

1. Agenda

Documents:

[AGENDA - JANUARY 27, 2020.PDF](#)

2. Executive Summary

Documents:

[AGENDA - JANUARY 27, 2020\\_ES.PDF](#)

# AGENDA



## REGULAR MEETING AGENDA

Council of the City of Lacombe  
Monday, January 27, 2020 at 5:00 p.m.  
in Council Chambers

Time	Agenda Item	Representative
5:00	<b>1. CALL TO ORDER</b>	
	<b>2. ADOPTION OF AGENDA</b>	
	2.1 Additions	
	2.2 Deletions	
	2.3 Reordering ( <i>Item 7 prior to Item 6</i> )	
	<b>3. PRESENTATIONS</b>	
5:00	3.1 Wolf Creek Public Schools	
		- Ms. Pamela Hansen, Board Chair and Trustee Ward 4 - Mr. Jayson Lovell, Superintendent of Schools - Ms. Kelly Lowry, Ward 5 - Mr. Brent Buchanan, Ward 5 - Roger Hall, Secretary Treasurer
	<b>4. PUBLIC HEARINGS</b>	
	4.1 N/A	
	<b>5. REQUESTS FOR DECISION</b>	
	5.1 Bylaw 393.3 Utility Rate – Second/Third Reading	<i>Sr. Mgr. Reyes</i>
	5.2 Len Thompson Pond - Sponsorship	<i>Dir. Juch</i>
	5.3 Review of Trail Carry Forward Capital Projects	<i>Dir Juch</i>
	5.4 Joint Council Workshop with Blackfalds Council	<i>Acting CAO</i>
	5.5 Council Committee Meeting – February 3	<i>Acting CAO</i>
	5.6 Parkland Community Planning Services Bylaw 475	<i>Dir. Thompson</i>
	<b>6. INFORMATION</b>	
	6.1 Administrative Reports	
	6.1.a N/A	
	6.2 Council Mailbox	
	6.2.a Gov AB letter Re: Assessment Model Review Jan 2	
	6.2.b Operation Lifesaver Canada Re: Rail Safety Jan 14	
	6.2.c Blackfalds Response Re: BOLT Regional Transit Jan 15	

6.3 Commission, Board, Committee Reports and Minutes

6.3.a Art Collection Meeting Minutes & Conference Summary – Nov 14

*Cnclr: Jacobson*

6.4 Councillor Reports

6.4.a Mayor Creasey

6.4.b Councillor Gullekson

6.4.c Councillor Ross

6.4.d Councillor Hoekstra

6.4.e Councillor Jacobson

6.4.f Councillor Hibbs

6.4.g Councillor Konnik

**7. ADOPTION OF MINUTES**

7.1 January 13, 2020 Regular Council Meeting Minutes

**8. NOTICES OF MOTION**

8.1 N/A

**9. IN CAMERA**

9.1 Labour (FOIP S. 17)

*Mgr Wilton*

9.2 Labour (FOIP S. 17)

*CAO Goudy*

**10. ADJOURNMENT**

**Next Meetings:**

- Monday, February 10, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, February 24, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, March 2, 2020
  - Council Committee Meeting: 5:00 p.m., Council Chambers



---

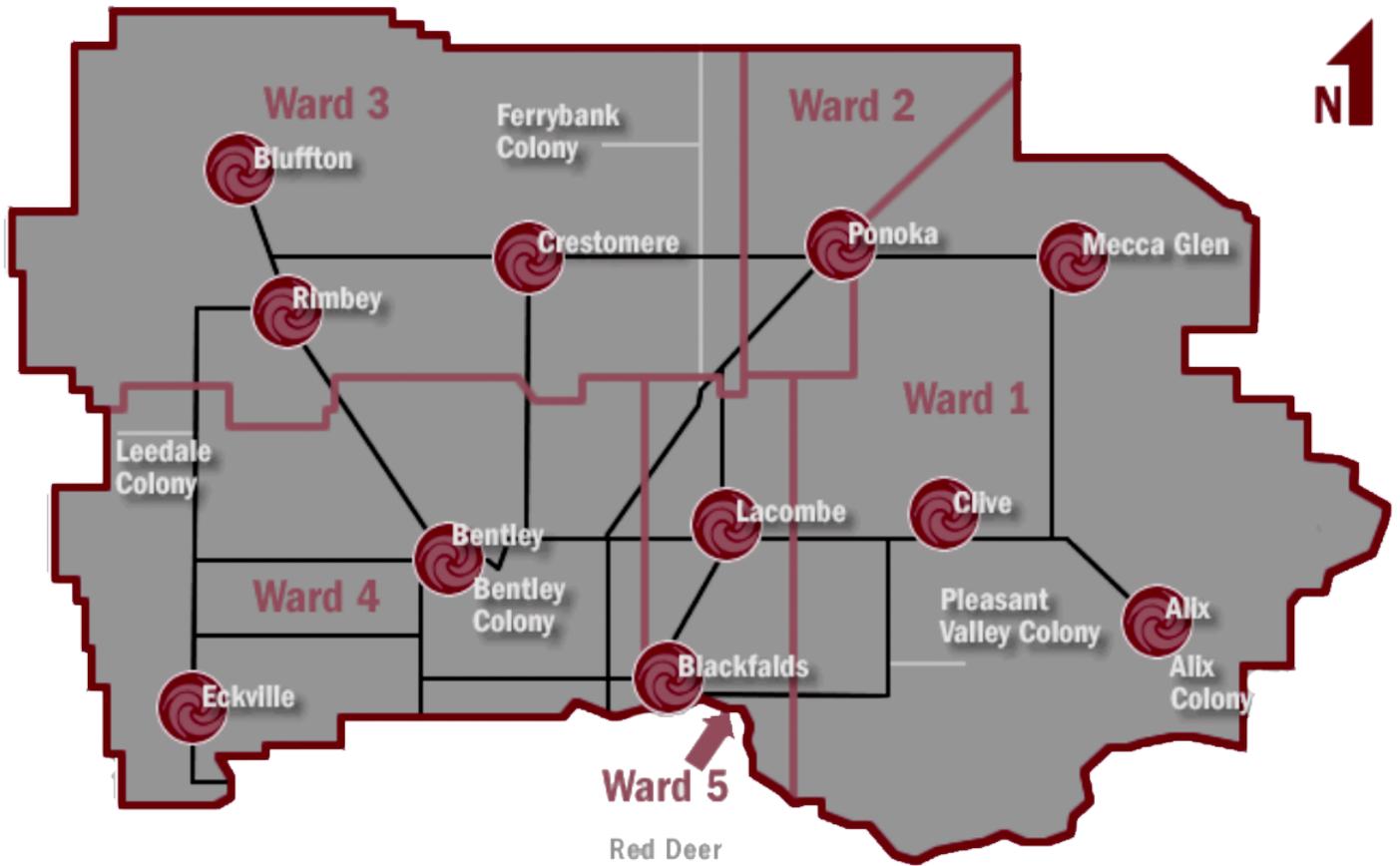
January 27, 2020

## Meeting with Municipality

### About Wolf Creek Public Schools

- Approximately 7300 students, from Kindergarten to Grade 12, attend Wolf Creek Public Schools.
- The Division employs approximately 412 teachers and 350 support staff.
- There are 30 schools in the Division: 20 regular schools, three outreach schools, five Hutterite Colony schools, one district school program for students with psychiatric and/or emotional/behavioral challenges, and one patients' school located at the Centennial Centre in Ponoka.
- Residents of Wolf Creek Public Schools are represented by six trustees on the Board of Trustees. Each trustee represents a ward within the boundaries of the school division.
- The Division's operating budget for the 2018-2019 school year is \$90 million.
- Approximately 3900 students are transported to and from school on division-owned and contracted buses along 71 rural bus routes and seven urban routes (Blackfalds, Lacombe, Ponoka).
- French Immersion programs are offered in four City of Lacombe schools.
- Wolf Creek Public Schools covers 5944 square kilometres and is located on both sides of the Queen Elizabeth II Highway (Highway 2) midway between Calgary and Edmonton. The City of Red Deer is our closest urban center.
- Wolf Creek Public Schools has partnered with Red Deer College and Olds College to provide several *Dual Credit and Career* opportunities for high school students.
- Wolf Creek Public Schools has partnered with Livingstone Range School Division to provide *Enhanced Learning* which focuses on diploma preparation through a flexible curriculum model.
- Wolf Creek Public Schools offers an *International Learning Program* which creates opportunities for cultural and educational experiences.
- Wolf Creek Public Schools runs *Bright Futures Play Academy* in most elementary schools, a pre-kindergarten early-intervention program designed to provide outstanding programming for our youngest learners.

## School Jurisdiction Map and Wards



**Ward 1 - Trustee, Luci Henry**

**Ward 2 - Trustee, Lorrie Jess**

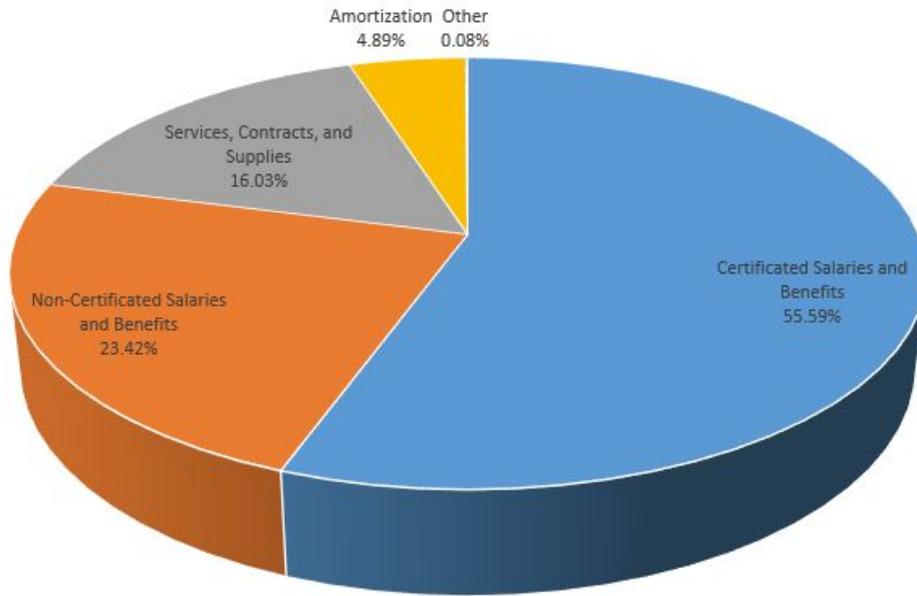
**Ward 3 - Trustee, Trudy Bratland**

**Ward 4 - Trustee, Pamela Hansen**

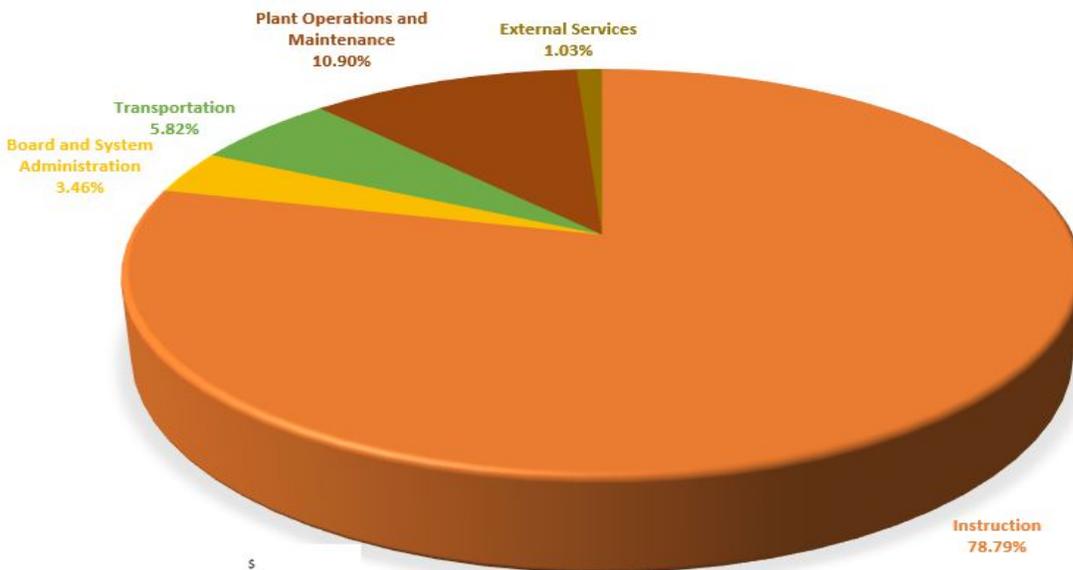
**Ward 5 - Trustees, Kelly Lowry and Brent Buchanan**

# Wolf Creek Public Schools' Budget Allocation

Wolf Creek School Division 2019/2020 Expenditures



WOLF CREEK SCHOOL DIVISION 2019/2020 EXPENDITURES BY SECTOR



Sector	Amount (\$)
Instruction	71,090,637
Board and System Administration	3,122,188
Transportation	5,253,506
Plant Operations and Maintenance	9,838,082
External Services	925,418

## **Purpose of the Meeting**

To highlight the role that the School and the Trustees play in the Community; and our desire to work more closely with our municipal partners to ensure strong and vibrant communities. Together we are the ground roots governance of our communities and we look forward to spending more time together to advance our common goals in the community and to ensure local autonomy.

## **The Role of Trustees**

Public school trustees are the critical link between communities and school boards. They ensure public schools meet the diverse needs of students in their communities. Together, trustees are responsible to their communities for the quality of education provided in local schools within an approved financial framework. This includes providing early childhood intervention, parental education, mental health, extra curricular activities and programs, etc.

In K-12 public education, many partners at the municipal and provincial level work together to ensure adequate support and resources are available to provide strong programming to meet the needs of all students.

Generally funding comes to school boards in five different categories.

1. Base instruction funding
2. Differential funding
3. Targeted funding for provincial initiatives
4. Other provincial support funding
5. Capital funding

## **Appreciation of Municipality in Supporting the Division and Community School**

- Appreciate the Joint User Agreement - we keep the City facilities busy and they keep our gyms full. Reciprocal of using each others facilities at cost.
- Mayor for the Day Program - Grade Sixes love it!
- Annual City Clean Up - every class at Lacombe Upper Elementary takes part in.
- Good relationship between all departments of the City and the Schools. It is a wonderful working relationship (the schools can call any City department for help or support).
- SRO Program works well.
- The Police and Bylaw Officers drive along the street in front of the schools in the mornings and this helps ensure traffic is following rules.
- Snow plowing boulevards so students can walk along both sides of the street.
- Financial assistance has been provided on various occasions, i.e. club projects (Eco-Vision).
- Local donations:
  - Memorial portrait of those killed in action - "Service Member Byron Greff" former student of Lacombe Composite.

- Disadvantaged students to take part in a school trip to Tofino, B.C.
- Breakfast and lunch program that help feed nutritious meals to all Outreach students. This program allows all students to access food without the stigma of being selected for aid.
- Council attendance at various school ceremonies, awards and grand openings; and speak on particular topics/issues/concerns when invited.
- The U-turn accommodations have allowed students to remain in school with extra support for housing/shelter of Outreach students.
- The Encore Art Show, displaying student work in the Lacombe Memorial Centre, Art-in-Ice Sculpture collaboration.
- Operation Lunch Box at Terrace Ridge.
- Prizes for Walk to School Week and Winter Activity Challenge.
- Wonderful help maintaining and managing water for the Outdoor Medicine Wheel and K-2 Forest Rehab Garden toward the street spring and summer months.
- Garbage cleanup, environment cleanup week, mayor visit.
- The City of Lacombe had a huge hand in helping with Terrace Ridge School's "Robin's Nest Project" this past spring. Generous donations to the garden space and assistance with the Eco Lacombe Grant application which provided an additional \$2,750. The school could not have done the project without the support of the City.

### **Highlights of Our Programs and Successes**

- ✓ FNMI Foundational Knowledge and Truth and Reconciliation
- ✓ Bright Futures Play Academy (significant to the community, early intervention/Program Unit Funding (PUF), parent programming)
- ✓ Dual credit (we are working with five post-secondary institutions to provide apprenticeship and post-secondary program opportunities while in high school)
- ✓ Partnerships (we are working with Livingstone Range School Division to offer the Enhanced Learning Model)

## Top Advocacy Items

1. Funding for Public Education Including Supporting Inclusion
2. Mental Health Supports
3. SRO Supports
4. Municipal Poverty Simulation
5. Municipal Land Reserve - Possible New School Locations

### 1. Provincial Budget 2019: Major Changes

- Elimination of three major grants with a replacement grant that is significantly lower.
- This change represents a \$250 per student funding reduction for 2019/2020.

<b>Funding Reductions</b>			
Class Size Funding			3,268,717
CIF			904,000
School Fee Replacement Grant			478,000
Funding Reduction :			\$4,650,717
<b>Funding Increase:</b>			
	Per FTE Amount	Estimated FTE	
One Time Transition Grant:	356	7079.98	\$2,520,473
Add'l students compared to projection	6679.79	51	\$339,646
			\$2,860,119
Difference in Funding including the FTE increase of 45 FTE:			<b>-\$1,790,598</b>

- Dramatic increase in weather related losses in Canada and especially Alberta. Lowest profits in 20 years by insurance companies. Wind, hail, rain, floods, etc happening more frequently. Alberta has half the weather related losses in Canada over the past five years. Annual losses are higher. 2019 wildfire season caused serious damage across Alberta.
  - 18/19 loss ratio = \$45.1 million losses versus \$7.6 million collected in premiums for ASBIE. 594% loss ratio.
- **Wolf Creek's premiums will increase \$1 million over current.**
  - **This represents a 156% increase in our rates.**
  - Our insurance premium went from \$578,000 per year to \$1.6 million per year.

**NOTE: This was unforeseen and not budgeted for.**

### Bottom Line:

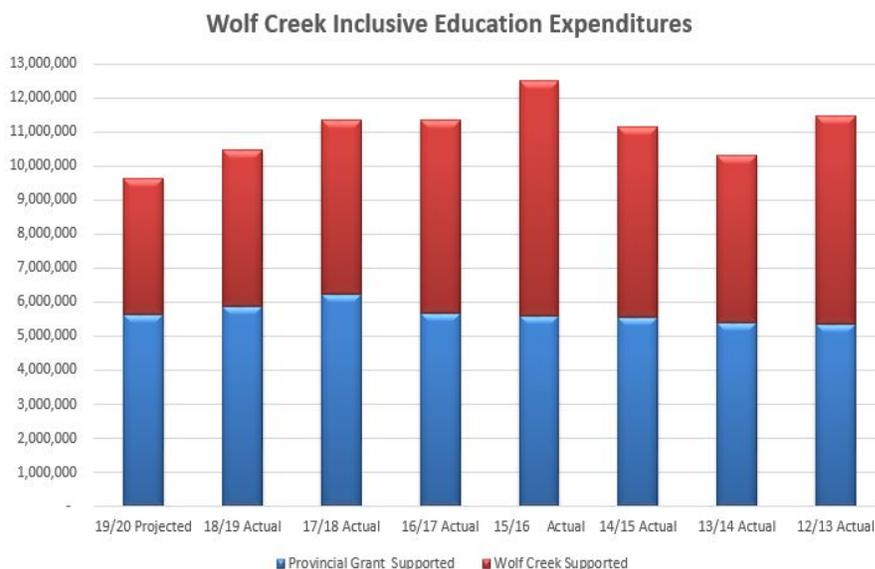
- Original anticipated deficit of \$139,328 was actually \$3,000,000.
- On November 1, 2019 the Board approved covering the \$3 million deficit with a combination of operational reserves (\$1.9 million) and capital reserves (\$1.1 million).

### New Realities:

- Government has stated they are “freezing” funding rates for four years.
- The funding and assurance framework is under review and will be released for spring, 2020 budget (March?)
- The “one time transitional funding” is uncertain moving forward into the spring, 2020 budget.
- We no longer have class size funding, school fee reduction funding or Classroom Improvement Funding (\$4.65 million total)

### Providing Enhanced Funding to Support a Fully Inclusive Learning Environment

- Since 2012/2013, Alberta Education funding for Inclusion has only increased \$333,497 (to current year) to \$5,676,035
- We are block funded for inclusion based on a set profile that was established in 2007.
- Learners with diverse needs make up 12% of our total student population.



- **\$42,871,705** in **Board Contributions** over eight years (to June, 2020) - **over and above** Alberta Education funding.
- The Board is facing considerable challenges to maintain funding to provide adequate programming for diverse learners.
- There is a lack of continuity between Regional Collaborative Service Delivery (RCSD) regions and AHS regions, resulting in discrepancies in levels of services, flexibility, policy, etc.

- AHS will not send mental health therapists into schools, which creates logistical issues and educational barriers in many rural communities. School divisions are required to contract and fund services when AHS is unable to do so. Lack of available services:
  - AHS currently has dozens of unfilled allied health positions, the majority based in rural Alberta.
- Lack of access to services:
  - Due to the high number of unfilled positions, health care professionals operating in rural Alberta are faced with unmanageable caseloads.
  - In the absence of local services in rural Alberta, health care professionals are contracted from urban centres, resulting in service time lost to travel time.
  - After hours mental health services are often not available in rural Alberta.

## 2. Increasing Need to Support Students, Staff and Families in the Areas of Mental Health

- Wolf Creek has School Social Workers in every school at varying FTEs.
- Complex needs of children is becoming more prevalent. Additional supports for social, emotional and physical well-being, before learning can even take place, have increased in otherwise uncoded students.
- Health care specialists are required in our communities and that needs to include the schools.

School	SSW FTE	School	SSW FTE
Alix-MAC School	0.6	École Secondaire Lacombe Composite High	1.0
Bentley School	0.8	École Lacombe Jr High School	0.8
Bluffton School	0.3	Lacombe Outreach School	0.9
The Brick Learning Centre ( <i>original allocation was 0.9, school contributed funds to increase to 1.0</i> )	1.0	École Lacombe Upper Elementary School	0.7
Clive School	0.3	Mecca Glen School	0.3
Crestomere School	0.3	Ponoka Elementary School ( <i>original allocation was 0.9, ILS contributed funds to increase to 1.0</i> )	1.0
Eckville Elementary School	0.3	Ponoka Secondary Campus	1.0
Eckville Jr/Sr High School	0.3	Rimbey Elementary School	0.9
Iron Ridge Elementary Campus ( <i>original allocation was 0.9, FCSS contributed funds to increase to 1.0</i> )	1.0	Rimbey Jr/Sr High School	0.6
Iron Ridge Intermediate Campus	0.8	Terrace Ridge School	0.6
Iron Ridge Junior Campus	0.8	West Country Outreach School	0.3
École JS McCormick School	0.9	Wolf Creek Academy	0.2
		Division Social Worker	0.4

How we are currently funding our SSW program (including CIF, County of Lacombe funding, etc):

<b>School Social Worker Projected Funding for 2018/19</b>	
Alberta Education Funds:	
Classroom Improvement Fund	452,278
Board Allocation	348,996
Allocation from The Brick Learning Centre (2018/19 only)	7,900
Other Government Funding	
Central Alberta Child and Family Services Grant	345,884
Other Revenue	
Town of Blackfalds Grant (2018/19 only)	8,400
Lacombe County Liaison Grant	150,000
<b>Total Projected SSW Funding for 2018/19</b>	<b>1,313,458</b>

**NOTE:** Wolf Creek funds 27% of our SSW program.

- SSWs will refer more complex cases requiring specialized interventions or supports to outside agencies. **To date this year** our SSWs have made:
  - **182 referrals to Alberta Health Services**
  - **160 referrals to community agencies**
  - **37 referrals to Children’s Services**

Overview to what degree our SSWs are utilizing their time on student mental health needs:

*The table to the right represents year-to-date stats from our School Social Workers outlining the issues facing students.*

Issue Stats	YTD	%
Mental Health	523	39.6
Family Issues	376	28.4
Social Skills/Peer Relations	268	20.3
Grief/Loss	75	5.7
Threat & Risk Assessment	6	0.5
Gender Identity/Sexual Orientation	14	1
Other	60	4.5
<b>Total Issues</b>	<b>1322</b>	

### 3. The Importance of the SRO Program

#### Police Working in Schools

The school environment provides an excellent opportunity for positive interaction with children and youth outside of traditional police enforcement activities. These interactions can build relationships that have valuable preventative effects and a positive impact on community safety.

Schools typified as safe and caring are committed to preventing problems, fostering respect, fairness, equity, inclusion, and use school-wide efforts to build community. Emphasis is placed on handling incidents in a mature and reasoned manner, using interventions that repair harm, strengthen relationships and restore a sense of belonging. All stakeholders teach, model and promote socially responsible behaviors, solve problems in peaceful ways and respect diversity and human rights.

Police officers working directly in schools is a key element of community policing that views the prevention, and resolution of crime as a shared responsibility of police and the community. The actions of police involve both proactive elements (e.g., crime prevention presentations, community education efforts, mentoring) and reactive responses (e.g., law enforcement, crisis response).

Police officers in schools work collaboratively with all stakeholders (e.g., students, school administration, staff, guardians and community) to provide a positive learning environment around social and citizenship issues and resolve crime related concerns in a safe and peaceful manner.

School administrators and students feel it is a direct benefit to the community when police officers develop a high degree of familiarity with the schools in the neighborhoods they serve. Getting involved in school and student activities are also frequently mentioned by school staff and students as a best practice. Engaging in fun activities with students is seen as a way to develop a positive perception of police.

#### Objectives and Benefits of Police Working in Schools

- **Reduce school-related crime:**

School related crime includes crimes that occur both on school property and in the surrounding community, that are attributable to persons or events associated with a given school. The work entails working proactively with youth with respect to gathering information and providing crime education. Police working in schools can detect problems and work with youth and all stakeholders to de-escalate and ideally resolve issues so that crime is ultimately prevented. Proactive police work facilitates better decision making by youth and fosters a greater awareness of what constitutes crime and the consequence of such actions.

- **Promote the partnership between schools and police working in schools as a valued collaboration and resource to the community:**

Given a philosophy of community policing, police working in schools are not viewed as just law enforcers. They serve a myriad of roles including, but not limited to, mentor, role model, educator and a source of information. As school communities build a relationship with police officers, all stakeholders are more likely to share appropriate information and develop mutual trust and respect.

- **Create a safer and more caring school environment:**

Youth, educators and the community need to believe that their school is a safe environment in which to work, learn and belong. It is expected that police working in schools will make meaningful contributions to creating a positive school culture and establishing a greater sense of school safety, in order to facilitate teaching and learning.

- **Develop a positive perception of the police:**

Examples of this include:

- Enabling school communities to view police officers as caring people rather than just as authority figures; decreasing negative perceptions youth have of police;
- allowing students to address concerns confidentially;
- providing consistency by working with the same police officer who has established a positive relationship with students and staff;
- providing a positive role model of police officers and/or authority figures;
- breaking down myths and stereotypes of police officers;
- increasing accessibility of police officers; and
- acting as a neutral, supportive listener/confidant/someone to talk to.

- **Promote the well-being and health of children and youth:**

It is our belief that promoting the well-being, health, and safety of children and youth produces successful, productive adults, capable of making meaningful contributions to the health, safety and culture of their local communities and society in general.

- **Improve community perception of youth:**

A perception that crime and disorder are increasing can perpetuate a fear of youth, particularly amongst seniors. Positively engaging children and youth in the community can positively impact this perception.

- **Serve as a role model/mentor to increase students' developmental assets:**

Some youth pursue careers in criminal justice related work based on the experience with school-based police officers.

## Wolf Creek Schools With School Resource Officer

Schools	Supporting Municipality	Support Provided
Alix-MAC School Bentley School Clive School Eckville Elementary School Eckville Jr/Sr High School	Lacombe County Peace Officers	<b>51%</b> of cost <i><u>supported by County</u></i>
École J.S. McCormick School École Lacombe Upper Elementary École Lacombe Junior High École Secondaire Lacombe Composite Lacombe Outreach School	City of Lacombe Police	<b>50%</b> of cost <i><u>supported by City</u></i>
Ponoka Elementary School Ponoka Secondary Campus The BRICK Learning Centre	Ponoka County	<b>33.33 %</b> of cost <i><u>supported by County</u></i>
Iron Ridge Elementary Campus Iron Ridge Intermediate Campus Iron Ridge Junior Campus	Town of Blackfalds	<b>100%</b> of cost <i><u>supported by Town</u></i>

#### 4. Municipal Poverty Simulation

##### March 6, 2020

The Board of Trustees would like to promote hosting a municipal poverty simulation event with a tentative date of March 6, 2020, at the École Secondaire Lacombe Composite High School.

The Poverty Simulation was developed to help raise awareness about different aspects of poverty that can lead to discussion about the potential for change in local communities. The poverty simulation is a unique tool that Wolf Creek Public Schools has been using to increase awareness with our school staff about the complexities of living in poverty day-to-day.

During a simulation, participants role-play the lives of low-income families, from single parents trying to care for their children to senior citizens trying to maintain their self sufficiency on social assistance. The task of each family is to provide food, shelter and other basic necessities during the simulation while interacting with various community resources.

Although it uses 'play' money and other props, fictional scenarios, and time limits, this is not a game. It is a simulation tool that enables participants to view poverty from different angles in

an experiential setting, while empowering the volunteers and participants by allowing the opportunity to interact with leaders from their community.

Our hope is to engage council to take part in this poverty simulation with surrounding municipalities within jurisdiction of Wolf Creek Public Schools.

Proposed details as follows:

March 6, 2020

École Secondaire Lacombe Composite High School

3:00 - 5:30 pm (gymnasium)

Supper to follow (Bob Ronnie)

## **5. Municipal Land Reserve - Possible New School Locations**

- Alberta Education and Alberta Infrastructure are doing much more extensive reviews of school sites to ensure that their location, size, soil type, previous land use, and proximity to potential hazards such as highways, railroads, and airports fits within the expected parameters. The reasons for this are varied but site suitability and costs are a large part of the mandate.
  - Wolf Creek requests consultation with the municipality when school land reserves are being allocated or specific sites are being determined. This could potentially assist in ensuring that the site chosen works for both government requirements and for our School Jurisdiction needs.
- 

## **Joint Use Partnership Agreement**

- We look forward to engaging in discussions pertaining to the Joint Use Partnership Agreement that are required by municipalities.

## **Areas of Need or Challenges at our Schools/Community**

- Continue to provide facilities and fund facilities that promote youth activity. We always need more things for kids to do in the evenings and weekends. Hanging out at the library on the computers is not the most productive; not to mention library staff may tire of the kids hanging out there every evening.
- Pool costs - continuing with having swimming as part of programming at the schools is getting more difficult because the costs keep climbing. We need to keep swimming lessons provided during the school day affordable as this is a life skill that kids need and if we don't offer it they won't learn to swim.
- Not enough gym space for volleyball/basketball tournaments.
- No auditorium for large events.

- We have been trying to teach our students to recycle...we look forward to having a Waste Management System that will allow for some type of pickup. Currently, we pay \$100 per month for the cardboard to get picked up at schools, but we'd like to teach students to recycle plastics and glass, etc. This is the age to develop habits and attitudes.
- The City runs the water out of the fire hydrant onto the playground at JS McCormick - it is not great to have giant puddles for our students.
  - Is it possible to do this on an aligned calendar day?
  - Or, is there any way to give a heads up when the City is doing anything on the playgrounds?
- During hockey games, teams park their vehicles on the playground at JS McCormick when they bus teams to away games. Can we ask them not to park on the playground?
- It is important to have the School Resource Officer in and around Lacombe schools. However, one SRO for all of the schools makes it difficult to be present when needed. Perhaps more than one SRO may be required in a city this size as time is a challenge with just one.
- When a city official is unable to attend a school function they have been invited to, if they could send a note or email letting the school know as students and staff notice their absence.
- Consider how city decisions affect schools (i.e. bylaws and how they might be jointly enforced) specifically the Bolt Bus.
- Traffic on Highway 12 is heavy and typically going over the speed limit. The Lacombe Outreach School is on this main thoroughfare and a speed zone reduction or marked/lighted crosswalk would be welcome.
- The Lacombe Outreach School is looking for a new location and we are always looking for partnerships.
- Terrace Ridge School has had an increase in dogs on the school playground. They are generally leashed. We would like to see Bylaw 253, Section 22 amended so that dogs are not allowed on any part of the school grounds during the school day (not just the playground portion) unless pre-approved by the school principal.
- School zone signs state that the reduction in speed starts at 8:00 am. Please consider starting at 7:30 am as schools are accessible shortly after 8:00 am and many students are travelling between 7:30 and 8:00 am.

## **We'd Love to Hear Municipality Advocacy Efforts**

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** 2020 Utility Rate Bylaw – Bylaw 393.3  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** January 27th, 2020

FILE: 13/931

## PURPOSE:

In accordance with the estimates provided in the 2020 Operating Budget, Administration has prepared revisions to the rate schedules in the Utility Bylaw.

The rates in Bylaw 393.3 would be effective January 1, 2020.

## RECOMMENDED MOTION(S):

1. THAT Council give second reading to Bylaw 393.3; and further
2. THAT Council give third reading to Bylaw 393.3.

## RELATED PRIOR MOTION(S):

1. (January 13, 2020) THAT Council give first reading to Bylaw 393.3

## EXECUTIVE SUMMARY:

The 2020 Utility Rates are proposed for Council's adoption. They are consistent with Council's direction via adoption of the 2020 Operating Budget:

- Water Utility Rates – 0.9% Increase
- Wastewater Utility Rates – 0.9% Increase
- Solid Waste Utility Rates – No change from 2019 rates

## ANALYSIS:

### Water

The proposed monthly fixed water rate for 2019 will **increase by 0.9%** (from \$26.77 to \$27.01 per month). The per unit consumption rate will **increase by 0.9%** (from \$2.47 to \$2.49 per cubic meter). The base fee is used to cover fixed costs such as administration and distribution costs. The per unit consumption rate is intended to cover the cost of water purchased from the regional water commission as well as to account for water loss in the system.

As a result of new changes bulk water will **increase by 0.9%** (from \$4.75 to \$4.79 per cubic meter).

# REQUEST FOR COUNCIL DECISION



## Waste Water

The City is a member of the North Red Deer Regional Wastewater Services Commission and receives services from the Commission. The current model includes a flat monthly fee and a consumption fee similar to the water rate model. For 2020, the fixed monthly rate will **increase by 0.9%** (from \$20.00 to \$20.18 per month). The fixed monthly rate is used to cover fixed costs of the utility such as administration, debt payments and some operations.

The per cubic meter consumption rate for 2020 will **increase by 0.9%** (from \$2.65 to \$2.67 per cubic meter of effluent). This rate covers the variable costs of treatment and the charges by the North Red Deer Regional Wastewater Commission.

## Solid Waste

The solid waste utility includes several streams of waste. These include residential garbage pickup, yard waste and composting and the recycling centre located on Wolf Creek Drive.

2020 rates will be as follows;

Residential solid waste rates will **remain** at \$ \$31.76 per month.

Apartment rates (4 Units or more) will **remain** at \$19.97 per unit per month.

Modular Home Park rates will **remain** at \$24.49 per month.

Commercial rates will **remain** at \$ \$116.79 per month, per bin.

Additional cardboard pickup will **remain** at \$106.79 per month.

Any unscheduled pickups will also **remain** at \$58.39 per pickup for commercial waste and at \$53.39 for cardboard.

## Financial Implications

The proposed rates are based on a cost recovery basis. The expected revenue generation is as follows:

Water	\$4,767,648
Wastewater	\$4,771,573
Solid Waste	\$2,658,981

# REQUEST FOR COUNCIL DECISION



The combined utility bill increase for the year for an average household will be \$1.14 a month, or about \$11.50/year. Examples of typical customers are attached to this memo.

Administration recommends second and third reading to ensure 2020 revenue is achieved. Delaying second and third reading past January 2020 will impact the revenue for 2020, as 2019 rates would continue to be in effect until bylaw 393.3 is passed.

## **Legislative Authority**

- Section 191 of the MGA – Power to Amend a Bylaw
- Bylaw 393.3 is the City's utility bylaw which establishes the utilities and their respective rates.

## **STRATEGIC PLAN ALIGNMENT:**

4.3.3 (b) Sustainable Infrastructure;

Goal – To be Strong Stewards of Our Built Environment

- Users of the City's solid waste management services are getting the best value possible for a service that conforms to regulated standards.

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

The public has been made aware through the budget process about the rate increases in utilities. Further communication will follow Council giving first reading to bylaw 393.3.

## **ALTERNATIVE MOTION(S):**

- a) THAT Council give second reading to bylaw 393.3
- b) THAT Council give third reading to bylaw 393.3
- c) THAT Council do not give second and third reading to bylaw 393.3 and direct Administration accordingly.

# REQUEST FOR COUNCIL DECISION



## **ATTACHMENTS:**

- City of Lacombe Bylaw 393.3
- Impact of Proposed Rate Changes

**City of Lacombe**  
**Bylaw 393.3**

**A Bylaw of the City of Lacombe, in the Province of Alberta (hereinafter referred to as “the Municipality”), to amend Bylaw 393, being a Bylaw for the supply of Water, Wastewater and Solid waste services to the residents and customers of the City.**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26 section 191, a municipality shall have the power to amend a bylaw;

AND WHEREAS, the City of Lacombe wishes to amend bylaw 393 Schedule B – Rates and Fees;

NOW THEREFORE, the Council of the City of Lacombe, duly assembled hereby enacts as follows:

**1. BYLAW TITLE**

1.1. The bylaw shall be referred to as “The Utility Bylaw Amendment”

**2. AMENDMENT OF BYLAW 393**

2.1. Bylaw 393 Schedule B is hereby replaced with the attached Schedule B.

2.2. Schedule B is attached and forms part of this bylaw.

**3. EFFECTIVE DATE**

3.1. This bylaw shall come into force and effect when it receives third reading and is duly signed.

**4. SEVERABILITY**

4.1. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

INTRODUCED AND GIVEN FIRST READING THIS 13<sup>th</sup> day of January, 2020.

GIVEN SECOND READING THIS \_\_\_\_\_ day of January, 2020

GIVEN THIRD AND FINAL READING THIS \_\_\_\_\_ day of January, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**City of Lacombe Bylaw 393.3**  
**Schedule B – Rates and Fees**

**WATER SERVICE RATES:**

1. Residential and Commercial shall be charged as follows:
  - i. Monthly service charge: \$27.01 plus;
  - ii. \$2.49 per cubic meter of water consumed each month.
2. **PRIVATE FIRE HYDRANTS:**
  - a. Where a premise has a private hydrant for fire protection purposes there shall be levied a charge of \$49.00 per month for each hydrant.
3. **BULK WATER STATION:**
  - a. Bulk Water Dispenser: \$4.79 per cubic meter
4. **UN-METERED RATES FOR BUILDING CONSTRUCTION:**
  - a. Monthly Service Charge: \$49.90

**WASTEWATER SEWER SERVICE RATES:**

5. Where a property receives both water and wastewater sewer services the charge shall be set as follows:
  - a. Residential and Non-Residential Wastewater services shall be charged as follows:
    - Monthly service charge: \$20.18 plus; and
    - \$2.67 per cubic meter of wastewater effluent discharged each month.
  - b. For all properties, effluent discharged as identified above, will be charged 100% of the water consumed each month as determined through the use of a water meter, or such other means, the quality and installation of which, will provide a degree of accuracy acceptable to the CAO or designate.
  - c. Where a premises receives only sanitary sewer services from the City the following rates shall apply:
    - I. \$66.68 per month for any premises that would characteristically use up to 85 cubic meters per month if it was connected to the City Waterworks System.
    - II. 32% of the monthly water charges that would characteristically apply if the premises were to use a volume greater than 85 cubic meters per month if connected to the City Waterworks System.
  - d. Lacombe Research Station as per agreement with the City dated July 4, 1954 and amended most recently on November 24, 1980.
6. Wastewater Overstrength Surcharge:
  - a. Where the CAO or designate has tested the discharge of wastewater into the sanitary wastewater system pursuant to provisions in this Bylaw and found that the sampled wastewater exceeds the limits of Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), or Fats, Oil and grease (FOG) set out therein, then that Customer shall pay for wastewater service at the following rates:
    - I. A usage charge at the rate identified in Section 6 of this Schedule; and
    - II. A fixed monthly charge at the rate identified in Section 6 of this Schedule; and

III. An Overstrength Surcharge based on the amount of BOD, TSS, and FOG at the following rates:

Level 1				Surcharge
	Concentration above	Concentration below		2017 Rates
BOD	400	1,000	mg/L	\$0.3866 per kg
TSS	400	1,000	mg/L	\$0.3866 per kg
FOG	100	400	mg/L	\$0.3866 per kg
Level 2				Surcharge
	Concentration above	Concentration below		
BOD	1,000	2,000	mg/L	\$0.5799 per kg
TSS	1,000	2,000	mg/L	\$0.5799 per kg
FOG	400	800	mg/L	\$0.5799 per kg
Level 3				Surcharge
	Concentration above			
BOD	2,000		mg/L	\$0.7732 per kg
TSS	2,000		mg/L	\$0.7732 per kg
FOG	800		mg/L	\$0.7732 per kg

Table 7.1

Example calculation for wastewater containing a BOD concentration of 850 mg/L (0.85 kg/m<sup>3</sup>) with water use of 30 m<sup>3</sup>/day (80% wastewater charge equals 24 m<sup>3</sup>/day):

Level 1 is used for calculating -

▪ 0.85 kg/m <sup>3</sup> of BOD	0.85 x \$0.3866	=	\$0.3286
▪ 24 m <sup>3</sup> /day water use	24 x \$0.3286	=	\$7.89
▪ 30 days in the month of occurrence	30 x \$7.89	=	<b>\$236.70</b>

The total BOD overstrength surcharge is \$7.89 and when applied daily for the month, becomes a total surcharge of \$236.70 which would be added in addition to the monthly utility invoice along with the flat service rates and variable rates for water, wastewater, and solid waste.

### **SOLID WASTE SERVICES**

The following fees shall be charged for solid waste collection services provided by the City of Lacombe; and for disposal services provided by the City of Lacombe through the Lacombe Regional Solid Waste Commission.

**Dwellings** - For each separate dwelling within a property there shall be charged the following monthly fee for solid waste collection, recycling and disposal of waste:

Dwelling Unit	\$31.76 per month
---------------	-------------------

**Apartment** - For each apartment premises (greater than 4 separate dwelling units) the following monthly fee shall be charged for solid waste collection and disposal of waste:

Apartment per dwelling unit	\$19.97 per month
-----------------------------	-------------------



4) Account transfer to Taxes for non payment	\$35.00
5) Utility account deposit	\$350.00
6) Water and Wastewater servicing winter installation charge (October 31 <sup>st</sup> to May 1 <sup>st</sup> )	\$726.00
7) Missed appointment Charge: <ul style="list-style-type: none"><li>• To all customers who do not keep a scheduled appointment with a City representative or agent contracted by the City without giving four (4) hours notice.</li></ul>	\$35.00
8) After Hours Call-out Charge	\$120.00
9) Non-Radio frequency water meter reading charge: <ul style="list-style-type: none"><li>• Cost to manually read the Non- RF water meter.</li></ul>	\$25.00/month Or \$300/year
10) Fire Hydrant Flow Test	\$135.00
11) Sanitary sewer service flush (clear blockage in owners service line) <ul style="list-style-type: none"><li>• During regular hours</li></ul>	\$150.00
12) After hours sanitary sewer service flush To be billed on a cost recovery basis as per work order	TBD
13) Camera sanitary sewer service line <ul style="list-style-type: none"><li>• During regular hours</li></ul>	\$200.00

**City of Lacombe**  
**2020 Financial Plan and Budget**  
**Sample Utility Billings Based on Proposed Water, Waste Water and Solid Waste System Rates**

Sample	Typical Consumption Per Month	2019			2020			2019-20 Dollar Change
		Flat Rate	Variable Rate	Total	Flat Rate	Variable Rate	Total	
<b>Water</b>								
<b>Rates</b>		\$ 26.77	2.47		27.01	2.49		
Typical House	18	\$ 26.77	44.46	71.23	27.01	44.82	71.83	0.60
Low Consumption, Single Occupant	8	26.77	19.76	46.53	27.01	19.92	46.93	0.40
Restaurant	300	26.77	741.00	767.77	27.01	747.00	774.01	6.24
Large Industry	500	26.77	1,235.00	1,261.77	27.01	1,245.00	1,272.01	10.24
Large Institution	600	26.77	1,482.00	1,508.77	27.01	1,494.00	1,521.01	12.24
<b>Waste Water (100% of Water Volume)</b>								
<b>Rates</b>		\$ 20.00	2.65		20.18	2.67		
Typical House	18	\$ 20.00	47.70	67.70	20.18	48.06	68.24	0.54
Low Consumption, Single Occupant	8	20.00	21.20	41.20	20.18	21.36	41.54	0.34
Restaurant	300	20.00	795.00	815.00	20.18	801.00	821.18	6.18
Large Industry	500	20.00	1,325.00	1,345.00	20.18	1,335.00	1,355.18	10.18
Large Institution	600	20.00	1,590.00	1,610.00	20.18	1,602.00	1,622.18	12.18
<b>Solid Waste</b>								
		<u>Residential</u>	<u>Commercial</u>		<u>Residential</u>	<u>Commercial</u>		
<b>Rates</b>		\$31.76	116.79		31.76	118.50		
Typical House		\$31.76		31.76	31.76		31.76	-
Low Consumption, Single Occupant		\$31.76		31.76	31.76		31.76	-
Restaurant	1		116.79	116.79		118.50	118.50	1.71
Large Industry	2		233.58	233.58		237.00	237.00	3.42
Large Institution	4		467.16	467.16		474.00	474.00	6.84
<b>Total Billings</b>								
<b>Typical House</b>								
Total Per Month		\$78.53	92.16	170.69	78.95	92.88	171.83	1.14
Total Annual Cost		\$942.36	1,105.92	2,048.28	947.40	1,114.56	2,061.96	13.68
<b>Low Consumption, Single Occupant</b>								
Total Per Month		\$78.53	40.96	119.49	78.95	41.28	120.23	0.74
Total Annual Cost		\$942.36	491.52	1,433.88	947.40	495.36	1,442.76	8.88
<b>Restaurant</b>								
Total Per Month		\$46.77	1,652.79	1,699.56	47.19	1,666.50	1,713.69	14.13
Total Annual Cost		\$561.24	19,833.48	20,394.72	566.28	19,998.00	20,564.28	169.56
<b>Large Industry</b>								
Total Per Month		\$46.77	2,793.58	2,840.35	47.19	2,817.00	2,864.19	23.84
Total Annual Cost		\$561.24	33,522.96	34,084.20	566.28	33,804.00	34,370.28	286.08
<b>Large Institution</b>								
Total Per Month		\$46.77	3,539.16	3,585.93	47.19	3,570.00	3,617.19	31.26
Total Annual Cost		\$561.24	42,469.92	43,031.16	566.28	42,840.00	43,406.28	375.12

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Sponsorship Opportunity for Len Thompson Fish Pond  
**PREPARED BY:** Deborah Juch, Director of Community Services  
**PRESENTED BY:** Deborah Juch, Director of Community Services  
**DATE:** January 27, 2020

FILE: 75/462

## **PURPOSE:**

Administration presents this report for Council's decision on the Alberta Conservation Association request for support of increased fish stocking at the Len Thompson Fish Pond Park.

## **RECOMMENDED MOTION(S):**

1. THAT Council approves a \$3,000, five-year sponsorship of the Alberta Conservation Association fish stocking activity at the Len Thompson Fish Pond Park, to enable an increased stocking level.

## **RELATED PRIOR MOTION(S):**

1. Motion # 19-316 11/173.44 19MO Moved by Councillor Hoekstra that Council receive the following correspondence as information... 6. October 1 Len Thompson Pond Sponsorship Letter. CARRIED UNANIMOUSLY

## **EXECUTIVE SUMMARY:**

On October 15, 2019, Council received a request from the Alberta Conservation Association (ACA) for the City sponsor increased fish stocking activities at the Len Thompson Fish Pond Park, in a five-year, \$3,000 annual commitment. The ACA cites increasing angling pressure at the Park necessitates increased stocking. The City and Regional Tourism both promote fish catching opportunities for children at the Park to residents and visitors; a decline in fishing success would equate to a recreation and parks service level decrease. The ACA actively promotes their "Corporate Sponsors in Conservation" (which includes municipalities) and City sponsorship will be a collaboration with Lacombe groups and businesses sponsoring the Kids Can Catch event and the Park as a tourist draw. If approved, Administration will bring the \$3,000 adjustment to the 2020 operating budget to Council at the Spring Adjustments and include the amount in subsequent operating budgets for the next four years.

# REQUEST FOR COUNCIL DECISION



## **ANALYSIS:**

### Background

On October 15, 2019, Council received correspondence from the Alberta Conservation Association (ACA) requesting the City consider a five-year, \$3,000 annual sponsorship to increase the ACA fish stocking activities (letter attached) at the Len Thompson Fish Pond Park (the Park). The ACA states that fisheries biologists report the angling pressure at the Park has increased, and that a corresponding increase in its stocking level is needed to maintain good fishing opportunities for local and visiting families.

In return for the sponsorship to help increase local fish stocks, the ACA offers sponsor recognition with mentions in their print ads, monthly newsletters, and social media posts, plus a clickable link on the *Corporate Partners in Conservation* section of the ACA webpage to a short profile on the City's contribution.

Of note, other Lacombe organizations, volunteers and the public support activities at the Len Thompson Fish Pond Park. The Thompson-Pallister Bait Company sponsors the ACA's Kids Can Catch Program; the Lacombe Fish & Game Association hosts the Lacombe Kids Can Catch event; and at the event, ACA volunteers and Lacombe families help to stock the pond by bucket while socializing and learning to fish at this popular spring outdoor community event. In 2019, the Thompson-Pallister Bait Company, with the support of the City, Echo Lacombe and others, installed a "World's Largest Lure" tourist attraction at the Park, elevating the profile of the facility as a regional fishing and tourism destination.

### Service Level Impacts

The ACA currently maintains the fish stocks at the Len Thompson Fish Pond Park, free of charge to the City, to support angling as outdoor recreation activity for area residents. The City in turn promotes the ability to catch fish at the pond on its website: *"Lacombe has its own fish pond located on the north end of Len Thompson Drive....developed many years ago through the joint efforts of the Lacombe Fish and Game Association and the City of Lacombe. Youngsters can practice their catch and release skills at this stocked pond."* Lacombe Regional Tourism also promotes the Park on their website with a reiteration of the City information.

# REQUEST FOR COUNCIL DECISION



As mentioned earlier, the ACA reports that angling pressure is increasing. If fishing success rates were to decline due to greater visitation, trips to the park would invariably disappoint families and children, and the recreation service level at the park will decline. Given the report, increasing fish stocks is a viable strategy to maintain the City's current service level. Administration also supports the five-year commitment as a test period to determine if increased stocking is effective to achieve the City aim to maintain service levels.

## Financial Implications

The cost of the requested sponsorship is not currently included in the three-year operating budget, and therefore if approved must be added in the 2020 Spring Adjustment. Administration will then include the amount in the operational budget of 75 Parks & Playgrounds, as a distinct item under Transfers to Local Organizations, until 2024 (inclusive).

Total financial impact is \$3,000/year, for a five year commitment (\$15,000 total over five years).

## Legislative Implications

N/A

## Area Comparators

The City of Fort Saskatchewan sponsors the ACA to stock fish at the Fort Lions Community Fish Pond Park. Administration is not aware if other comparator municipalities have ponds stocked by the ACA.

## **STRATEGIC PLAN ALIGNMENT:**

The recommended action aligns favourably with the following Strategic Plan Goals:

**4.5.8.A Encourage Volunteerism:** Strongly Support Volunteerism.

**4.2.4.A Support for Events:** To Attract Major Events to Lacombe. *Build on existing partnerships with community groups and organizations to attract events.*

**4.3.1.B Walkable City:** Promote the current trail system and associated parks. *Lacombe is known for its...urban parks.*

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

# REQUEST FOR COUNCIL DECISION



The ACA will promote the City of Lacombe as a sponsor of fish stocking at the Len Thompson Fish Pond as described above. The City of Lacombe will assist by sharing videos on social media promoting the fish restocking in the spring, and helping raise awareness of the City's role in the ACA's Kids Can Catch Program and the Lacombe Kids Can Catch event through municipal communications and marketing channels, and media relations efforts.

## **ALTERNATIVE MOTION(S):**

1. THAT Council approves a \$3,000, five-year sponsorship of the Alberta Conservation Association fish stocking activity at the Len Thompson Fish Pond Park, to enable an increased stocking level; OR
2. THAT Council approves a sponsorship of \$\_\_\_\_\_ for \_\_ years to the Alberta Conservation Association for their fish stocking activity at the Len Thompson Fish Pond Park; OR
3. THAT Council accepts the request from the Alberta Conservation Association as information.

## **ATTACHMENTS:**

Alberta Conservation Association Request Letter  
MOU

**From:** Ken Kranrod  
**Sent:** October 1, 2019 10:02 AM  
**To:** Grant Creasey <[gcreasey@lacombe.ca](mailto:gcreasey@lacombe.ca)>  
**Subject:** Sponsorship Opportunity for Len Thompson Pond in Lacombe, AB

Hi Grant,

Thank you very much for your interest in sponsoring the fish stocking at Len Thompson Pond in Lacombe. Since we spoke I had a discussion with our fisheries biologists about the pond in Lacombe and they are definitely aware of the increased angling pressure at that location. As such, we were actually planning an increase in stocking levels for next season to maintain fishing opportunity for local families and will continue to keep an eye on the site in case further increases are needed.

Of course, more stocking means an increased cost to us and so any assistance with partner dollars at this location is very important. **As such, I would like to request the City of Lacombe become a Corporate Partner In Conservation with Alberta Conservation Association by sponsoring \$3000 per year for a period of 5 years to support enhanced fish stocking at the Len Thompson Pond.**

Not only would the support help us greatly with our fish stocking efforts at this location, but the City of Lacombe would join a growing list of municipalities that are partnering with ACA to help deliver projects across Alberta including:

- **City of Cochrane** - Fish Stocking and Kids Can Catch
- **City of Fort Saskatchewan** - Fish Stocking
- **City of Medicine Hat** - Fish Stocking
- **County of Cardston** - Ridge Reservoir Habitat Project
- **County of Warner** - Ridge Reservoir Habitat Project
- **Mountain View County** - Aeration
- **Municipal District of Greenview** – Aeration
- **Northern Sunrise County** - Aeration
- **Saddle Hills County** - Fish Stocking
- **St Mary's River Irrigation District** – The Habitat Connectivity Project
- **Thorhild County** - Aeration
- **Taber Irrigation District** - The Habitat Connectivity Project
- **Town of Taber** - Fish Stocking and Kids Can Catch

We greatly appreciate all our partners and so take many steps to recognize them wherever possible which includes mentions in print ads, our electronic newsletter, social media posts and on our website. Here is a link to our Corporate Partners In Conservation webpage <https://www.ab-conservation.com/our-partners/corporate-partners-in-conservation/>

I hope this email provides you with all the information needed but I would be more than happy to answer any questions or provide additional details as required, either remotely or in person.

All the Best,

Ken Kranrod, M.Sc., P.Biol.  
Vice President

Alberta Conservation Association  
101-9 Chippewa Road  
Sherwood Park, AB., T8A 6J7

phone 780-410-1989 cell 780-977-9449



wildlife | fish | habitat

## Corporate Partner in Conservation Memorandum of Understanding (“MOU”)

This agreement is in effect from April 1, 2020 to March 31, 2025 between:

**Alberta Conservation Association**

101, 9 Chippewa Road  
Sherwood Park, Alberta  
T8A 6J7

and, the Corporate Partner,

**City of Lacombe**

5432 56 Avenue  
Lacombe, AB  
T4L 1E9



---

Alberta Conservation Association (ACA) is a not-for-profit organization that works to conserve, protect and enhance fish and wildlife populations and their habitats for Albertans to enjoy, value and use. Each and every day we work toward our vision of an Alberta with an abundance and diversity of fish, wildlife and habitat. To achieve this vision, we partner with the public, private and nonprofit sectors to undertake a wide range of conservation projects within our Fisheries, Wildlife, Land and Communications Programs.

Our Corporate Partners in Conservation (CPIC) Program recognizes companies and organizations that seek to play a vital role in conservation in Alberta by entering into multi-year agreements with ACA on specific conservation projects. Multi-year commitments allow ACA to move forward with confidence, and provide partners with opportunities to make meaningful, sustained and recognized contributions to conservation in Alberta.

**ACA and the City of Lacombe (the “Corporate Partner”) are pleased to enter into an agreement with the following understanding:**

The Corporate Partner agrees to:

1. Donate \$3,000 annually for the duration of this agreement in support of ACA’s Fish Stocking Program at Len Thompson Pond for the following fiscal years:
  - 2020-21
  - 2021-22
  - 2022-23
  - 2023-24
  - 2024-25
2. Provide ACA with its corporate logo and guidelines for use.
3. Work collaboratively with ACA towards the success of the project(s) and explore future opportunities to collaborate.

ACA agrees to:

1. Recognize the Corporate Partner, for the duration of this agreement, in educational and marketing materials and corporate communications related to the sponsored project(s), including, but not limited to:
  - a. Corporate Partner logo on the Corporate Partner in Conservation (CPIC) landing page at [ab-conservation.com/cpic](http://ab-conservation.com/cpic);
  - b. Dedicated CPIC webpage created for the Corporate Partner;
  - c. Recognition in Partnerships ad in ACA print publications;
  - d. Recognition in relevant ACA social media and e-newsletters;
  - e. Recognition in ACA's Annual Report and the annual project summary, in print and online.
2. Provide the Corporate Partner with the "Corporate Partner in Conservation" seal and Logo Application Guidelines.
3. Provide the Corporate Partner with an annual written update on the project(s), and regular communications, as requested.
4. Provide a charitable donation receipt upon receipt of donated funds, on request.
5. Keep in accordance with generally accepted accounting principles, in respect to the donated funds and the project(s) undertaken with the funds. In addition, on an annual basis, and upon request, ACA shall provide the Corporate Partner with full disclosure detailing how the funds were allocated between and within projects. ACA shall allow the Corporate Partner or its appointed representative access to audit ACA's books, accounts, and records during normal business hours at any reasonable time(s) during the term of the MOU.

This Memorandum of Understanding is signed in good faith and is not intended to create a contractual or otherwise legally enforceable relationship between the Corporate Partner and Alberta Conservation Association. Either the Corporate Partner or ACA may, with written notice, choose to cease the agreement at any time. The Memorandum of Understanding is signed by authorized officers of ACA and the Corporate Partner.

**Matthew Goudy**

Chief Administrative Officer, City of Lacombe  
5432 56 Avenue  
Lacombe, AB., T4L 1E9  
Tel: 403.782.1254  
Email: [mgoudy@lacombe.ca](mailto:mgoudy@lacombe.ca)

**Ken Kranrod**

Vice President, Alberta Conservation Association  
101-9 Chippewa Road  
Sherwood Park, AB., T8A 6J7  
Tel: 780-410-1989  
Cell: 780-977-9449  
Email: [ken.kranrod@ab-conservation.com](mailto:ken.kranrod@ab-conservation.com)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



The Corporate Partner in Conservation logo identifies you as proud partner of Alberta Conservation Association (ACA) and recognizes your role as a leader in conservation.

The logo is supplied in colour and in black and white and can be applied to: corporate vehicles, advertising, e-mail signatures, business cards, stationary and websites.

Please follow these Logo Application Guidelines:

1. Use of the Corporate Partner in Conservation logo is restricted to your organization and is not transferrable.
2. Always reproduce the logo from the artwork provided by ACA and whenever possible against a white background.
3. Do not add to or alter the logo art.
4. If you print the logo in one colour, all elements of the logo must appear in 100% black. Use the black logo file provided.
5. Please do not screen any of the logo elements in shades other than 100% black.
6. You may also set the logo against a dark background using the white logo art file provided.
7. When sizing the logo please do so proportionally (vertical and horizontal) so the logo does not distort.

If you have questions regarding these guidelines or you require alternative formats, please contact:

Don Myhre, Communications Manager  
Alberta Conservation Association  
Tel: 780-410-1999 ext 1964  
Email: [don.myhre@ab-conservation.com](mailto:don.myhre@ab-conservation.com)



100% Black Only Application



White logo on dark background



Full colour application

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Review of Trail Carry-Over Capital Projects  
**PREPARED BY:** Deborah Juch, Director of Community Services  
**PRESENTED BY:** Deborah Juch, Director of Community Services  
**DATE:** January 27, 2020

FILE: 71/963

## **PURPOSE:**

- To provide Council with a review of current carry-over trail capital projects;
- To report recent progress on the carry-over trail capital projects; and
- To propose budget reallocations to enable Administration to complete higher priority projects based on recommendations from the Lacombe & District Recreation, Parks & Culture Board and community stakeholders.

## **RECOMMENDED MOTION(S):**

1. THAT Council cancels the “Michener Rec Area” and the “Wolf Creek Hwy 12 to Fish Pond” trail capital projects and reallocates their budgets to the “Fairway Heights Willow Ridge Network” trail capital project.

AND

2. THAT Council cancels the “Trans Canada NE of Henners” trail capital project and reallocates that budget to the “Elizabeth Lake 300m Boardwalk” project.

## **RELATED PRIOR MOTION(S):**

2015-2018 Annual Capital Budget approvals.

## **EXECUTIVE SUMMARY:**

In 2019, Administration reviewed 10 small and large carry-over, Municipal Sustainability Initiative (MSI) funded trail capital projects to formulate options for the stalled projects to progress. Council and MSI approvals for the projects date between 2015 and 2018 and the MSI program requires that the City utilize the oldest funding in 2020.

Of the 10 projects, six work together to complete the trail loop around Elizabeth Lake. The other four projects are a Trans Canada trail section; a new loop in the Michener Park area; a

# REQUEST FOR COUNCIL DECISION



north-south trail in the area of the Wolf Creek MR; and the Westview Stairs project to link and complete the nature loop overlooking Whelp Creek.

Primary reasons for all project stalls were:

- expected private development and contributions did not occur;
- a concurrent other City project was delayed; or
- the project proved to be underfunded

When consulted in Sept 2019, the Lacombe & District Recreation, Parks & Culture Board and the Bill Nielsen Trail Society unanimously prioritized two projects above the other eight. First is the Lake Anne/Elizabeth Lake loop project, and to ensure the project was still viable, Administration secured an agreement in principle for donation of the Environmental Reserve lands required for the project if it received the additional funding it now requires. (The donation will occur in advance of any rezoning and subdivision of the private property.) The second priority is the Westview Stairs project, which needs engineering on the infrastructure that the budget did not allow for. Administration proposes to complete the two priority projects in 2020 by cancelling three other carry-over trail capital projects and reallocating their budgets to the priority two.

## **ANALYSIS:**

### Background

#### Capital Budget and Planning Approvals

During the annual capital budget and 10-year capital plan approval processes, Administration recommends trail projects based on the City of Lacombe Trails Plan. The Trail Plan lays out a phased implementation strategy to serve existing and new residential development with trail networks focused on loops and links for maximum effective service. The Trails Plan builds upon past and current trail development efforts and guides development of active transportation throughout Lacombe in the short, medium and long term.

Trail Development Plan objectives include:

1. Seeking agreements from owners to allow development of trails for those sections of the designated network crossing privately held lands, address liability, and protect private lands.

# REQUEST FOR COUNCIL DECISION



2. Requesting Council consider funding a network trail linkage with general revenues if property developer funding is not available.

## MSI Funding Approvals

Following Council approval of trail capital projects in any year, Administration applies to Municipal Affairs for approval to use MSI funding for the projects. The applications do not require deep specifics of the projects: in 2018, the application stated only that, “The 2018 trail program includes new and replacement of both paved and wood chip trails.” Administration has with Municipal Affairs that MSI approved funding can be moved to another trail project, with notice.

## Project Stalls

Some of the current carry-over trail projects were proposed as early as 2014. A number of the applications were in expectation of key external contributions (outlined below). There is currently a total of 10 projects.

1. The Lake Anne/Elizabeth Lake project is comprised of six projects which together will complete the remaining 20% missing from the loop around Lake Anne/Elizabeth Lake which has numerous access points and linkages to other City trails. The project was planned to coincide with imminent development of the Bowett Ridge and Rosemount Estates developments, located along the south end of Lake Anne/Elizabeth Lake (see trail map). The Environmental Reserve land contribution in particular is essential.

The largest feature of the project is a boardwalk crossing of the Lake Anne/Elizabeth Lake channel, with a natural trail built along the shoreline both east and west and then northward from both ends to connect with existing trail. When the Bowett development did not proceed, the project was shelved, but the MSI approvals for use of funding for the project will expire in 2020. Administration has negotiated a pre-dedication of the reserve lands required for the trail’s completion.

2. The Fairway Heights Willow Ridge Network project, also known as “Westview Stairs,” will be a north figure 8 nature trail overlooking Whelp Creek, with a linkage at the north end by the soccer fields, and in the middle to the Westview neighbourhood via a set of outdoor stairs to the playground and the road with other trail links. The project

# REQUEST FOR COUNCIL DECISION



commenced on approval but stalled when it was discovered that the budget did not include stairway engineering required for public safety and risk mitigation to the City.

3. The Trans Canada Trail (TCT) project was planned to link existing TCT in Lacombe northward along C&E Trail (one of the proposed routes) to connect with a County section to be built with private landowner cooperation which did not manifest. Furthermore, the City's project to rebuild C&E Trail in 2024-25 is planned to include the paved trail, and trail construction should not occur ahead of the road project. The MSI approval for this trail project will have expired before that time.
4. The Michener Rec Area Wood Chip Path was carried-over due to workload capacity. Recently, staff have noted a decline in visitation to the area now that the Dog Park is relocated elsewhere.
5. The Wolf Creek Hwy 12 to Fish Pond is a north-south footpath linking Hwy 12 to the Len Thompson Fish Pond along Wolf Creek. However, there is no municipal land linking Wolf Creek Drive to the MR, and as importantly, there is no pedestrian crossing over the rail tracks (Bretcher Line) for safe walking northward from Hwy 12. None are currently planned with whistle cessation safety upgrades.

## New Progress

In 2019, Administration reviewed the history and reasons for stalling of these projects and developed options for completing two of them.

1. To address underfunding, Administration asked the Lacombe Recreation, Parks & Culture Board and the Bill Nielsen Trail Society (City partners) to identify which projects were of highest priority; both groups concurred unanimously that
  - a. completing the Elizabeth Lake loop, and
  - b. building the "Westview Stairs" and upgrading associated nature trail

were the two trail projects that would provide the most recreational benefit to the community.

2. Administration approached the owners of the Bowett Lands to ask if they would contribute Environmental Reserve (ER) land in advance of (and unconnected to) their

# REQUEST FOR COUNCIL DECISION



proposed development to facilitate the Lake Ann/Elizabeth Lake trail and boardwalk project; the owners have agreed and preliminary survey documents are being prepared.

## Proposed Budget Reallocations

1. Cancel the Michener Rec Area Wood Chip Path and the Wolf Creek Hwy 12 to Fish Pond projects and reallocate their combined budget of \$92,475 MSI funding to the Fairway Heights Willow Ridge Network for a total of \$200,754 engineered design and construction of the Westview Stairs, and associated trail upgrades.
2. Cancel the Trans Canada NE of Henners project and reallocate the budget of \$516,000 MSI funding to the Elizabeth Lake 300m Boardwalk project, increasing the total budget of the six projects from \$271,700 to \$787,700 (for accounting purposes, the six projects are already set up as one pooled budget.)

## Financial Implications

1. Aging MSI: The MSI program allows municipalities five years to complete approved projects. The oldest of the trail project MSI grant funding (\$271,700 for the Lake Anne/Elizabeth Lake projects) is now four years old. These are coded amber in the 2015-2019 Carry-Over Trail Capital Projects Chart.
  - a. if the project(s) go ahead, Administration will report those grant funds fully expended as soon as expenses of the combined six projects reach \$271,700
  - b. Finance has confirmed that if Council does not wish to reallocate budget between projects, Municipal Affairs will allow the City to cancel the related MSI approvals for the projects that cannot complete, and accept a new application for other projects.
2. City investment increase: The Lake Anne/Elizabeth Lake projects were intended to complete with a contribution both land and construction costs from the adjacent private developer. Constructing the boardwalk and trails in advance of adjacent development will require that the project be wholly funded by the municipality, in addition to contribution of the land by donation. The increased budget will still be reallocated within the trails program; the City's overall investment in trails remains the same.

# REQUEST FOR COUNCIL DECISION



## Service Level Impacts

The 2019 Citizen Satisfaction Survey determined that citizens value trails among the top nine City services and facilities, and rate them as fourth in a list of 16 of Lacombe's strengths and unique features. 75% of citizens rated their satisfaction with trails as high or very high.

Completing the Lake Anne/Elizabeth Lake Trail and the Westview Stairs projects will increase the recreation service level in the City. Around Elizabeth Lake, the current partial trail will become a complete, lengthy circuit with multiple access points serving walkers and runners of all ages and fitness abilities. The boardwalk crossing will be a new feature in the city enhancing the nature experience of citizens with an accessible water feature. The trail will also attract visitors from around the region, potentially affecting Lacombe's economy and "livability" reputation.

Completing the Fairway Heights Willow Ridge Network with an outdoor stairway as a linkage between trails and neighbourhood walkways is also a significant increase to the existing service level. It will provide runners and walkers from adjacent neighbourhoods with access, loop and linkage into a natural recreation area with views overlooking marshlands and Whelp Creek. A stairway can serve as a significant fitness challenge in the training of runners and walkers, and conversely, ease the challenge of the trail for casual users by allowing use of shorter portions if so desired.

## Legislative Implications

N/A

## Organizational Capacity & Business Plans

Completion of two priority projects with reallocated budget from less feasible project supports goals and objectives in the 2005 Sidewalk and Trail Development Plan and the Recreation & Culture Master Plan, in addition to the Trails Plan.

## **STRATEGIC PLAN ALIGNMENT:**

Reviewing stalled projects and reallocating grant funding from lower to higher priority projects to facilitate completion aligns favourably with the following Strategic Objectives:

- 4.1.4. Fiscal Prudence. *Council reviews service levels and considers alternate revenue sources.*
- 4.3.1 Make Lacombe A Walkable City. *Improve City-owned walkways.*

# REQUEST FOR COUNCIL DECISION



- 4.3.3 Sustainable Infrastructure. *Be strong stewards of our built environment.*
- 4.5.1 Social Support. (Trails provide sustainable recreational social interaction and well-being.)
- 4.5.5 Future Space Needs. *Capital and operating partnerships are considered when the City plans new facilities.*
- 4.5.8 Encourage Volunteerism. *Strongly support volunteerism and partnering opportunities to build a growing sense of community.*

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

The Community Services Division will consider a public information campaign to ensure expectations for any go-ahead projects are accurate. Communications will publish posts and releases on the expected outcomes, the timing, and the collaborations of the 2020 projects. This will add to the Recreation Department’s existing promotions of Lacombe’s trail system through signage, brochures, maps and webpages.

The City also collaborates with the Bill Nielsen Trail Society to promote volunteerism, the trail system, and community events; and staff also represent the City at the Central Alberta Regional Trails Society.

## **ALTERNATIVE MOTION(S):**

3. THAT Council cancels the “Michener Rec Area” and the “Wolf Creek Hwy 12 to Fish Pond” trail capital projects and reallocates those budgets to the “Fairway Heights Willow Ridge Network” trail capital project;

AND

4. THAT Council cancels the “Trans Canada NE of Hennes” trail capital project and reallocates that budget to the “Elizabeth Lake 300m Boardwalk” project.

OR

5. THAT Council returns the matter of the 2015-2019 Carry-Over Trail Capital Projects to Administration with further direction.

## **ATTACHMENTS:**

1. Proposed Trail Development Map
2. Chart of Trail Carry-over Capital Projects and Status

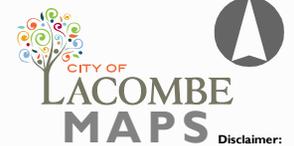
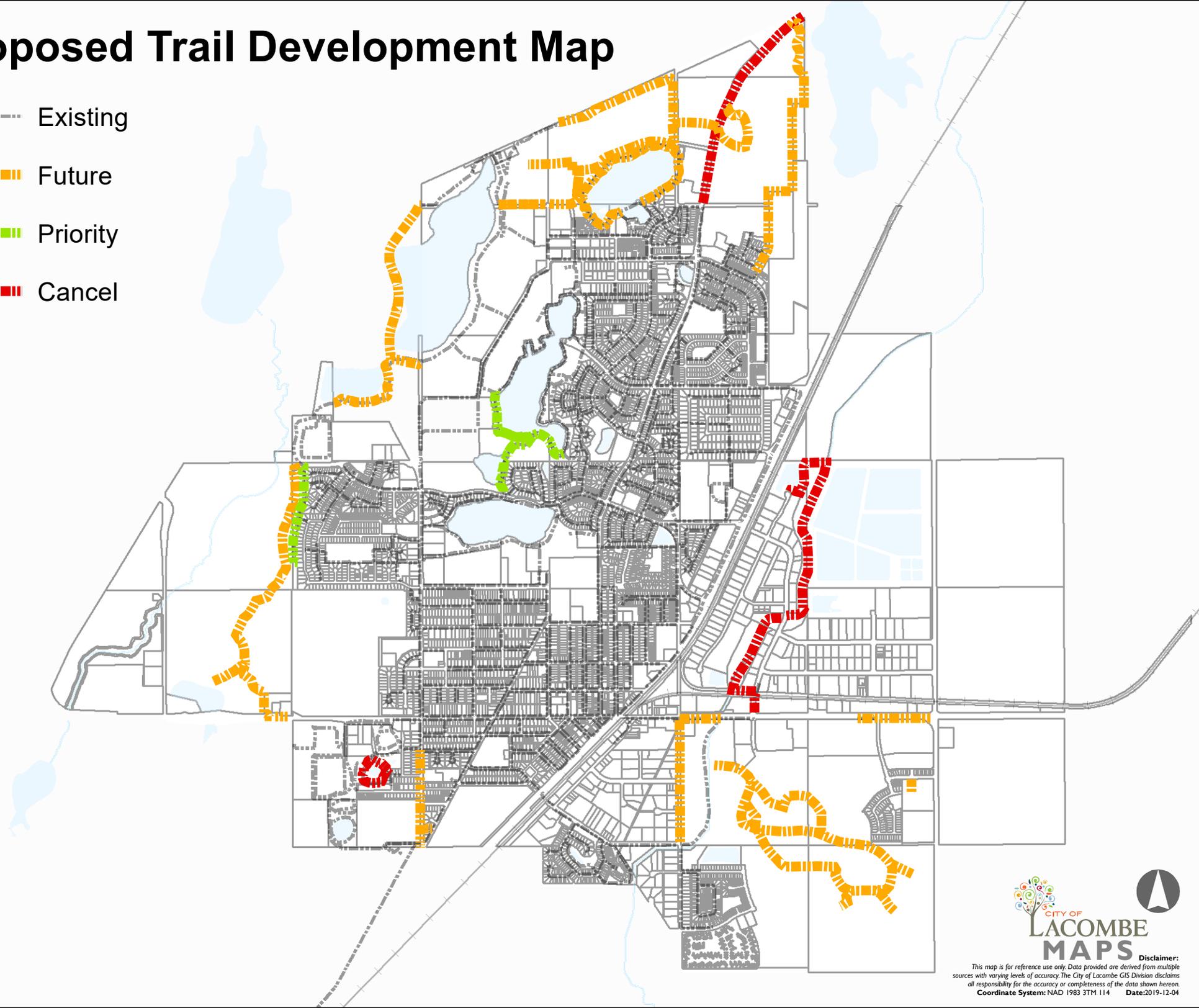
# REQUEST FOR COUNCIL DECISION



3. Stantec High Level Boardwalk Cost Estimate
4. Illustration of Potential Outcome of Revised Projects
  - a. Boardwalk water crossing
  - b. Hillside Stairway

# Proposed Trail Development Map

- Existing
- Future
- Priority
- Cancel



This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The City of Lacombe GIS Division disclaims all responsibility for the accuracy or completeness of the data shown hereon.  
Coordinate System: NAD 1983 3TM 114 Date: 2019-12-04

REVIEW OF 2015-2019 CARRY-OVER TRAIL CAPITAL PROJECTS					1-Dec-19				
PROJECT TITLE IN BUDGET					BUDGET	SOURCE	YEAR	STATUS	OPTIONS TO COMPLETE
Lake Anne Connector-S of Elizabeth to Lake Anne-Wood Chip					22,000	MSI	2015	Stalled	Stalled; was dependent on landowner contribution of ER during development. Project also needs additional funding for the boardwalk section (see Stantec preliminary estimation).
Elizabeth Lake Loop - 160 m along lake - Gravel					17,000	MSI	2015	Stalled	As above.
Elizabeth Lake Loop - 300 m Boardwalk					135,000	MSI	2015	Under-funded	As above.
Elizabeth Lake - 300 m Boardwalk					65,250	MSI	2015	Stalled	As above.
Elizabeth Lake Loop - E of Rosedale - Wood chip					6,250	MSI	2015	Stalled	As above.
Elizabeth Lake Slope Repairs					26,200		2016		
Trans Canada - 26 Trail - North ASP - NE of Henners					516,000	MSI	2018	Stalled	Lacking access agreements with County property owners.
Fairway Heights Willow Ridge Network-West of Westview Dr to Whelp Creek					108,279	MSI	2016	Under-funded	Project underfunded due to need for engineering of the stairway.
Wolf Creek - Hwy 12 to Fish Pond - 16 Trail - Wood Chip					59,875	MSI	2018	No public access	No pedestrian crossing on Wolf Creek Drive at train tracks. Lacks public access into the MR/ER which might be requested of the adjacent property owner.
Michener Rec Area - Wood Chip Path					32,600	MSI	2017	Low Priority	Project is now lower priority due to declining park visitation once dog park was moved.
<b>TOTAL</b>					<b>962,254</b>				

---

**From:** Haeusler, Ben <Ben.Haeusler@stantec.com>  
**Sent:** October 8, 2019 1:48 PM  
**To:** Jordan Thompson  
**Cc:** Amber Mitchell; Moore, Brad  
**Subject:** Bowett Ridge - Trail & Boardwalk Concept OPC

Hi Jordan,

As requested, Stantec has developed a conceptual OPC for the Bowett Ridge Lands Nature Trail based on the alignment outlined in the AI-Terra Outline Plan (March 2014) for the area. As much of the information about the proposed concept is not available at this time, we have made several assumptions and exclusions that are outlined below.

In summary, the \$900k previously noted should be a sufficient budget with possibly a lower total cost depending on what is constructed. As you will see below the majority of cost variability will be in the length and the type of boardwalk ultimately desired which can vary substantially, but some good assumptions below should be provided for context.

A copy of this email will also be posted to asana.

**Assumptions:**

- The nature trail is assumed to be 0.9m wide (as recommended by the Alberta Trail Builder's Companion) with a clearing width of 2.5m and include a subgrade prep, 100mm granular base covered with wood chips.
- The estimated trail length is approximately 1100m.
  - This length covers all natural trails shown of figure 3 of the outline plan including the natural trails shown between lots. If the developer completed the trails between lots the total length would be reduced to approximately 700m, and the costs for the trail construction could be adjusted proportionally.
- Boardwalk would be approx. 75 to 100m long by 2m wide.
  - We have assumed a very robust boardwalk construction, however unit rates could be decreased depending on the type of feature desired (eg. eliminating hand rails could save costs if the community would find that acceptable).
  - The length of the boardwalk could be notably longer or shorter, depending on site conditions, developers grading and environmental considerations.
- In the SW corner of the Bowett Close development, the contour maps from the AI-Terra outline plan show grades over 35%.
  - The max grade recommended in the Alberta Trail Builder's Companion is 15%.
  - It is assumed that the nature trail would be installed after the developer grades the site to a more suitable grade below 15%. Limited re-grading is included in the estimate.
- Select activities such as clearing, earthworks, and minor landscaping could be self-performed by the City. It was assumed that by self-performing the City could incur savings of approx. 50% on those components versus tendered unit rates but that percentage would need to be confirmed by the City.
- A 25% contingency has been included due to concept level estimate, as well as to cover unknowns such as possible environmental considerations, additional grading, extending the boardwalk length, etc.
- Professional services have been included at 10%.
- Estimate assumes no need for land acquisition or franchise utility relocations.

Similar to the Cranna Lake estimate, the size of the boardwalk is the most significant cost consideration. The estimate has been separated into two categories: one based on historical tendered unit rates and the other at a 50% reduction for the natural trail construction which the City could complete internally.

<b>Item</b>	<b>Performed by Contractor</b>	<b>Trail Constructed by City Crews (*50%)</b>
Natural Trail Construction	\$140,000	\$70,000
Boardwalk – 75 to 100m length	\$480,000	\$480,000
<b>Subtotal</b>	<b>\$620,000</b>	<b>\$550,000</b>
25% Contingency	\$155,000	\$137,500

<b>Subtotal</b>	<b>\$775,000</b>	<b>\$687,500</b>
Professional Services (10%)	\$77,500	\$68,750
<b>Total</b>	<b>\$852,500</b>	<b>\$756,250</b>

If you have any questions, please feel free to give me a call.

Regards,

**Ben Haeusler P.Eng., ENV SP**

Senior Associate, Transportation Discipline Leader

Direct: (403) 356-3273  
Mobile: (403) 848-0232

Stantec Consulting Ltd.  
1100-4900 50 Street  
Red Deer AB T4N 1X7 CA



The content of this email is the confidential property of Stantec and should not be copied, modified, retransmitted, or used for any purpose except with Stantec's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.





# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Joint Council Conference Invitation  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Deborah Juch, Director of Community Services (Acting Chief Administrative Officer)  
**DATE:** January 27, 2020

FILE: 11/132

## **PURPOSE:**

To present for discussion the scheduling a date for a joint discussion with the Town of Blackfalds council and senior management to share information and updates in an informal setting.

## **RECOMMENDED MOTION(S):**

1. THAT Council direct administration to arrange an informal meeting with the Town of Blackfalds Council and Senior Management for the selected date and time discussed.

## **RELATED PRIOR MOTION(S):**

1. (Nov 25, 2019) THAT Council schedule a committee of the whole meeting of Council on August 17, 2020.

## **EXECUTIVE SUMMARY:**

In January the City of Lacombe received an inquiry from Town of Blackfalds Administration about holding a joint council conference in the future, indicating their council is open to the idea (attached).

Lacombe has held informal joint dinner meetings in the past, the last in 2019 with Lacombe County. Senior management now meets regularly with county staff to develop the provincially required inter-municipal collaboration framework which provides ample opportunity for joint updates.

Should Council be interested in holding an informal workshop with Blackfalds council, administration can prepare an agenda, book space in a neutral venue for further hosting details, with possible dates of **Monday May 4** or **Tuesday September 8 at 5:00 p.m.** The current council meeting(s) schedule for Lacombe is attached for reference along with a calendar.

# REQUEST FOR COUNCIL DECISION



## **ANALYSIS:**

Should council desire to meet with Blackfalds council, it should be determined what the purpose of the conference is and an informal agenda developed. Any items emerging from such discussions would flow to regularly scheduled meetings of both council(s), after matters are discussed informally at a joint working dinner meeting.

This process ensures all debates and decisions of council occur in public, enhancing transparency (and thus good governance) by ensuring that decisions are not occurring in back rooms or arising from private conversations. It also enables the public to provide input to the decision making process and that members of council do not reach conclusions before all information is provided and a public debate can occur.

## **STRATEGIC PLAN ALIGNMENT:**

Holding an informal meeting with our regional partners aligns favourably with the Strategic Goal of Maintaining Relationships with citizens and regional partners.

- Review required services to determine which can best be offered regionally and which should remain city-run.
- Inter-municipal collaboration frameworks are developed as required by provincially legislated deadline

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

N/A

## **ALTERNATIVE MOTION(S):**

1. THAT Council direct administration to arrange an informal meeting with the Town of Blackfalds Council and Senior Management for the selected date and time discussed.
2. THAT Council decline a meeting with Town of Blackfalds council and plan an alternative means of information sharing.

## **ATTACHMENTS:**

- Lacombe and Blackfalds scheduled Council Meetings
- 2020 Calendar
- Meeting invitation

# REQUEST FOR COUNCIL DECISION



## Regular / Committee Meeting Dates

<Lacombe – 5 PM>

<Blackfalds – 7 PM>

January 2020 1 <sup>st</sup> New Years Day	Regular - 13 <sup>th</sup> and 27 <sup>th</sup>		
February 17 <sup>th</sup> Family Day	Regular - 10 <sup>th</sup> and 24 <sup>th</sup> Committee - 3 <sup>rd</sup>		
March	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup> Committee - 2 <sup>nd</sup>		
April 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> Committee - 6 <sup>th</sup>		
May 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <sup>th</sup> <b>Committee - 4<sup>th</sup> 5 P.M.</b>		Regular – 12 <sup>th</sup> and 26 <sup>th</sup>
June	Regular - 8 <sup>th</sup> and 22 <sup>nd</sup> Committee - 1 <sup>st</sup>		
July 1 <sup>st</sup> Canada Day	Regular - 13 <sup>th</sup>		
August 3 <sup>rd</sup> Heritage Day	Regular - 10 <sup>th</sup> Committee 17 <sup>th</sup>		
September 7 <sup>th</sup> Labour Day	Regular - 14 <sup>th</sup> and 28 <sup>th</sup> <b>Committee - 8<sup>th</sup> 5 P.M.</b>		Regular 8 <sup>th</sup> and 21 <sup>st</sup> Committee – 14 <sup>th</sup>
October 12 <sup>th</sup> Thanksgiving	Regular –13 <sup>th</sup> and (Organizational) 26 <sup>th</sup> Committee – 5 <sup>th</sup>		

## Calendar for Year 2020 (Canada)

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
2:☉	10:☉	17:☉	24:☉				1:☉	9:☉	15:☉	23:☉				2:☉	9:☉	16:☉	24:☉			

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
1:☉	7:☉	14:☉	22:☉	30:☉			7:☉	14:☉	22:☉	29:☉				5:☉	13:☉	21:☉	28:☉			

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
5:☉	12:☉	20:☉	27:☉				3:☉	11:☉	18:☉	25:☉				2:☉	10:☉	17:☉	23:☉			

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
1:☉	9:☉	16:☉	23:☉	31:☉			8:☉	15:☉	21:☉	30:☉				7:☉	14:☉	21:☉	29:☉			

**From:** Myron Thompson <[MThompson@blackfalds.com](mailto:MThompson@blackfalds.com)>

**Sent:** January 3, 2020 12:13 PM

**To:** Matthew Goudy <[MGoudy@lacombe.ca](mailto:MGoudy@lacombe.ca)>

**Subject:** Joint meeting

Hi Matt. Happy New Year to you. Just touching base with you to see if your Council would like to have a joint Council meeting in the future. I had a brief discussion with Mayor Poole on this earlier today. I know he has been approached by one of your Councillors on the same subject. Our Council would defiantly be open to it. Please advise.

**Myron Thompson**

**Chief Administrative Officer**

**Town of Blackfalds**

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.6255

F: 403.885.4610

*This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.*

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Council Meeting Schedule  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Deborah Juch, Director of Community Services (Acting Chief Administrative Officer)  
**DATE:** January 27, 2020

FILE: 11/118/2020

## **PURPOSE:**

To recommend cancellation of one scheduled Council Committee of the Whole meeting on February 3, 2020.

## **RECOMMENDED MOTION(S):**

1. THAT Council cancel the Monday February 3 Committee of the Whole meeting.

## **RELATED PRIOR MOTION(S):**

1. (Nov 25, 2019) THAT Council cancel the Monday December 2, 2019 Committee of the Whole meeting; THAT Council schedule a Committee of the Whole meeting of Council on August 17th, 2020

## **EXECUTIVE SUMMARY:**

Administration recommends cancellation of the February 3, 2020 Council Committee of the Whole meeting (scheduled at the October organizational meeting), as it is not required.

Per Council's Procedural [Bylaw 370](#), regular council meetings are held on the second and fourth Monday of the month commencing at 5:00 PM. Committee of the whole meetings are typically held on the first Monday of the month. Council, through the Mayor, can schedule special council meetings as needed.

## **ANALYSIS:**

Council committee meetings require 24 hours' advance notice to council members and the public.

## **STRATEGIC PLAN ALIGNMENT:**

Open and Accessible Government

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

Meeting Schedule posted to City website

## **ALTERNATIVE MOTION(S):**

# REQUEST FOR COUNCIL DECISION



1. THAT Council cancel the Monday February 3 Committee of the Whole meeting.
2. That Council provide additional direction or amendments to the meeting date(s) presented.

## ATTACHMENTS:

- Regular / Committee Meeting Dates November 2019 to October 2020

### Regular / Committee Meeting Dates 5:00 p.m.

November 2019 11 <sup>th</sup> Remembrance Day	Regular – 12 <sup>th</sup> and 25 <sup>th</sup> Committee – 4 <sup>th</sup>
December 2019 25 <sup>th</sup> / 26 <sup>th</sup> Christmas/Boxing	Regular – 9 <sup>th</sup>
January 2020 1 <sup>st</sup> New Years Day	Regular - 13 <sup>th</sup> and 27 <sup>th</sup>
February 17 <sup>th</sup> Family Day	Regular - 10 <sup>th</sup> and 24 <sup>th</sup> <del>Committee – 3<sup>rd</sup></del>
March	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup> Committee - 2 <sup>nd</sup>
April 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> Committee - 6 <sup>th</sup>
May 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <sup>th</sup> Committee - 4 <sup>th</sup>
June	Regular - 8 <sup>th</sup> and 22 <sup>nd</sup> Committee - 1 <sup>st</sup>
July 1 <sup>st</sup> Canada Day	Regular - 13 <sup>th</sup>
August 3 <sup>rd</sup> Heritage Day	Regular - 10 <sup>th</sup> Committee 17 <sup>th</sup>
September 7 <sup>th</sup> Labour Day	Regular - 14 <sup>th</sup> and 28 <sup>th</sup>
October 12 <sup>th</sup> Thanksgiving	Regular – 13 <sup>th</sup> and (Organizational) 26 <sup>th</sup> Committee – 5 <sup>th</sup>

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Bylaw 475: Inter-municipal Planning Agency - Parkland Community Planning Services (PCPS)  
**PREPARED BY:** Jordan Thompson, Director of Operations and Planning  
**PRESENTED BY:** Jordan Thompson, Director of Operations and Planning  
**DATE:** January 17<sup>th</sup>, 2020

FILE: 61/117.2020

## **PURPOSE:**

This is a bylaw of the City of Lacombe to authorize the execution of a Master Agreement between the City of Lacombe (and other municipalities) for the establishment of an inter-municipal planning agency: Parkland Community Planning Services (PCPS).

## **RECOMMENDED MOTION(S):**

1. THAT Council gives first reading to Bylaw 475.

## **RELATED PRIOR MOTION(S):**

1. None.

## **EXECUTIVE SUMMARY:**

Passage of Bylaw 475 is required to secure lower rates with PCPS (approximately 16% less) and voting rights on their Board. Participating Council's must appoint a City representative to the PCPS Board who may be an elected or administrative official. Upon 3<sup>rd</sup> reading, Administration recommends Council appoint Jordan Thompson, Director of Operations and Planning.

Upon 3<sup>rd</sup> reading Administration is also seeking Council's endorsement of it entering into a 3 year Planning Services Agreement with PCPS.

## **ANALYSIS:**

The attached materials are related to the City of Lacombe becoming a member of Parkland Community Planning Services. To become a member, the City of Lacombe needs to adopt the Master Agreement.

The Master Agreement deals with governance matters. It is adopted by bylaw as part of the formation of an intermunicipal services agency with the other participating municipalities.

The Master Agreement outlines the rights and privileges of member municipalities, the election and function of the Board of Directors, role of the Director, the holding of an annual general meeting, and a contingency plan in the event the agency becomes unviable, and needs to be

# REQUEST FOR COUNCIL DECISION



shut down. The Town of Lacombe was one of the founding members of PCPS, when it was formed in 1995.

The Master Agreement does not commit the City of Lacombe to any direct spending on services provided by PCPS.

The Planning Services Agreement describes in broad terms the services that can be delivered, the way they are delivered and the fees associated with the services. Services are described in broad terms and the City determines which functions/matters/projects go to PCPS for work.

The Planning Services Agreement commits the City of Lacombe to spending on average \$20,000 on service fees with PCPS per year for each year of the three year term. Another way to look at this is a commitment to buy at least \$60,000 of services from PCPS over the three year term. Expenses such as mileage, printing or any similar disbursements are not included in this amount and are paid separately (PCPS does not apply mark ups on these types of items).

Administration estimates it will spend between \$20,000-\$40,000 per year on PCPS services which is within the 2020 budget allocation to the Planning and Development Department.

Access to PCPS services allows the Planning and Development Manager to draw from PCPS resources only on an as-needed basis to provide professional planning services and to maintain department service levels in periods of high workload demands.

## **STRATEGIC PLAN ALIGNMENT:**

There is no specific strategic plan item on this matter but the reallocation of resources to meet future needs within existing budget levels aligns **favourably** with Council's Strategic Goal of Fiscal Prudence.

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

None.

## **ALTERNATIVE MOTION(S):**

1. THAT Council give first reading to Bylaw 475.
2. THAT Council deny first reading to Bylaw 475.

## **ATTACHMENTS:**

PCPS Master Agreement

2020-2023 Planning Services Agreement

Bylaw 475

MASTER AGREEMENT FOR THE ESTABLISHMENT OF PARKLAND COMMUNITY PLANNING  
SERVICES ENTERED EFFECTIVE THE 1st DAY OF APRIL 2020

BETWEEN:

**EACH OF THE MUNICIPALITIES WHICH  
HAS EXECUTED THIS AGREEMENT  
IN COUNTERPART**

**Authority**

WHEREAS the *Municipal Government Act*, R.S.A, 2000 (the "Act") allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal service agency;

AND WHEREAS the municipalities executing this agreement wish to set up an intermunicipal service agency to provide them with land use planning, development control, subdivision processing, and associated services;

THEREFORE the municipalities (the "Members") agree as follows:

**1. Establishment of Agency**

- 1.1 There is hereby established an intermunicipal service agency to be known as Parkland Community Planning Services (the "Agency");
- 1.2 The primary purpose of the Agency is to deliver planning services to Members to assist them with their planning responsibilities under the Act, including but not limited to, such services as the preparation of planning policies, statutory plans, land use bylaws, development permit processing and policies, public engagement and consultation, subdivision design and processing, mapping products and geographic information system support.

**2. Membership**

- 2.1 Membership in the Agency is open to any Municipality when the Municipality by Bylaw enters this agreement and signs a service agreement with the Agency in the form approved by the Board.

- 2.2 Membership in the Agency is ongoing and does not require re-affirmation by Members and continues for so long as a Municipality is a party to a subsisting service agreement.
- 2.3 A Member may terminate its membership in the Agency upon notice being given in accordance with the terms and conditions of their service agreement with the Agency and upon payment in full of any money owing to the Agency.
- 2.4 Upon termination of membership by failure to renew a service agreement or by termination under clause 2.3, a Member:
- a) shall not be entitled to any distribution or share of any assets of the Agency;
  - b) shall be entitled to copies of all files, records and documents respecting the planning services which have been provided by the Agency to such a Member subject to payment of the cost to make and compile the copies;
  - c) shall continue to be liable to pay to the Agency any money payable under a subsisting service agreement.

### **3. Operations and Sources of Funds**

- 3.1 The Agency shall provide Members with planning services as a benefit of membership, the amount and form of these services to be in accordance with the service agreement between the Member and the Agency.
- 3.2 The Agency will be financed on a fee for service basis through payment of the sums specified in a service agreement between the Agency and each municipality, payable as provided in such agreements.
- 3.4 The Agency may sell goods and services to municipalities that are not Members of the Agency, other governments, and the private sector, at fees or within a range of fees to be established by the Board from time to time.
- 3.5 The Agency may pursue other sources of income as authorized by the Board, but the Board may not levy any increased amount on a Member other than as provided in a service agreement with such Member.

**4. Fiscal Year and Financial Matters**

- 4.1 The Agency's Fiscal Year shall be April 1<sup>st</sup> to March 31<sup>st</sup>.
- 4.2 The financial books and records shall be maintained in such manner as may be designated by the Board from time to time.
- 4.3 The books and records of the Agency shall be opened to the inspection of the authorized representatives of the Members at all times.
- 4.4 The Agency shall operate on a not for profit basis.
- 4.5 The Agency shall maintain a cash reserve of an amount no less than the equivalent to one-quarter (25%) of the budgeted annual expenditures. This reserve amount shall be set aside for expenses related to staff severances and liabilities in the event that the Agency is terminated.

**5. Annual Meeting**

- 5.1 The Annual Meeting of the Agency shall be held in June of each year.
- 5.2 Each Member has the opportunity to be represented by:
- a) one person appointed by resolution of its Council; or
  - b) where such person is unable to attend, by an alternate representative appointed by its Council.
- 5.3 Each Member shall have one vote on all matters put to a vote at the Annual Meeting. Only a person appointed by resolution of its Council may vote on behalf of a Member.
- 5.4 The Chief Administrative Officer, or their designate, of each Member may attend the Annual Meeting.
- 5.5 A quorum for the Annual Meeting shall be 6 appointed representatives from Members.
- 5.6 At the Annual Meeting, the Agency shall present a review, report, or audit report and related financial statements and shall report on the activities of the past year.

5.7 At the Annual Meeting, the Agency shall present a four year budget covering the current Fiscal Year and three subsequent Fiscal Years for adoption by the Members.

5.8 At the Annual Meeting, the Members shall:

- a) elect the Board of Directors in accordance with section 6; and
- b) from the Board of Directors so elected, elect a Chair and Vice-Chair.

5.9 Representatives of Members attending the Annual Meeting shall not be paid any honorarium or travel expenses by the Agency.

## **6. Board of Directors**

6.1 The Agency shall be governed by a Board of Directors (the "Board"), which shall consist of:

- a) one representative of Members with a population greater than 6,000 persons.
- b) two representatives of Members with a population greater than 1,000 persons; and
- c) two representatives of Members with a population of 1,000 persons or less.

Representatives of Members may be eligible for a position on the Board based on more than one category. If successfully elected to the Board under one category, the representative shall not be eligible for election in another category.

6.2 Where there are insufficient numbers of Members of each category to form the Board of Directors as set out in 6.1, a lesser number of representatives from each category shall form the Board of Directors.

6.3 The Board of Directors shall be elected at the Annual Meeting with all Members eligible to vote for each category of Board representative.

6.4 A nominee to the Board of Directors does not need to be in attendance at the Annual Meeting to be eligible for a position on the Board provided they have indicated a willingness to let their name stand in advance of the Annual Meeting.

- 6.5 In the event that the results of a general municipal election or change in appointments at municipal organizational meetings reduces the number of Board Members to less than three, the remaining Board Members and/or the Director shall call a special meeting of the Members to elect additional Board Members.

**7. Responsibilities and Authority of the Board of Directors**

- 7.1 The Board's duties shall be to oversee the operations of the Agency, including, but not necessarily limited to, the following:
- a) to employ the Director to act as the Chief Administrative Officer of the organization based on a position description approved by the Board and, if necessary, to dismiss any such Director;
  - b) to prepare a budget for current and future fiscal years for recommendation to the Members at the Annual Meeting;
  - c) to approve extraordinary expenditures not covered in the approved budget where such expenditures are deemed necessary by the Board for the reasonable continuance of services to Members and other clients, with such expenditures not to exceed \$25,000.00 and to be reported to the Members at the earliest opportunity;
  - d) to prepare, from time to time, a business strategy for the Agency for approval of the Members and to carry out the approved business strategy;
  - e) to establish fees and charges for the services provided by the Agency and the recovery of costs related to providing services;
  - f) to enter into and approve service agreements between the Agency and Members and to enter into and approve agreements between the Agency and other clients for the delivery of planning services;
  - g) to enter into agreements with the Local Authorities Pension Plan and other insurance and benefit providers;
  - h) to enter into leases for office space and equipment;
  - i) to purchase and dispose of assets such as office equipment, maps, plans, survey equipment, computer hardware and software, and other things necessary to undertake planning work for the members.

- j) to appoint signing authorities for cheques, contracts, and other documents;
- k) to appoint an accountant or auditor;
- l) to set policy for standards of employment for staff and for the day-to-day operation of the Agency;
- m) to ensure that the Agency is fully insured against claims that may be made for negligence or other liability;
- n) to ensure that any surplus funds are returned to Members in a fair manner;
- o) if one or more vacancies occurs in the membership of the Board, to appoint one or more representatives to fill the vacancy(ies) from the same category of Members to serve until the next Annual Meeting of the Agency;
- p) to establish remuneration levels, benefits packages, and rates of travel expenses for staff;
- q) to establish committees and appoint members thereto as the need may arise;
- r) to monitor the overall financial and budget performance of the Agency throughout the Fiscal Year and report significant deviations to the Members as needed;
- s) to set policy for and approve the use of the Agency's reserve funds.

## **8. Board Meetings**

- 8.1 Unless the Board decides otherwise, it shall meet at the call of the Chair.
- 8.2 A quorum for members of the Board shall be a majority of the members of the Board.
- 8.3 The Board shall meet in November of each year in an open meeting that may be attended by the representatives and/or Chief Administrative Officer or designate of any Member. Notice of the November Board Meeting shall be sent to all Members two weeks in advance of the meeting date.
- 8.4 Board Members attending a Board Meeting shall be paid an honorarium and travel expenses at rates established by the Members at an Annual Meeting.

**9. The Director**

9.1 The Director shall:

- a) be the Chief Administrative Officer and Financial Officer of the Agency, and in accordance with the position description approved by the Board, be responsible for the overall operational effectiveness of the Agency;
- b) assist the Board with their responsibilities;
- c) engage and dismiss staff according to the budget and any policy directions received from the Board; and
- d) oversee the work of the office and staff and allocate responsibilities to employees.

9.2 The Director may delegate powers and responsibilities to employees in accordance with direction established by the Board.

**10. Committees**

10.1 The Agency may:

- a) establish such other committees, as may be required from time to time, to fulfill the roles and perform the duties of the Agency; and
- b) confer decision making authority on the committee, other than policy, finance, and other matters otherwise specifically provided for elsewhere in this agreement.

10.2 Members of a committee may receive an honorarium for their attendance at committee meetings and travel expenses thereto at the same rate as staff, provided that this has been approved by a majority vote at an Annual Meeting.

10.3 The quorum for members of a committee meeting shall be a majority of the members.

## **11. Termination of Agreement and Agency**

- 11.1 This agreement may be terminated and the Agency may be wound up by resolution passed, at the Annual Meeting or at a Special Meeting called by not less than 6 Members upon 30 days' prior written notice of the meeting to all other Members, by a two-thirds majority of the Members present and voting at the meeting.
- 11.2 Such termination of the Agency shall provide for at least 6 months' notice to all Members or such shorter notice if there is unanimous agreement by the Members.
- 11.3 The Board shall maintain a contingency plan for the event that the financial viability of the Agency becomes too uncertain to confidently continue operations. This contingency plan shall:
- (a) address retention of a minimum number of staff, through a combination of continued employment and severance package, to complete any outstanding project commitments and assist the Members with the transition; and
  - (b) provide Members with at least 6 months' notice of any intended date of termination.
- 11.4 The Board shall review projections of future revenues and expenditures on a 6 to 7 month basis to determine if, in the opinion of the Board, the contingency plan needs to be executed. If deemed necessary, the Board must, at the Annual Meeting or at a Special Meeting of the Members, recommend that the contingency plan be executed and hold a vote of the Members on terminating the Agency. This vote requires a simple majority of at least 6 Members present and voting.
- 11.5 If it is determined that the Agency be wound up, the net assets after payment of all liabilities, including all liabilities under any subsisting service agreements, shall be distributed to the Members at that time in proportion to their population as established by the most recent Official Population List of the Province.

## **12. Amendment of this Agreement**

- 12.1 This agreement may be amended at the Annual Meeting or at a Special Meeting called by not less than 6 members upon 30 days' prior written notice to all other Members, by resolution passed by a two-thirds majority of the Members present and voting.

**13    Execution In Counterpart**

13.1    This agreement may be executed in counterpart by each municipality and shall be binding upon and be enforceable by all of the municipalities so executing the same.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**City of Lacombe**

Per: \_\_\_\_\_

Per: \_\_\_\_\_  
(c/s)

# PLANNING SERVICES AGREEMENT

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

BETWEEN:

**PARKLAND COMMUNITY PLANNING SERVICES**  
(PCPS)

- and -

**CITY OF LACOMBE**  
(The Client)

Parkland Community Planning Services wishes to provide municipal planning and related services to the Client and the Client wishes to utilize the municipal planning and related services and expertise of PCPS; therefore the planning services to be provided to the Client by PCPS shall be as contained in this Agreement.

## TERM

1.) The term of this agreement shall be from April 1, 2020 to and including March 31, 2023.

## SERVICES

2.) The services provided by PCPS to the Client during the term of this agreement will be those requested by the Client from time to time on an as-needed basis or through an agreed upon work plan. Requests for services may include, but are not limited to:

- (a) current planning services in the form of consultation and advice on day-to-day planning matters, including but not limited to policy, development permit processing, land development, land use designation and general planning administration matters, to Council and administration, as well as the general public and provincial agencies

- (b) planning related technical services including but not limited to updates of the municipal base map, civic address maps, municipal registered plan and index map and municipal land use designation map, graphics, designs, general mapping, interactive mapping products and GIS layers
  - (c) subdivision processing services including pre-application advice, receipt, referral, review and assessment of applications, providing recommendations related to a decision, issuing notice of decision, reviewing plans and instruments for registration, maintaining a filing and processing system related to subdivision responsibilities, and appearing before the appeal board if necessary
  - (d) long range planning and planning advisory services pertaining but not limited to municipal development plans, intermunicipal development plans, area structure plans, and area redevelopment plans, land use bylaws, outline plans, growth studies and strategies, studies, reports and plans on special issues, site designs, community involvement and public participation programs, planning process training and orientation
- 3.) Travel to and from the municipality to attend meetings, undertake field work and inspections, and to consult with affected parties within the municipal office or elsewhere, will be an integral part of the services provided.
- 4.) The Parties hereto acknowledge that PCPS is an independent contractor and is not the agent, servant or employee of the Client.
- 5.) In all dealings with the Client, the services of PCPS shall fall under the administration of the Client's Chief Administrative Officer (CAO) or designate.
- 6.) PCPS will provide designated staff advisors as mutually agreed with the Client, but reserve the ability to replace or substitute staff when circumstances so warrant. Planning and related technical services will be provided on as timely a basis as staff resources allow.

- 7.) Advice and services will be supplied in the most effective and efficient manner, and may be by post, electronic mail, web based services, telephone or face to face communication.

**FEES**

- 8.) The Client agrees to pay PCPS on the basis of a minimum annual usage amount of \$20,000 for each of the three years of this agreement. The minimum annual usage amount reflects the minimum level of PCPS services the Client is committing to use on average for each year of the three year term of this agreement. It is recognized that the actual level of service in a given year may be higher or lower than the amount listed above.
- 9.) The minimum annual usage amount will be drawn upon based on the fee structure in clause 11 below. If the full value of the minimum annual usage amount is not used by the Client in the year that it was paid, the balance of the fees will be applied to services to be provided in the succeeding year. If the amount of services exceeds the minimum annual usage amount, the additional services will be billed on an hourly basis using the fee structure in clause 11 below. (For example: if \$15,000 worth of services are provided in a year and the Client's minimum annual usage amount was \$10,000 then an invoice for the \$5,000 over the minimum annual usage amount will be sent to the Client.)
- 10.) In the event that the services provided to the Client exceeds the minimum annual usage amount in either the first or second year of the three year term of this agreement, the minimum annual usage amount for the subsequent year(s) will be adjusted by the amount in excess of the minimum annual usage amount in clause 8. A written schedule outlining the adjustments will be provided by PCPS following the conclusion of PCPS' annual financial audit/review.
- 11.) The fee structure from April 1, 2020 to and including March 31, 2023 will be:
- |                        |  |
|------------------------|--|
| Planner                | \$150 per hour   |
| Planning Technician    | \$95 per hour  |
| Administrative Support | \$70 per hour (note: applied to subdivision processing and support of major planning projects) |

- 12.) The Client agrees to utilize the services of PCPS at a level that meets or exceeds the full amount of the minimum annual usage amount of each of the three years, in the total amount of \$60,000, for the three year term of this agreement before the end of the last year of the term of this agreement.

### **WORK PLAN AND ESTIMATES**

- 13.) The Client and PCPS will endeavour to establish a three year work plan at the beginning of the term of this agreement to guide the delivery of services provided by PCPS. The work plan must be approved by the Client's Chief Administrative Officer. An estimate for a specific project (e.g. creation of a new area structure plan) may be provided by PCPS as part of the work plan. More detailed terms of reference for major projects may be created to confirm scope, level of effort and estimated costs at any point during the term of the agreement.
- 14.) The Client must provide written authorization prior to the undertaking of any work by PCPS not covered by the minimum annual usage amount or included in an agreed upon work plan or project budget.
- 15.) The Client retains the right to seek competitive proposals from PCPS and other planning service providers for specific planning projects. PCPS will be provided the opportunity to submit a bid in all such cases. For the purposes of this clause, the determination of whether the desired work is within the capabilities of PCPS or a project team assembled and led by PCPS rests solely with PCPS. Where PCPS is the successful proponent in a competitive bid process, the value of the project will not be considered part of the Client's minimum annual usage amount obligations.

### **PAYMENT OF FEES**

- 16.) The Client will, for the services provided by PCPS, pay the minimum annual usage amount in a single instalment on or before July 31<sup>st</sup> of each year of this agreement.

- 17.) Where the service level provided by PCPS exceeds the minimum annual usage amount, the Client agrees to pay on a monthly basis, such payment being due within 30 days of the invoice.
- 18.) The Client may assign to PCPS the right to collect all subdivision related fees charged to the applicant for the provision of subdivision processing services. All subdivision related fees collected by PCPS for subdivision applications within the jurisdiction of the Client will be remitted to the Client following the conclusion of PCPS' annual financial audit/review for the year in which the fees were collected.

#### **ADDITIONAL CLIENT EXPENSES**

- 19.) Travel costs for trips related to the delivery of planning services will be billed to the Client using a mileage rate set by PCPS' Board of Directors.
- 20.) Expenses and costs related to the delivery of planning services, including but not limited to public advertising, venue rental and printing costs will be paid by the Client.
- 21.) While PCPS will seek to compensate staff for overtime by time-off-in-lieu, the additional wage costs incurred by staff advisory time in a day or week which exceeds Provincial labour standards may need to be paid by the Client.
- 22.) Where particular matters arise, which PCPS considers will require the engagement of a specialist, or another discipline other than planning, the fees and costs for engagement of the specialist or other discipline will be paid by the Client, provided the Client has authorized the engagement of the specialist.
- 23.) The additional client expenses described in clauses 19 through 22 are payable in addition to the hourly fees charged by PCPS and will not be credited against the minimum annual usage amount.

## **EXPERT WITNESS**

- 25.) Nothing in this agreement will be construed to obligate PCPS to prepare for litigation or appear as an expert witness on behalf of the Client, unless the Director of PCPS authorizes such engagement and the Client and PCPS agree to the charges for such service.

## **CLIENT RESPONSIBILITIES**

- 26.) The Client will provide reasonable notice to PCPS for service required and anticipated, such that service time may be equitably distributed throughout the contract period wherever possible.
- 27.) The Client will consult with PCPS to ensure timely provision of materials and information to support the services being requested.
- 28.) The Client will cooperate with the timely provision of background materials and information needed by PCPS to fulfil the service obligations to the Client.

## **OWNERSHIP OF MATERIALS**

- 29.) All information, reports, plans, and related materials provided to the Client by PCPS in the performance of its service to the Client are to be jointly owned by the Client and PCPS.
- 30.) Joint ownership does not relieve other recipients of these materials from compensating PCPS for its time and expenses in preparing, customizing or assembling the material.

## **CONFIDENTIAL MATERIALS**

- 31.) All confidential information obtained by PCPS with respect to these services or the Client's operation shall not be divulged to any person not authorized to receive it.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 32.) PCPS acknowledges that the Freedom of Information and Protection of Privacy Act applies to all information and records relating to, or obtained, generated, collected or provided under or pursuant to this contract.

## **AMENDMENT AND CANCELLATION**

- 33.) Only the authorized officer(s) of PCPS and of the Client have the authority to amend the terms of this agreement. Such amendments will be by written agreement.
- 34.) The term of this agreement may be extended for an additional year by the Client's Chief Administrative Officer and the Director of PCPS. If an extension is made, the minimum annual usage amount and the hourly rate structures will be adjusted. All other terms and conditions will remain the same.
- 35.) Should a dispute arise between the parties of this agreement, or should either party have a complaint with respect to the other party, then both parties agree that they shall meet to discuss and reach resolution regarding the dispute or complaint.
- 36.) If either the Client or PCPS breaches this agreement, the other party may cancel this agreement by means of written notice, the effective date being 60 (sixty) days from the date of written notice.
- 37.) Either party may cancel this agreement with six (6) months written notice, without cause, and the effective date of termination will be the end of the PCPS fiscal year.
- 38.) Neither party may assign this agreement without the mutual written consent of the other.
- 39.) All the terms, provisions and conditions of this agreement shall be binding upon the parties, and where permitted, their assigns.
- 40.) All notices, approvals or requests in connection with this agreement shall be sent to the parties at the following addresses:

PARKLAND COMMUNITY PLANNING SERVICES  
Unit B, 4730 Ross Street  
RED DEER, AB T4N 1X2

CITY OF LACOMBE  
5432 – 56 Avenue  
LACOMBE, AB T4L 1E9

IN WITNESS WHEREOF the Parties hereto have executed this agreement.

PARKLAND COMMUNITY PLANNING  
SERVICES

CITY OF LACOMBE

Per: \_\_\_\_\_ Per: \_\_\_\_\_

Per: \_\_\_\_\_ Per: \_\_\_\_\_

**City of Lacombe**  
**Bylaw 475**

**A Bylaw of the City of Lacombe, to authorize the execution of a Master Agreement between the City of Lacombe and other municipalities for the establishment of an intermunicipal planning agency.**

WHEREAS the *Municipal Government Act* allows a municipality to enter into an agreement with other municipalities for the performance of any matter or thing judged to be of benefit to them;

AND WHEREAS the City of Lacombe considers it beneficial to enter into an agreement with certain other municipalities for the provision of land use planning services.

NOW THEREFORE the Council of the City of Lacombe in the Province of Alberta, duly assembled, enacts as follows:

1. The Master Agreement establishing an intermunicipal service agency, to be known as Parkland Community Planning Services, a copy of which is attached hereto, is hereby ratified and approved; and the Mayor and the Chief Administrative Officer are hereby authorized to execute the said agreement for and on behalf of the City of Lacombe.
2. This bylaw shall come into full force and effect upon third reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

January 2, 2020

Dear Mayor or Reeve,

As you may know, the assessment models for wells, pipelines and machinery and equipment, which are used to determine the assessed values of these assets for taxation purposes, have not been updated since 2005. Over the past year, Municipal Affairs has been working on a review of the assessment models to ensure new technology is accounted for, current cost structures and industry practices are reflected, and result in a fair and transparent relative distribution of taxation.

The technical phase of the assessment model review, which included input from working groups of external subject matter experts, has now concluded. The initial results from the technical phase of the review indicate potentially significant shifts in assessment. As assessment changes can have consequential impacts to both municipalities and the oil and gas industry, I have determined additional engagement with industry and municipal associations is required before any final determinations are made.

Our aim is to ensure any changes resulting from the assessment model review do not have an adverse impact on the competitiveness of our energy sector or the viability of our rural municipalities. It is my intention this more robust stakeholder engagement be carried out in early 2020, with final decisions on the assessment model review to be made in spring. As a result, the changes to the assessment models will need to be deferred until the 2021 municipal tax year.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2020 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are undertaking, attached are the approved AYM's for the 2019 Assessment Year (2020 Tax Year).

In addition, a reduction in assessment for shallow gas assets will be applied for 2020 in order to continue the same magnitude of tax relief provided under the Shallow Gas Tax Relief Initiative (SGTRI) for 2019, and enable transition to the new assessment models for 2021. These wells and associated pipelines will receive a 35 per cent property assessment reduction for the 2020 tax year. It is my intention to apply the same criteria for this assessment reduction as were used to determine eligibility for tax relief under the SGTRI; there are approximately 70,000 wells and associated pipelines in Alberta meeting these criteria. As education tax credits will not be provided as they were under the SGTRI for 2019, municipalities will need to absorb the impact of this reduction in assessment.

...2/

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2020 to include the annual change to the AYMs, as well as the changes to the shallow gas assessments.

Further details on the engagement with municipal associations and industry organizations regarding the assessment model review will be provided by early January, 2020.

If you have any concerns regarding these changes, please contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or [ethan.bayne@gov.ab.ca](mailto:ethan.bayne@gov.ab.ca).

Yours very truly,



Kaycee Madu  
Minister

Attachment – Assessment Year Modifier (AYM) Tables

cc: Honourable Sonya Savage  
Minister of Energy

Honourable Dale Nally  
Associate Minister of Natural Gas

Paul Wynnyk  
Deputy Minister, Municipal Affairs

Ethan Bayne  
Assistant Deputy Minister, Municipal Assessment and Grants

**Attachment – Assessment Year Modifier (AYM) Tables**

<b>Property Type</b>	<b>2018 Assessment Year (2019 Tax Year) AYM</b>	<b>2019 Assessment Year (2020 Tax Year) AYM</b>	<b>Percent Change</b>
Wells	1.200	1.192	-0.67
Pipelines	1.019	1.024	0.49
Electric Power Systems	1.470	1.471	0.07
Telecommunication Carriers	1.150	1.154	0.35
Cable Distribution Undertakings	1.389	1.394	0.36
Railway	1.410	1.460	3.55
Machinery & Equipment	1.40	1.41	0.71
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.00	0
Farm land (Irrigated Arable)	1.03	1.03	0



**OPERATION  
LIFESAVER**



**OPERATION LIFESAVER**

901 – 99 Bank Street  
Ottawa, Ontario K1P 6B9

telephone: 613.564.8100

fax: 613.567.6726

e-mail: [admin@operationlifesaver.ca](mailto:admin@operationlifesaver.ca)

Mr. Grant Creasey  
Mayor – Lacombe County  
5432 56 Avenue  
Lacombe, Alberta  
T4L 1E9

January 14, 2020

Dear Mayor Creasey,

I'm writing concerning an incident that occurred in your county on November 6, 2019, in which a vehicle hit a train at a railway crossing equipped with flashing lights and bell. Both the driver and passenger of the vehicle sustained injuries—but the incident could have easily ended in a tragedy.

Every year, more than 2,100 North Americans are killed or seriously injured in collisions at railway crossings or after engaging in unsafe behaviour on railway property. These tragic incidents not only affect the victims and their friends and family, but railway employees, emergency responders and communities. And virtually all of these incidents could be avoided.

Operation Lifesaver (OL) Canada works to prevent these needless incidents from happening. We're a national not-for-profit that partners with railways, governments, law enforcement agencies, labour groups and other like-minded safety focused organizations to educate Canadians about what they can do to keep themselves safe around tracks and trains.

Through our [Look Listen Live Community Safety Partnership Program](#), **we work with municipalities to install rail-safety decals at railway crossings, to remind pedestrians, cyclists and drivers to exercise caution around tracks and trains.** We also recently launched two new public-awareness campaigns to help get our rail safety message across: our virtual-reality based [Look Listen Live](#) campaign, which immerses viewers in a 3D environment and shows them how quickly and quietly a train can sneak up on them, and our [#STOPTrackTragedies](#) campaign, which tells the personal stories of people affected by railway crossing and trespassing incidents. **We're hoping that you will assist us in sharing these campaigns and our other rail safety materials with your constituents.** The simplest way for you to do this is by re-posting our social media content (Twitter/Instagram: [@oplifesaver](#), Facebook: <https://www.facebook.com/oplifesaver>) or by including our rail safety messages in your quarterly householders.

Safety is a shared responsibility, and our hope is that you will consider partnering with Operation Lifesaver to reduce rail-related injuries and deaths in Canada. Should you have any questions or ideas about how we might collaborate, please don't hesitate to get in touch. We look forward to hearing from you.

Sincerely,

Sarah Mayes  
National Director, Operation Lifesaver Canada  
[smayes@railcan.ca](mailto:smayes@railcan.ca)  
613-564-8097



**TOWN OF BLACKFALDS**

Office of the CAO  
Box 220, 5018 Waghorn Street  
Blackfalds, AB T0M 0J0  
P: 403.885.6255 C: 403.506.2336  
[mthompson@blackfalds.com](mailto:mthompson@blackfalds.com)  
Town Office: 403.885.6248  
[www.blackfalds.com](http://www.blackfalds.com)

January 15, 2020

City of Lacombe  
5432 – 56 Avenue  
Lacombe AB T4L 1E9

Attention: CAO Matthew Goudy

RE: BOLT Regional Transit Agreement – Terms of Termination

At the January 14, 2020 Regular Council Meeting, the City of Lacombe's request for an early exit on the BOLT Regional Transit Agreement was discussed and Council unanimously agreed to leave the current termination date at September 30, 2020.

Blackfalds' Administration is currently reviewing the service with the City of Red Deer and will be providing statistical data back to Council for their consideration towards a potential service continuation between Blackfalds and the City of Red Deer. Council also feels that an early exit would be a disservice to those who have come to rely on the BOLT transit service and that they should be given an acceptable transition period to make alternate arrangements, or adjust to a new level of service should Blackfalds be able to continue to operate.

While we appreciate your desire for cost savings for your municipality, it is the position of the Town of Blackfalds that an early exit would cause a greater and unnecessary financial burden to the taxpayers of Blackfalds. Further, the Town believes that a one-year clause is a minimum standard for a regional agreement, and we feel that the minimum is required to bring this agreement to a proper closure.

We will continue to work with your Administration within the terms of the agreement and thank you for your continued participation as well.

Thank you.

Myron Thompson  
Chief Administrative Officer

# Art Collection Meeting Minutes

November 14, 2019

Attendees: Karen Penrice, Emma Vockeroth, Brent Bouwesma, Shirley Flinn, Maureen MacKenzie

Regrets: Ellen Corea

## 1. Call to order / Introductions

Karen Penrice has assumed the role of Chairperson for one year.

**Moved** by Shirley Flinn,

**Carried Unanimously**

Karen called the meeting to order at 5:20 pm.

## 2. Additions to / Adoption of Last Meeting's Minutes

- a. **Moved by** Emma Vockeroth, that the last meeting minutes be adopted.

**Carried Unanimously**

## 3. Old Business

- a. 2019 Budget Update
  - i. The budget had been submitted via e-mail for information purposes only.
- b. Forgotten Moccasins Exhibition & Culture Days Update
  - i. Maureen provided an update regarding the events that occurred during culture days and how well the Pow Wow Dancers (300 attended), Forgotten Moccasins Exhibition (100) & Elders Circle talk were received by the public (30). It was mentioned by several attendees at the Elders Wisdom Sharing that they were pleased to see Indigenous based events occur in Lacombe and that they would like to see more in the future.
- c. Ice Art Project Update
  - i. Maureen provided an update. Paintings have been completed by the art students at LCHS, and will be displayed in the LMC foyer, with bids taken until December 1. Then works will be sent to Calgary to be frozen in ice blocks and installed as temporary art installations at locations specified by the buyers. Funds for freezing and installation will come from the 2020 Art Collection budget.
- d. Under \$100 Art Market
  - i. Shirley Flinn and Karen Penrice are volunteering for this event which occurs November 21 & 22 as a fundraiser for the Arts Endowment Fund. If well received it will occur again in 2020.
  - ii. We received many donations of art for the sale from a former citizen.
    - **Moved by** Shirley Flinn that we purchase the Stampede Horse drawing for \$60.

**Carried Unanimously**

Another vendor contributed several items, two of which were small metal sculptures of birds made from recycled parts.

- Moved by Brent Bouwesma that we purchase each one for \$50 and add them to the collection

**Carried Unanimously**

- e. Popow's Park sculpture is expected to be complete by the end of November, weather permitting. A whimsical theme that works with the Wizard will be carved, by artist Darren Jones of Rimbey. Darren will return in the spring to finish the books and re-color the wizard statue. \$500 will be due at that time. A plaque for the sculpture will be ordered in 2020.
- f. APAN - Maureen and Shirley updated the committee on their findings at the Alberta Public Art Network conference. Documentation is attached. At some point in the future, the City of Lacombe should consider hosting this conference as we have grown our collection considerably and some communities have hosted this conference several times. A separate budget for this event would be needed.

#### **4. New Business / Emergent Items**

- g. 2020 Budget Plans – what to add to the collection
  - i. Maureen informed the committee that there is Anti-Racism Grant Funding available that can be used for arts projects. The application is due Dec. 17<sup>th</sup> <https://www.canada.ca/en/canadian-heritage/services/funding/anti-racism-action-program/application-guidelines.html>

Many Lacombians are not aware of the number of First Nations (505), Inuit (25) and Metis (355) residents that call Lacombe home.

Suggestions for the artwork that could be submitted with this grant application included:

- Indigenous or multi-cultural based Mural by First Nations or multi-cultural artist(s) This would need to be installed outside of the downtown overlay if it was not an historic image.
- A sculpture
- To build the anti-racism component, the art would need to be presented with educational workshops or exercises
- Suggested time is during Culture Days.
- Possible workshops / events include:
  - a. Indigenous or Multicultural Awareness day
  - b. 60's Scoop Exhibition & workshop
  - c. Kairos Blanket Exercise
  - d. Indigenous Dancing, sharing etc.
- ii. Request for a Mural on the exterior of the Performing Arts Centre
  - The PAC is within the downtown overlay, therefore any murals on the exterior of the building must be historic in nature.
  - The committee decided to wait until the additions to the facility are completed.
- iii. Another statue in Mayor's Park
 

A sculpture with grouse was suggested for 2020. Grouse were traditional food of settlers and Indigenous peoples. They had been plentiful around Lacombe, but have fallen into serious decline due to

farming and encroachment. This could be an educational and cultural piece.

**Moved by** Shirley Flinn that we apply for grant funding and have a sculpture of grouse created for Mayor's Park. We will meet/speak with Indigenous Elders to ensure this is appropriate and for their input into the project.

**Carried Unanimously**

iv. Other suggestions

- Rain Art

The committee will try this temporary art form again in 2020, and will try an airbrush to see if it is more effective.

**5. Standing Items**

h. 2019 Donations – Pallister family recent donations

- i. The Pallister family has offered a number of paintings and intaglio prints for consideration into the Art Collection.

**Moved by** Emma Vockeroth that we accept all the pieces into the collection.

**Carried Unanimously**

i. 2019 Exhibitions

- i. Bystanders is on display in the LMC and comes down December 4<sup>th</sup>.
- ii. Dec 10 – Jan 31 Phyllis Obst
- iii. Opening day or night celebrations – do we want to start hosting them?

**Moved by** Shirley Flinn not to hosting exhibition openings in the future due to low attendance at past events.

**Carried Unanimously**

j. 2020 Exhibitions

- i. Feb 4 – March 31 Hilda Valdes
- ii. April 6 – May 6 TREX, Eating

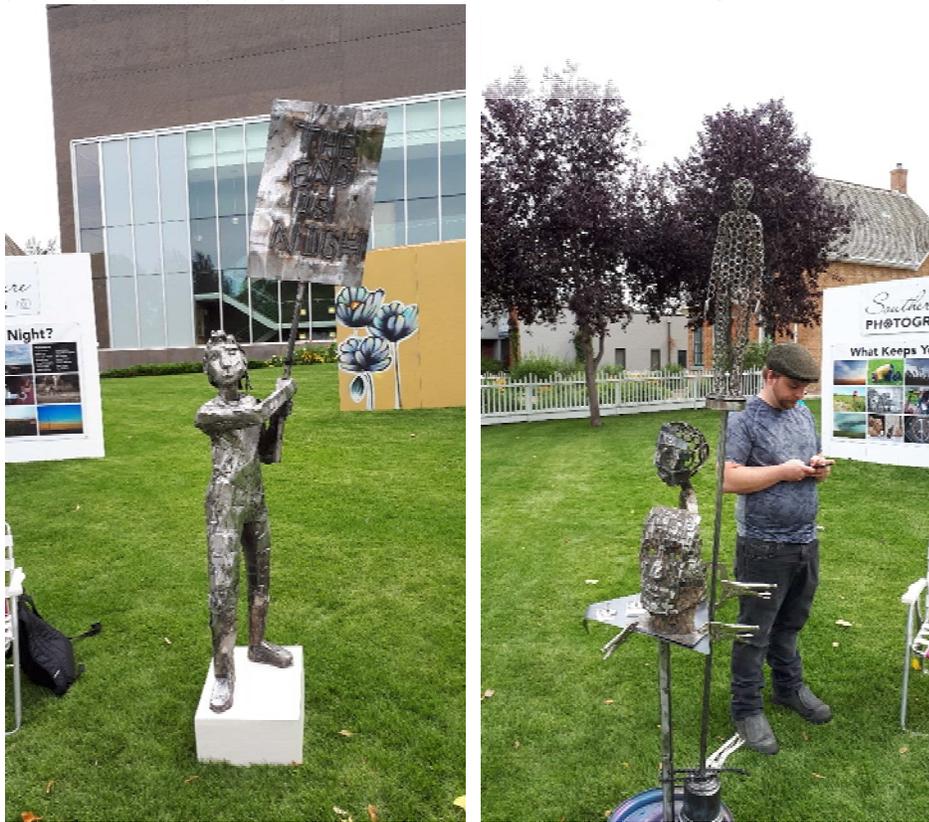
**6. Action Items List**

- a. Maureen to package and ship Ice Art to Calgary the first week of December.
- b. Maureen to apply for Anti-Racism Grant Funding
- c. Maureen & Shirley to meet with Elders from Maskwacis
- d. Retry temporary water art in the spring

**7. Next Meeting Date** February 13<sup>th</sup> at 5:15 pm at City Hall

## APAN Conference – Medicine Hat September 2019

Shirley Flinn and Maureen MacKenzie attended the APAN Conference in Medicine Hat. They have an incredible Arts Centre The Esplanade, which is where the event was hosted. Visual artists were creating paintings and displaying their works on the front lawn during the event.



David Garneau was the keynote speaker. David is a Metis Visual Arts Professor at the University of Regina who has travelled the world as a speaker and curator. He spoke about Non-Colonial Public Art, how public art might transform and inspire non-colonial, non-patriarchal, and non-capitalist social spaces, beings, and relations. His key note speech was incredibly confusing.

The main take away was that Indigenous communities are seeing a difference in traditional and current artistic practices. Not all Indigenous art on the market has been created by indigenous artists e.g. in the past, the BC government banned Haida artists from mining argillite, and then dug it out of the mine and sent it to China to be carved in indigenous style, and then send back to Canada.

## **Breadth of Public Art Contemporary Public Art Practices Internationally**

### **Ciara McKeown**

- Commission with intention
- Have your public art create communication through the use of sound, sight place. E.g. Rebecca Belmore – [Wave Sound](#)
- Create collaborative projects for multiple artists or collectives. E.g. [Landmarks 2017](#) involved 12 leading Canadian artists, seven curators, and students from 16 universities across the country.
- Regenerative projects - [Dale Hodges Park](#) – watershed Plus in Calgary
- Start your project with time and relationships e.g. Spatial de-colonization is a more holistic view of the land.
- How to involve the public and artists to create for a space? Create a dynamic environment for everyone to talk before the concept is developed.
- Invite the artists before the project is defined. Issue an RFQ, and residency if you can afford it, and design through consultation.
- Have mock proposals, and project priorities
- Have the artists see the site, have the committee members there for the artist to talk to. Host a weekend residency to the artist can talk to people, see and get a feel for the community and site.

## **Creating New Narratives: Communication and Education Strategies**

### **Andrea Linkert**

***Audiences don't trust government as a messenger, and most people are risk adverse.***

47% don't trust government in Canada

26% rate government spokespeople and officials as credible

80% feel government is "out of touch"

Only 1 in 5 feel the 'system is working for them.

This contributes to an "us vs them" narrative which easy fodder for the media.

Develop a communications strategy that includes the movers and shakers in the community to spread your message.

People are hardwired to remember negative experiences and arrange them into a narrative of ongoing problems. Eg. "Lacombe's roads are awful. The city doesn't care about citizen's vehicles. I have to detour three blocks because of construction. The money spent on that stupid tree downtown should have been spend on paving our road".

### ***Understand where people are at.***

What are the shared values of our arts audience? Research shows that family, responsibility, a sense of belonging, legacy, strong attachment to place, fairness are common shared values.

### ***Our audiences don't experience our messages in a vacuum.***

There are always external factors impacting the lens that our audiences are wearing when they experience our messages: a downturned economy, looming elections, municipal funding decisions, community dynamics, what is happening in the USA etc. These things influence our response to messages and experiences.

“Just thinking Christmas is coming and how much good \$911,000 would do for our city veterans and subsidized bus passes for those looking for work.”

“Why is it necessary to have a certain amount of every project contribute to the pool? We have other priorities which are neglected and don't have budget allocated from every project for them.”

### ***A Core Part Of A Communicator's Job Is Reputation Management – This Often Drives Our Strategies & Tactics.***

So we focus on delivering transparent, accessible content often with the same corporate language and channels we use for road closures and service announcements, using the words safe, value for money, enhance, beautify and enliven.

We communicate with information, not shared values. We make awareness our objective, sharing the facts (artist, location, outcome, final budget). Research says feelings trump facts. Our shared values and emotions – not facts- influence how we respond to and process information. Use words such as such as

Avoid the words “Public Art”, and quotes from council in your communications, because often they aren't trusted in the public realm. Get quotes from the movers and shakers in the community instead

### ***Make Connections and Build Trust***

Reframe your primary objective – shift from focusing on awareness to building connections and trust

- Rethink the messenger
- Support artists to communicate and educate
- Identify and build relationships with influencers, community opinion leaders and advocates
- Be visible
- Harness the power of social norms and networks
- Leverage communications and education
- 

Always remember that ‘opinions’ are symbols of belonging. When people state their opinions, they are invested in the community. Calgary “Public Art is out of Reach and City out of Touch”, “Council spends a million dollars on a sculpture and puts it on top of a garage – huh?”

## ***Build Stories that Take Us On A Journey***

Facts matter but they derive their significance through the stories that weave them together.

Build stories that help our audiences emotionally invest by:

- Taking a cumulative and holistic approach. Connect the dots for your audience. Pull back the curtains on the entire process, not just the outcome. Bring interested people into the process early – let them see the RFP . RFQ process so that they can be your supporters in the public realm.
- Free yourself from Corporate speak. Choose language that is easily understood and resonates.
- Ground your stories in those shared values.
- Ask your audience to share your message on social media.

Grounding your communications in the shared values of your audiences can help you find common ground and create a safe space for new ways about thinking about public art.

- Start with shared values. Connect it to what matters to your audience.
- Be intentional with your language:
  - o Words like enhance or beautify can leave you open to counter-arguments, media framing
  - o Choose language that can evoke our shared values and emotion like community, family, security, and a sense of belonging
  - o Be aware of the power of frames. Even the words “public art” create mental images in our audiences’ minds. (everyone things blue ring in Calgary – not good!)

## ***Get Comfortable with Strategic Risk***

- Do your homework
- Don’t get stuck trying to create the most “palatable messages.” Those messages get lost, aren’t authentic and don’t build trust. Instead bring citizens and artists together – physically and literally
- Leave out the canned quotes
- Look beyond the surface of the controversy. What else is going on?

Art is an industry bringing different companies, organizations and people together. Highlight the employees, artists and fabricators creating the work. Were jobs created in the community? Who made in-kind donations to make it happen? Who were the influencers?

## ***Changing Narratives Takes Time and Trust***

Opening audiences to new ideas or new ways of thinking takes discipline, investment and a long term view. It’s not about reconciling differences but about understanding, respecting and bridging these differences.

## Indigenous Perspectives – Lead by the Moh'kinsstis Public Art Guiding Circle

Moh'kinsstis refers to the landscape of what is now known as Calgary, specifically 'elbow' referring to where the Elbow and Bow Rivers meet in Calgary) which falls under Treaty 7 and includes the lands of the Piikani Nation (Blackfoot, near Brocket), Kainai Nation (Blood peoples, near Standoff), Siksika Nation (blackfoot peoples, near Glechien), Stoney Nakota Nations (Sioux peoples, near Morley) and Tsuut'ina Nation (Dene peoples-near Calgary).

This was an exceptionally good session. This group of elders and first nations artists and others was formed due to the issues with Calgary's large public art installations, and the lack of knowledge of Indigenous peoples and traditions when commissioning some works.

- First Nations people do not create statues/ memorials of their famous warriors, and so we should not either. This would be very offensive.
- Placing artwork from a First Nation outside the region is in poor taste. Eg.. Haida Totem poles in Banff or Jasper.
  - o An excerpt from the CAGEART.ca blog regarding indigenous collaboration & art  
The second example is actually not Indigenous content at all, it's the presence of the Sunwapta Broadcasting totem pole. Yes, this is a part of Alberta's past and for some brings back fond memories of yesteryear, especially for settlers who grew up in Edmonton and Northern Alberta. But the act of reconciliation lies in the way we tell this story. The name of this private media company and it's choice to be branded with totem poles is First Nations cultural appropriation. Sunwapta is from a Stoney Nakoda word and totem poles are cultural practices of many Pacific Northwest First Nations, neither of which are from the traditional territory on which Edmonton was founded. I think that sharing these few sentences with museum visitors would make them feel uncomfortable and put a negative slant on the way they remember the past. This discomfort would not likely to create a repeat visit, and may be a reason why the RAM has shied away from truth-telling
- First Nations art should be created by First Nations people. Metis Art by Metis people.
- To decolonize art, avoid native art as images of conquest.
- When considering commissioning a piece of artwork about or to honor Indigenous or Metis peoples, the elders must be consulted first to ensure the appropriateness of the proposed artwork, that the intention is pure (not plunk art), and should create opportunity for ongoing communication, discussion and inclusion. The intent must be sincere and authentic.
- A poor example of indigenous collaboration: <http://cageart.ca/continuing-to-ram-colonization-down-our-throats/>
- The artwork should work to strengthen understandings, engagements, relationships and equitable environments with First Nations peoples
- The artwork must be appropriate for where it is placed.
- When the artwork is finished / unveiled, Indigenous protocol should be followed in a ceremony with an Elder or elders. An invitation to the First Nations and Metis people in the region to attend should be made.
- Find out the stories of the site before commissioning artwork for it.
- Collaborate with First Nations Artists to create a learning experience as well as artwork.
- AJA Loudon & AJA Starlight – graffiti style artist that is great with kids. Created a mural in Canmore that elders contributed to the development of through design and stories

A tour of Medicine Hat's public art was given. They have a vast array of public art ranging from metal sculpture to concrete and brick structures, a huge metal tepee, and many murals. Their public art tour map is very well done.

Of particular interest was a long mural in the inner corridor leading from the parkade to the elevator, here children's stick people art was re-created on vinyl and attached to the wall. It was absolutely delightful! It also corresponds to the "Children's Guide to the City", which is a book by children about their city. Both were fabulous engagement opportunities for children.

## **Curating Art – Barbara Cole & Diane Sherlock**

Museum & conservation assessments – expensive, and Lacombe isn't there yet.

- Caring for what exists
- Commissioning new work
- Refresh / contextualize what already is there.
- Integrate indoor and outdoor art

### **Context over policy over objects**

- Why are you looking to commission something? Is it for a specific reason or space? Do you want to tell a story?

Our Current Master Plan is object based vs contextual.

Should we consider hosting an open meeting where the Art Collection Committee, artists and citizens interested in our program? Could be a source for new members.

Include an image of the artist at work in their artist statement for exhibitions.

### **Contract Management / Logistics**

- Who have you contracted and for what?
  - What sorts of contracts and documents have you used?
  - When were the contracts written and who wrote them?
  - How could contracting be more functional?
1. Who & What: Commission = objects, Exhibitions = artists, Entertainment = public talks, music, TREX. Social Practice = artist interviews in the community, conducts workshops. Residency
  2. Standard Contract – does it make sense for artists, or is it a standard contract your organization always makes? We modified our standard contract and took out all the irrelevant pieces.
  3. Shape the contract by the Artist's Call. A clear, articulate call helps when writing the contract.
  4. GST – If the artist projects they will make over \$30K in the year, or if the contract is over \$30K, they must have a GST number before the contract is issued. If they are registered for GST, we will pay it, if not we won't.
  5. Copyright & Intellectual Property – Moral Rights. "The Artist grants the City the right to reproduce images of the work for promotional purposes..." Any images used must include the Artist's name.
  6. Intellectual Property – creations of the mind

- a. Symbols, inventions, literary & artistic works
  - b. Trademarks, Patents, designs, copyrights
  - c. These protect the creative expressions of intellect that carry commercial and moral value. Moral rights may prevent you from putting a toque on a statue in the winter.
7. Insurance
- a. What, how where?
  - b. Public liability, vehicles transporting art, general liability 2mm to 5mm
  - c. You must ask for proof of insurance and for notification of changes from an artist you are commissioning. They should have Blanket Contractual Liability.
  - d. Artist Talks – needs a contract, city covers the insurance
  - e. Where can artists get insurance? Carfac, Intact Insurance, Arts Council.
8. Staging payments
- a. 25% up front
  - b. 55% ½ way
  - c. 20% at the end.
  - d. 5% holdback paid after 45 days of completion
9. Having a work schedule and fee schedule allows you to make changes without needing additional signatures.

*Need to create a procedure for commissioning*

*Need to have an orientation package / safety package for artists working on city property*

**Toured Medalta Pottery** – fabulous! It is primarily used for artist residencies now, and includes an artist residence onsite.

CAGE – Canadian Art Gallery Educators

Simon Leven & Susan Rome – Public Art For Students



Chandelier of ceramic knives



Huge kiln lined with crocks



Creating botanicals from photos.



#### Logistics & Contract Management – CARFAC

The biggest take-away is that we do not have to pay artist fees for exhibitions if there is no budget for it, however, if the artist is travelling some distance, a fee should be found somewhere to cover their costs.

Documents on:

Use of Artists' Work for Fundraising, Exhibiting in a Commercial Gallery, Community Art, Public Art Commissions, Organizing Juried Group Exhibitions and Negotiations, Agreements & Contracts are available if you'd like a copy.

Commissioning Strategies with Barbara Cole

Public space is also a political space.

Create a mural of dumpster items (plastic containers) as a statement

Use left over building materials to make a statement. Wheat board is compostable, and as it degrades it turns into a useable garden space.

When selecting, focus on the artist, not the concept. Interview shortlisted artists, select one and then go to the community and committee to develop concepts for a given space.

Conduct artist studio visits. Know who your artist target market is – emerging, established, local, provincial etc.

Have a photo mural contest or an art mural contest for children.

Reach out to your community to see who would host an art piece or exhibit in their space. Could be for a week, a month, three months etc.

Put children's art on diebond and attach to the sides of schools (like Medicine Hat's Children's Guide to the City).

When giving a talk, have scrolling images of commissions behind you.

Could we have changing exhibitions in front of the Provincial building if metal "A" frames were created? They would need to be secured to the pavement with re-bar or something similar drilled into it.

Apan Conference 2019, held in Medicine Hat.

These yearly conferences are very valuable to our committee and community. We get a chance to network with like-minded people in our Province. We are in contact with experts in the Arts, that could aid our city art collection for example help with curating and idea exchanging on project types.

Yes, Calgary and Edmonton have huge budgets for public art, but they also have restrictions that we don't have that limits some of their ability to function. I found that I had to mine the nuggets of information and ideas, out of these sessions that were discussing huge projects that we would never be faced with.

One such nugget was discussed in one of the sessions, regarding Artists Calls, referred to as a Lab Week. Offered to artist by way of the Call. Each Artist was given an opportunity to come up with a plan, by staying in the community of the project. During this time the artist would meet with the public, view the area where the art installation would be situated, and come up with a design for the project to present to the committee. This could be downsized to fit our needs, by preselecting the 3 top ideas from the call, asking them to come to our community for a weekend and improve on their idea based on their public meetings and visual interaction with previous installations than bring a final presentation to our committee, by way of a Marquette or audio/visual presentation. After all artists selected have done this the committee could choose a winner for the project.

So maybe not negatives to this would be, the need for flexible funding, artist granting in conjunction with the project, and call will change with this type of artist involvement, and large project may need a curator on the team from the beginning.

The most important nugget I always come away with is how our City is on the right track with public art and we have succeeded in down a great job, well thought out, our policy and procedures that were put in place by passed committee members have given us a great foundation and we continue to build on this. City of Lacombe is doing things right. Our projects are not only beautiful but we have had little or no backlash from our citizens or community like what we have been intrusted to choose.

I very thankful to have had this opportunity to increase my knowledge in Public Art.

Shirley Flinn

# COUNCIL MEMBER'S REPORT

<b>TO</b>	Members of Council
<b>FROM</b>	Chris Ross
<b>SUBJECT</b>	<ul style="list-style-type: none"> <li>Councillor Report</li> </ul>
<b>DATE OF REPORT</b>	January-27-2019
<b>ORGANIZATION</b>	<b>KEY POINTS OF DISCUSSION AND/OR DECISIONS</b>
FCSS	FCSS has applied for new Provincial Programs since Parent Link has been discontinued. Board has reviewed and updated some service fees .
Lacombe Regional Airport	Reviewed CAP Grant application. Information on IFA ,advantages to the Airport for aircraft landing during inclement weather
Meeting With MidWay	Discussion with Developers on future possibilities. Recent rezoning of the north acreage for future residential
Lacombe Days	Sponsorship drive to start . Discussed changes and opportunities for event naming rights sponsorship
Lacombe Farmers Bonspiel	Great turnout for 76th annual farmers . Well organized event huge support from business community. The Lacombe Curling Club has hosted many successful bonspiels from the local bonspiels to Provincial finals , Lacombe is very fortunate to have one of the most stable Curling clubs in Alberta .
Culture & Tourism	Updated info of 2019 successful events and budget . Discussed future direction of Culture & Tourism , possibilities of more of an Economic & Development role



# COUNCIL MEMBER'S REPORT

<b>TO</b>	Members of Council
<b>FROM</b>	Reuben Konnik
<b>SUBJECT</b>	<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative</li> <li>• Key issues raised and/or comments for Council's information</li> </ul>
<b>DATE OF REPORT</b>	Jan 21 <sup>st</sup> , 2020
<b>ORGANIZATION</b>	<b>KEY POINTS OF DISCUSSION AND/OR DECISIONS</b>
Dec 5 <sup>th</sup> , 2019	Emergency police commission meeting called to discuss the police budget. Met to discuss changes and approve revised budget prior to next council meeting on Dec 9 <sup>th</sup> .
Dec 12 <sup>th</sup> , 2019	Police commission meeting. LPS responded to 393 calls for service in November. 134 tickets and 43 criminal charges laid in Nov. 96 police information checks completed in November. 31 persons lodged in LPS cells in Nov. CPO dispatch monitoring began in November and the system is working well. The RCMP is developing a shared AFRCS radio channel to share with LPS to enhance radio communications between the two agencies. CRT members have been working with Red Deer ALERT on a number of projects.
Jan 7 <sup>th</sup> , 2020	Affordable housing committee meeting. Met to discuss and approve the REOI (request for expressions of interest) document that will be going out to local developers. This REOI outlines what we are hoping to accomplish in the coming year to address some of the concerns identified in the affordable housing strategy. We have approx. \$450,000 that we can apply to various projects. Our hope is that we get a number of interested builders/developers come forward with some suggestions as to how to best accomplish our goals and then decide where to go from there. Closing date for submissions is Feb 28, 2020. Committee evaluations of submission will occur in early March with recommendations coming to council for the end of March for approval.

Jan 7 <sup>th</sup> , 2020	<p>Police commission meeting. LPS responded to 357 calls for service in December. 127 tickets and 23 criminal charges laid in Dec. 48 police information checks completed in December. 11 persons lodged in LPS cells in Dec. CPO dispatch monitoring going very well and in fact Clearwater county is also now interested in signing a contract with LPS. We currently have contracts in place to monitor CPO's in Lacombe county and Red Deer county along with our two CPO's within the city of Lacombe. Members were busy investigating a homicide that occurred here in Lacombe on Dec 14<sup>th</sup>. Annual AAPG conference coming up in Brooks in April with some of our commission members going. Elections took place for our new chair and vice chair with Corey Gish becoming our new chair and Judy Lucht to continue as vice chair. Discussion took place around how our current human resource plan and strategic plan needs to be revised going forward as well. We also have been presented with an opportunity to have one officer be embedded with ALERT for a two year rotation. This is a terrific opportunity to have one member be exposed to invaluable training and work experience within this organization which will only help LPS upon the members return.</p>
----------------------------	--

**CITY OF LACOMBE**  
**MINUTES OF COUNCIL MEETING 20-01**

Minutes of the Regular Meeting of Council held on **January 13, 2020** in the Council Chambers of the City Administration Office.

**Present:** Mayor Grant Creasey  
Deputy Mayor Thalia Hibbs  
Councillor Don Gullekson  
Councillor Cora Hoekstra  
Councillor Jonathan Jacobson  
Councillor Reuben Konnik  
Councillor Chris Ross

**Staff Present:** Matthew Goudy, Chief Administrative Officer  
Deborah Juch, Director of Community Services  
Diane Piche, Director of Corporate Services  
Jordan Thompson, Director of Operations and Planning Services  
Mauricio Reyes, Senior Finance Manager  
Deven Kumar, Communications Coordinator  
Ross Pettibone, Legislative Coordinator/Executive Support

**Media Present:** Todd Vaughan, Lacombe Express  
Amie MacInnis, Sunny 94

**Others Present:** Craig Teale, Parkland Community Planning Services

**CALL TO ORDER – Regular Meeting of Council**

Mayor Creasey called the meeting to order at 5:00 p.m.

**ADOPTION OF AGENDA**

11/178.01 20MO  
THAT the Monday  
January 13, 2020  
regular meeting agenda  
be adopted as  
amended to add a land  
matter for discussion in  
camera (FOIP Section  
16).  
20-001

**MOVED BY** Councillor Hibbs:

THAT the Monday January 13, 2020 regular meeting agenda be adopted as amended to add a land matter for discussion in camera (*FOIP Section 16*).

CARRIED UNANIMOUSLY

**PUBLIC HEARINGS**

Planning and Development Services

**Bylaw 400.27 – (Rezoning lot in Midway Centre Outline Plan)**

City of Lacombe Land Use (Amending) Bylaw 400.27, a Bylaw of the City of Lacombe to rezone lands. The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on the amending Bylaw 400.27, to rezone lands described as Lot 1, Block 1, Plan 012 3450 from Future Designation District (FD) to Residential Multi Unit Dwelling District (R5), at 5230 76 St. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday January 2, 2020 and Thursday January 9, 2020. It was confirmed that no submissions were received.

Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Craig Teale, Parkland Community Planning Services, presented proposed Land Use Bylaw 400 amendments (via Bylaw 400.27) for council consideration. Lot 1 Block 1 Plan 012 3450 would be rezoned from FD to R5 to facilitate the future re-development of the property for multi-unit residential purposes, consistent with the West Area Structure Plan and Midway Centre Outline Plan.

Those in Favour of the Bylaw

None came forward in favour.

Those Opposed to the Bylaw

None came forward opposed.

Any Person Deemed to be Affected Who Wishes to be Heard

None came forward deemed to be affected.

Mayor Creasey declared the Public Hearing for Bylaw 400.27 closed at 5:35 p.m.

**REQUESTS FOR DECISION**

**Land Use Bylaw 400.27 – Midway Centre**

Jordan Thompson, Director of Operations and Planning, presented the City of Lacombe Land Use Bylaw amendments (via Bylaw 400.27) to re-designate Lot 1 Block 1 Plan 012 3450 (at 5230 76 Street) from Future Designation FD to Residential Multi-unit Dwelling District, for second and third readings.

11/175.01 20MO  
THAT Council give  
second reading to  
Bylaw 400.27 as  
presented.  
20-002

**MOVED BY** Councillor Konnik:

THAT Council give second reading to Bylaw 400.27 as presented.

CARRIED UNANIMOUSLY

**MOVED BY** Councillor Gullekson:

THAT Council give third reading to Bylaw 400.27 as presented.

CARRIED UNANIMOUSLY

61/201.27 20BL  
THAT Council give third  
reading to Bylaw 400.27  
as presented.  
20-003

**Land Use Bylaw 400.24 – Workshop 1 (Residential and DARP)**

Jordan Thompson, Director of Operations and Planning, presented an overview and background for information on the amendments proposed in Bylaw 400.24 related to residential development, and to the Downtown Area Redevelopment Architectural Guidelines (DARP) overlay. Council provided direction to administration on the updates and was informed further updates for information and discussion would follow on February 10.

**2020 Utility Rate Bylaw 393.3**

Mauricio Reyes, Senior Manager of Financial Services, presented a revised rate schedule effective January 1 for consideration as an amendment to the Utility Bylaw, in accordance with the 2020 Operating Budget.

**MOVED BY** Councillor Gullekson:

THAT Council give first reading to Bylaw 393.3.

CARRIED UNANIMOUSLY

11/175.02 20MO  
THAT Council give first  
reading to Bylaw 393.3.  
20-004

**Snow Clearing Service Levels**

Jordan Thompson, Director of Operations and Planning, presented Council with cost estimates associated with changed service levels for snow removal involving hauling off site where feasible with assistance from contractors.

**MOVED BY** Councillor Ross:

THAT Council accept this report as information.

CARRIED UNANIMOUSLY

32/230.01 20MO  
THAT Council accept  
this report as  
information.  
20-005

**Lacombe Memorial Centre Café Kiosk Renovation**

Guy Lapointe, Manager of Community Economic Development, presented a recommendation to Council for award of contract to complete renovations on Anna Maria's Café Kiosk at the Lacombe Memorial Centre following a Request for Proposal process and evaluation. Renovations were intended to improve space and functionality.

72/143.01 20MO  
THAT Council authorize  
Administration to award  
the contract for the LMC  
Café Kiosk Renovation  
project to Bulls Eye  
Contracting for an  
amount of \$125,500.  
20-006

**MOVED BY** Councillor Hibbs:

THAT Council authorize Administration to award the contract for the LMC Café Kiosk Renovation project to Bulls Eye Contracting for an amount of \$125,500.

AGAINST:

Mayor Creasey  
Councillor Ross

FOR:

Councillor Gullekson  
Councillor Hibbs  
Councillor Hoekstra  
Councillor Jacobson  
Councillor Konnik

CARRIED

**Request for Extension of Time – Subdivision File**

Jordan Thompson, Director of Operations and Planning, presented Council with a request for extension of time for approval granted under subdivision file 66.250.02(18) to allow endorsement of the plan of subdivision by the subdivision authority.

66/250.01 20MO  
THAT Council grants an  
extension of time for the  
approval under  
subdivision file  
66.250.02(18) to April  
30, 2020.  
20-007

**MOVED BY** Councillor Jacobson:

THAT Council grants an extension of time for the approval under subdivision file 66.250.02(18) to April 30, 2020.

CARRIED UNANIMOUSLY

**ITEMS FOR INFORMATION**

1. CAO Report
2. City of Red Deer letter – BOLT Dec 4
3. GOA letter – MSI Dec 4
4. MP Calkins letter – Project of the Year Dec 5
5. GOA letter – Fire Services Training Program Dec 7
6. Parkland Regional Library Board Talk Nov 7
7. Lacombe Police Commission Minutes Nov 21
8. Lacombe Police Commission Minutes Dec 5
9. Lacombe Police Commission Minutes Dec 12
10. Councillor Reports

11/173.01 20MO  
THAT Council receive  
all reports and items as  
information.  
20-008

**MOVED BY** Councillor Jacobson:

THAT Council receive all reports and items as information.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

11/179.01 20MO  
THAT the December 9,  
2019 regular council  
meeting minutes be  
confirmed as presented.  
20-009

**MOVED BY** Councillor Hoekstra:

THAT the December 9, 2019 regular council meeting minutes be confirmed as presented.

CARRIED UNANIMOUSLY

*Meeting recessed at 7:35 p.m.  
Meeting resumed at 7:57 p.m.*

**IN CAMERA**

11/177.01 20MO  
THAT Council with  
Administrative staff  
attending to support  
Council (Matthew  
Goudy, Diane Piché,  
Deborah Juch, Jordan  
Thompson, Mauricio  
Reyes, and Ross  
Pettibone) move In  
Camera at 7:58 PM to  
discuss the following  
items: (Legal, Legal,

**MOVED BY** Councillor Gullekson:

THAT Council with Administrative staff attending to support Council (Matthew Goudy, Diane Piché, Deborah Juch, Jordan Thompson, Mauricio Reyes, and Ross Pettibone) move In Camera at 7:58 PM to discuss the following items:

- Legal (FOIP Section 16)
- Legal (FOIP Section 16)
- Land (FOIP Section 16)
- Monthly Update (FOIP Sections 24, 16)

Land, and Monthly  
Update).  
20-010

CARRIED UNANIMOUSLY

11/177.02 20MO  
THAT Council return to  
Open Meeting at 8:47  
PM.  
20-011

**MOVED BY** Councillor Gullekson:

THAT Council return to Open Meeting at 8:47 PM.

CARRIED UNANIMOUSLY

61/250.01 20MO  
THAT Council approve  
the requested security  
reduction for the  
Development of 4457  
Highway 12.  
20-012

**MOVED BY** Councillor Hibbs

THAT Council approve the requested security reduction for the Development of 4457 Highway 12.

CARRIED UNANIMOUSLY

74/086.01 20MO  
THAT Council accept  
this report on the status  
of the Gary Moe  
Autogroup Sportsplex  
naming rights  
sponsorship as  
information and directs  
Administration to  
execute improvements  
in sponsorship  
marketing and  
stewardship in 2020 as  
presented.  
20-013

**MOVED BY** Councillor Hoekstra

THAT Council accept this report on the status of the Gary Moe Autogroup Sportsplex naming rights sponsorship as information and directs Administration to execute improvements in sponsorship marketing and stewardship in 2020 as presented.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

**MOVED BY** Councillor Hibbs

THAT the meeting be adjourned at 8:48 PM.

11/177.03 20MO  
Adjournment  
20-014

CARRIED UNANIMOUSLY

---

Mayor

---

Chief Administrative Officer

# AGENDA



## REGULAR MEETING AGENDA

Council of the City of Lacombe  
Monday, January 27, 2020 at 5:00 p.m.  
in Council Chambers

Time	Agenda Item	Representative
5:00	<b>1. CALL TO ORDER</b>	
	<b>2. ADOPTION OF AGENDA</b>	
	2.1 Additions	
	2.2 Deletions	
	2.3 Reordering ( <i>Item 7 prior to Item 6</i> )	
	<b>3. PRESENTATIONS</b>	
5:00	3.1 Wolf Creek Public Schools	
		- Ms. Pamela Hansen, Board Chair and Trustee Ward 4 - Mr. Jayson Lovell, Superintendent of Schools - Ms. Kelly Lowry, Ward 5 - Mr. Brent Buchanan, Ward 5 - Roger Hall, Secretary Treasurer
	<b>4. PUBLIC HEARINGS</b>	
	4.1 N/A	
	<b>5. REQUESTS FOR DECISION</b>	
	5.1 Bylaw 393.3 Utility Rate – Second/Third Reading	<i>Sr. Mgr. Reyes</i>
	5.2 Len Thompson Pond - Sponsorship	<i>Dir. Juch</i>
	5.3 Review of Trail Carry Forward Capital Projects	<i>Dir Juch</i>
	5.4 Joint Council Workshop with Blackfalds Council	<i>Acting CAO</i>
	5.5 Council Committee Meeting – February 3	<i>Acting CAO</i>
	5.6 Parkland Community Planning Services Bylaw 475	<i>Dir. Thompson</i>
	<b>6. INFORMATION</b>	
	6.1 Administrative Reports	
	6.1.a N/A	
	6.2 Council Mailbox	
	6.2.a Gov AB letter Re: Assessment Model Review Jan 2	
	6.2.b Operation Lifesaver Canada Re: Rail Safety Jan 14	
	6.2.c Blackfalds Response Re: BOLT Regional Transit Jan 15	

6.3 Commission, Board, Committee Reports and Minutes

6.3.a Art Collection Meeting Minutes & Conference Summary – Nov 14

*Cnclr: Jacobson*

6.4 Councillor Reports

6.4.a Mayor Creasey

6.4.b Councillor Gullekson

6.4.c Councillor Ross

6.4.d Councillor Hoekstra

6.4.e Councillor Jacobson

6.4.f Councillor Hibbs

6.4.g Councillor Konnik

**7. ADOPTION OF MINUTES**

7.1 January 13, 2020 Regular Council Meeting Minutes

**8. NOTICES OF MOTION**

8.1 N/A

**9. IN CAMERA**

9.1 Labour (FOIP S. 17)

*Mgr Wilton*

9.2 Labour (FOIP S. 17)

*CAO Goudy*

**10. ADJOURNMENT**

**Next Meetings:**

- Monday, February 10, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, February 24, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, March 2, 2020
  - Council Committee Meeting: 5:00 p.m., Council Chambers

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** 2020 Utility Rate Bylaw – Bylaw 393.3  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** January 27th, 2020

FILE: 13/931

## PURPOSE:

In accordance with the estimates provided in the 2020 Operating Budget, Administration has prepared revisions to the rate schedules in the Utility Bylaw.

The rates in Bylaw 393.3 would be effective January 1, 2020.

## RECOMMENDED MOTION(S):

1. THAT Council give second reading to Bylaw 393.3; and further
2. THAT Council give third reading to Bylaw 393.3.

## RELATED PRIOR MOTION(S):

1. (January 13, 2020) THAT Council give first reading to Bylaw 393.3

## EXECUTIVE SUMMARY:

The 2020 Utility Rates are proposed for Council's adoption. They are consistent with Council's direction via adoption of the 2020 Operating Budget:

- Water Utility Rates – 0.9% Increase
- Wastewater Utility Rates – 0.9% Increase
- Solid Waste Utility Rates – No change from 2019 rates

## ANALYSIS:

### Water

The proposed monthly fixed water rate for 2019 will **increase by 0.9%** (from \$26.77 to \$27.01 per month). The per unit consumption rate will **increase by 0.9%** (from \$2.47 to \$2.49 per cubic meter). The base fee is used to cover fixed costs such as administration and distribution costs. The per unit consumption rate is intended to cover the cost of water purchased from the regional water commission as well as to account for water loss in the system.

As a result of new changes bulk water will **increase by 0.9%** (from \$4.75 to \$4.79 per cubic meter).

# REQUEST FOR COUNCIL DECISION



## Waste Water

The City is a member of the North Red Deer Regional Wastewater Services Commission and receives services from the Commission. The current model includes a flat monthly fee and a consumption fee similar to the water rate model. For 2020, the fixed monthly rate will **increase by 0.9%** (from \$20.00 to \$20.18 per month). The fixed monthly rate is used to cover fixed costs of the utility such as administration, debt payments and some operations.

The per cubic meter consumption rate for 2020 will **increase by 0.9%** (from \$2.65 to \$2.67 per cubic meter of effluent). This rate covers the variable costs of treatment and the charges by the North Red Deer Regional Wastewater Commission.

## Solid Waste

The solid waste utility includes several streams of waste. These include residential garbage pickup, yard waste and composting and the recycling centre located on Wolf Creek Drive.

2020 rates will be as follows;

Residential solid waste rates will **remain** at \$ \$31.76 per month.

Apartment rates (4 Units or more) will **remain** at \$19.97 per unit per month.

Modular Home Park rates will **remain** at \$24.49 per month.

Commercial rates will **remain** at \$ \$116.79 per month, per bin.

Additional cardboard pickup will **remain** at \$106.79 per month.

Any unscheduled pickups will also **remain** at \$58.39 per pickup for commercial waste and at \$53.39 for cardboard.

## Financial Implications

The proposed rates are based on a cost recovery basis. The expected revenue generation is as follows:

Water	\$4,767,648
Wastewater	\$4,771,573
Solid Waste	\$2,658,981

# REQUEST FOR COUNCIL DECISION



The combined utility bill increase for the year for an average household will be \$1.14 a month, or about \$11.50/year. Examples of typical customers are attached to this memo.

Administration recommends second and third reading to ensure 2020 revenue is achieved. Delaying second and third reading past January 2020 will impact the revenue for 2020, as 2019 rates would continue to be in effect until bylaw 393.3 is passed.

## **Legislative Authority**

- Section 191 of the MGA – Power to Amend a Bylaw
- Bylaw 393.3 is the City’s utility bylaw which establishes the utilities and their respective rates.

## **STRATEGIC PLAN ALIGNMENT:**

4.3.3 (b) Sustainable Infrastructure;

Goal – To be Strong Stewards of Our Built Environment

- Users of the City’s solid waste management services are getting the best value possible for a service that conforms to regulated standards.

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

The public has been made aware through the budget process about the rate increases in utilities. Further communication will follow Council giving first reading to bylaw 393.3.

## **ALTERNATIVE MOTION(S):**

- a) THAT Council give second reading to bylaw 393.3
- b) THAT Council give third reading to bylaw 393.3
- c) THAT Council do not give second and third reading to bylaw 393.3 and direct Administration accordingly.

# REQUEST FOR COUNCIL DECISION



## **ATTACHMENTS:**

- City of Lacombe Bylaw 393.3
- Impact of Proposed Rate Changes

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Sponsorship Opportunity for Len Thompson Fish Pond  
**PREPARED BY:** Deborah Juch, Director of Community Services  
**PRESENTED BY:** Deborah Juch, Director of Community Services  
**DATE:** January 27, 2020

FILE: 75/462

## **PURPOSE:**

Administration presents this report for Council's decision on the Alberta Conservation Association request for support of increased fish stocking at the Len Thompson Fish Pond Park.

## **RECOMMENDED MOTION(S):**

1. THAT Council approves a \$3,000, five-year sponsorship of the Alberta Conservation Association fish stocking activity at the Len Thompson Fish Pond Park, to enable an increased stocking level.

## **RELATED PRIOR MOTION(S):**

1. Motion # 19-316 11/173.44 19MO Moved by Councillor Hoekstra that Council receive the following correspondence as information... 6. October 1 Len Thompson Pond Sponsorship Letter. CARRIED UNANIMOUSLY

## **EXECUTIVE SUMMARY:**

On October 15, 2019, Council received a request from the Alberta Conservation Association (ACA) for the City sponsor increased fish stocking activities at the Len Thompson Fish Pond Park, in a five-year, \$3,000 annual commitment. The ACA cites increasing angling pressure at the Park necessitates increased stocking. The City and Regional Tourism both promote fish catching opportunities for children at the Park to residents and visitors; a decline in fishing success would equate to a recreation and parks service level decrease. The ACA actively promotes their "Corporate Sponsors in Conservation" (which includes municipalities) and City sponsorship will be a collaboration with Lacombe groups and businesses sponsoring the Kids Can Catch event and the Park as a tourist draw. If approved, Administration will bring the \$3,000 adjustment to the 2020 operating budget to Council at the Spring Adjustments and include the amount in subsequent operating budgets for the next four years.

# REQUEST FOR COUNCIL DECISION



## **ANALYSIS:**

### Background

On October 15, 2019, Council received correspondence from the Alberta Conservation Association (ACA) requesting the City consider a five-year, \$3,000 annual sponsorship to increase the ACA fish stocking activities (letter attached) at the Len Thompson Fish Pond Park (the Park). The ACA states that fisheries biologists report the angling pressure at the Park has increased, and that a corresponding increase in its stocking level is needed to maintain good fishing opportunities for local and visiting families.

In return for the sponsorship to help increase local fish stocks, the ACA offers sponsor recognition with mentions in their print ads, monthly newsletters, and social media posts, plus a clickable link on the *Corporate Partners in Conservation* section of the ACA webpage to a short profile on the City's contribution.

Of note, other Lacombe organizations, volunteers and the public support activities at the Len Thompson Fish Pond Park. The Thompson-Pallister Bait Company sponsors the ACA's Kids Can Catch Program; the Lacombe Fish & Game Association hosts the Lacombe Kids Can Catch event; and at the event, ACA volunteers and Lacombe families help to stock the pond by bucket while socializing and learning to fish at this popular spring outdoor community event. In 2019, the Thompson-Pallister Bait Company, with the support of the City, Echo Lacombe and others, installed a "World's Largest Lure" tourist attraction at the Park, elevating the profile of the facility as a regional fishing and tourism destination.

### Service Level Impacts

The ACA currently maintains the fish stocks at the Len Thompson Fish Pond Park, free of charge to the City, to support angling as outdoor recreation activity for area residents. The City in turn promotes the ability to catch fish at the pond on its website: *"Lacombe has its own fish pond located on the north end of Len Thompson Drive....developed many years ago through the joint efforts of the Lacombe Fish and Game Association and the City of Lacombe. Youngsters can practice their catch and release skills at this stocked pond."* Lacombe Regional Tourism also promotes the Park on their website with a reiteration of the City information.

# REQUEST FOR COUNCIL DECISION



As mentioned earlier, the ACA reports that angling pressure is increasing. If fishing success rates were to decline due to greater visitation, trips to the park would invariably disappoint families and children, and the recreation service level at the park will decline. Given the report, increasing fish stocks is a viable strategy to maintain the City's current service level. Administration also supports the five-year commitment as a test period to determine if increased stocking is effective to achieve the City aim to maintain service levels.

## Financial Implications

The cost of the requested sponsorship is not currently included in the three-year operating budget, and therefore if approved must be added in the 2020 Spring Adjustment. Administration will then include the amount in the operational budget of 75 Parks & Playgrounds, as a distinct item under Transfers to Local Organizations, until 2024 (inclusive).

Total financial impact is \$3,000/year, for a five year commitment (\$15,000 total over five years).

## Legislative Implications

N/A

## Area Comparators

The City of Fort Saskatchewan sponsors the ACA to stock fish at the Fort Lions Community Fish Pond Park. Administration is not aware if other comparator municipalities have ponds stocked by the ACA.

## **STRATEGIC PLAN ALIGNMENT:**

The recommended action aligns favourably with the following Strategic Plan Goals:

**4.5.8.A Encourage Volunteerism:** Strongly Support Volunteerism.

**4.2.4.A Support for Events:** To Attract Major Events to Lacombe. *Build on existing partnerships with community groups and organizations to attract events.*

**4.3.1.B Walkable City:** Promote the current trail system and associated parks. *Lacombe is known for its...urban parks.*

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

# REQUEST FOR COUNCIL DECISION



The ACA will promote the City of Lacombe as a sponsor of fish stocking at the Len Thompson Fish Pond as described above. The City of Lacombe will assist by sharing videos on social media promoting the fish restocking in the spring, and helping raise awareness of the City's role in the ACA's Kids Can Catch Program and the Lacombe Kids Can Catch event through municipal communications and marketing channels, and media relations efforts.

## **ALTERNATIVE MOTION(S):**

1. THAT Council approves a \$3,000, five-year sponsorship of the Alberta Conservation Association fish stocking activity at the Len Thompson Fish Pond Park, to enable an increased stocking level; OR
2. THAT Council approves a sponsorship of \$\_\_\_\_\_ for \_\_ years to the Alberta Conservation Association for their fish stocking activity at the Len Thompson Fish Pond Park; OR
3. THAT Council accepts the request from the Alberta Conservation Association as information.

## **ATTACHMENTS:**

Alberta Conservation Association Request Letter  
MOU

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Review of Trail Carry-Over Capital Projects  
**PREPARED BY:** Deborah Juch, Director of Community Services  
**PRESENTED BY:** Deborah Juch, Director of Community Services  
**DATE:** January 27, 2020

FILE: 71/963

## PURPOSE:

- To provide Council with a review of current carry-over trail capital projects;
- To report recent progress on the carry-over trail capital projects; and
- To propose budget reallocations to enable Administration to complete higher priority projects based on recommendations from the Lacombe & District Recreation, Parks & Culture Board and community stakeholders.

## RECOMMENDED MOTION(S):

1. THAT Council cancels the “Michener Rec Area” and the “Wolf Creek Hwy 12 to Fish Pond” trail capital projects and reallocates their budgets to the “Fairway Heights Willow Ridge Network” trail capital project.

AND

2. THAT Council cancels the “Trans Canada NE of Hennes” trail capital project and reallocates that budget to the “Elizabeth Lake 300m Boardwalk” project.

## RELATED PRIOR MOTION(S):

2015-2018 Annual Capital Budget approvals.

## EXECUTIVE SUMMARY:

In 2019, Administration reviewed 10 small and large carry-over, Municipal Sustainability Initiative (MSI) funded trail capital projects to formulate options for the stalled projects to progress. Council and MSI approvals for the projects date between 2015 and 2018 and the MSI program requires that the City utilize the oldest funding in 2020.

Of the 10 projects, six work together to complete the trail loop around Elizabeth Lake. The other four projects are a Trans Canada trail section; a new loop in the Michener Park area; a

# REQUEST FOR COUNCIL DECISION



north-south trail in the area of the Wolf Creek MR; and the Westview Stairs project to link and complete the nature loop overlooking Whelp Creek.

Primary reasons for all project stalls were:

- expected private development and contributions did not occur;
- a concurrent other City project was delayed; or
- the project proved to be underfunded

When consulted in Sept 2019, the Lacombe & District Recreation, Parks & Culture Board and the Bill Nielsen Trail Society unanimously prioritized two projects above the other eight. First is the Lake Anne/Elizabeth Lake loop project, and to ensure the project was still viable, Administration secured an agreement in principle for donation of the Environmental Reserve lands required for the project if it received the additional funding it now requires. (The donation will occur in advance of any rezoning and subdivision of the private property.) The second priority is the Westview Stairs project, which needs engineering on the infrastructure that the budget did not allow for. Administration proposes to complete the two priority projects in 2020 by cancelling three other carry-over trail capital projects and reallocating their budgets to the priority two.

## **ANALYSIS:**

### Background

#### Capital Budget and Planning Approvals

During the annual capital budget and 10-year capital plan approval processes, Administration recommends trail projects based on the City of Lacombe Trails Plan. The Trail Plan lays out a phased implementation strategy to serve existing and new residential development with trail networks focused on loops and links for maximum effective service. The Trails Plan builds upon past and current trail development efforts and guides development of active transportation throughout Lacombe in the short, medium and long term.

Trail Development Plan objectives include:

1. Seeking agreements from owners to allow development of trails for those sections of the designated network crossing privately held lands, address liability, and protect private lands.

# REQUEST FOR COUNCIL DECISION



2. Requesting Council consider funding a network trail linkage with general revenues if property developer funding is not available.

## MSI Funding Approvals

Following Council approval of trail capital projects in any year, Administration applies to Municipal Affairs for approval to use MSI funding for the projects. The applications do not require deep specifics of the projects: in 2018, the application stated only that, “The 2018 trail program includes new and replacement of both paved and wood chip trails.” Administration has with Municipal Affairs that MSI approved funding can be moved to another trail project, with notice.

## Project Stalls

Some of the current carry-over trail projects were proposed as early as 2014. A number of the applications were in expectation of key external contributions (outlined below). There is currently a total of 10 projects.

1. The Lake Anne/Elizabeth Lake project is comprised of six projects which together will complete the remaining 20% missing from the loop around Lake Anne/Elizabeth Lake which has numerous access points and linkages to other City trails. The project was planned to coincide with imminent development of the Bowett Ridge and Rosemount Estates developments, located along the south end of Lake Anne/Elizabeth Lake (see trail map). The Environmental Reserve land contribution in particular is essential.

The largest feature of the project is a boardwalk crossing of the Lake Anne/Elizabeth Lake channel, with a natural trail built along the shoreline both east and west and then northward from both ends to connect with existing trail. When the Bowett development did not proceed, the project was shelved, but the MSI approvals for use of funding for the project will expire in 2020. Administration has negotiated a pre-dedication of the reserve lands required for the trail’s completion.

2. The Fairway Heights Willow Ridge Network project, also known as “Westview Stairs,” will be a north figure 8 nature trail overlooking Whelp Creek, with a linkage at the north end by the soccer fields, and in the middle to the Westview neighbourhood via a set of outdoor stairs to the playground and the road with other trail links. The project

# REQUEST FOR COUNCIL DECISION



commenced on approval but stalled when it was discovered that the budget did not include stairway engineering required for public safety and risk mitigation to the City.

3. The Trans Canada Trail (TCT) project was planned to link existing TCT in Lacombe northward along C&E Trail (one of the proposed routes) to connect with a County section to be built with private landowner cooperation which did not manifest. Furthermore, the City's project to rebuild C&E Trail in 2024-25 is planned to include the paved trail, and trail construction should not occur ahead of the road project. The MSI approval for this trail project will have expired before that time.
4. The Michener Rec Area Wood Chip Path was carried-over due to workload capacity. Recently, staff have noted a decline in visitation to the area now that the Dog Park is relocated elsewhere.
5. The Wolf Creek Hwy 12 to Fish Pond is a north-south footpath linking Hwy 12 to the Len Thompson Fish Pond along Wolf Creek. However, there is no municipal land linking Wolf Creek Drive to the MR, and as importantly, there is no pedestrian crossing over the rail tracks (Bretcher Line) for safe walking northward from Hwy 12. None are currently planned with whistle cessation safety upgrades.

## New Progress

In 2019, Administration reviewed the history and reasons for stalling of these projects and developed options for completing two of them.

1. To address underfunding, Administration asked the Lacombe Recreation, Parks & Culture Board and the Bill Nielsen Trail Society (City partners) to identify which projects were of highest priority; both groups concurred unanimously that
  - a. completing the Elizabeth Lake loop, and
  - b. building the "Westview Stairs" and upgrading associated nature trail

were the two trail projects that would provide the most recreational benefit to the community.

2. Administration approached the owners of the Bowett Lands to ask if they would contribute Environmental Reserve (ER) land in advance of (and unconnected to) their

# REQUEST FOR COUNCIL DECISION



proposed development to facilitate the Lake Ann/Elizabeth Lake trail and boardwalk project; the owners have agreed and preliminary survey documents are being prepared.

## Proposed Budget Reallocations

1. Cancel the Michener Rec Area Wood Chip Path and the Wolf Creek Hwy 12 to Fish Pond projects and reallocate their combined budget of \$92,475 MSI funding to the Fairway Heights Willow Ridge Network for a total of \$200,754 engineered design and construction of the Westview Stairs, and associated trail upgrades.
2. Cancel the Trans Canada NE of Henners project and reallocate the budget of \$516,000 MSI funding to the Elizabeth Lake 300m Boardwalk project, increasing the total budget of the six projects from \$271,700 to \$787,700 (for accounting purposes, the six projects are already set up as one pooled budget.)

## Financial Implications

1. Aging MSI: The MSI program allows municipalities five years to complete approved projects. The oldest of the trail project MSI grant funding (\$271,700 for the Lake Anne/Elizabeth Lake projects) is now four years old. These are coded amber in the 2015-2019 Carry-Over Trail Capital Projects Chart.
  - a. if the project(s) go ahead, Administration will report those grant funds fully expended as soon as expenses of the combined six projects reach \$271,700
  - b. Finance has confirmed that if Council does not wish to reallocate budget between projects, Municipal Affairs will allow the City to cancel the related MSI approvals for the projects that cannot complete, and accept a new application for other projects.
2. City investment increase: The Lake Anne/Elizabeth Lake projects were intended to complete with a contribution both land and construction costs from the adjacent private developer. Constructing the boardwalk and trails in advance of adjacent development will require that the project be wholly funded by the municipality, in addition to contribution of the land by donation. The increased budget will still be reallocated within the trails program; the City's overall investment in trails remains the same.

# REQUEST FOR COUNCIL DECISION



## Service Level Impacts

The 2019 Citizen Satisfaction Survey determined that citizens value trails among the top nine City services and facilities, and rate them as fourth in a list of 16 of Lacombe's strengths and unique features. 75% of citizens rated their satisfaction with trails as high or very high.

Completing the Lake Anne/Elizabeth Lake Trail and the Westview Stairs projects will increase the recreation service level in the City. Around Elizabeth Lake, the current partial trail will become a complete, lengthy circuit with multiple access points serving walkers and runners of all ages and fitness abilities. The boardwalk crossing will be a new feature in the city enhancing the nature experience of citizens with an accessible water feature. The trail will also attract visitors from around the region, potentially affecting Lacombe's economy and "livability" reputation.

Completing the Fairway Heights Willow Ridge Network with an outdoor stairway as a linkage between trails and neighbourhood walkways is also a significant increase to the existing service level. It will provide runners and walkers from adjacent neighbourhoods with access, loop and linkage into a natural recreation area with views overlooking marshlands and Whelp Creek. A stairway can serve as a significant fitness challenge in the training of runners and walkers, and conversely, ease the challenge of the trail for casual users by allowing use of shorter portions if so desired.

## Legislative Implications

N/A

## Organizational Capacity & Business Plans

Completion of two priority projects with reallocated budget from less feasible project supports goals and objectives in the 2005 Sidewalk and Trail Development Plan and the Recreation & Culture Master Plan, in addition to the Trails Plan.

## **STRATEGIC PLAN ALIGNMENT:**

Reviewing stalled projects and reallocating grant funding from lower to higher priority projects to facilitate completion aligns favourably with the following Strategic Objectives:

- 4.1.4. Fiscal Prudence. *Council reviews service levels and considers alternate revenue sources.*
- 4.3.1 Make Lacombe A Walkable City. *Improve City-owned walkways.*

# REQUEST FOR COUNCIL DECISION



- 4.3.3 Sustainable Infrastructure. *Be strong stewards of our built environment.*
- 4.5.1 Social Support. (Trails provide sustainable recreational social interaction and well-being.)
- 4.5.5 Future Space Needs. *Capital and operating partnerships are considered when the City plans new facilities.*
- 4.5.8 Encourage Volunteerism. *Strongly support volunteerism and partnering opportunities to build a growing sense of community.*

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

The Community Services Division will consider a public information campaign to ensure expectations for any go-ahead projects are accurate. Communications will publish posts and releases on the expected outcomes, the timing, and the collaborations of the 2020 projects. This will add to the Recreation Department's existing promotions of Lacombe's trail system through signage, brochures, maps and webpages.

The City also collaborates with the Bill Nielsen Trail Society to promote volunteerism, the trail system, and community events; and staff also represent the City at the Central Alberta Regional Trails Society.

## **ALTERNATIVE MOTION(S):**

3. THAT Council cancels the "Michener Rec Area" and the "Wolf Creek Hwy 12 to Fish Pond" trail capital projects and reallocates those budgets to the "Fairway Heights Willow Ridge Network" trail capital project;

AND

4. THAT Council cancels the "Trans Canada NE of Hennes" trail capital project and reallocates that budget to the "Elizabeth Lake 300m Boardwalk" project.

OR

5. THAT Council returns the matter of the 2015-2019 Carry-Over Trail Capital Projects to Administration with further direction.

## **ATTACHMENTS:**

1. Proposed Trail Development Map
2. Chart of Trail Carry-over Capital Projects and Status

# REQUEST FOR COUNCIL DECISION



3. Stantec High Level Boardwalk Cost Estimate
4. Illustration of Potential Outcome of Revised Projects
  - a. Boardwalk water crossing
  - b. Hillside Stairway

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Joint Council Conference Invitation  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Deborah Juch, Director of Community Services (Acting Chief Administrative Officer)  
**DATE:** January 27, 2020

FILE: 11/132

## **PURPOSE:**

To present for discussion the scheduling a date for a joint discussion with the Town of Blackfalds council and senior management to share information and updates in an informal setting.

## **RECOMMENDED MOTION(S):**

1. THAT Council direct administration to arrange an informal meeting with the Town of Blackfalds Council and Senior Management for the selected date and time discussed.

## **RELATED PRIOR MOTION(S):**

1. (Nov 25, 2019) THAT Council schedule a committee of the whole meeting of Council on August 17, 2020.

## **EXECUTIVE SUMMARY:**

In January the City of Lacombe received an inquiry from Town of Blackfalds Administration about holding a joint council conference in the future, indicating their council is open to the idea (attached).

Lacombe has held informal joint dinner meetings in the past, the last in 2019 with Lacombe County. Senior management now meets regularly with county staff to develop the provincially required inter-municipal collaboration framework which provides ample opportunity for joint updates.

Should Council be interested in holding an informal workshop with Blackfalds council, administration can prepare an agenda, book space in a neutral venue for further hosting details, with possible dates of **Monday May 4** or **Tuesday September 8 at 5:00 p.m.** The current council meeting(s) schedule for Lacombe is attached for reference along with a calendar.

# REQUEST FOR COUNCIL DECISION



## **ANALYSIS:**

Should council desire to meet with Blackfalds council, it should be determined what the purpose of the conference is and an informal agenda developed. Any items emerging from such discussions would flow to regularly scheduled meetings of both council(s), after matters are discussed informally at a joint working dinner meeting.

This process ensures all debates and decisions of council occur in public, enhancing transparency (and thus good governance) by ensuring that decisions are not occurring in back rooms or arising from private conversations. It also enables the public to provide input to the decision making process and that members of council do not reach conclusions before all information is provided and a public debate can occur.

## **STRATEGIC PLAN ALIGNMENT:**

Holding an informal meeting with our regional partners aligns favourably with the Strategic Goal of Maintaining Relationships with citizens and regional partners.

- Review required services to determine which can best be offered regionally and which should remain city-run.
- Inter-municipal collaboration frameworks are developed as required by provincially legislated deadline

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

N/A

## **ALTERNATIVE MOTION(S):**

1. THAT Council direct administration to arrange an informal meeting with the Town of Blackfalds Council and Senior Management for the selected date and time discussed.
2. THAT Council decline a meeting with Town of Blackfalds council and plan an alternative means of information sharing.

## **ATTACHMENTS:**

- Lacombe and Blackfalds scheduled Council Meetings
- 2020 Calendar
- Meeting invitation

# REQUEST FOR COUNCIL DECISION



## Regular / Committee Meeting Dates

<Lacombe – 5 PM>

<Blackfalds – 7 PM>

January 2020 1 <sup>st</sup> New Years Day	Regular - 13 <sup>th</sup> and 27 <sup>th</sup>		
February 17 <sup>th</sup> Family Day	Regular - 10 <sup>th</sup> and 24 <sup>th</sup> Committee - 3 <sup>rd</sup>		
March	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup> Committee - 2 <sup>nd</sup>		
April 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> Committee - 6 <sup>th</sup>		
May 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <sup>th</sup> <b>Committee - 4<sup>th</sup> 5 P.M.</b>		Regular – 12 <sup>th</sup> and 26 <sup>th</sup>
June	Regular - 8 <sup>th</sup> and 22 <sup>nd</sup> Committee - 1 <sup>st</sup>		
July 1 <sup>st</sup> Canada Day	Regular - 13 <sup>th</sup>		
August 3 <sup>rd</sup> Heritage Day	Regular - 10 <sup>th</sup> Committee 17 <sup>th</sup>		
September 7 <sup>th</sup> Labour Day	Regular - 14 <sup>th</sup> and 28 <sup>th</sup> <b>Committee - 8<sup>th</sup> 5 P.M.</b>		Regular 8 <sup>th</sup> and 21 <sup>st</sup> Committee – 14 <sup>th</sup>
October 12 <sup>th</sup> Thanksgiving	Regular –13 <sup>th</sup> and (Organizational) 26 <sup>th</sup> Committee – 5 <sup>th</sup>		

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Council Meeting Schedule  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Deborah Juch, Director of Community Services (Acting Chief Administrative Officer)  
**DATE:** January 27, 2020

FILE: 11/118/2020

## **PURPOSE:**

To recommend cancellation of one scheduled Council Committee of the Whole meeting on February 3, 2020.

## **RECOMMENDED MOTION(S):**

1. THAT Council cancel the Monday February 3 Committee of the Whole meeting.

## **RELATED PRIOR MOTION(S):**

1. (Nov 25, 2019) THAT Council cancel the Monday December 2, 2019 Committee of the Whole meeting; THAT Council schedule a Committee of the Whole meeting of Council on August 17th, 2020

## **EXECUTIVE SUMMARY:**

Administration recommends cancellation of the February 3, 2020 Council Committee of the Whole meeting (scheduled at the October organizational meeting), as it is not required.

Per Council's Procedural [Bylaw 370](#), regular council meetings are held on the second and fourth Monday of the month commencing at 5:00 PM. Committee of the whole meetings are typically held on the first Monday of the month. Council, through the Mayor, can schedule special council meetings as needed.

## **ANALYSIS:**

Council committee meetings require 24 hours' advance notice to council members and the public.

## **STRATEGIC PLAN ALIGNMENT:**

Open and Accessible Government

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

Meeting Schedule posted to City website

## **ALTERNATIVE MOTION(S):**

# REQUEST FOR COUNCIL DECISION



1. THAT Council cancel the Monday February 3 Committee of the Whole meeting.
2. That Council provide additional direction or amendments to the meeting date(s) presented.

## ATTACHMENTS:

- Regular / Committee Meeting Dates November 2019 to October 2020

### Regular / Committee Meeting Dates 5:00 p.m.

November 2019 11 <sup>th</sup> Remembrance Day	Regular – 12 <sup>th</sup> and 25 <sup>th</sup> Committee – 4 <sup>th</sup>
December 2019 25 <sup>th</sup> / 26 <sup>th</sup> Christmas/Boxing	Regular – 9 <sup>th</sup>
January 2020 1 <sup>st</sup> New Years Day	Regular - 13 <sup>th</sup> and 27 <sup>th</sup>
February 17 <sup>th</sup> Family Day	Regular - 10 <sup>th</sup> and 24 <sup>th</sup> <del>Committee – 3<sup>rd</sup></del>
March	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup> Committee - 2 <sup>nd</sup>
April 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> Committee - 6 <sup>th</sup>
May 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <sup>th</sup> Committee - 4 <sup>th</sup>
June	Regular - 8 <sup>th</sup> and 22 <sup>nd</sup> Committee - 1 <sup>st</sup>
July 1 <sup>st</sup> Canada Day	Regular - 13 <sup>th</sup>
August 3 <sup>rd</sup> Heritage Day	Regular - 10 <sup>th</sup> Committee 17 <sup>th</sup>
September 7 <sup>th</sup> Labour Day	Regular - 14 <sup>th</sup> and 28 <sup>th</sup>
October 12 <sup>th</sup> Thanksgiving	Regular – 13 <sup>th</sup> and (Organizational) 26 <sup>th</sup> Committee – 5 <sup>th</sup>

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Bylaw 475: Inter-municipal Planning Agency - Parkland Community Planning Services (PCPS)  
**PREPARED BY:** Jordan Thompson, Director of Operations and Planning  
**PRESENTED BY:** Jordan Thompson, Director of Operations and Planning  
**DATE:** January 17<sup>th</sup>, 2020

FILE: 61/117.2020

## **PURPOSE:**

This is a bylaw of the City of Lacombe to authorize the execution of a Master Agreement between the City of Lacombe (and other municipalities) for the establishment of an inter-municipal planning agency: Parkland Community Planning Services (PCPS).

## **RECOMMENDED MOTION(S):**

1. THAT Council gives first reading to Bylaw 475.

## **RELATED PRIOR MOTION(S):**

1. None.

## **EXECUTIVE SUMMARY:**

Passage of Bylaw 475 is required to secure lower rates with PCPS (approximately 16% less) and voting rights on their Board. Participating Council's must appoint a City representative to the PCPS Board who may be an elected or administrative official. Upon 3<sup>rd</sup> reading, Administration recommends Council appoint Jordan Thompson, Director of Operations and Planning.

Upon 3<sup>rd</sup> reading Administration is also seeking Council's endorsement of it entering into a 3 year Planning Services Agreement with PCPS.

## **ANALYSIS:**

The attached materials are related to the City of Lacombe becoming a member of Parkland Community Planning Services. To become a member, the City of Lacombe needs to adopt the Master Agreement.

The Master Agreement deals with governance matters. It is adopted by bylaw as part of the formation of an intermunicipal services agency with the other participating municipalities.

The Master Agreement outlines the rights and privileges of member municipalities, the election and function of the Board of Directors, role of the Director, the holding of an annual general meeting, and a contingency plan in the event the agency becomes unviable, and needs to be

# REQUEST FOR COUNCIL DECISION



shut down. The Town of Lacombe was one of the founding members of PCPS, when it was formed in 1995.

The Master Agreement does not commit the City of Lacombe to any direct spending on services provided by PCPS.

The Planning Services Agreement describes in broad terms the services that can be delivered, the way they are delivered and the fees associated with the services. Services are described in broad terms and the City determines which functions/matters/projects go to PCPS for work.

The Planning Services Agreement commits the City of Lacombe to spending on average \$20,000 on service fees with PCPS per year for each year of the three year term. Another way to look at this is a commitment to buy at least \$60,000 of services from PCPS over the three year term. Expenses such as mileage, printing or any similar disbursements are not included in this amount and are paid separately (PCPS does not apply mark ups on these types of items).

Administration estimates it will spend between \$20,000-\$40,000 per year on PCPS services which is within the 2020 budget allocation to the Planning and Development Department.

Access to PCPS services allows the Planning and Development Manager to draw from PCPS resources only on an as-needed basis to provide professional planning services and to maintain department service levels in periods of high workload demands.

## **STRATEGIC PLAN ALIGNMENT:**

There is no specific strategic plan item on this matter but the reallocation of resources to meet future needs within existing budget levels aligns **favourably** with Council's Strategic Goal of Fiscal Prudence.

## **PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:**

None.

## **ALTERNATIVE MOTION(S):**

1. THAT Council give first reading to Bylaw 475.
2. THAT Council deny first reading to Bylaw 475.

## **ATTACHMENTS:**

PCPS Master Agreement

2020-2023 Planning Services Agreement

Bylaw 475