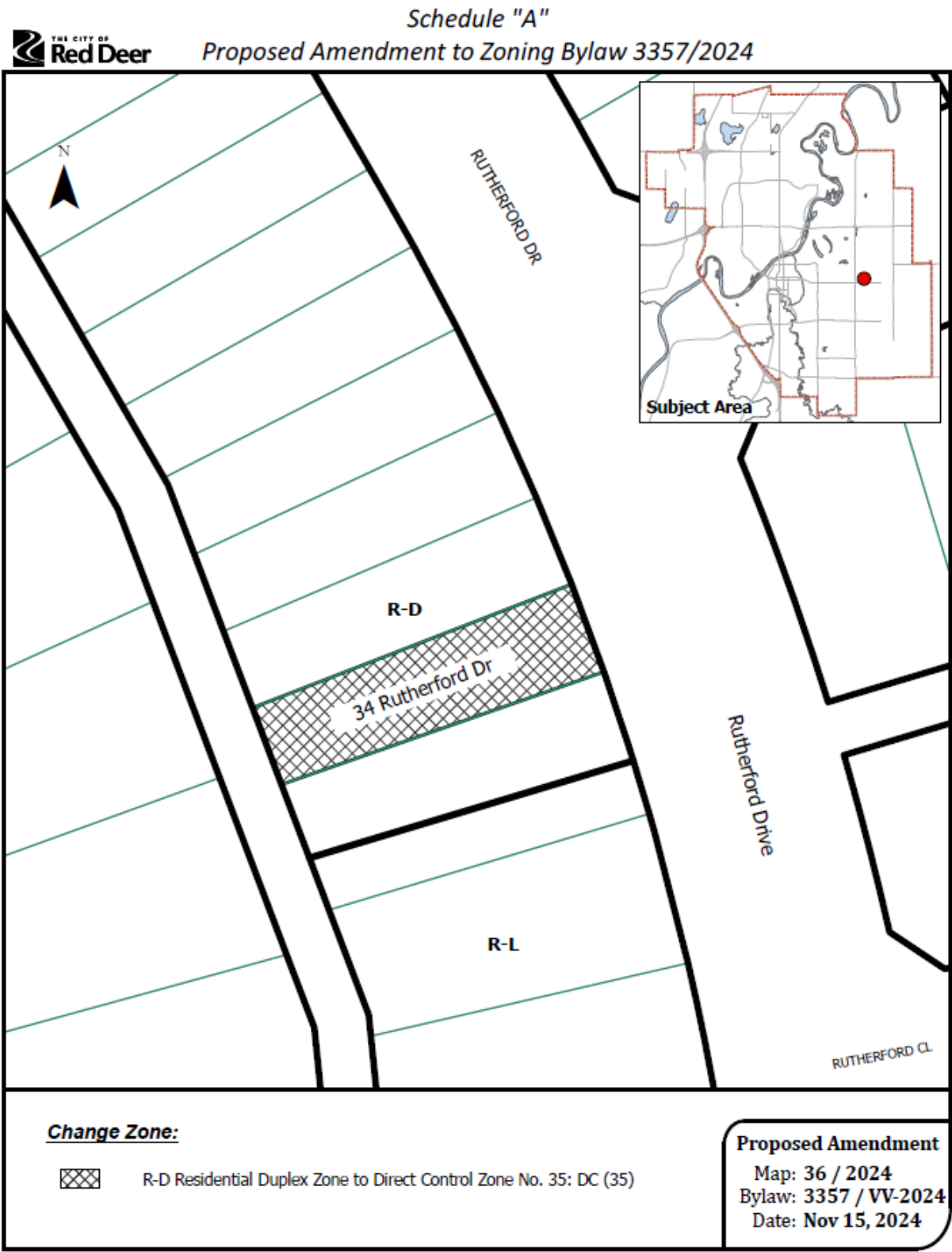
AND SIGNED BY THE MAYOR AND CITY CLERK this

day of

2024.

MAYOR

CITY CLERK





December 16, 2024

RCMP Community Policing Report – Q2 (July – September 2024)

Prepared by: Holly Glassford, RCMP Superintendent
Department: RCMP

Report Summary

The quarterly Community Policing Report covers the July 1st to September 30th, 2024, reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data, and crime statistics for Red Deer City Detachment. This is provided as information to Council.

Proposed Resolution

Council of the City of Red Deer received the report for information.



November 21, 2024

Mayor Ken Johnston
Red Deer, AB

Dear Mayor Johnston,

Please find attached the quarterly Community Policing Report that covers the July 1st to September 30th, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the detachment name.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWC's to each detachment will take approximately 12-18 months, we are scheduled to receive BWC's at Red Deer detachment in March 2025. Shortly before the deployment of BWC's in our community, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office or refer to [Transparency: Royal Canadian Mounted Police | Royal Canadian Mounted Police \(rcmp-grc.gc.ca\)](https://www.rcmp-grc.gc.ca/transparency)

It is my pleasure to share that Cpl. Sam Holm has started as the Downtown Unit supervisor. I look forward to introducing him in Council on Dec. 16th.

As always, I remain available to discuss your community-identified policing priorities and any ideas you may have that will enhance our service delivery to the citizens of Red Deer.

Holly Glassford

RCMP Superintendent Holly Glassford
City of Red Deer Chief of Police





Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name
Red Deer

Detachment Commander
Holly Glassford, Supt.

Report Date November 21, 2024	Fiscal Year 2024-25	Quarter Q2 (July - September)
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Community Priorities

Priority #1: Police Visibility and Public Safety

Updates and Comments:
Continued success with traffic initiatives and increasing patrols on the trail system. We are seeing decline in calls for service on the trail areas near the downtown. RPAS supports many of our high-risk calls and we are seeing success with the use of this technology.

Priority #2: Intelligence-Led Police Response

Updates and Comments:
VODP referrals are increasing and the work being done is being noticed in the community and with stakeholders. Decrease in persons and property crimes noted. Q2 also saw 27 sign-ups for Capture program

Priority #3: Community Engagement and Partnerships

Updates and Comments:
OIC Diversity advisory committee is well-received with 10 community members joining. Good progress in this quarter for 'telling our story' on Social media platforms and traditional media.

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Community Consultations

Consultation #1

Date	Meeting Type
July 1, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Youth	
Notes/Comments:	
Members attended Bower Ponds for the annual Canada Day Celebrations. Members wore Red Serge for opening ceremonies and then conducted patrols of the ponds and engaged with the community during the event handing out swag and taking photos.	

Consultation #2

Date	Meeting Type
July 5, 2024	Community Connection
Topics Discussed	
Education Session; Crime Reduction Initiatives	
Notes/Comments:	
Member attended the Bredin Learning Centre to give a presentation to their newcomers to Canada. Member handed out 'Newcomers Guide' pamphlets to their students and went over basic laws in Canada.	

Consultation #3

Date	Meeting Type
July 10, 2024	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives; Regular Reporting/Information Sharing	
Notes/Comments:	
VODP member attended a meeting with Overdose Prevention Site staff and Safe Harbour Manager in Red Deer. This meeting was for RCMP VODP to meet with partner agencies, make them aware of our program, what they will be doing and how they can help. The hopes of these meetings are to build connections and help bridge any service gaps.	



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Consultation #4

Date	Meeting Type
July 11, 2024	Community Connection
Topics Discussed	
Education Session; Youth	
Notes/Comments:	
Members attend the weekly Safety City summer camp to go over bike safety lessons with the youth. Ages range from 5-10. Members went over bike safety with them and safety while riding on the street/crossing streets. After members demonstration, youth biked around facility while members gave corrections.	

Consultation #5

Date	Meeting Type
July 12, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Youth	
Notes/Comments:	
Member attended the weekly Pop-up Spray Park hosted by the City of Red Deer Emergency Services. Members took swag and did positive public relations with the community members. Over 200 people attended as this was during out +35 heat wave! Member ran out of swag in 15 minutes. Community was vocal about appreciation and seeing police.	

Consultation #6

Date	Meeting Type
July 17, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Persons Crimes	
Notes/Comments:	
Members attended Westerner Days by participating in the parade, patrolling the grounds, engaging with the public and ensuring people keep the peace. MPS employee and Victim Services Employee hosted a table for youth to spin a wheel and claim a prize. Members continued to attend up to July 21st.	



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Consultation #7

Date	Meeting Type
July 29, 2024	Community Connection
Topics Discussed	
Education Session; Youth	
Notes/Comments:	
Member attended the Collicut Centre to meet with their Bike Safety Summer Camp and give a brief demonstration on Bike Safety. Member went over rules of the road, arm signals, and basic bike safety with the youth before riding around. Ages range from 5-9	

Consultation #8

Date	Meeting Type
August 2, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Youth	
Notes/Comments:	
Members attended the Pop-up spray park for the Anders Community. Members handed out mini frisbees to youth in attendance and ran through the water with them. around 300 community members including Red Deer EMS and City of Red Deer staff were in attendance.	

Consultation #9

Date	Meeting Type
August 7, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Persons Crimes	
Notes/Comments:	
Member attended the Pines Seniors Lodge and gave a frauds and scams presentation to their residents, highlighting the grandparent scams. Member went over what to do if they are or think they are a victim of a scam and the appropriate numbers to call, they also answered any questions their residents had and left some take home information pamphlets. This presentation came in after members from YCAT dropped off frauds and scams information packages to all of the seniors' facilities in Red Deer.	



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Consultation #10

Date	Meeting Type
August 9, 2024	Community Connection
Topics Discussed	
Crime Reduction Initiatives; Youth	
Notes/Comments:	
Member attended the Pop-up spray park in the Kentwood Community. They handed out a bunch of different swag items to youth who attended and ran through the water with them. They engaged in positive public engagement with the community and Red Deer City Staff and EMS.	

Consultation #11

Date	Meeting Type
August 15, 2024	Community Connection
Topics Discussed	
Education Session; Youth	
Notes/Comments:	
Member attended Safety City bike summer camp. Member went over bike safety skills with the youth and had them demonstrate what they learned. Member handed out bike lights for the youth to put on their bikes. Member rode around with them on their pretend roads.	

Consultation #12

Date	Meeting Type
August 17, 2024	Community Connection
Topics Discussed	
Diversity; Education Session	
Notes/Comments:	
Members attended the annual African Caribbean Festival hosted by the African Caribbean Centre of Central Alberta. Members engaged in public engagement, handed out swag and celebrated with our community at this outdoor event. Upwards of 1000 people attended on Saturday.	



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Consultation #13

Date	Meeting Type
August 17, 2024	Community Connection
Topics Discussed	
Reconciliation	
Notes/Comments:	
Member attended the Red Deer Native Friendship Societies Back to School Event. The Society held a BBQ, song and dance, prayer and activities for families as we welcome the back to school season.	

Consultation #14

Date	Meeting Type
August 20, 2024	Meeting with Stakeholders
Topics Discussed	
Regular Reporting/Information Sharing; Drugs	
Notes/Comments:	
Member from Red Deer VODP team attended a virtual meeting with Mobile Integrated Health to discuss the VODP program, trends they are seeing, how our teams can work together and when we can collaborate. About 7 people were in attendance to discuss filling these gaps and coming up with a game plan on when to utilize each others' services or divert a client to their agency for support.	

Consultation #15

Date	Meeting Type
August 23, 2024	Community Connection
Topics Discussed	
Youth; Crime Reduction Initiatives	
Notes/Comments:	
Members attended the last annual spray park of the summer season. Member handed out beach balls to the youth in attendance and engaged in public relations. Around 200 people were in attendance for this last event.	



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Consultation #16

Date	Meeting Type
August 24, 2024	Meeting with Stakeholders
Topics Discussed	
Education Session; Drugs	
Notes/Comments:	
Member from Red Deer VODP team attended Dylan's Hope Foundation Overdose Awareness event in Leduc. They spoke on the program and handed out information sheets to local agencies and families. Families spent time asking member about the program, how to access it and how it works. Many of the public were unaware of the program and appreciated the members presence.	

Consultation #17

Date	Meeting Type
August 24, 2024	Meeting with Stakeholders
Topics Discussed	
Regular Reporting/Information Sharing; Annual Planning	
Notes/Comments:	
Members from Red Deer detachment and Alberta Community Crime Prevention Association attended the Red Deer detachment for their annual meeting. This meeting was the kick off to their annual conference and allowed partners to get together, share information, identify key areas that need focus in our communities and start planning for their conference.	

Consultation #18

Date	Meeting Type
September 13, 2024	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives; Regular Reporting/Information Sharing	
Notes/Comments:	
Members attended the annual Citizens on Patrol AGM at the Baymont Inn and Suites. Members participated in the opening ceremony. Supt. Glassford made opening remarks and welcomed the groups to Red Deer. This event was an opportunity for Alberta COP's to get together, share information and collaborate with COP Liaisons from RCMP detachments.	



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Consultation #19

Date	Meeting Type
September 18, 2024	Community Connection
Topics Discussed	
Family Violence; Education Session	
Notes/Comments:	
Members attended the annual Walk a Mile in her Shoes event hosted by the Outreach Centre. Members walked a mile through Red Deer in high heels to show support for domestic violence victims and survivors.	

Consultation #20

Date	Meeting Type
September 21, 2024	Community Connection
Topics Discussed	
Mental Health; Education Session	
Notes/Comments:	
Member from the VODP team in Red Deer attended the 10th annual Recovery Day event at City Hall Park. Approximately 100 people from the community attended to show support to survivors of addiction.	





Crime Statistics

The following table provides policing statistics on actual offences within the periods listed. Please see the Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
Total Criminal Code	4,328	3,766	- 13%	16,649	15,449	- 7%
Persons Crime	793	729	- 8%	2,658	2,957	+ 11%
Property Crime	2,485	2,171	- 13%	9,857	8,815	- 11%
Other Criminal Code	1,050	866	- 18%	4,134	3,677	- 11%
Drugs Offences	109	80	- 27%	452	425	- 6%
Total Federal Acts	127	95	- 25%	518	494	- 5%
Total Provincial Acts ⁴	1,318	1,549	+ 18%	5,368	5,753	7%
Municipal By-Laws	846	864	+ 2%	1,855	2,416	+ 30%
Motor Vehicle Collisions	617	520	- 16%	2,886	3,023	+ 5%
Total Traffic Offences	2,523	1,506	- 40%	8,937	9,695	+ 8%
Provincial Code Traffic	2,379	1,335	- 44%	8,201	9,017	+ 10%
Criminal Code Traffic	134	161	+ 20%	665	621	- 7%
Other Traffic	10	10	0%	71	57	- 20%

Notes:

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

Trends / Points of Interest

Decrease in Persons and Property crime compared to same quarter last year. Criminal Code traffic increase relates to pro-active work and some increase in more serious traffic offences.





Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies	Revised Plan at Q2	2024-25 FTE Utilization Plan
Regular Members	176	140	23	13	139.5	150.0
Detachment Support	0	0	0	0		

Notes:

- 1. Data extracted on September 27, 2024 and is subject to change.
- 2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
- 3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 176 established positions, 133 officers are currently working. There are 23 officers on Special Leave (13 Medical, five Parental, three Graduated Return to Work, and two Leave Without Pay)



Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q2	2024-25 Financial Plan
Detachment Working FTE Levels	137.22 FTE	139.5 FTE	150 FTE
Total Direct Costs	\$ 10,856,568	\$ 23,614,887	\$ 24,782,539
Total Indirect Costs	\$ 5,922,574	\$ 12,295,621	\$ 12,775,095
Total Costs after Final Adjustments	\$ 15,201,228	\$ 32,627,457	\$ 34,066,806

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with your Financial Plan for 2024-25.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Quarter 2 invoicing for the 2024/25 fiscal year have been distributed. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible.



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Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2024-25 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflects the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q2	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2024-25 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Direct Costs	Reflects both Division and Detachment-controlled costs associated to front-line policing operations and investigations. This may include: <ul style="list-style-type: none"> • Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; • Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or • Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs.
Indirect Costs	Reflects all costs associated to employee benefits as well as division administration and core support services. This may include: <ul style="list-style-type: none"> • Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); • Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;





Term	Definition
	<ul style="list-style-type: none">• Common IT services, including management of the Police Records and Occurrence System;• Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or• Other divisional and regional administration services.
Total Costs after Final Adjustments	Reflects total costs of all expenditure categories and any cost adjustments at the applicable Contract Partner share.



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Red Deer Municipal Detachment

Crime Statistics (Actual)

July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		2	1	1	2	3	50%	50%	0.3
Robbery		32	49	38	30	15	-53%	-50%	-5.3
Sexual Assaults		27	44	49	45	44	63%	-2%	3.5
Other Sexual Offences		27	22	24	33	26	-4%	-21%	0.9
Assault		385	413	354	386	357	-7%	-8%	-8.3
Kidnapping/Hostage/Abduction		6	11	13	5	9	50%	80%	0.0
Extortion		6	11	19	20	16	167%	-20%	2.9
Criminal Harassment		94	78	84	101	119	27%	18%	7.3
Uttering Threats		174	156	159	171	140	-20%	-18%	-5.3
TOTAL PERSONS		753	785	741	793	729	-3%	-8%	-4.0
Break & Enter		235	278	265	237	149	-37%	-37%	-21.3
Theft of Motor Vehicle		169	226	179	202	180	7%	-11%	-0.2
Theft Over \$5,000		33	30	25	34	32	-3%	-6%	0.2
Theft Under \$5,000		1,171	1,165	1,090	1,143	938	-20%	-18%	-48.8
Possn Stn Goods		151	129	106	101	76	-50%	-25%	-17.8
Fraud		253	241	241	281	268	6%	-5%	7.0
Arson		10	8	10	9	3	-70%	-67%	-1.3
Mischief - Damage To Property		426	471	428	351	356	-16%	1%	-26.0
Mischief - Other		269	242	186	127	169	-37%	33%	-31.5
TOTAL PROPERTY		2,717	2,790	2,530	2,485	2,171	-20%	-13%	-139.7
Offensive Weapons		144	114	125	85	39	-73%	-54%	-23.9
Disturbing the peace		587	578	546	545	529	-10%	-3%	-14.9
Fail to Comply & Breaches		648	391	284	286	175	-73%	-39%	-105.1
OTHER CRIMINAL CODE		154	115	122	134	123	-20%	-8%	-4.3
TOTAL OTHER CRIMINAL CODE		1,533	1,198	1,077	1,050	866	-44%	-18%	-148.2
TOTAL CRIMINAL CODE		5,003	4,773	4,348	4,328	3,766	-25%	-13%	-291.9

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Red Deer Municipal Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	1	0	-100%	-100%	-0.1
Drug Enforcement - Possession		109	96	79	45	43	-61%	-4%	-18.3
Drug Enforcement - Trafficking		82	50	67	62	35	-57%	-44%	-8.2
Drug Enforcement - Other		3	0	0	1	2	-33%	100%	-0.1
Total Drugs		195	146	146	109	80	-59%	-27%	-26.7
Cannabis Enforcement		8	3	3	1	2	-75%	100%	-1.4
Federal - General		27	15	14	17	13	-52%	-24%	-2.6
TOTAL FEDERAL		230	164	163	127	95	-59%	-25%	-30.7
Liquor Act		138	87	111	101	51	-63%	-50%	-16.0
Cannabis Act		27	23	10	13	9	-67%	-31%	-4.6
Mental Health Act		485	563	723	560	719	48%	28%	46.5
Other Provincial Stats		563	679	660	644	770	37%	20%	37.9
Total Provincial Stats		1,213	1,352	1,504	1,318	1,549	28%	18%	63.8
Municipal By-laws Traffic		26	53	80	45	91	250%	102%	12.2
Municipal By-laws		597	502	532	801	773	29%	-3%	65.1
Total Municipal		623	555	612	846	864	39%	2%	77.3
Fatals		2	1	1	1	0	-100%	-100%	-0.4
Injury MVC		35	35	35	39	79	126%	103%	9.2
Property Damage MVC (Reportable)		491	515	499	536	368	-25%	-31%	-22.5
Property Damage MVC (Non Reportable)		37	35	44	41	73	97%	78%	7.8
TOTAL MVC		565	586	579	617	520	-8%	-16%	-5.9
Roadside Suspension - Alcohol (Prov)		0	67	75	64	60	N/A	-6%	11.7
Roadside Suspension - Drugs (Prov)		0	6	5	14	9	N/A	-36%	2.6
Total Provincial Traffic		3,400	2,265	2,397	2,379	1,335	-61%	-44%	-401.6
Other Traffic		30	19	24	10	10	-67%	0%	-4.9
Criminal Code Traffic		263	179	175	134	161	-39%	20%	-24.9
Common Police Activities									
False Alarms		201	260	293	209	187	-7%	-11%	-7.9
False/Abandoned 911 Call and 911 Act		25	23	50	35	115	360%	229%	19.2
Suspicious Person/Vehicle/Property		1,233	1,099	763	1,094	850	-31%	-22%	-77.1
Persons Reported Missing		208	271	217	243	213	2%	-12%	-1.8
Search Warrants		20	14	14	3	2	-90%	-33%	-4.7
Spousal Abuse - Survey Code (Reported)		460	451	390	385	390	-15%	1%	-20.6
Form 10 (MHA) (Reported)		41	30	30	19	45	10%	137%	-0.3



December 16, 2024

Community Revitalization Levies Report

Prepared by: Lisa Perkins, General Manager Corporate and Employee Services
Department: Corporate and Employee Services

Report Summary

Community Revitalization Levies (CRLs) are tools used by municipalities in Alberta to stimulate urban renewal in specific areas by redirecting property tax revenue increases to fund infrastructure improvements.

While they can unlock economic potential in blighted or underutilized areas, their effectiveness depends on strategic planning and local market conditions. This report outlines when CRLs are advantageous and highlights scenarios where they may not yield the desired outcomes.

This report is in response to a Council inquiry and is submitted for information.

Proposed Resolution

Council of the City of Red Deer received the report for information.

Key Messages

- 1. The intent of a CRL is to benefit a specific area where there is an opportunity for the assessment base to significantly increase above the baseline assessment value which is set in the year prior to implementation of the CRL.**
- 2. CRL is a highly regulated process and would take time and significant resources to implement.**
- 3. At this time, the City of Red Deer does not have an appropriate opportunity to implement a CRL however as we work through the long-range financial plan and economic development strategy one may be a future option.**

Background

Introduced under the Municipal Government Act, CRLs enable municipalities to designate a Community Revitalization Levy Area (CRLA) and reinvest incremental property tax revenue into the zone. Revenue generated above a defined baseline is directed toward improvements such as roads, parks, and utilities, creating conditions for growth for that affected area.

CRLs have been employed in several Alberta cities, with Calgary's East Village and Edmonton's Quarters Downtown serving as prominent examples. The goal is to attract private investment, increase property values, and enhance livability. However, success is contingent on thoughtful implementation and market alignment.

Program Criteria

1.Characteristics of a CRL Area

CRLs are used in areas where private investment would not occur unless persistent barriers to redevelopment are removed.

Three key criteria that demonstrate barriers to redevelopment are:

- Clear evidence of underdevelopment (in comparison to other areas in the municipality) such as dilapidated structures and buildings or low property assessment valuation;
- Evidence of unsuccessful attempts at redevelopment. One example is an area redevelopment plan that has not been successful; and
- Barriers to private investment in the CRL area such as outdated infrastructure or contaminated lands.

2. CRL Assessment Cap

All CRLs combined in a municipality cannot represent more than three percent of a municipality's total taxable assessment at the end of the year before the first levy year. The CRL assessment cap is sum of residential and non-residential properties that have a taxable assessment code. Based on the 2023 assessment year, the City of Red Deer's CRL Assessment cap is \$500,070,356.

This criterion aims to balance an appropriate level of investment with a manageable impact on municipal and education property tax revenues. These measures also encourage municipalities to focus on underutilized strategic areas with significantly lower baseline assessment values and growth rates compared to the rest of the municipality.

3.CRL Timeframe

The timeframe of a CRL is dependent on the investment required in the area to properly address barriers to redevelopment. The standard timeframe for a CRL is twenty years or less; under exceptional circumstances a CRL's timeframe may be extended beyond twenty years to a maximum of forty years.

4.Eligible Redevelopment Projects

CRL funds are available for projects that support redevelopment and the removal of persistent barriers to redevelopment, including investment in capital costs, planning costs, and

administration of the community revitalization plan. More specifically, the intended uses of CRL funds are for project expenses such as:

- Municipal capital infrastructure – this refers to projects that involve the purchase, construction, development, betterment, rehabilitation, or non-routine maintenance of a capital asset, owned by a municipality or other eligible entity. Some examples of such projects are the construction of municipal roads, bridges, or transit facilities.
- Debt financing related to improvements in the CRL area;
- Remediation of contaminated areas;
- Addressing housing needs and community design;
- Area beautification to attract people and investment; and
- Planning requirements including consultation with indigenous communities and analysis of broader impacts.

The current structure CRL funds are to be used for the construction of properties or structures owned by the municipality and not for property that would fall under private ownership. CRL funds are not to be used to operate private or municipal facilities or services within the CRL area. The Minister of Municipal Affairs communicated in May 2024 that that The Province intends to expand the CRL program in 2025 to support capital costs of privately owned affordable or attainable housing.

On November 12, 2024 the Council of the City of Red Deer agreed to postpone consideration exploring the impact of creating a Community Revitalization Levy (CRL) which would include Railyards, Capstone and our historic downtown, including the budgetary impacts to the end of Q4 2024.

Analysis

Revenue Generation Ability

A CRL should be able to pay for a significant portion of the enhanced municipal infrastructure required to support the community revitalization plan. A detailed analysis of the CRL area's expected revenue generation is required, including low, medium, and high revenue scenarios based on the incremental assessed value the CRL is expected to generate.

During the CRL term, properties are taxed based on baseline assessments for municipal and education purposes. Any assessment growth beyond the baseline is considered incremental assessed value. The municipality applies a "CRL tax rate", which is equal to or greater than the sum of the local municipal and education tax rates, to these incremental values to generate revenue. This CRL revenue is restricted by legislation to exclusively finance redevelopment and infrastructure projects included in the CRL area in accordance with the CRL plan.

Financial Risk Mitigation

If a CRL does not generate sufficient revenues to cover the costs of CRL projects due to an unforeseen event such as an economic downturn, the municipality will have to address the shortfall through other sources such as an increase to the municipal tax rate or pulling from reserves.

The City will forego significant annual construction growth to the general revenue stream for the term of the CRL. Additionally, because the intent is to attract and retain investment in the area, it may reduce construction growth in other areas of The City.

Assessment Values

One of the long-term goals of a CRL is to increase municipal and education property tax revenue. It must be demonstrated that there will be an increase in property values beyond what would have occurred without the CRL.

Catalyst Projects and the Attraction of Private Investment

A catalyst project or taxable anchor property to attract and spark investment, while not required, is highly desirable. A catalyst project can be used to help redefine the area and encourage further investment and a taxable anchor property will generate immediate incremental assessment gains for the municipality that contribute to the CRL revenues.

Municipal Ownership

Municipal land is generally exempt from property taxation, and therefore has a taxable assessment of zero in the baseline calculation. The sale and development of these lands subsequent to the baseline calculation can provide significant gains to incremental assessed value and CRL revenues.

A CRL may be a good financing tool to spur development in a defined area. It requires the right project and rigorous planning to ensure that the project is one that will be successful and that it is an appropriate level of financial risk. CRLs are used as part of a broader economic development strategy, integrating incentives like grants, zoning changes, or tax abatements.

Conclusion

Community Revitalization Levies are powerful tools for economic and urban renewal when applied strategically. However, they require careful planning, realistic expectations, and ongoing oversight to mitigate risks and maximize public benefits. For corporate stakeholders, CRLs can signal growth opportunities, but due diligence is essential to navigate potential challenges and align investments with sustainable community outcomes. In summary:

- The intent of a CRL is to benefit a specific area where there is an opportunity for the assessment base to significantly increase above the baseline assessment value which is set in the year prior to implementation of the CRL.
- In choosing a CRL, a municipality would want the assessed values of the proposed area to be as low as possible to have the highest potential for growth and return on investment.
- A CRL is intended to allow municipalities to borrow against future property tax revenues from assessment growth to invest in infrastructure required to spur redevelopment in an area where significant barriers to redevelopment exist. At the end of the CRL period, the City and the Province benefit from a larger assessment base (higher municipal and education property taxes).
- If a CRL does not generate sufficient revenues to cover the costs of CRL projects due to an unforeseen event such as an economic downturn, the municipality will have to

address the shortfall through other sources such as an increase to the municipal tax rate or pulling from reserves.

- The City will forego significant annual construction growth to the general revenue stream for the term of the CRL. Additionally, because the intent is to attract and retain investment in the area, it may reduce construction growth in other areas of the City.



December 16, 2024

Election Bylaw 3713/2024 – Supplementary Report

Prepared by: Jessica Robinson, Returning Officer/City Clerk
Department: Legal and Legislative Services

Report Summary and Recommendations

Council of the City of Red Deer passed first reading of Bylaw 3713/2024 at the October 15, 2024 regular meeting of City Council.

This report is for additional information and clarity for Council to adopt second and third reading of the Election bylaw.

At the October 15, Regular Meeting of Council and during budget week a number of questions related to conducting a Municipal Election were asked; this report provides further clarification. Members of Council provided feedback on sections of the bylaw and this report provides recommended amendments.

Administration is recommending that the bylaw be amended to have consistent reference to voting hours, clarify vouching, and updating methods for requesting a special ballot.

Proposed Resolution

Resolved that Council of the City of Red Deer having considered the report from Legal and Legislative Services dated December 2, 2024 re: Election Bylaw Supplementary report amend Bylaw 3713/2024 by:

- Striking “at 9 a.m.” and replacing with “at 10:00 a.m.” from the reference to s.46(2) of the Local Authorities Election Act in the preamble to the Bylaw; and
- Inserting the heading “Vouching” between s. 45 & 46 and striking “identify and the” from s.45(a); and
- Striking “(c) by fax;” from s.32

That Bylaw 3713/2024, as amended, be read a second time.

That Bylaw 3713/2024 be read a third time.

Rationale for Recommendation

1. Provides clarity and responds to Councillor questions

Keeping the same hours of past elections will provide for consistency for voters. Election day is a long day for workers, extending the hours of voting increases the demands on the workers.

2. Ensures our Bylaw alignment with changes due to Bill 20

Vouchers (who must be on the permanent elector register) can now only confirm the address of a person's residence and not the identity or age of an individual. Updated working provides clarity in the Election Bylaw.

3. Ensures we provide a fair election while identifying improvements and efficiencies

Fax be removed as an accepted method of requesting a special ballot package. Administration has not received applications by Fax in the past elections, but the bylaw has required the monitoring of faxes, this would reduce the number of sources for applications to be monitors and improve operational efficiency.

Background

Bill 20 has now been proclaimed, amending both the and the *Local Authorities Election Act* (LAEA) and *Municipal Government Act* (MGA). While this bylaw does not address the 2025 Election Budget, the changes in legislation include critical impacts to the way Municipal Elections are conducted. These changes will impact the way in which Elections Red Deer conducts elections by now requiring the hand counting of ballots, which in turn will delay results post election, and have considerable financial impact to the municipality due to the increased need for human capital.

At the October 15 regular meeting of City Council, and during Budget week several questions were raised surrounding elections. This supplementary report captures those questions and provides answers to Council and the Community.

Election Costs

Administration continues to explore and implement all possible avenues to identify efficiencies and reduce costs associated with the upcoming election. This includes reviewing processes and assessing resource allocation to ensure a cost-effective election while maintaining the integrity and accessibility of the process.

Passing the Election Bylaw has no direct material Financial or Budget Impacts. Council during budget week approved the one-time funding to conduct the 2025 Municipal Election. This increased level of funding was directly related to the impacts in changes in legislation due to Bill 20.

Council has been very active in advocating for provincial funding to support the additional costs we are incurring to implement Bill 20.

Topics Raised by Council during first reading

Administration has reviewed the topics raised by Council at first reading and summarized our responses below. Updates, where necessary, have been made to the bylaw.

Voting Station Hours: (Updating the Preamble of the Bylaw)

s. 46(2) of the LAEA allows by bylaw to change the voting station hours. Administration is recommending the Hours on Election Day for all Voting Stations are to be open continuously between 10:00 am and 8:00 pm.

Vouching: (Updating s.45 (a) of the Election Bylaw)

Vouchers (who must be on the permanent elector register) can only confirm the address of a person's residence and not the identity or age of an individual.

Administration is recommending amending the Bylaw by inserting the heading "Vouching" between s. 45 & 46 and striking "identify and the" from s.45(a) for clarity in wording.

Special Ballots: (Updating section 32 of the Election Bylaw)

There are several changes to the special ballot process because of Bill 20 highlighted below:

1. Method for applying for a Special ballot

s. 77 of the LAEA allows elected authorities to provide for one or more special ballot methods. Administration recommends the removal of fax as an option to request a special ballot as the Election Office has not received applications by Fax in recent elections. This change would reduce the number of sources for applications to be monitored which would improve operational efficiency.

2. Expanding eligibility for requesting a Special Ballot

An elector whose name is contained on the permanent electors register, and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot. Previously, special ballots could only be provided for those with a physical disability, absence from the local jurisdiction, or for those who were involved in the election (returning officer, scrutineer etc.).

3. Submitting a special ballot

The way in which special ballot packages are completed and processed is also changing.

- There is now the requirement of a witness signature when completing the Special Ballot package.
- Special ballot packages can no longer be returned via a drop box or central collection point, and only the elector who completed the special ballot package may return it.
- The processing of special ballots must now provide for the opportunity of candidates, official agent or scrutineers, if any, to witness should they attend, the

processing of the Special Ballot packages. This includes opening the outer envelope, removing its contents and determining whether the name on the certificate matches the individual already recorded on the special ballot elector register; That the certificate is filled out properly and proper elector identification is included; and verifying signatures on the identification sufficiently matches the signature on the certificate.

Elector Register Provided to Candidates:

Bill 20 removed s. 54 of the LAEA, the process for a candidate, official agent, scrutineer, or returning officer to object to an elector; and s.50(2) which authorized the sharing of the list of electors with candidates; as a result, candidates will not be provided with the Elector Register.

School Board Deposit and Signatures:

Administration inquired with both the Public and Catholic School Boards surrounding deposits and required number of signatures for nomination. Both indicated their preference was to requires no deposit and maintain the minimum number of signatures (five).

Definition of Voter Eligibility:

A person is eligible to vote if:

- They are at least 18 years old;
- Canadian Citizen; and
- Reside in Alberta and their place of residence is located in the local jurisdiction on election day.

Multi-contest ballots

Municipal Affairs advised on November 5, that they are expecting a new Local Authorities Election Forms regulation be passed before the end of the year. This regulation will provide us with rules and standards for candidate nomination forms as well as ballots.

The Returning Officer decides on ballot format and intends to utilize single contest ballots¹ in alignment with the LAEA. This clearly separates each race allowing counters to focus on one race, reducing error.

Process for Hand-counting/Learnings from other Municipalities:

As previously shared the Election team is committed to learning from our election peers, Elections Alberta, Returning Officers and Lawyers; by participating in engagements sessions and learning forums put on by the province and organizations we are members of.

While we tend to reach out to other mid-sized cities due to them having similar complexities based on population size, we do network with Returning Officers and election workers province wide.

¹ Single contest ballots are ballots that only include one race. For example electors would be given a ballot to vote for the Mayor, a separate ballot for Councillors, and a separate ballot Trustee

The election team continues to evaluate the best practices for hand-counting for an at large system while ensuring a high standard of accuracy, while balancing the monetary and human capital impacts.



Report originally submitted at
the October 15, 2024 Regular
Council Meeting

October 15, 2024

Elections Bylaw

Prepared by: Jessica Robinson, City Clerk
Department: Legal and Legislative Services

Report Summary and Recommendations

The *Local Authorities Election Act* (“LAEA”) requires an election bylaw to be in place before December 31 of the year before the year in which a general election takes place. With the next municipal election to occur in 2025, this means that any changes to the City’s Elections Bylaw must be made prior to the end of 2024.

The *Municipal Government Act* (“MGA”) requires an election bylaw to have first reading and then a 60-day period before second and third reading. This is to allow time to advertise the bylaw changes and to allow for the public petition process as set out in the MGA.

If Bill 20 is proclaimed, the City will need to change its Elections Bylaw to be compliant with the requirements of Bill 20, but the City only has until the end of 2024 to do this and must also comply with the advertising and timing requirements of the MGA, as stated above.

Administration has weighed the option of not amending the Elections Bylaw, and therefore being non-compliant with Bill 20 if it is proclaimed, and the option of amending the Elections Bylaw before Bill 20 is proclaimed, taking the risk that Bill 20 may not be proclaimed, leaving the City with changes to its Elections Bylaw that are not required.

Administration is making the assumption that Bill 20 will be proclaimed and is recommending this new election bylaw that incorporates Bill 20 requirements to be passed with an effective date of no later than December 31, 2024.

Proposed Resolution

That Bylaw 3713/2024 be read a first time.

Rationale for Recommendation

1. The proposed Elections Bylaw is compliant with the un-proclaimed Bill 20

Bill 20 will require a new Elections Bylaw as it introduces vital changes to legislation that impact the City's electoral framework. The new Elections Bylaw must be in effect prior to the proclamation of Bill 20 in order for the City's Elections Bylaw to be compliant with both Bill 20 and the timing requirements from the LAEA and the MGA.

2. Effective date of December 31, 2024, meets requirements of LAEA and the MGA

It was anticipated that Bill 20 would be proclaimed at this point, providing a more generous timeframe to draft a new Elections Bylaw. With Bill 20 not yet in force, Albertan municipalities are a position where a choice has to be made on being proactive or risking non-compliance with future legislation. Administration has chosen to assume Bill 20 will be proclaimed, and to draft a new Elections Bylaw that will be in compliance with Bill 20.

Background

Legislated timelines, as well as the assumption that Bill 20 will be proclaimed before October 2025, is what is driving the request for first reading to occur in advance of the 2025 general election.

The Province has recently passed Bill 20, which amends both the LAEA and the MGA. Bill 20 received Royal Assent on May 30, 2024 but has not yet been proclaimed, which means it is not in force.

The LAEA requires that the election bylaw that is to apply to the 2025 general election must be in effect before December 31, 2024.

The proposed Elections Bylaw is required to be advertised under the MGA. The MGA requires that bylaws that are required to be advertised be subject to a 60-day waiting period before 2nd and 3rd reading can occur, to allow time for the electors of a municipality to submit a petition for a vote of the electors to determine whether the proposed bylaw should be passed. These petition period requirements do not apply to many of the bylaws that are regularly before Council, such as the Zoning Bylaw and any amendments to it.

The LAEA outlines specific deadlines for municipal action, emphasizing that we must act swiftly to align our bylaws with these new requirements. By addressing these updates proactively, we not only comply with the law but also reaffirm our commitment to maintaining an electoral process that is both transparent and effective, ultimately serving the best interests of our community.

Timelines and Impending Deadlines

Administration is recommending that the Elections Bylaw have an effective date of no later than December 31, 2024, to ensure that we meet the timeline outlined in the legislation to facilitate a smooth and orderly electoral process.

Development of the Proposed Elections Bylaw

The City, along with several other mid-sized municipalities, worked together with external legal counsel to develop the proposed Elections Bylaw. Collaboration of this nature results in consistency in election bylaws, as well as reduced legal costs for the participating municipalities.

Along with updating the proposed Elections Bylaw to meet the requirements of Bill 20, the bylaw was also given some general updates to reflect current process and best practices.

Analysis

Due to the number of changes required to update the Elections Bylaw, an entirely new bylaw has been drafted. The main elements of the new bylaw remain the same, however the following are key changes:

- Number of signatures required for nomination packages has been increased (to 100 and 50 respectively) and a nomination deposit (\$100) has been added for both Mayor and Council candidates. These changes are intended to establish a base level of commitment to ensure candidates are invested in running, however Council may wish to reduce either or both. The maximum deposit allowed under the LAEA for the City would be \$1000. The minimum signatures required for the City under the LAEA for a candidate is 5, and the maximum amount is 100.

The following chart provides examples of current signature and deposit requirements in Alberta:

Municipality	Signatures	Deposit
Calgary	All candidates for office - 100	Councillor/school board trustee - \$100 Mayor - \$500
Edmonton	Mayor – 100 Councillor - 25	Councillor - \$100 Mayor - \$500
Strathcona	Bylaw silent	Mayor/Councillor - \$100
Lethbridge	Councillor – 50 Mayor - 100	Bylaw silent
Wood Buffalo	Amount required under the Act	Councillor - \$100 Mayor - \$500
St. Albert	Bylaw silent	Bylaw silent
Grande Prairie	Mayor/Councillor - 25	Mayor/Councillor - \$100
Leduc	Councillor – 25 Mayor - 50	Councillor - \$50 Mayor - \$100
Airdrie	Candidate - 10	Candidate - \$100
Red Deer County	Bylaw silent	Candidate - \$100

- Provision is made for the preparation and maintenance of a permanent electors register, as required by Bill 20.
- Use of a printed marking device to assist visually impaired voters and instructions for their use is included, as use of an electronic assistive device is no longer permitted.
- Eligibility for special ballots has been broadened by Bill 20 and the bylaw now reflects this.
- The cut-off to request a special ballot is moved to the first day of advance voting, not election day. The cut-off for special ballots to be received at City Hall remains unchanged at 4:30pm on election day.
- Vouching was able to be done for an individual's age, residence, and identity, but Bill 20 limits this to the ability to vouch for someone's address and the bylaw changes reflect this.
- Ballot counting procedures are set out, to reflect hand-counting requirements. Election day ballots will be counted in voting stations, all other ballots will be counted in a centralized counting center. The bylaw allows the returning officer to determine the location of all voting stations. To accommodate the need to hand count at the voting station, voting stations would be selected similar to the large centres in the past which can accommodate and extended booking to allow the extra time for hand counting.
- Rules related to scrutineers are consolidated in the new bylaw, which now includes 'Standards for Conduct of Scrutineers'. These standards are modelled on the guide and code of conduct used by Elections Alberta for scrutineers in provincial elections. This adds much needed clarity to what has been a somewhat ambiguous process in the past.
- An offence provision has been added to the bylaw, to improve accountability and assist the returning officer to maintain smooth elections.

Impacts & Next Steps

To ensure that there are appropriate personnel and facility resources in place, Administration must begin to secure appropriate venues and staffing to conduct the election and count the votes within the prescribed time limits. Given the importance of maintaining the integrity and efficiency of the electoral process, early planning is essential. Based on a preliminary review, the resource demand for the 2025 election will be significantly greater than in previous years to comply with Bill 20.

There will be cost associated with developing a permanent election register, and because this register must be populated in part by the information held by Elections Alberta, the City needs to enter the required agreements to obtain the voter information.

Similar to how the City has entered into contracts in past elections for tabulators and related services (ballots, etc.), the City will need to enter the required contracts with printers, voting station venues, a counting center location, voter register management software providers, staff, etc.

Risks

If the proposed Elections Bylaw is passed and Bill 20 is not proclaimed, the City will have an Elections Bylaw that places requirements on the election that are not legislated requirements. If this were to happen, Administration will address whether changing the bylaw back is necessary or advisable. At this point, the province is indicating that Bill 20 will be effective for the 2025 election, so we recommend proceeding based on that understanding.

Bylaw 3713/2024

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

WHEREAS the *Local Authorities Election Act*, RSA 2000, c. L-21 (the “Act”) provides for the holding of local Elections by municipalities;

AND WHEREAS the Act further provides that the municipality may, by agreement, conduct an Election in conjunction with an Election for Trustees or representatives of a school district pursuant to the *School Act*, RSA 2000, c. S-3;

AND WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26 (the “MGA”) provides for the submission of bylaws and questions to the Electors;

AND WHEREAS section 180(3) of the MGA provides that where Council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

AND WHEREAS the Act provides for the following and Council, being an elected authority as defined in the Act, deems it desirable to:

Section	Provision of the Act	Council Deems it Desirable:
2 and 3	Enables the Elected Authority conducting the Election to pass bylaws where a joint Election agreement has been made	To pass a bylaw dealing with a joint Election
13(2.1)	Requires an Elected Authority appoint a substitute Returning Officer by June 30 of the year in which the Election occurs or, for a By-election, in the resolution or bylaw that fixes the day for the By-election	To appoint a substitute Returning Officer
27(2)	Allows an Elected Authority in a municipality with a population of at least 10,000 to specify the minimum number of Electors required to sign the nomination of a Candidate for office, and that number must be at least 5 and not more than 100	To specify the minimum number of Electors required to sign nomination papers
29	An Elected Authority may by bylaw require every nomination be accompanied by a deposit in an amount fixed in the bylaw	To require deposits for nominations
46(2)	An Elected Authority may, by a bylaw passed prior to June 30 in a year in which an Election is to be held, provide that Voting Stations may be open before 10:00 a.m.	To provide that Voting Stations for an Election be open at 9 a.m.
49	A municipality must prepare a permanent electors register of residents in the municipality who are entitled to vote in Elections	To provide that a permanent electors register be prepared
73	An Elected Authority may by resolution provide for the holding of an Advance Vote	To provide for the holding of an Advance Vote
77.1(2)	An Elected Authority may, by resolution passed prior to nomination day, provide for Special Ballots and provide the	To provide for Special Ballots

	method by which a person may apply to receive a Special Ballot	
77.21(2)	An Elected Authority may by resolution set a time and date earlier than the closing of the Voting Stations on Election Day for when a Special Ballot must be received by a Returning Officer	To provide a deadline for receipt of Special Ballots earlier than the close of the polls on Election Day
78(4.2)	A municipality may pass a bylaw setting out the blind elector template	To provide for a blind elector template
80(1)	An Elected Authority may authorize the Returning Officer to designate the location of one or more institutional Voting Stations for an Election	To provide for institutional Voting Stations

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

PART I – TITLE, PURPOSE, APPLICATION AND DEFINITIONS

Short Title

1 This Bylaw may be cited as the “Elections Bylaw”.

Purpose

2 The purpose of this Bylaw is to delegate authority and establish rules for the conduct of Elections in accordance with the requirements of the Act.

Application

3 This Bylaw applies to all Elections in the City that are governed by the Act.

4 If there is any conflict between a provision of this Bylaw and a provision of one or more of the following:

- (a) the Act;
- (b) the *Alberta Senate Election Act*, SA 2019, c. A-33.5; or
- (c) the *Referendum Act*, RSA 2000, c. R-8.4,

the provision of the statute prevails.

5 The provisions of this Bylaw apply in generally the same fashion, but with all necessary modifications, to:

- (a) a By-election,
- (b) a Ballot on a bylaw or question that is put to the Electors at a time other than a General Election, and
- (c) an Election for school board Trustees or any other Election conducted in conjunction with an Election for Council.

Definitions

- 6** Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the MGA or the Act.
- 7** In this Bylaw:
- (a) **“Advance Ballots”** means Ballot used during the Advance Vote;
 - (b) **“Advance Vote”** means a vote held in accordance with section 73 of the Act;
 - (c) **“Advance Voting Station”** means a place where an Elector votes during the Advance Vote;
 - (d) **“Auxiliary Ballot Box”** means a separate compartment in the Ballot Box for Ballots that have been marked by Electors as Advance Ballots;
 - (e) **“Ballot”** means the printed or electronically produced document on which is indicated the office to be voted on, the names of the Candidates, the questions or bylaws posed to Electors, if any, and containing the spaces in which the Elector is to mark their vote;
 - (f) **“Ballot Account”** means an account of Ballots prepared in the form required by the Act;
 - (g) **“Ballot Box”** means the container for Ballots that have been marked by the Electors;
 - (h) **“By-election”** means an election other than a General Election or a first election;
 - (i) **“bylaw”** includes a resolution or which the opinion of the Electors is to be obtained;
 - (j) **“Bylaw Enforcement Officer”** means a bylaw enforcement officer appointed under section 555 of the MGA;
 - (k) **“Candidate”** means an individual who has been nominated to run for Election in a local jurisdiction as a councillor or school board Trustee;
 - (l) **“City”** means the municipal corporation of the City of Red Deer, in the Province of Alberta;
 - (m) **“City Manager”** means the person appointed to a position under section 205 of the MGA or their delegate;
 - (n) **“Council”** means the Council of the City;
 - (o) **“Counting Centre”** means an area designated by the Returning Officer in a controlled access building and equipped for the counting of votes and the determination of Election results;
 - (p) **“Deputy”** means deputy Returning Officer;
 - (q) **“Election”** means a General Election, first election, By-election and a vote on a bylaw or question;
 - (r) **“Election Day”** means the day fixed for voting at an Election;

- (s) **“Elector”** means a person eligible to vote in an Election;
- (t) **“General Election”** means an election held for all members of an Elected Authority to fill vacancies caused by the passage of time;
- (u) **“Local Jurisdiction”** means a municipality or a school division as defined in the *Education Act*, SA 2012, c E-0.3;
- (v) **“Presiding Deputy”** means a Deputy who has been appointed as a presiding deputy by a Returning Officer;
- (w) **“Portable Ballot Box”** means a cardboard container in the prescribed form, approved by the Returning Officer and intended for use in the collection of marked Ballots in an institutional vote, an elector assisted at home vote, or Special Ballot;
- (x) **“Returning Officer”** means the individual appointed under section 10 of this Bylaw;
- (y) **“Scrutineer”** means a person recognized as a scrutineer, or appointed as a scrutineer, under the Act;
- (z) **“Special Ballot”** means a Ballot for an Elector whose name is contained in the permanent electors register and who is unable to vote at an Advance Vote or at the Voting Station on Election Day;
- (aa) **“Supportive Living Facility”** means a lodge accommodation as defined in the *Alberta Housing Act*, RSA 2000, c. A-25, or a facility for adults or senior citizens that provides assisted living and accommodation but does not include a Treatment Centre;
- (bb) **“Treatment Centre”** means a hospital or a facility under the *Mental Health Act*, RSA 2000, c. M-13, or any facility that provides medical treatment or care on an inpatient basis;
- (cc) **“Violation Tag”** means a tag or similar document issued by the City under the MGA;
- (dd) **“Violation Ticket”** means a ticket issued under Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34;
- (ee) **“Voting Station”** means a place where an Elector votes; and
- (ff) **“Voting Subdivision”** means that area of a Local Jurisdiction designated as a voting subdivision by the Returning Officer.

PART II – JOINT ELECTION AND ELECTION OFFICERS

Joint Election with Another Local Jurisdiction

- 8 The City Manager may enter agreements on behalf of the City to conduct Elections on behalf of other Local Jurisdictions in the City whose boundaries may or may not be contiguous with the City but have areas in common.

- 9 Where the City and one or more Local Jurisdictions have entered an agreement to do so, the City may conduct Elections on behalf of those Local Jurisdictions.

Appointment of Returning Officer and Substitute Returning Officer

10 The Elected Authority appoints the City Clerk as the Returning Officer for the City.

11 The Returning Officer is delegated the authority to appoint a substitute Returning Officer.

Returning Officer Appointments

12 The Returning Officer is delegated the authority to appoint a:

- (a) Presiding Deputy;
- (b) Deputies;
- (c) Constables; and
- (d) other persons as required.

Returning Officer Authorities

13 In addition to the powers in the Act, the Returning Officer may:

- (a) divide the City into Voting Subdivisions and alter the boundaries of Voting Subdivisions and create additional Voting Subdivisions pursuant to the Act;
- (b) designate more than one Voting Station for each Voting Subdivision;
- (c) determine the location of all Voting Stations;
- (d) post printed voting instructions at Voting Stations in languages other than English as the Returning Officer deems appropriate;
- (e) designate the location of one or more institutional Voting Stations in addition to all other Voting Stations;
- (f) establish the form of Ballot and voting procedures for any Advance Vote held on behalf of Local Jurisdiction in the area outside of the City;
- (g) delegate any of their powers, duties, or functions to any person appointed under section 12;
- (h) apply to the Minister of Municipal Affairs for directions under the Act; and to the Lieutenant Governor in Council for regulations under the Act.

PART III – PERMANENT ELECTORS REGISTER

Permanent Electors Register

14 The City Manager must prepare a permanent electors register of residents in the City who are entitled to vote in Elections.

15 The City may:

- (a) compile or revise the permanent electors register manually or by means of any computer based system; and
- (b) keep the permanent electors register in printed form or may store it in any computer based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.

16 The City must enter into an agreement with the Chief Electoral Officer to:

- (a) receive from the Chief Electoral Officer information that will assist the City in compiling or revising the permanent electors register, and
- (b) provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*, RSA 2000, c. E-1.

17 In compiling and revising the permanent electors register, the City:

- (a) must use information primarily received from the Chief Electoral Officer;
- (b) must enter any information in the permanent electors register that is collected under the Act during an Election regarding:
 - i. the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
 - ii. the surname, given name and middle initial of the person,
 - iii. the residential telephone number of the person,
 - iv. the gender of the person,
 - v. the day, month and year of birth of the person, and
 - vi. whether the person is a public school resident or a separate school resident; and
- (c) may use any other information obtained by or available to the City.

PART IV – NOMINATIONS AND BALLOTS

Receipt of Nominations

- 18** The Returning Officer must receive nominations for the Local Jurisdiction in accordance with the Act.
- 19** The Returning Officer may establish locations, in addition to the Local Jurisdiction office, where a Deputy may receive nominations.
- 20** The Returning Officer must publish on the City's website a list of all locations where nominations may be received.

Nominations

- 21** A person wishing to become a Candidate must file a nomination:

- (a) in the prescribed form;
- (b) within the period prescribed by the Act;
- (c) with the Returning Officer or Deputy;
- (d) in a location established under section 19; and
- (e) accompanied by a deposit in the sum of \$100.00.

Nomination Deposits

22 The deposit must be provided in cash, cheque, by money order, or by debit card to the City.

23 The Candidate's deposit must be kept or returned to the Candidate in accordance with the Act.

Nomination Signatures

24 Candidate nominations must be signed by:

- (a) if the Candidate is nominated for the office of Mayor, at least 100 Electors; and
- (b) if the Candidate is nominated for the office of Councillor, at least 50 Electors.

Death of a Candidate

25 If a Candidate dies prior to the opening of Voting Stations on Election Day or any Advance Vote, the Returning Officer must post notice of the death in a conspicuous location in all relevant Voting Stations.

Election Date

26 Election Day is the 3rd Monday in October in the year of a General Election.

Form of Ballot

27 The Returning Officer must establish the form of Ballot for each Election.

28 Following Nomination Day, the Returning Officer will ensure sufficient Ballots for the Election are printed.

29 The Returning Officer may direct that Ballots for Elections occurring within the same Voting Subdivision for:

- (a) the office of Chief Elected Official;
 - (b) the offices of Councillors;
 - (c) the offices of Trustees; and
 - (d) the submissions of bylaws and questions to the Electors
- be differentiated by colour or any other means.

Blind and Visually Impaired Voter Template

30 The form of Blind and Visually Impaired Voter Template is set out in Schedule “A”.

31 Elector assistance at Voting Stations will be provided pursuant to the Act.

Special Ballots

32 An eligible Elector may apply to the Returning Officer for a Special Ballot:

- (a) in writing;
- (b) by telephone;
- (c) by fax;
- (d) in person;
- (e) by e-mail; or
- (f) by secure website designated by the Returning Officer.

33 An eligible Elector must submit their application for a Special Ballot:

- (a) for a General Election, between August 1 of the year in which the General Election is held and 4:30 p.m. on date the Advance Vote starts; and
- (b) for any other Election or a vote on a bylaw or question in accordance with the application periods stated in the resolution fixing the date of the Election.

34 The completed Special Ballot package must be received by a Returning Officer no later than:

- (a) for a General Election, 4:30 p.m. on Election Day; and
- (b) for any other Election or a vote on a bylaw, 4:30 p.m. on the date of the Election or vote on a bylaw.

PART V – VOTING

Advance Vote

35 The Returning Officer must hold an Advance Vote in accordance with the Act.

36 The Returning Officer will determine the number and location of the Advance Voting Stations and the days and the hours during which they will operate.

37 The voting procedure described in sections 46 to 50 must, as far as practical, apply to an Advance Vote and may be modified as necessary upon the direction of the Returning Officer.

38 The Deputy must ensure that on the completion of each day of the Advance Vote the Ballot Boxes used are sealed to prevent the insertion of additional Ballots and are delivered to the location specified by the Returning Officer.

Voting Stations

39 The Returning Officer or Deputy must ensure that a copy of the “Instructions for Electors” are posted:

- (a) at each voting compartment in each Voting Station;
- (b) at a conspicuous location within the Voting Station; and
- (c) until the close of the Voting Station.

Voting Hours

40 The Returning Officer must determine the days and hours when the Advance Vote is to be held.

41 On Election Day, all Voting Stations will be open continuously between 10:00 am and 8:00 pm.

42 The Returning Officer may alter voting hours to correspond with hours established in areas where the City partners in the conduct of the Election of Trustees.

Issuance of a Ballot

43 Before issuing a Ballot, a Deputy must ensure that:

- (a) the Elector is voting at the correct Voting Station;
- (b) the Elector produces identification as required by the Act;
- (c) the Elector makes the statements prescribed by the Act;
- (d) the voting register is completed;
- (e) if the City is conducting an Election for a school district, the Elector is provided with a Ballot for the Elector’s appropriate school district; and
- (f) the Ballot issued to the Elector is initialed by the Deputy.

Elector Identification

44 An Elector may vote after producing government issued identification as prescribed by the Act.

45 A person may validate the address of their residence if accompanied by an Elector who:

- (a) validates the Elector’s identity and the address of the Elector’s residence in accordance with the Act; and
- (b) vouches for the person in accordance with the Act.

Voting Procedure

46 Upon receipt of a Ballot, the Elector must enter the voting compartment alone to mark the Ballot, or with an assistant as permitted by the Act.

47 Despite section 46, the Elector may bring a minor child into the voting compartment.

- 48** The Elector must mark the Ballot with an “X” or other eligible mark in the space designated for a vote adjacent to the Candidate’s name of their choice, or if there is more than one vacancy, the Candidates of the Elector’s choice, and where there is a vote on a bylaw or questions, beside “yes” or “no”.
- 49** When finished marking the Ballot, the Elector must, without showing the markings on the Ballot to anyone, provide the Ballot to the Deputy supervising the Ballot Box who must:
- (a) check the Ballot for the Deputy’s initials; and
 - (b) after confirming the presence of the Deputy’s initials, insert the voted Ballot into the Ballot Box.
- 50** If the Deputy notes the Ballot is missing a Deputy’s initials, the Deputy supervising the Ballot Box will escort the Elector to the Deputy who issued their Ballot. The Deputy will add their initials, without exposing the Elector’s markings. The Elector will return to the Ballot Box to have their Ballot processed as set out in section 49.

Elector Assistance

- 51** At the request of an Elector, the Returning Officer must provide Elector assistance in accordance with section 78 of the Act.

Institutional Vote

- 52** The Returning Officer may designate any Treatment Centre or Supportive Living Facility as an institutional Voting Station.
- 53** The Returning Officer must post the dates and times of the institutional vote at the institution at least two days before the vote is to be taken.
- 54** Deputies may attend with a Ballot Box on those patients or residents confined to their rooms and take the votes of any of those patients or residents who express a desire to vote.
- 55** Electors at an institutional Voting Station will place their Ballot into a Portable Ballot Box designated for Ballots from an institutional Voting Station only, instead of adhering to the requirements under sections 46 to 50.
- 56** A Portable Ballot Box may have its seal broken to allow the deposit of Ballots if the vote must be conducted throughout a facility to accommodate the physical disability of the residents or if the Deputies have to attend multiple buildings to conduct the institutional vote.
- 57** After close of institutional Voting Stations, the Presiding Deputy will ensure the Ballot Box is labelled, sealed, signed for, and returned to the Counting Centre to be held in a secure area.

Elector Assistance at Home

- 58** An Elector who is unable to attend a Voting Station or Advance Voting Station due to physical disability may request elector assistance at home.
- 59** The Returning Officer will provide elector assistance at home during the hours an Advance Voting Station is open.
- 60** The Returning Officer:

- (a) must provide for the attendance of two Deputies at the residence of the Elector requesting elector assistance at home; and
- (b) may direct that Portable Ballot Boxes be used for the collection of voted Ballots of such Electors assisted at home.

61 Any Portable Ballot Box used in the elector assistance at home vote:

- (a) may have its seal broken to allow the deposit of Ballots in each subsequent residence that is attended for the taking of votes; and
- (b) will be closed, labelled, sealed and signed for upon the completion of the elector assistance at home vote and will returned to the Counting Centre to be held in a secure area until opened for the counting of Ballots on Election Day.

Spoiled Ballots and Rejected Ballots

62 If an Elector has made a mistake when marking a Ballot, the Elector will return the Ballot to the Deputy from whom they received the Ballot, and may request a replacement Ballot.

63 If the Elector:

- (a) requests a replacement Ballot, the Deputy will provide a replacement Ballot to the Elector and mark the returned Ballot as “SPOILED”; and
- (b) declines to obtain another Ballot, the Deputy will mark the returned Ballot as “REJECTED”.

64 The Deputy must retain spoiled Ballots and rejected Ballots and keep them separately from all other Ballots and will not count them or include them in the tally of Election results.

PART VI – POST-VOTING PROCEDURE

After Voting

65 Each Elector must follow the voting procedures contained in this Bylaw and as posted in the Voting Station, and upon the deposit of the Ballot into the Ballot Box, the Elector must leave the Voting Station.

Ballot Counting

66 After the Voting Station closes, a Deputy must not permit more than the Candidate or the Candidate’s official agent or Scrutineer, or more than one official agent or Scrutineer of either side of a vote on any bylaw or question to be present at the same time in a Voting Station during the counting of the votes.

67 Except as modified for Special Ballots, Elector assistance at home, and institutional and Advance Voting Stations, the Presiding Deputy must ensure that the following functions are performed in the presence of at least two Deputies and the Candidates, official agents, or Scrutineers, if any:

- (a) unused Ballots are counted;
- (b) Ballots marked spoiled or rejected are counted and placed in separate, sealed packages;

- (c) Ballots from the Auxiliary Ballot Box are counted in the manner prescribed in this Bylaw;
- (d) Ballots are counted;
- (e) Ballot Account and result of the vote are certified by at least two Deputies;
- (f) the prescribed Ballot Account is completed with one copy of the certified Ballot Account forms attached to it;
- (g) the prescribed form to certify the number of persons who registered to vote at the Voting Station is completed;
- (h) all Election documents from the Voting Station, except for the Ballot Account and result of the vote, and elector registers with objections noted on them, are sealed in the Ballot Boxes for delivery to the Counting Centre;
- (i) Election results are transmitted to the Returning Officer in the manner prescribed by the Returning Officer;
- (j) Ballot Boxes are closed and sealed so that they cannot be opened without breaking the seal, and the outside is marked with the Voting Station name or number and initialed by at least two Deputies.

At the close of institutional, elector assistance at home, and the Advance Voting Stations, the Presiding Deputy must ensure that the Auxiliary Ballot Boxes and Portable Ballot Boxes and all Election materials from the Voting Station are securely transported to the Counting Centre.

- 68** At 7:30 p.m. on Election Day, the Auxiliary Ballot Boxes and Portable Ballot Boxes must be opened in the presence of at least two Deputies, and any Candidates, Scrutineers or official agents present, and the Special Ballots and Advance Ballots must be counted, but the results from that count must not be disclosed earlier than 8:00 p.m. on Election Day.
- 69** The Returning Officer must ensure that the same post-vote procedures identified in this Bylaw for regular Voting Stations are followed for counting and recording the Special Ballot, institutional, elector assistance at home and Advance Votes at the Counting Centre except for the auxiliary Ballot count and delivery requirements.

Counting Centre

- 70** The Returning Officer must designate a single location as a Counting Centre and notify all Candidates, official agents and Scrutineers of the location of the Counting Centre.
- 71** The Returning Officer must ensure the Counting Centre is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.
- 72** The count of Special Ballots, Advance Vote Ballots, and institutional vote Ballots may commence at 7:30 p.m. on Election Day.

73 The Returning Officer must preside at the Counting Centre and must:

- (a) receive all sealed Ballot Boxes;
- (b) record receipt of Ballot Boxes;
- (c) verify the seal of each Ballot Box;
- (d) open the Ballot Box from each of the Special Ballots, Advance Vote Ballots and institutional vote Ballots, and count the Ballots;
- (e) cause a tally to be produced from each Advance Vote and institutional vote; and
- (f) produce a cumulative tally from all the Voting Stations.

Recount

74 If, in accordance with section 98(1) of the Act, the Returning Officer directs a recount the following procedure will be followed:

- (a) in the presence of the Returning Officer, and as many officers that the Returning Officer considers necessary to assist in the recount, Scrutineers, Candidates and official agents, Ballots cast for the Voting Station being recounted will be removed from the Ballot Box and recounted using the process for counting set out in section 67;
- (b) after the recount has been completed, the Returning Officer must sign across the Ballot Box seals; and
- (c) the Returning Officer will consider the number of votes to which an objection was noted, and declare the result in accordance with the provisions of the Act.

Mandatory Recount

75 The Returning Officer must make a recount of the votes cast at one or more Voting Stations if the Returning Officer receives an application for a recount under section 98(1.2) of the Act and the Returning Officer is satisfied that the requirements to make an application for a recount have been satisfied.

76 On a recount required under section 98(1.2), the Returning Officer must follow the procedure for recount set out in the Act.

Date of Vote on Question or Bylaw

77 Wherever practical, and unless otherwise provided for by a resolution of City Council, the date for a vote of the Electors on a question on which the opinion of the Electors is to be obtained or on a bylaw must be the date of the General Election.

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

PART VII - SCRUTINEERS

Appointment of Scrutineers

79 A person who wishes to be recognized as a Scrutineer must complete the statement prescribed by the Act.

Acceptable Conduct

80 Scrutineers must comply with the Standards for Conduct of Scrutineers set out in Schedule “B”.

Written Warning

81 If a Scrutineer fails to comply with the Standards for Conduct of Scrutineers set out in Schedule “B”, the Deputy may issue the Scrutineer a written warning concerning their actions in the form set out in Schedule “C”.

Removal of Scrutineer from voting place

82 The Deputy may remove a Scrutineer from the voting place if, in the opinion of the Deputy, the Scrutineer fails to comply with the Standards for Conduct of Scrutineers.

83 A Presiding Deputy will not allow more than one Candidate, or their official agent or Scrutineer, or more than one official agent, or one Scrutineer of either side of a vote on any bylaw or question to be present at the same time after the Voting Station is closed.

PART VIII - ENFORCEMENT

Offences

84 Any person who contravenes section 80 of this Bylaw is guilty of an offence and is liable, on summary conviction, to pay a penalty as set out at Schedule “D” of this Bylaw.

Violation Tags

85 A Bylaw Enforcement Officer is authorized to issue a Violation Tag to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened section 80 of this Bylaw.

86 The Violation Tag must be in a form approved by the City Manager and must state:

- (a) The name of the person;
- (b) The description of the offence;
- (c) The appropriate penalty for the offence as specified in Schedule “D” of this Bylaw;
- (d) That the penalty must be paid within 30 days of the issuance of the Violation Tag; and
- (e) Any other information as may be required by the City Manager.

87 Where a Violation Tag is issued under section 85 of this Bylaw, the person to whom it is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified on the Violation Tag.

Violation Ticket

- 88** Where a Violation Tag has been issued and the penalties specified on the Violation Tag have not been paid within the prescribed time, a Violation Ticket under Part 2 of the Provincial Offences Procedures Act, RSA 2000, c. P-34 may be issued.
- 89** Despite section 85 of this Bylaw, a Bylaw Enforcement Officer is authorized to immediately issue a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable and probably grounds to believe has contravened section 80 of this Bylaw.

PART IX - GENERAL

City Manager Authorities

- 90** The City Manager may delegate any of their powers, duties, or functions to any person.

Repeal

- 91** Bylaw 3655/2020 is repealed.

Effective Date

- 92** This Bylaw comes into force when it is passed.

READ A FIRST TIME IN OPEN COUNCIL this _____ day of _____, 2024.

READ A SECOND TIME IN OPEN COUNCIL this _____ day of _____, 2024.

READ A THIRD TIME IN OPEN COUNCIL this _____ day of _____, 2024.

AND SIGNED BY THE MAYOR AND CITY CLERK this _____ day of _____, 2024.

MAYOR

CITY CLERK

**Schedule “A”
Form of Ballot for Blind and Visually Impaired Voters**

VOTER TEMPLATE

This template is for electors with low or no vision who wish to mark their own ballot.

INSTRUCTIONS:

- ① After greeting the elector, offer them the use of the voter template.**

Would you like to use the elector template?

It's a tool that allows you to vote more independently, by giving you the option to mark the ballot yourself.

I will read the ballot to you.

You can feel along the cutouts on the template in the same order, so you are able to mark the ballot without assistance.

- ② If yes, place a pre-folded, opened ballot inside the template.**

The bottom edge of the ballot should be held in place squarely by the bottom flap, with the template cut-outs aligned accurately with the white circles on the ballot.

INSTRUCTIONS CONTINUE ON INSERT

VOTER TEMPLATE INSTRUCTIONS

- ③ Give the template to the elector and instruct them to choose up to one (1) candidate.**

Here is the template. I have inserted the ballot squarely with the bottom fold of the template so that the ballot is aligned accurately with the holes for marking your selection.

There are **[TOTAL NUMBER OF CANDIDATES]** candidates and you may vote for one.

- ④ When the elector is ready, read the candidates carefully and clearly. Continue until all names have been read.**

Please feel for the bottom cut-out on the ballot template. I will read each candidate and their party affiliation to you in reverse order, from the bottom to top. This first candidate is:

[CANDIDATE'S NAME]

[PARTY AFFILIATION / INDEPENDENT].

Next is.... **[REPEAT AS NEEDED].”**

- ⑤ Ask the elector to proceed to the voting booth to mark their ballot.**

Please take the ballot behind the voting screen. Using the pencil provided, mark the ballot with an ‘X’ in the circle beside the name of the candidate of your choice. Remove the ballot from the template and refold it from the right to the left to ensure the secrecy of your vote.

When you are done, take your ballot and the template to the person standing at the ballot box on your way out.

Would you like me to help you to the voting screen?

NOTE: If requested by the elector, you may accompany them to the voting screen and re-read the candidates or instructions as they are marking their ballot. Remain in front of the voting screen unless the elector requests additional assistance.

**Schedule “B”
Standards for Conduct of Scrutineers**

General

- I. Before a person is recognized or appointed as a Scrutineer and before they may perform the duties of a Scrutineer, the person must:
 - (a) provide the Returning Officer or Deputy with:
 - i. the written notice required by section 69(1) of the Act; or
 - ii. the written request required by section 70(1) of the Act for a vote on a bylaw or question; and
 - (b) make and subscribe to a statement in the prescribed form as required by section 16(2) of the Act.
2. When performing the duties of a Scrutineer, Scrutineers must:
 - (a) comply with the requirements of the Act;
 - (b) comply with the requirements of this Bylaw;
 - (c) comply with the direction of the Returning Officer or Deputy; and
 - (d) perform their duties with integrity and respect and in a manner that is helpful and courteous to Electors, election workers, other Scrutineers, the public, and anyone else involved in the Election.
3. Scrutineers may:
 - (a) observe the conduct of an Election from the location designated within a Voting Station by the Returning Officer or a Deputy pursuant to section 69(5) or 70(4) of the Act;
 - (b) observe the sealing of Ballot Boxes at the opening of Voting Stations to ensure that Ballot Boxes are empty prior to the start of the voting process and observe the opening of Ballot Boxes after the close of Voting Stations to ensure that all Ballots are removed from the Ballot Boxes prior to the counting process;
 - (c) observe that each Ballot Box is opened and that the Ballots are counted as provided for in section 85(1) of the Act from the location designated by the Returning Officer or Deputy;
 - (d) observe that each special Ballot Box, Advance Vote Ballot Box, and institutional vote Ballot Box is opened and that all Ballots are counted at the Counting Centre as provided for in section 85.1(5) of the Act from the location designated by the Returning Officer or Deputy;
 - (e) observe recounts conducted by the Returning Officer pursuant to this Bylaw, section 98(2) of the Act or observe a judicial recount pursuant to section 106(1) of the Act;

- (f) request to view the names and addresses of Electors who have applied for and been provided Special Ballot packages pursuant to section 77.1(4) of the Act when election workers are not assisting Electors;
 - (g) request a copy of the Ballot Account as provided for in section 89(2) of the Act and, if the Scrutineer desires, sign the Ballot Account as provided for in section 89(1) of the Act; and
 - (h) use cellphones, laptops, and other electronic devices within a Voting Station or the Counting Centre so long as no audio or video recordings are taken, no photographs are taken, and no phone calls are made or taken.
4. A Scrutineer must not:
- (a) interfere with the orderly conduct of an Election, including interfering with the voting process or the counting process;
 - (b) view an Elector completing their Ballot, assist an Elector with completing their Ballots, vouch for an Elector pursuant to section 53(5) of the Act, or prevent an Elector from completing their Ballot;
 - (c) take photographs within a Voting Station or the Counting Centre, including photographs of the permanent electors register, individual elector registers, or the Special Ballot elector register;
 - (d) make copies of, transcribe, or interfere with Election materials in a Voting Station or the Counting Centre, including the permanent electors register, individual elector registers, and the Special Ballot elector register;
 - (e) make or take phone calls while they are within a Voting Station or the Counting Centre, including for the exchange of information between a Scrutineer and a Candidate or official agent;
 - (f) engage in political campaigning or promotion for or against any Candidate, or for or against any position on a vote on a bylaw or question, within or outside of Voting Stations or the Counting Centre, including wearing campaign materials such as buttons, hats, and t-shirts; or
 - (g) engage in harassing or discriminatory behaviour or make abusive, derisive, threatening or insulting statements or gestures to or about another person.
5. If a Scrutineer fails to comply with this Standards for Conduct of Scrutineers, the Presiding Deputy may:
- (a) issue the Scrutineer a written warning concerning their actions; or
 - (b) remove a Scrutineer from the voting place.
6. The Returning Officer and Deputy must not:
- (a) for a General Election or By-election, allow a Candidate to have a Scrutineer or official agent present in a Voting Station or the Counting Centre while the Candidate is present in the Voting Station or Counting Centre pursuant to section 69(3) or 85.1(6) of the Act;

- (b) for a General Election or By-election, allow a Candidate to have both an official agent and a Scrutineer present in a Voting Station or in the Counting Centre at the same time pursuant to section 69(3.1) or 85.1(6) of the Act;
 - (c) for a vote on a bylaw or question, allow more than one Scrutineer for each side of the bylaw or question to be present in the Voting Station or the Counting Centre at the same time pursuant to section 70(3) and 85.1(6) of the Act; or
 - (d) permit more than one of the Candidate, the Candidate's official agent, the Candidate's Scrutineer, or more than one Scrutineer for either side of a vote on any bylaw or question, to be present during the counting of Ballots pursuant to section 85(2) of the Act.
7. No person may impede a Scrutineer from performing the duties of a Scrutineer pursuant to section 69(7) of the Act so long as the Scrutineer is complying with the requirements of this Bylaw and the Act.

Schedule "C"**Form: Warning of Failure to Comply with the Standards for Conduct of Scrutineers****Warning of Failure to Comply with the Standards for Conduct of Scrutineers**

Electoral Division of:	
Date:	
Time:	
To: (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
At: (print name of voting place)	(the "Voting Place")
I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:	
Description of actions resulting in the Warning:	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____	_____
(print name of Election Officer Issuing Warning)	(Signature of Election Officer Issuing Warning)
Scrutineer's Copy	

Warning of Failure to Comply with the Standards for Conduct of Scrutineers

Electoral Division of:	
Date:	
Time:	
To: (print full name of individual creating disturbance or disrupting proceedings in space to the right)	
At: (print name of voting place)	(the "Voting Place")
I have determined that you are not complying with the Standards for Conduct of Scrutineers as follows:	
Description of actions resulting in the Warning:	
If you continue to contravene the Standards for Conduct of Scrutineers, you will be removed from the voting place.	

Scrutineer was removed from the voting place at: (use only if Scrutineer continues to violate the Standards for Conduct of Scrutineers)	Time:
<input type="checkbox"/> RO Notified	
_____	_____
(print name of Election Officer Issuing Warning)	(Signature of Election Officer Issuing Warning)
Returning Officer's Copy	

**Schedule “D”
Offence Penalties**

A person who contravenes section 80 of this Bylaw may be subject to a fine of:

- a. \$250.00 for a first offence; and
- b. \$500.00 for any subsequent offence.



December 16, 2024

Procedure Bylaw 3681/A-2024 - Committee of the Whole

Prepared by: Jessica Robinson, City Clerk
Department: Legal and Legislative Services

Report Summary and Recommendations

Administration presented the concept of Committee of the Whole to Council in July, based on Council looking for a mechanism to meet and discuss important topics in a more informal manner than Council Meetings. Council directed administration at the September 16, 2024, Regular Meeting of Council to bring back an amending bylaw and review calendars to propose a meeting schedule.

This report outlines the analysis and findings for Council's consideration for amending their Procedure bylaw.

Administration recommends that Council amend their Procedure bylaw to allow Council to begin utilizing Committee of the Whole in the new year to provide the mechanism for less structured meetings while conducting their business in an open and transparent manner that ensures compliance with the *MGA*, *FOIP Act* and Council's Code of Conduct.

Proposed Resolution

That Bylaw 3681/A-2024 be read a first time.

That Bylaw 3681/A-2024 be read a second time.

Resolved that with the unanimous consent of Council members present, that Bylaw 3681/A-2024 be presented for third reading.

That Bylaw 3681/A-2024 be read a third time.

Rationale for Recommendation

1. Meets the Needs of Council to have a tool for less structured meetings

The tool would allow for Council to discuss topics that are of importance to Council, including items such as advocacy, Council policy, significant topics, committee updates and Notice of Motions.

2. Provides for an opportunity for council to focus on their strategic area of an Engaged and Connected City while ensuring legislative compliance

It is important for Citizen to have an understanding and access a to the important work of their members of Council. This would be met through the publishing the agenda and conducting meetings open to the public; while providing Council with a forum to receive delegations and meet with other levels of government.

3. This is not meant to duplicate discussion or create additional steps in process

Background

Prior Council/Committee Direction

At the September 16, 2024, Regular Meeting of City Council, Council passed the following resolutions:

Resolved that Council of the City of Red Deer having considered the report from Legal and Legislative Services dated July 8, 2024, re: Committee of the Whole hereby directs administration to:

- *Amend the Procedure Bylaw and bring back for first reading; and*
- *Evaluate Council's meeting Calendar and determine when to use Committee of the Whole; and*
- *Bring back a report in a year to review effectiveness of Committee of the Whole*

Timelines and Impending Deadlines

Administration recommends that the first COTW meeting be held February 5, 2025.

Subsequent meetings would be held on a monthly basis, excluding Council summer break and December.

Meeting Types and Purposes

In summary, City Council meetings are formal sessions for making official decisions and ensuring public transparency, while Committee of the Whole meetings are more informal, provide an opportunity for Council to receive information from staff, narrow decisions, debate, and digest options, and provide for an exploration of issues.

	Council	Committee of the Whole	Committee	Retreats/ Workshops
Purpose	Formal Decision Making through Resolution and/or Bylaw	Space for more informal discussions, gather information and explore options	Acts on behalf of Council through the delegation	Proactively inform Council of arising issues or matters Council may not be aware of. Council to ask questions.
Attendance	All of Council, Public, Administration, unless in closed	All of Council, Public, Administration, unless in closed	Members of Council, Public, Administration, unless in closed	All of Council, City Manager & invited Administration
Closed or open	Provisions for both through FOIP & MGA	Provisions for both through FOIP & MGA	Provisions for both through FOIP & MGA	Not applicable
Formal/Informal	Formal	Less formal	Less formal depending on Committee Bylaw etc.	Not applicable
Agenda and minutes	CARC sets agenda, minutes taken	CARC sets agenda, minutes taken	Chair/Liaison sets agenda, minutes taken	City Manager
Streamed	Yes	No	No	No
Direction or feedback to Administration	By resolution	Informal feedback provided.	Yes, within the mandate delegated to them by Council.	No
Standard location	Chambers	Meeting room	Meeting Room	Meeting room
Quorum	Yes	Yes	No	N/A

Analysis

Council input - What we heard

Following September 16th meeting Administration circulated a survey to all of Council requesting feedback on four key areas to establishing a COTW, on its mandate, structure, procedure, and evaluation. The following summarizes those results.

Mandate**Proposed:**

- Advocacy: receiving updates on and making changes to strategy
- Council policy: evaluating and creating policy
- Significant topics: opportunity to discuss and provide input on significant topics for Administration to consider prior to recommendations
- Committee updates: providing an opportunity for Councillors to speak to the work on their committees
- Notice of Motion (NOM): where NOMs are discussed prior to being read into the record at a regular meeting of Council. This would not preclude urgent or emergent NOM being brought directly to a regular meeting of Council.

What we heard: Overall, there was consensus that Council agreed with the mandate presented.

Notice of Motion:

One area that Administration wishes to clarify is around the notice of motions. Notices of Motion are one way for members of Council to introduce a new piece of business, direct Administration, propose changes to plans or policies to better support the needs of the community. Administration understands the importance of this type of work and is recommending that the COTW be a tool to utilise to facilitate this process. The benefit being that it would provide an opportunity for additional information to be added or clarified and/or refinements to the wording of the Notice of Motion to create efficiency once it appears in front of Council at a Regular Meeting of Council.

This would not preclude a member of Council from raising Notice of Motions at Regular Meetings of Council.

Recommendation: The mandate as presented be used for the COTW.

Structure**Proposed:**

- All members of Council are members of COTW
- One meeting a month except August (Council break) and December (holidays). COTW would not meet during the election period (Nomination Day to Election Day)
- 3 hours in length to start (for example 1:00 – 4:00 pm)
- Held in Crimson Star or another committee room
- Experts/delegations could be invited to speak on a particular topic
- Provide direction that more information be provided
- Ask Administration to consider the input from the COTW in its final recommendations to Council
- Provide direction for a recommendation, by motion, to Council

What we heard: There was variation to the responses around structure, specifically the frequency of the meetings. A few Councillors indicated that they would like to see more than one meeting a month.

Council's Calendar:

Administration reviewed Council's Calendar after council passed their meeting schedule at the November 12, 2024, regular meeting of Council. As Council already has a full schedule of various meetings, it is recommended that COTW meet once per month, excluding August (Council break) and December. It is recommended that the first COTW meeting be set for February 5, 2025. Council Agenda Review Committee could then determine best use of time and which meeting format is most appropriate for items. It is also recommended that COTW would follow s. 9 of their Procedure Bylaw and not meet between the close of Nomination period and the Inaugural meeting.

Recommendation: At this time we recommend COTW be set at one meeting a month. This can be changed based on a work plan for the COWT. In addition, Administration is recommending through the Terms of Reference that the Council Agenda Review Committee (CARC) be granted the flexibility of adding or cancelling meetings and that the annual meeting schedule be set at the first meeting.

Procedure

Proposed:

- Members may speak longer than 10 minutes
- A member may speak even though there is no motion on the floor
- A member may speak more than once, provided that each member who wishes to speak to the matter has had the opportunity to
- Members must be recognized prior to speaking; however, members may direct question and answers to each other as well as administration
- Listen and understand topics and the work being done by individual council members for consideration during a Council meeting decision process
- Chaired by the Deputy Mayor of that month
- The agenda would be prepared by Administration based on the COTW workplan and priorities and then approved by CARC. If Administration wished to add items for COTW to consider it would need to get approval from CARC or the committee itself.

What we heard:

Feedback received was that Council wanted to ensure that the COTW meetings were more informal than Regular Meetings of Council, and that they would allow for flexibility.

Recommendation: That Council approve the amending bylaw which includes the proposed procedures outlined in the Terms of Reference (Appendix A).

Administration recommends that COTW agendas be set by CARC. CARC TOR provides for the mechanism to determine the list of items to proceed onto an agenda, as well as on a

quarterly basis, endorse a list of upcoming Agenda Matters after reviewing a list of Council and administrative priorities over the next five quarters. That at the first COTW meeting the group begins the development of a work plan, taking into consideration Council's Strategic Priorities, City Manager Objectives, Emergent priorities of Council.

Evaluation**Proposed:**

- Member satisfaction and engagement
- Administration satisfaction and engagement
- Effectiveness in meeting the work plan set at the beginning of the year
- Effectiveness in the number of times COTW is referred to in Council as part of a decision

What we heard:

Feedback received was that Council determined that ongoing evaluation of the new tool was important to ensure that it was still meeting the needs of Council.

What we recommend:

Administration recommends quarterly check ins, as part of the COTW meeting as the new tool is being utilized. After one year, the recommendation is an annual review.

Financial

There would be minimal direct financial or budget implications as a result of the recommendations. There would be additional tasks to create agendas and minutes which would require the attendance of Legislative Services staff.

Regulatory and Compliance (including Legal)

Non- compliance with the MGA or the Code of Conduct Bylaw poses risk to individual councillors and to The City as a whole. Creating and using appropriate meeting tools minimizes the risk of such a challenge.

Attachments:

Appendix A: Proposed COTW Terms of Reference

BYLAW 3681/A-2024

Being a bylaw to amend Bylaw 3681/2022, the Procedure Bylaw.

COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, AMENDS BYLAW 3681/2022 AS FOLLOWS:

- I Section 2 is amended by adding a new subsection as follows:
 - (g) “Committee of the Whole” means a Committee comprised of Council which conducts itself as a Council Committee;
- And subsequently renumbering the remainder of the section.
- 2 Schedule A, Section 8(1) is amended by adding the words “ and Committee of the Whole meeting.” after “scheduled Council Meeting”.
- 3 Schedule “F”, as attached, is inserted at the end of the Bylaw.
- 4 Any references to other sections are updated to reflect the new numbers of the sections.

READ A FIRST TIME IN OPEN COUNCIL this	day of	2024.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2024.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2024.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2024.

MAYOR

CITY CLERK

SCHEDULE F
Council Committee of the Whole Terms of Reference

- 1** The Committee of the Whole (“**COTW**”) is established.

Membership

- 2** Members of Committee of the Whole are all of Council.

Purpose

- 3** Allow Council to meet in a more informal manner, relaxing procedural rules to receive information, narrow decisions, debate, and digest options, and pre-consider items that will later come before them at a regular Meeting of Council.

Administrative Support

- 4 (1)** The City Manager, as the sole employee of Council, shall attend and participate in the Committee of the Whole meetings.
- (2)** The Clerk is responsible for preparing Agendas, preparing Minutes and providing procedural advice.
- (3)** The City Manager may require other members of Administration to attend and support the Committee of the Whole.

Quorum

- 5** The Quorum for Committee of the Whole is a majority of Members.
- 6** If there is a vacancy on Council, the Quorum is the majority of the remaining Members.

Chair

- 7** The Deputy Mayor is the Chair of the Committee of the Whole.
- 8** The Chair will preside over and be responsible for the conduct of meetings.

Mandate

- 9** Committee of the Whole may consider any matter, including but not limited to:
- (a) advocacy;
 - (b) Council policy;
 - (c) significant topics;
 - (d) committee updates;
 - (e) Notices of Motion.

Committee Meetings

- 10** At the first Committee of the Whole meeting following the Organizational Meeting each year, the Committee of the Whole will establish the dates for the Committee meetings and work plan.

- 11** Public notice of a Committee of the Whole meeting will be given in the following manner:
- (a) Committee meeting dates, established at the first meeting following the Organizational Meeting will be posted on The City's website as soon as practically possible.
 - (b) for changes to the frequency, time, date or location of a Committee of the Whole meeting:
 - i. changes will be noted in the Minutes of the previous meeting; and
 - ii. if changes are made after the previous meeting, notice will be provided:
 - A. to the Members via email; and
 - B. to the public by posting on The City's website.
 - (c) a Committee of the Whole meetings will be cancelled by CARC if there are no Agenda items. Notice will be provided:
 - i. to Members via email; and
 - ii. the meeting date will be removed from the City's website as soon as practically possible.
 - (d) CARC to determine if Special Meetings are required, notice will be provided as soon as practically possible:
 - i. to the Members via email; and
 - ii. to the public by posting on the City's Website.
- 12** Conduct meetings in public unless an exemption is permitted in accordance with the *MGA* and *FOIP Act*

Meeting Procedures

- 13** The process for Committee of the Whole is as follows:
- (a) a Member may speak more than once, provided that each Member who wishes to speak to the matter has had an opportunity;
 - (b) Members may speak for longer than 10 minutes;
 - (c) Members must be recognized by the Chair before speaking, however Members may direct questions and answers to one another and Administration;
 - (d) Members may speak even though there is no motion on the floor, but if there is a motion on the floor a Member must only address that motion; and
 - (e) Minutes of COTW shall be adopted by motion at the following COTW meeting.
- 14** Committee of the Whole may:
- (a) receive delegations;
 - (b) meet with other municipalities and other levels of Government;
 - (c) provide direction that more information be provided; or

(d) provide a non-binding recommendation, by motion, to Council.

15 Committee of the Whole may not do business only Council can, such as:

(a) conduct statutory Public Hearings;

(b) pass bylaws;

(c) set taxes;

(d) approve the municipal budget; or

(e) approve Council policy.



December 16, 2024

Long Term Financial and Business Systems Plan Update

Prepared by: Mike Olesen, General Manager

Department: Growth & Finance

Report Summary

The Long Term Financial and Business Systems plan has progressed to where the procurement phase, securing the consultant that will support this body of work, is now complete.

Administration and the consultant will be completing the Phase I project kick-off early in January 2025 where the final scope of the entire project will be confirmed.

Administration and the consultant will be presenting the anticipated draft project scope and critical path to Council at the December 16th, 2024 meeting. This presentation will outline the principles and methodologies that will be utilized for the best results out of this review and plan. This will include more detail into the engagement process where key stakeholders, including Council, will be engaged to inform the scope and desired outcomes of our Long Term Financial and Business Systems plan.

Proposed Resolution

Council of the City of Red Deer received the report for information.

Key Messages

1. The 2025 Budget Process & Charter addressed the 2024 Council resolution in relation to the “Level of Service Review” and the 10 Year Capital plan. These factors remain an ongoing and evolving process into future iterations of the budget.
2. The Long Term Financial and Business Systems plan will provide the modelling and action steps required to pursue a greater state of financial sustainability, methods for revenue enhancement, and the key considerations related to the use of reserves.

Background

Council Motion Arising January 2024

Council approved the following motion arising from their consideration of the 2024 Budget Amendments:

Resolved that Council of the City of Red Deer hereby directs administration to develop the Financial Management and Financial Governance Maturity plan for the City of Red Deer to address:

- Financial Sustainability*
- Level of Service Review Process*
- Revenue Enhancement*
- Uses of Reserves*
- 10 – Year Capital Plan*

To report on it to City Council by June 1, 2024 to support Budget 2025 development including a budget model and debrief with Council in Q1 on the budget 2024 process.