

1. Agenda

Documents:

[AGENDA - MARCH 23, 2020.PDF](#)

2. Executive Summary

Documents:

[AGENDA - MARCH 23, 2020\\_ES.PDF](#)

# AGENDA



## REGULAR MEETING AGENDA

Council of the City of Lacombe  
Monday, March 23, 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	
	<b>3. PRESENTATIONS</b>	
	3.1 N/A	
	<b>4. PUBLIC HEARINGS</b>	
	4.1 N/A	
	<b>5. REQUESTS FOR DECISION</b>	
	5.1 COVID 19 Update	CAO
	5.2 Bylaw 477 Supplementary Assessment Bylaw (Second/Third Reading)	Sr Mgr Reyes
	5.3 Bylaw 478 Line of Credit (Second Third Reading)	Sr Mgr Reyes
	5.4 LUB Amendment 400.29: Paint and Autobody Use in the University Commercial District	Dir Thompson
	5.5 April 6 Committee Meeting	CAO
	5.6 Council Committee Appointment	CAO
	5.7 Respectful Workplace Policy	Mgr Wilton
	<b>6. INFORMATION</b>	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	CAO
	6.2 Council Mailbox	
	6.2.a 2019 Alberta Library Statistics Lacombe Library Board	Clr. Gullekson
	6.2.b Mary C. Moore Public Library Info Graphic - 2019 Annual Report	
	6.2.c Message from AHS President – March 10	
	6.3 Commission, Board, Committee Reports and Minutes	

6.3.a	Lacombe Police Commission Minutes February 20/20	<i>Clr. Konnik</i>
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	
<b>7. ADOPTION OF MINUTES</b>		
7.1	March 9, 2020 Regular Council Meeting Minutes	
<b>8. NOTICES OF MOTION</b>		
8.1	<u>Councillor Hoekstra:</u> "To investigate and gauge the future level of municipal support for the activities of the Lacombe & District Rikubetsu Society."	<i>CAO</i>
<b>9. IN CAMERA</b>		
9.1	Labour ( <i>FOIP Section 17</i> )	<i>Mayor Creasey</i>
<b>10. ADJOURNMENT</b>		

**Next Meetings:**

- Tuesday, April 14, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, April 27, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Corona Virus Disease 2019 (aka COVID-19)  
**PREPARED BY:** Matthew Goudy, CAO  
**PRESENTED BY:** Matthew Goudy, CAO  
**DATE:** March 18<sup>th</sup>, 2020

FILE: 00/000

## **PURPOSE:**

To provide Council a general update on the current status of the Corona Virus Disease 2019 (short form COVID-19) Pandemic in the Province of Alberta, as well as the City of Lacombe's strategies currently in place to support the Provincial goal to: "Minimize the impact of the COVID-19 outbreak on Alberta, its citizens, and the economy."

Further, to provide Council options to mitigate the economic impact of the current pandemic to residents and businesses within the city of Lacombe.

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

1. Accept this report as information, and direct Administration to implement all proposed Community Economic Supports described in this memorandum.

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

1. N/A

## **EXECUTIVE SUMMARY:**

The City's administration has taken steps to limit the possibility of community transmission in public spaces.

Business Continuity strategies have been developed for the eventuality of the virus being present in the community, to ensure critical municipal functions will not be disrupted.

Lastly, several possible economic supports for Lacombe residents and businesses have been proposed for Council's consideration.

# REQUEST FOR COUNCIL DECISION



## ANALYSIS:

Since January, Alberta's public health officials have been working closely with the Public Health Agency of Canada and other partners to monitor COVID-19 and assess public health risks.

Estimates regarding the mortality rate of the COVID-19 virus have some variability. The Alberta Emergency Management Agency in a presentation on March 10, 2020, estimated it at 1%. The World Health Organization, in their February 2020 [Report on the China Joint Mission on Corona Virus Disease 2019 \(COVID-19\)](#) estimated that 80% of cases were mild to moderate, 14% were severe, and 6% were critical (patients presenting respiratory failure, septic shock and/or multiple organ dysfunction/failure). A March 2020 paper [Estimating Clinical Severity of COVID-19](#) from the transmission dynamics in Wuhan, China, estimated the probability of dying from the infection after developing symptoms was 1.4%, although the chances were heavily affected by age:

- 0-15: N/A (sample size too low to estimate general mortality)
- 15-44:0.5% (between 0.1% and 1.3%)
- 45-64:0.5% (between 0.2% and 1.1%)
- 65+ :2.7% (between 1.5% and 4.7%)

## City of Lacombe Actions:

- City staff have been closely monitoring the development of COVID-19 in Canada since mid-February.
- **March 10, 2020** – Staff participated in a province-wide conference call with the Provincial Operations Centre to understand the severity of the COVID-19 virus outbreak.
- **March 11, 2020** – Started working on Business Continuity Planning, and developed internal protocols surrounding staff absences and travel.
- **March 12, 2020** - The City began following the practice of restricting gatherings of 250 or more people, and if there are international travelers, seniors or vulnerable people, 50 or more. This affected our Lacombe Memorial Centre. At this time the City asked that staff who have traveled outside of Canada to self-isolate when they return. Messaging went out to reassure staff that their jobs were safe in the event they were not able to work for 14 days.
- **March 13, 2020** – No major changes to operations on this day, only trying to safeguard staff by procuring PPE and hand sanitizers.

# REQUEST FOR COUNCIL DECISION



- **March 15, 2020** – With the Province cancelling classes for all schools, and to safeguard staff and the public from mass gatherings, the City closed down the Lacombe Memorial Centre, which houses meeting rooms, halls, library, FCSS offices and LMC Café, and the Gary Moe Auto Group Sportsplex, which houses the arenas, curling rinks and pools.
- **March 16, 2020** - Staff met to review the critical changes from March 12 to March 15. During that time, there was a plan to escalate a response, however the virus moved much faster and the Government of Alberta responded radically. Staff reviewed the impacts on the City given the mitigation criteria that the Province has set in place as a result of the COVID-19 virus. Business continuity was discussed as to what critical staff would be required given potential absences. Communications provided messaging to the public and to staff regarding the situation.
- **March 17, 2020** - The City opened up the Emergency Coordination Centre (ECC) at 9 a.m., and at 3 p.m. shut all City facilities to the public when the Province declared a state of public health emergency under the *Public Health Act*. Any requirements to complete business with the City will be done by appointment only, and screening questions will be asked first to ensure that staff will not be exposed to symptoms. As a result of opening the ECC, the City has included the FCSS organization, along with an AHS representative, to participate and be involved with the City's response to the pandemic crisis. By the end of day, 34 other Albertan municipalities had also officially activated their ECC/EOC.
- **March 18, 2020** - The City of Lacombe announced that, beginning March 18 and continuing until at least the end of the week, all municipal facilities (other than the Lacombe Police Station), would be closed to the public. Alternate means of conducting City business are in place and have been advertised. A Safe Work Practice for interacting with members of the public on an appointment-only basis has been developed and distributed to staff. This will ensure residents and businesses are able to continue their interactions with the City, although it may be less convenient than normal.

## Business Continuity:

Business Continuity Planning has taken place in all administrative Divisions, and Critical Functions have been catalogued and prioritized. General mitigative strategies have been implemented across the organization, including:

- Information to staff about risk factors, and self-isolation requirements
- Creation of additional Safe Work Practices for front line staff serving members of the public in person
- Review and update of Safe Work Practices to ensure compliance with Alberta Health Services recommendations for transmission reduction

# REQUEST FOR COUNCIL DECISION



- Direction to staff to maintain two-metre (six feet) distances from other people
- Strict instructions to vehicle use to 'assigned vehicles only'
- Temporary ban on bringing in or consuming 'communal' food (I.e. home baking, muffins, etc.)
- Separation of certain work crews from other cross-trained staff

Generally, the risk for service interruption of municipal services remains low. The relatively short isolation/illness period (approximately 14 days, in both cases) means that long-term disruption is unlikely. The City also has a strong culture of cross-training, so many staff can backfill business functions other than their own. Further, even in the unlikely scenario of mass, simultaneous infection of multiple staff members in one department, the likelihood that all would be debilitated by the COVID-19 is extremely low. More likely, the vast majority, even if infected, would be able to work remotely, or at the very least remotely direct a less experienced staff member for critical tasks.

Nonetheless specific, detailed contingency plans to ensure business continuity have been developed for the following critical functions:

## Operations

- City water quality testing, pumphouse monitoring and daily inspection
- City sewer lift station monitoring and daily inspection
- Regional water quality testing, pumphouse monitoring and inspections
- Regional sewer lift station monitoring and inspections
- Emergency sewer flushing
- Major water leak response
- Snow clearing (Level 1 Priority Roads only)

## Emergency Services

- Lacombe Police Service – dispatch
- Lacombe Police Service – guarding
- Lacombe Police Service – patrol and response
- Lacombe Fire Services – response

## Community Services

- Facility maintenance – arenas
- Facility maintenance – pools
- Communications
- Sidewalk clearing at facilities

# REQUEST FOR COUNCIL DECISION



## Finance

- Payroll
- Accounts payable
- Accounts receivable
- Property taxes

## Corporate Services

- Network administration
- Email
- Phone server
- Remote workstation setup
- Technical support
- Website maintenance (critical functions only)

# REQUEST FOR COUNCIL DECISION



## Community Economic Support:

Administration has developed four strategies to mitigate the economic impacts to residents and businesses. Most of these items will primarily impact the cashflow of businesses, residents, and the City of Lacombe, although there will also be some less significant operational costs. It is difficult to accurately estimate the precise impacts, because they will be largely dependent on the number of residents and businesses that take advantage of the proposed options.

The peak cumulative cashflow impact to the City's financial position (as compared to the planned expenditure/revenue cycle) would occur on July 1, 2020. Based on a number of assumptions about the uptake of the various proposals below, Administration has estimated the cashflow deficit to peak at around \$ABC. Administration is confident that this can be managed through the temporary use of available cash reserves, and approved credit.

### 1. Utility Payment Deferral (3 months)

The first proposal is to suspend late payment penalties on utility accounts. This would give residents and businesses a 'grace period' of three months where utility payments could be deferred, after which they would have six months to repay the deferred amount (total nine months penalty-free on deferred balances).

Total monthly late payment penalties on utility accounts are approximately \$5,000, resulting an estimated total impact (upper limit) of \$45,000 in lost revenue. Further, there would be a potential cashflow impact to the City, since the North Red Deer Regional Water Services Commission would be invoicing for utility services, for which the City has not yet received payment. The estimated **cashflow deficit**, assuming 25% of account holders take advantage of the option, would be \$750,000, peaking at the end of July.

The City's utility billing system does not have a viable option to apply the grace period to new balances or previously outstanding amounts. This means that account holders with an existing balance in arrears will also benefit from the penalty moratorium.

### 2. Deferral of Tax Installment Payment Plan System (TIPPS) Property Tax Payments (3 months)

The second proposal for Council's consideration is the temporary deferral of monthly TIPPS payments for residents or businesses that request it. Again, this would be for a three-month period. The City would recover the deferred amount over the following six months, through increased TIPPS payments. The cashflow deficit from this proposed strategy, assuming 25% uptake, would be \$540,000, peaking at the end of June.

# REQUEST FOR COUNCIL DECISION



### 3. Property Tax Deadline Deferral (6 months)

Moving the property tax deadline from June 30 to December 31, 2020, would provide some cashflow relief to individuals and businesses financially impacted by the pandemic. The City would lose all revenue normally associated with late property tax payment penalties in 2020. The 2020 Operating Budget includes \$143,000 for this line item. Assuming 75% uptake on this proposed deferral strategy, there would be a cashflow deficit of \$6,750,000, potentially extending from July 1 to December 31.

### 4. Lacombe Business Licence Credit

Administration proposes waiving the fee (or crediting those that have already paid) for 2020 Resident Business Licenses. The total impact of this change would be a loss of revenue of \$86,000.

#### Combined Financial Impact of Recommended Strategy

As identified above, the cashflow deficit for the City of Lacombe will peak July 1, and could be as high as \$8.3 million. The lack of available cash will reduce the City's investment income for Q3 and Q4. Administration estimates the impact to be a revenue reduction of \$110,000 from budget.

**The combined impact of the four strategies proposed above would result in one-time total lost revenues of up to \$384,000 for the City of Lacombe.**

Administration proposes funding the potential shortfall through reduced contributions to infrastructure reserves in the 2020 Operating Budget. The reductions may impact the reserve balances in Water, Wastewater, Roads, and General Capital. Administration will propose, at year end, amended reserve contributions that defray the impact to any one infrastructure class.

#### **STRATEGIC PLAN ALIGNMENT:**

Council should consider the following Strategic Objectives when deliberating the proposed Community Economic Supports:

- 1.1.4 Fiscal Prudence: To Manage the City to Allow for Property Tax Increases Near Inflation.
  - Tax revenue, as a ratio of the City's operating budget, is reduced.
  - Additional revenue sources are secured.
  - Maintain optimal reserve balances and maintain city development at a level that contributes to the tax base at an optimum level

# REQUEST FOR COUNCIL DECISION



## 4.2.1 Economic Growth: To Stimulate Balanced Economic Growth

- Consider how the City can assist with development for business attraction and retention.

## 4.2.3 Healthy Retail: To develop a Healthy Retail Sector

- Work with Lacombe's downtown economic sector to stimulate the development of the historic downtown area.

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

Following Councils direction regarding the proposed Community Economic Support strategies, Administration will develop media releases, public notifications, and some direct notifications to communicate the available supports.

Public messaging for March 15:

1. March 15 - Social media posts to inform residents of civic facility closures

Public messaging for March 16:

1. March 16 – Media Release and associated Social Media posts: Municipal facilities closed in response to COVID-19 Pandemic

Public messaging for March 17:

1. Mayor & CAO interviews with Sunny 94FM
2. Closed notices posted on City Hall doors
3. March 17 - Media Release and associated Social media posts: Emergency Coordination Centre Activation
4. March 17 - VIDEO: Mayor's Message to the Community on Social media
5. March 17 – Social media posts re: making bill payments and visiting City Hall
6. March 17: COVID-19 City Pages article for March 19 approved

Public messaging for March 18:

1. Mayor & CAO interview with CTV Red Deer

# REQUEST FOR COUNCIL DECISION



2. Sunny 94FM to run 10 x 30 sec ads culled from the Mayor's message to residents - dates TBD
3. Social media posts reminding residents of alternate ways to do business with the City of Lacombe
4. Social media posts sharing Mary C Moore public library info re: alternate services

## Public messaging for March 18:

1. Recorded 30 sec radio spot (Mayor's message to the community) for broadcast on Sunny94FM
2. SM posts re: AHS mental health resources, self-assessment tool, provincial/federal resources for businesses

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

Council may choose to:

1. Accept this report as information, OR
2. Accept this report as information, and direct Administration to implement one or more of the proposed Community Economic Supports, OR
3. Accept this report as information, and take other action, as directed by Council.

## **ATTACHMENTS:**

Linked in memo.

## COVID-19 BACKGROUND:

A pneumonia outbreak was identified in Wuhan, China on December 31, 2019. Shortly thereafter it was determined that the virus was in fact a novel form of the coronavirus; which are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Cases in Alberta, and notable Provincial actions, by date

*January 30: 0 cases*

- The Provincial Operations Centre was elevated to a level 2 activation, to prepare for a possible COVID-19 outbreak in Alberta.

*March 5: 1 case (total)*

- On March 5, The World Health Organization (WHO) raised its assessment of the risk of spread and the risk of impact of COVID-19 to very high at the global level.

*March 6: 2 cases (total)*

*March 7: 2 cases (total)*

*March 8: 4 cases (total)*

*March 9: 7 cases (total)*

*March 10: 14 cases (total)*

*March 11: 19 cases (total)*

- The World Health Organization declared a pandemic globally.

*March 12: 23 cases (total)*

- Alberta asked organizers to cancel any events that have more than 250 attendees, or that has more than 50 attendees and expects to have international participants, or involves critical infrastructure staff, seniors, or other high-risk populations should also be cancelled.
- In addition to elevating the POC operational level, the Government of Alberta (GoA) has established a Pandemic Response Planning Team (PRPT). The PRPT will coordinate the efforts and expertise of all GoA ministries to ensure we are adequately prepared to deal with the medium and long term impacts of the COVID-19 virus on Albertans.

# REQUEST FOR COUNCIL DECISION



*March 13: 29 cases (total)*

*March 14: 39 cases (total)*

- On March 14, the Provincial Operations Centre (POC) elevated to operational level 3.

*March 15: 56 cases (total)*

- On March 15, the Chief Medical Officer of Health announced that all classes K - 12 in Alberta have been canceled indefinitely, as well as in-person classes at post-secondary institutions. All licensed childcare facilities, out-of-school programs, and preschools in Alberta are closed.

*March 16: 74 cases (total)*

*March 17: 97 cases (total)*

- The City of Calgary and the City of Red Deer declared States of Local Emergencies (SOLE).
- The Lieutenant Governor, on advice from Premier and Cabinet, declared a Public Health Emergency under the *Public Health Act*.
- Alberta's Provincial Operations Centre was elevated from a level 3 to a level 4, the highest level.
- Effective immediately and until further notice, the Alberta government implemented additional public health measures. The additional measures include:
  - Mass gatherings are now limited to no more than 50 attendees. This includes worship gatherings and family events such as weddings. Grocery stores, shopping centres, health-care facilities, airports, the legislature and other essential services are not included.
  - Albertans are prohibited from attending public recreational facilities and private entertainment facilities, including gyms, swimming pools, arenas, science centres, museums, art galleries, community centres, children's play centres, casinos, racing entertainment centres, and bingo halls.

## REQUEST FOR COUNCIL DECISION



- Sit-down restaurants, cafés, coffee shops, food courts and other food-serving facilities, including those with a minors-allowed liquor license, are limited to 50 per cent capacity to a maximum of 50 people. Take-out, delivery or drive-through service is permitted.
  - Not-for-profit community kitchens, soup kitchens and religious kitchens are exempt.
  - Until further notice, all Albertans are restricted from attending bars and nightclubs, where minors are prohibited by law.
- The Province announced that municipalities, charitable and non-profit organizations providing social services support will immediately see \$60 million to support their COVID-19 response. The funding will be provided to adult homeless shelters, women's emergency shelters and the Family and Community Support Services (FCSS) program.

*March 18: 119 cases (total)*

On March 18, Prime Minister Justin Trudeau announced a \$82 billion federal aid package for Canadians and businesses unable to work.

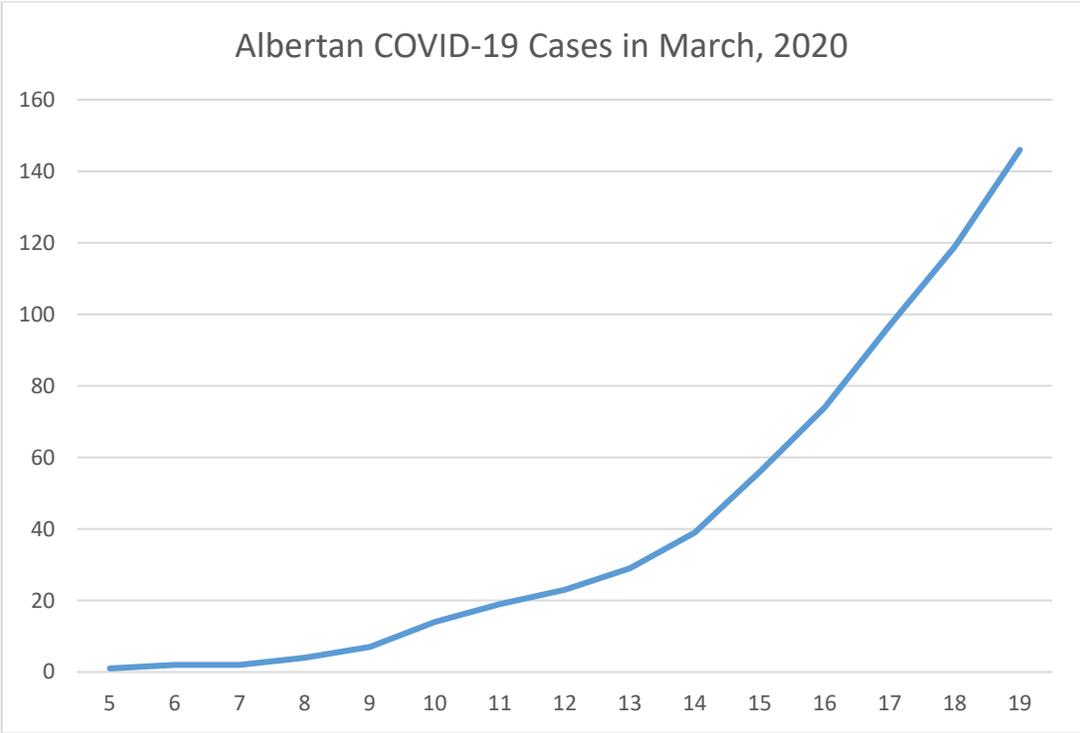
- Today, Canada and the US agreed to close the border to non-essential travel.
  - Canadians remain able to return home
  - Trade, supply chains, and essential work remain open

*March 19: 146 cases (total)*

Premier Kenney announced several relief measures for Albertans impacted financially by the pandemic, including:

- A temporary program for working adult Albertans who must self-isolate because they meet the Government of Alberta's published criteria for self-isolation. This program also includes people who are the sole caregiver for a dependent who must self-isolate because they meet the public health criteria, and who will not have another source of pay or compensation while they are self-isolated.
- Albertans can defer their electricity and natural gas utility payments for residential, farm and small commercial customers for 90 days.
- Post-secondary students will have a six-month, interest-free holiday on student loan payments.
- Government will not collect corporate income taxes until this August 31.
- One Albertan in the Edmonton has died as a result of the virus, the first COVID-19 related death in the province.

# REQUEST FOR COUNCIL DECISION



Wednesday, March 20<sup>th</sup>, 2020

Matthew Goudy, CAO  
City of Lacombe

Dear Mr. Goudy:

These are challenging and unprecedented times. Any measures that can be taken by our Municipal Government to ease the burden on business should be taken.

The Lacombe & District Chamber of Commerce is in favor of the City of Lacombe's proposed measures of support for Lacombe businesses. We also encourage Administration to look for other strategies and are committed to assisting with this in any way we can.

Sincerely,



Monica Bartman  
Executive Director  
On Behalf of the Board of Directors

Lacombe and District Chamber of Commerce  
6005 – 50<sup>th</sup> Avenue, Lacombe, Alberta, T4L 1K7 Phone: (403) 782-4300  
[info@lacombechamber.ca](mailto:info@lacombechamber.ca) [www.lacombechamber.ca](http://www.lacombechamber.ca)



# REQUEST FOR COUNCIL DECISION

**SUBJECT:** Bylaw 477 – Supplementary Assessment  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** March 23, 2020

FILE: 13/422

## PURPOSE:

Administration is presenting the City's 2020 Supplementary Assessment Bylaw 477.

## RECOMMENDED MOTION(S):

1. THAT Council give second reading to Bylaw 477 – Supplementary Assessment
2. THAT Council give third reading to Bylaw 477 – Supplementary Assessment

## RELATED PRIOR MOTION(S):

1. (March 9, 2020): THAT Council give first reading to Bylaw 477 – Supplementary Assessment
2. (April 8, 2019): THAT Council approves first reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented
3. (April 8, 2019): THAT Council approves second reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented
4. (April 8, 2019): THAT Council pass the motion to conduct all three readings of Bylaw 471 at one meeting.
5. (April 8, 2019): THAT Council approves third reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented

## EXECUTIVE SUMMARY:

The City levies taxes twice a year. The general tax levy is levied in the spring and is based on the annual assessments prepared as of December 31<sup>st</sup> of the previous year. The general tax levy does not take into account the portion of properties constructed and completed after December 31<sup>st</sup> of the previous year.

To account for these properties and ensure fairness and equity amongst all properties, the City also issues a supplementary tax levy in December of each year to account for improvements that are completed after December 31<sup>st</sup>. This is an incremented tax and only applies to the period from completion to the end of the year.

## ANALYSIS:

# REQUEST FOR COUNCIL DECISION

The City has always levied a supplementary tax via a supplementary assessment bylaw. The requirement under the legislation is to approve such a bylaw on an annual basis. Bylaw 477 is being prepared for the 2020 tax year and thereby is consistent with the legislative authority provided under the Act.

New construction typically raises approximately \$65,000-\$75,000 in municipal revenue each year. However, these amounts can fluctuate based on construction activity which is affected by economic conditions.

Upon adoption of Bylaw 477, Bylaw 471 (the prior Supplementary Assessment Bylaw) will be repealed.

## **Legislative Authority**

- Sections 313, 314, 315 & 316 of the MGA RSA 2000 Chapter M-26

## **STRATEGIC PLAN ALIGNMENT:**

Ensuring the City collects taxes on all improvements aligns favourably with Strategic Objective 4.1.4: Fiscal Prudence

To manage the City to allow for Property tax increases near inflation.

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

N/A

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

1. THAT Council give second reading to Bylaw 477 – Supplementary Assessment
2. THAT Council NOT give second reading to Bylaw 477 – Supplementary Assessment and direct administration to reduce the 2020 Operating budget by approximately \$75,000
3. THAT Council give third reading to Bylaw 477 – Supplementary Assessment
4. THAT Council NOT give third reading to Bylaw 477 – Supplementary Assessment and direct administration to reduce the 2020 Operating budget by approximately \$75,000

## **ATTACHMENTS:**

City of Lacombe Bylaw 477 – Supplementary Assessment Bylaw

## **CITY OF LACOMBE BYLAW 477**

### A BYLAW OF THE CITY OF LACOMBE TO AUTHORIZE A SUPPLEMENTARY ASSESSMENT OF IMPROVEMENTS IN THE CITY DURING THE YEAR 2020

WHEREAS pursuant to Section 313 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, City Council may pass a Bylaw prior to May 1st each year to authorize the preparation of supplementary assessments for improvements other than linear property within the City;

AND WHEREAS it is expedient to pass this Supplementary Assessment Bylaw to allow for the taxation of certain improvements for the 2020 tax year;

NOW THEREFORE, THE COUNCIL OF THE CITY OF LACOMBE ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "2020 Supplementary Assessment Bylaw".
2. The purpose of this bylaw is to provide for the supplementary assessments for all improvements for the 2020 taxation year.
3. In this Bylaw, including this section:
  - (a) "Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.
  - (b) "Assessed Person" means a person who is named on the assessment roll in accordance with section 304 of the Act.
  - (c) "Assessment" means a value of property determined in accordance with Part 9 of the Act and the regulations.
  - (d) "Assessor" means the person who has the qualifications set out in the regulations and is appointed by City Council to the position of designated officer to carry out the duties and responsibilities of an assessor under this Act and includes any person to whom those duties and responsibilities are delegated by the person.
  - (e) "City" means the corporation of the City of Lacombe or the area contained within the boundaries of the City as the context requires.
  - (f) "Improvement" means
    - (i) a structure,
    - (ii) anything attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure,
    - (iii) a designated manufactured home, and
    - (iv) machinery and equipment
  - (g) "Supplementary Assessment" means the assessment made pursuant to this Bylaw, Part 9, Division 4 of the Act and the regulations.
4. Subject to the provisions of section 314 of the Act, a supplementary assessment shall be prepared in 2020 for all improvements, except linear property, for the purpose of imposing a tax in the same year under Part 10 of the Act.
5. Subject to the provisions of section 314 of the Act, the Assessor must prepare a supplementary assessment:
  - (a) for machinery and equipment used in manufacturing and processing if those Improvements are completed or begin to operate in the year in which they are to be taxed;

- (b) for other Improvements if they are completed in, if they are occupied during all or any part of, or if they moved into the City during the year in which they are to be taxed;
  - (c) reflecting the value of an improvement that has not been previously assessed, or the increase in the value of an improvement since it was last assessed;
  - (d) for a designated manufactured home that is moved into the municipality during the year in which it is to be taxed, despite that the manufactured home will be taxed in that year by another municipality;
  - (e) in the same manner as the assessments are prepared under Part 9, Division 1 of the Act, prorated to reflect only the number of months during which the improvement is completed, occupied, located in the municipality or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the municipality, or began to operate.
6. A supplementary assessment roll must be prepared in accordance with section 315 of the Act.
  7. A supplementary assessment notice must be prepared and sent to the Assessed Person in accordance with section 316 of the Act.
  8. Bylaw 471 is hereby repealed.
  9. This Bylaw shall come into force on the date passed.

INTRODUCED AND GIVEN FIRST READING THIS 9<sup>th</sup> day of March, 2020

GIVEN SECOND READING this 23<sup>rd</sup> day of March, 2020.

GIVEN THIRD READING this 23<sup>rd</sup> day of March, 2020.

---

Mayor

---

Chief Administrative Officer



# REQUEST FOR COUNCIL DECISION

**SUBJECT:** Bylaw 478 – Line of Credit  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** March 23, 2020

FILE: 13/820

## PURPOSE:

Administration has prepared Bylaw 478, The City's bylaw authorizing the establishment of a line of credit.

## RECOMMENDED MOTION(S):

1. THAT Council give second reading to bylaw 478 – Line of Credit
2. THAT Council give third reading to bylaw 478 – Line of Credit

## RELATED PRIOR MOTION(S):

1. (March 9, 2020): THAT Council give first reading to bylaw 478 – Line of Credit
2. (April 8, 2019): THAT Council approves first reading of Bylaw 472 – Line of Credit Bylaw as presented
3. (April 8, 2019): THAT Council approves second reading of Bylaw 472 – Line of Credit Bylaw as presented
4. (April 8, 2019): THAT Council pass the motion to conduct all three readings of Bylaw 472 at one meeting.
5. (April 8, 2019): THAT Council approves third reading of Bylaw 472 – Line of Credit Bylaw as presented

## EXECUTIVE SUMMARY:

The City of Lacombe has historically carried a \$3,500,000 line of credit available for any unforeseen operating expenses that may arise. The purpose of the line of credit is to cover any operating cash flow issues that might arise due to the timing of expenditures and the collection of the annual taxes.

## ANALYSIS:

This line of credit will act as a safeguard for operational expenses if the cash balance does fall beyond forecasted levels. If the balance does flow into overdraft it is a borrowing against the City and a borrowing bylaw is required to be in place. The current line of credit has not been utilized since 2006.

The maximum interest rate is set at 6% within the bylaw. This will allow for potential interest rate fluctuations during the 3 year period.



# REQUEST FOR COUNCIL DECISION

As the borrowing is a line of credit, it would only impact the City's debt limits and debt servicing limits if it is actually used and only during which time a balance remains outstanding. It would automatically be paid back as the City's cash supplies are replenished.

The City's cash and short-term holdings as of December 31, 2019 were approximately \$21 million.

In 2020, Administration will review the investment policy and investment practices and determine what the best ways to invest short-term and long-term funds to ensure that maximum returns are achieved while maintaining liquidity and safety of the invested funds.

## **Legislative Authority**

- Sections 251, 255 & 256 MGA RSA 2000 Chapter M-26
- 13/201/02 (2012) Debt Management Fiscal Policy

## **STRATEGIC PLAN ALIGNMENT:**

### 4.1.4 Fiscal Prudence

To manage the City to allow for Property tax increases near inflation.

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

As per section 356(3) of the MGA, a borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

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

1. THAT Council give second reading to Bylaw 478 – Line of Credit
2. THAT Council NOT give second reading to Bylaw 478 – Line of Credit and direct Administration on how to proceed
3. THAT Council give third reading to bylaw 478 – Line of Credit
4. THAT Council NOT give third reading to Bylaw 478 – Line of Credit and direct Administration on how to proceed

## **ATTACHMENTS:**

City of Lacombe Bylaw 478 – Line of Credit

**CITY OF LACOMBE  
BYLAW 478**

A BYLAW OF THE CITY OF LACOMBE IN THE PROVINCE OF ALBERTA TO AUTHORIZE TEMPORARY BANK BORROWING FROM THE SERVUS CREDIT UNION IN THE CITY OF LACOMBE.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26, ss. 251 and 256, a municipality may borrow funds for the purpose of financing operating expenditures of the municipality;

AND WHEREAS the Council deems it necessary to borrow and expend the sum of up to Three Million Five Hundred Thousand Dollars (\$3,500,000.00) to meet the current expenditures and obligations of the City of Lacombe (hereinafter called the "City") until such time as the taxes levied or to be levied therefore as aforesaid can be collected.

AND WHEREAS the amount of taxes estimated to be levied by the City is in excess of Fourteen Million Dollars (\$14,000,000) in this year and, therefore; the amount of the proposed temporary borrowing will not exceed the amount of taxes estimated to be levied.

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

1. The Council does authorize the borrowing from time to time from Servus Credit Union (hereinafter referred to as "Servus") of a sum or sums not exceeding the aggregate amount of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) which the Council deems necessary to expend to meet the current expenditures and obligations of the City until such time as the taxes levied or to be levied therefore can be collected.
2. The Council does agree to pay interest there on, or on so much thereof as remains from time to time unpaid, such interest not to exceed 6% per annum.
3. Such borrowing shall be made by promissory note or notes under the seal of the City duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer or Designated Officer thereof.
4. Term of repayment of the borrowing shall be repaid as soon as possible and shall not extend beyond March 31, 2023.
5. Bylaw 472 is hereby repealed.
6. This bylaw shall come into effect on the date that it is passed.

INTRODUCED AND GIVEN FIRST READING this 9 Day of March, 2020.

GIVEN SECOND READING this 23 Day of March, 2020.

GIVEN THIRD READING this 23 Day of March, 2020.

\_\_\_\_\_  
Mayor

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



# REQUEST FOR COUNCIL DECISION

**SUBJECT:** 400.29 – Add “Autobody and paint shop” for Unit 11, Plan 062 8084  
**PREPARED BY:** Craig Teal, RPP MCIP, Director, PCPS  
**PRESENTED BY:** Craig Teal, RPP MCIP, Director, PCPS  
**DATE:** March 23<sup>rd</sup>, 2020

FILE: 61.201.29 (20)

## **PURPOSE:**

To present Council an option to amend the (UC) University Commercial District to add “autobody and paint shop in Unit 11, Plan 062 8084” as a permitted use.

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

1. THAT Council amend Bylaw 400.29 so 1a reads: Adding “Autobody and paint shop in Unit 11, Plan 062 8084 up to May 1, 2022” to the list of permitted uses in the (UC) University Commercial District.
2. THAT Council give first reading to Bylaw 400.29 as amended.
3. THAT Council schedule a public hearing for Bylaw 400.29 at 5:30PM on Monday, April 27, 2020.

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

1. None

## **EXECUTIVE SUMMARY:**

A request to amend the Land Use Bylaw to allow a paint and auto body shop in a bay of a multi-bay building in the (UC) University Commercial District has been submitted. Planning staff prepared Bylaw 400.29 to give effect to the request. The subject site is located in the College Heights Outline Plan area on a site slated for future mixed use comprising commercial, institutional and residential uses. The addition of another industrial use to the UC District is not consistent with the direction given for this area in the Municipal Development Plan and North Area Structure Plan. Administration is recommending a limited duration approval of two years.

## **ANALYSIS:**

The tenant of Unit 11, Plan 062 8084 is FSK Paint and Body and, with the consent of the owner of Unit 11, has made a request to amend the Land Use Bylaw to allow their auto body shop to continue to operate in Unit 11. Unit 11, Plan 062 8084 (civic address #11 7102 52 Street) is part of multi-bay building located in the (UC) University Commercial District.



## REQUEST FOR COUNCIL DECISION

The applicant indicates that the shop specializes in restorations, small light repairs, custom work, and support training through apprenticeships. Their shop is low volume, focusing on 2-3 vehicles per month, and they have no outdoor storage needs.

Based on the applicant's request, planning staff prepared Bylaw 400.29 using the language and structure of the Land Use Bylaw. Bylaw 400.29 is a site specific request focusing on the portion of the building used by the tenant and owned by their landlord. The proposed changes would not apply to any other property or bay on the property. The nature of the use being requested is "autobody and paint shop" as defined in the Land Use Bylaw. Bylaw 400.29 proposes to add "autobody and paint shop in Unit 11, Plan 062 8084" as a permitted use which would allow for consideration of a development permit by the Development Officer.

The site subject to Bylaw 400.29 is located north of Beardsley Avenue bounded by 52 Street on the east and University Drive on the west. The location of the property is outlined in pink in the included aerial photograph. Unit 11 is located in the northeast (upper right) portion of the building.

# REQUEST FOR COUNCIL DECISION



The subject site is identified as Future Mixed Use on the Future Land Use Concept Map of the Municipal Development Plan. Policy COM 5.2 indicates that these locations are intended for a combination of residential and commercial land uses. Uses are subject to consideration of compatibility, access, and commercial land needs.

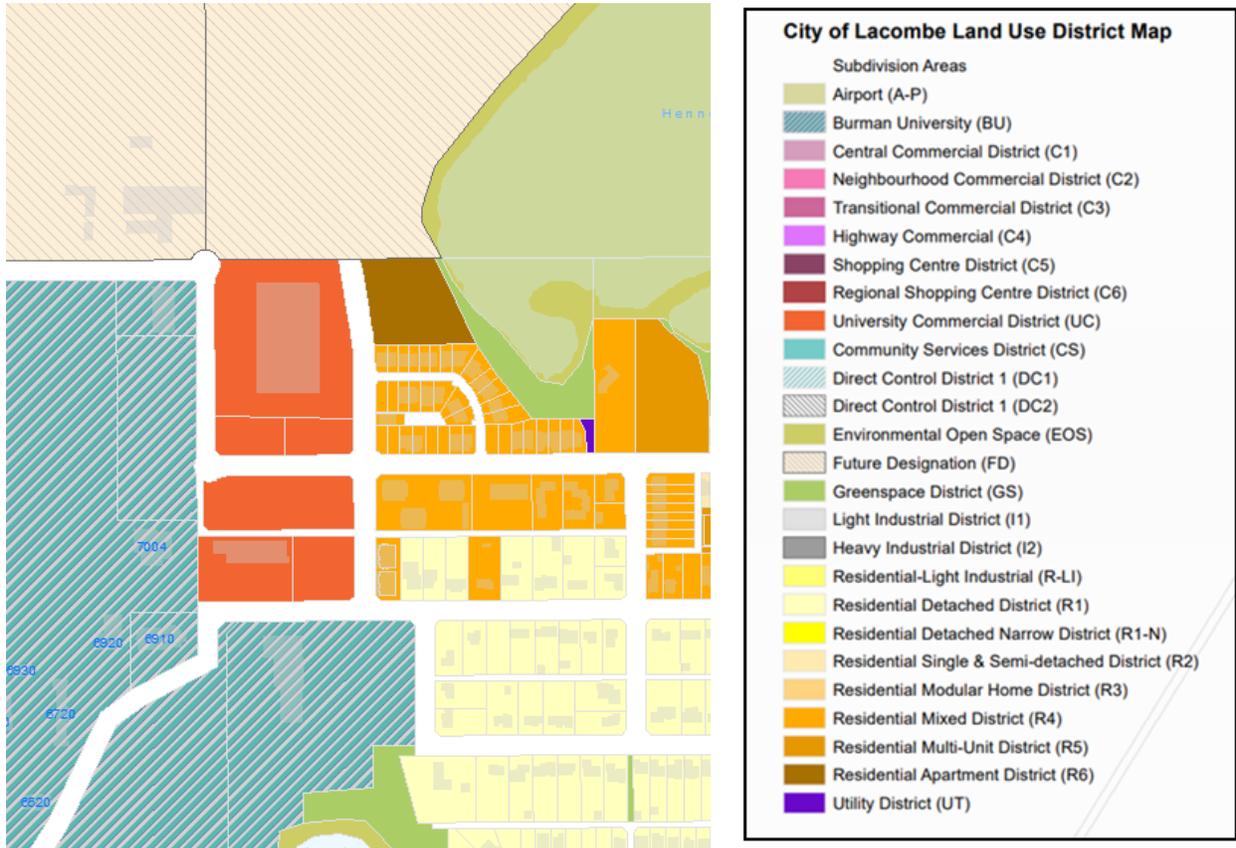
# REQUEST FOR COUNCIL DECISION

Under the North Area Structure Plan, the subject site is identified as Future Mixed Use. Policy 4.3.2 allows light industrial uses to be considered in the College Business Park area (formerly the CBP District under Land Use Bylaw 300) if related to the operation of the university campus. Policy 4.3.3 indicates that the College Business Park is meant to transition towards institutional and commercial uses, with some possibility of residential, and away from light industrial uses based on the uses allowed under the Land Use Bylaw.



The College Heights Outline Plan shows the subject site, located in northwest corner, as part of the Commercial Business Park. The objective for this area is to create an attractive Commercial Business Park, which includes offices, retail stores, warehousing, and light industrial and manufacturing businesses, which may or may not be related to the operation of the university/college.

# REQUEST FOR COUNCIL DECISION



The existing zoning in the area aligns with the types of land uses identified in the Municipal Development Plan, North Area Structure Plan and College Heights Outline Plan. The Residential Apartment District site east of the subject site is not developed. The land to the north of the subject site is presently designated Future Designation (FD) and intended for long term residential use under the Municipal Development Plan, the North Area Structure Plan and the Henner Heights Outline Plan.

The subject site is designated University Commercial District (UC). The purpose of the UC District is to provide for a variety of commercial activities and student support services related to the operation of Burman University. Listed permitted and discretionary uses are predominantly commercial and includes accessory dwelling unit consistent with the mixed use opportunity involving residences that is described in the Municipal Development Plan and the North Area Structure Plan.

Listed industrial type uses in the UC District are minor food production facility, distribution facility, general manufacturing, repair facility without outdoor storage yard, veterinary clinic



# REQUEST FOR COUNCIL DECISION

and warehousing. This may reflect the uses allowed under the previous College Business Park District that was in place before the 2015 Municipal Development Plan and the subsequent amendments to the North Area Structure Plan in 2016.

The activities that FSK Paint and Body engage in meet the definition of “autobody and paint shop” in the Land Use Bylaw. The definition in Bylaw 400 is as follows: “autobody and paint shop means development for the repair and/or painting of motor vehicle bodies and frames, and for damaged motor vehicle appraisal services.”

Under Bylaw 400, “autobody and paint shop” is assigned to the Light Industrial District (I1) and Highway Commercial District (C4) as a discretionary use and assigned to the Heavy Industrial District (I2) as a permitted use.

Administration views the addition of another industrial use to the UC District as inconsistent with the direction given for this area in the Municipal Development Plan and North Area Structure Plan. Approval of Bylaw 400.29 as written, based on the nature of the request of the applicant, will not support a transition away from industrial uses.

Recognizing that the business is operating in Unit 11, Administration is recommending a limited time approval of the use for a 2 year period. This will provide the applicant the opportunity to obtain a permit for the current location and time to seek out a permanent location with a Land Use Bylaw designation that accommodates autobody and paint shops.

The applicant has the right to request changes to the Land Use Bylaw regulations affecting land they own and/or legally control and is entitled to due process in the consideration of their request. This includes holding a public hearing to allow presentations on the matter and affording the applicant an opportunity to directly address Council and respond to any information that is raised in relation to their request. For this reason, Administration is recommending first reading and scheduling of a public hearing.

## **LEGISLATIVE AUTHORITY:**

### **CITY OF LACOMBE - LAND USE BYLAW 400**

- Part 9, Section 10.18 – Land Use Bylaw 400 – UC University Commercial District

### **MUNICIPAL GOVERNMENT ACT, RSA 2000, C.M-26**

- Section 606 – Requirements for Advertising
- Section 640 – Land Use Bylaw
- Section 692 – Planning Bylaws

# REQUEST FOR COUNCIL DECISION

## MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- Where We Work: Commercial
  - COM5.2: Mixed Use Development

## **STRATEGIC PLAN ALIGNMENT:**

There is no specific goal or objective that speaks to this type of development. Processing rezoning applications is a core City service.

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

All neighbouring property owners (within 60m) will be sent written notification of this application and the public hearing date and time. Broad public notice of the proposed amendment and public hearing will take the form of advertisement in the Lacombe Express and information posted on the City's website.

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

1. THAT Council give first reading to Bylaw 400.29 as presented.
- 1B. THAT Council amend Bylaw 400.29 and then give first reading.
- 1C. THAT Council refuse first reading of Bylaw 400.29.
2. THAT Council schedule a public hearing for Bylaw 400.29 at 5:30PM on an alternative date.

## **ATTACHMENTS:**

Bylaw 400.29

**CITY OF LACOMBE  
BYLAW 400.29**

**A Bylaw of the City of Lacombe to amend the Land Use Bylaw No. 400 by  
adding a use to the (UC) University Commercial District**

WHEREAS, Notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on \_\_\_\_\_ and \_\_\_\_\_ in accordance with section 606 of the Municipal Government Act, and

WHEREAS, notification letters have been mailed to adjacent landowners on \_\_\_\_\_;

WHEREAS, a Public Hearing was held on \_\_\_\_\_ to allow the general public to provide input into the proposed Bylaw amendments;

NOW THEREFORE the Municipal Council of the City of Lacombe, in the Province of Alberta, duly assembled in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, enacts the amendments to Bylaw 400 as follows:

1. Schedule A of Bylaw 400 is amended as follows:
  - a) Adding "Autobody and paint shop in Unit 11, Plan 062 8084" to the list of Permitted Uses in the (UC) University Commercial District.
2. This bylaw shall come into force and effect when it receives third reading and is duly signed.
3. 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

GIVEN SECOND READING THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

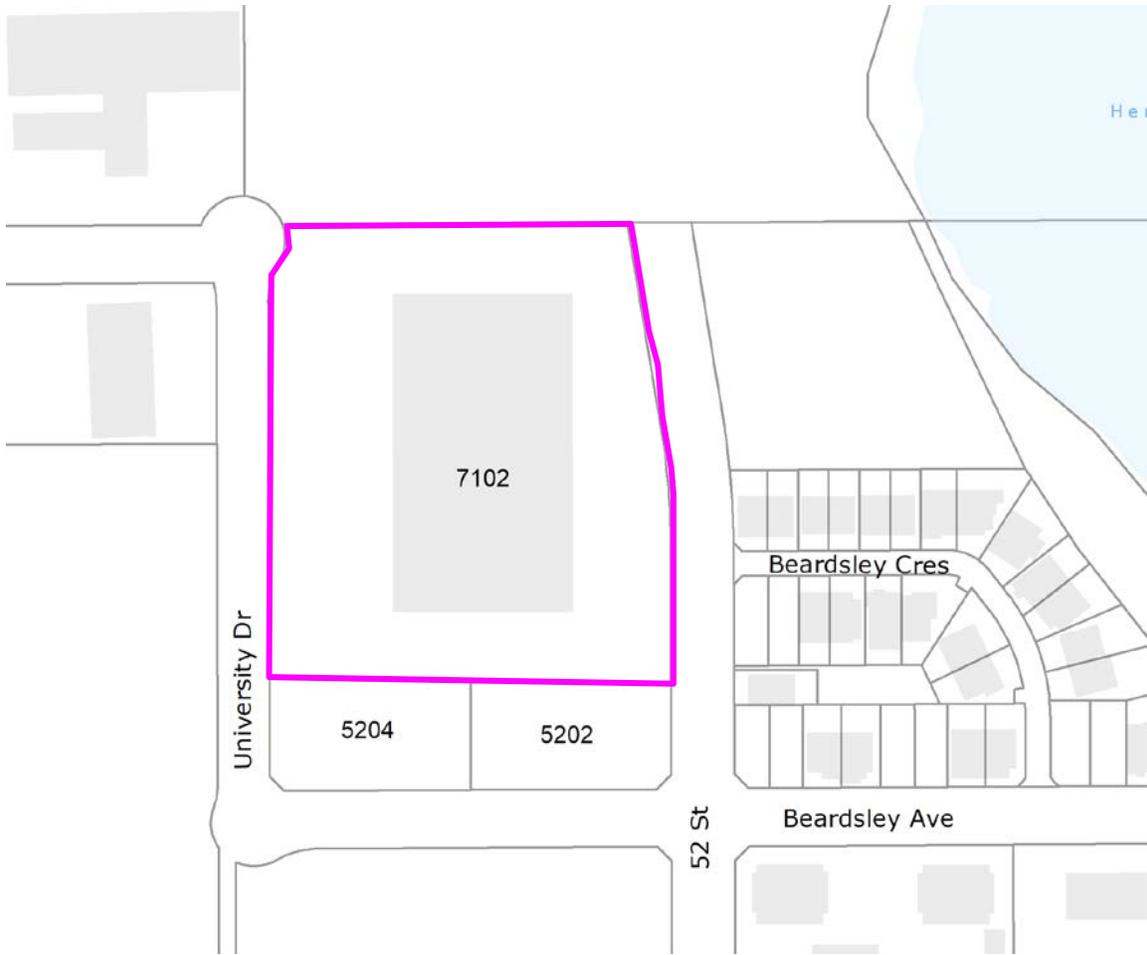
GIVEN THIRD AND FINAL READING THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

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

**City of Lacombe Bylaw 400.29**  
**Attachment A – Location Map**

Location of Plan 062 8084 is outlined with the pink boundary.



# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Council Meeting Schedule  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 11/118/2020

## **PURPOSE:**

To recommend cancellation of one scheduled Council Committee of the Whole meeting on April 6, 2020.

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

1. THAT Council cancel the Monday April 6 Committee of the Whole meeting.

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

1. N/A

## **EXECUTIVE SUMMARY:**

Administration recommends cancellation of the April 6, 2020 Council Committee of the Whole meeting (scheduled at the October organizational meeting), if it is not required. The next regularly scheduled Committee of the Whole meeting is June 1, 2020.

Per Council's Procedural [Bylaw 370](#), 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:**

Proper notification of public meetings aligns favourably with Strategic Objective 4.1.1: Open and Accessible Government.

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

Meeting Schedule posted to City website

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

1. THAT Council cancel the Monday April 6 Committee of the Whole meeting.

# REQUEST FOR COUNCIL DECISION



2. That Council provide additional direction or amendments to the meeting date(s) presented.

## ATTACHMENTS:

- Regular / Committee Meeting Dates November 2019 to October 2020

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>
March	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup>
April 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> <del>Committee – 6<sup>th</sup></del>
May 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <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:** Committee, Board and Commission Appointments for Citizens-at-Large  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 11/117/2020

## **PURPOSE:**

To bring to Council for approval a reappointment for a Citizen-at-Large on the Affordable Housing Strategy Steering Committee as established by Lacombe City Council.

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

1. THAT Council reappoint Bradley Freeman to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.

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

1. (May 9, 2020): THAT Council approve the appointment of Kim Willington to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.
2. (October 28, 2019): THAT Council approve the Board appointments and reappointments as presented, with remaining vacancies to be advertised.

## **EXECUTIVE SUMMARY:**

For all Citizens-at-Large positions on Boards and Committees, administration conducts public advertising, obtains approval from the Mayor, distributes applications to the receiving Board or Committee for information, with recommended appointments/reappointments presented to City Council for ratification.

The proposed reappointment will meet the bylaw requirements for:

- Between six and eight public individuals from the City of Lacombe on the Affordable Housing Committee, in addition to two Council.

## **ANALYSIS:**

In committing to further terms of service, the member and the respective committee is aware of the proposed re-appointment. Council is asked to reappoint a sitting member who expired February 26, 2020.

# REQUEST FOR COUNCIL DECISION



Consecutive terms of service on the above Committee are subject to the Terms of Reference for the Affordable Housing Strategy Steering Committee: *“Committee members may stand for reappointment at the conclusion of their term.”*

Advertising continues for unfilled 2020 vacancies on the Municipal Planning Commission, Art Collection Committee, Arts Endowment Committee, and Lacombe Library Board.

## Affordable Housing Strategy Steering Committee

*(2 year terms, can be reappointed)*

- Council: Reuben Konnik, 2019, - At Pleasure
- Council: Chris Ross, 2019, - At Pleasure
- Citizen at Large: Robyn Jones, Sept 10/19 – Sep 10/21 (*First Appointment*)
- Citizen at Large: Kim Willington, March 9/20 – Dec 31/21 (*First Appointment*)
- Citizen at Large: **Bradley Freeman**, March 23/20 – Dec 31/21 (*Appointed 2018*)
- Citizen at Large: Bernard Skoretz, Jan 1/20 - Dec 31/21 (*Appointed 2018*)
- Citizen at Large: Outi Kite, Jan 1/20 – Dec 31/21 (*Appointed 2015*)
- Citizen at Large: Susan MacDonald, Jan 1/20 - Dec 31/21 (*Appointed 2015*)

### **STRATEGIC PLAN ALIGNMENT:**

4.5.8 Encourage Volunteerism: To Support Volunteerism in the Community.

A. Strongly support volunteerism.

B. Advertise volunteerism partnering opportunities to build a growing sense of community.

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

Positions are publicly advertised per policy.

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

1. THAT Council approve the reappointment of Bradley Freeman to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.
2. THAT Council not ratify the appointment and direct the administration on how they wish to proceed

### **ATTACHMENTS:**

# REQUEST FOR COUNCIL DECISION



Board Appointments/Reappointments for Citizens-at-Large

---

## **Citizen-at-Large Board/Committee/Commission Appointments**

### **Affordable Housing Strategy Steering Committee**

Reappoint Bradley Freeman for a term ending December 31, 2021.

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Respectful Workplace Policy  
**PREPARED BY:** Barbara Wilton, Manager of Human Resources  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 14/126

## **PURPOSE:**

To seek Council approval of the new Respectful Workplace Policy for City employees.

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

1. THAT Council approve the Respectful Workplace Policy effective March 23, 2020;
2. AND that Council rescind the existing Positive Work Environment Policy 14/121.01 2014 effective March 23, 2020.

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

## **EXECUTIVE SUMMARY:**

Presented for Council's consideration is the new Respectful Workplace Policy. The City recognizes conflicts, disagreements or inappropriate behaviours may occur in the workplace. This Policy is meant to establish legislative compliance with the Occupational Health and Safety Legislation, establish the standards of behaviour, prevention measures and a process for employees to report behaviours that are inconsistent with those standards and negatively impact the workplace.

## **ANALYSIS:**

Organizational policies should be scheduled for review on a regular basis and updated accordingly. The Positive Work Environment Policy was last updated in 2014. Based on a review in consultation with the management group and in consideration of changes to the Occupational Health and Safety Legislation, the attached reflects the recommended changes to the existing policy (including title change).

Highlights of the changes to this policy are as follows:

### Definitions:

- Bullying is identified as a specific form of harassment, as per the OH&S legislation.

# REQUEST FOR COUNCIL DECISION



## Responsibilities:

- Roles and responsibilities have been redefined and clarified for all parties covered under the Policy.

## Processes:

- Procedures have been identified on how to resolve the matter informally or formally.

The following sections have been removed from the Policy and Administrative Directives have been established and/or form part of other policies:

- Confidentiality of Employment Information
- Freedom of Information and Protection of Privacy (FOIPP) Act
- Credit Checks
- Employment References
- Confidentiality of the Employee's Personnel File
- Violence in the Workplace has been removed as it properly resides in the Safety Manual

## Attachments:

- Schedule "A" – Examples added to the policy
- Schedule "B" – Formal Complaint Form added to the policy

## **STRATEGIC PLAN ALIGNMENT:**

The Human Resources Department includes in their annual business plan activities a review of all HR policies and amends them as necessary. While not specifically referenced in the Strategic Plan policy review and revision supports good governance practices.

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

The approved policy will be circulated to all City of Lacombe employees.

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

1. Council may approve the policy;
2. Council may decline to approve the policy;
3. Council may direct Administration to make additional revisions.

## **ATTACHMENTS:**

The policy under consideration and the accompanying guidelines and procedures.

	<b>City of Lacombe Council Policy</b>	
	<b>Respectful Workplace Policy</b>	
	Policy Number:	14/126.02 2020 PO
	Effective By:	March 23, 2020
	Rescinds:	14.121.01.14 Positive Work Environment Policy and Guidelines
	Review Frequency:	Every 2 years or upon any legislative change
	Responsible Department:	Human Resources
	Reference:	Alberta OH&S Act, Alberta Human Rights Act, City of Lacombe Workplace Violence Directive, City of Lacombe Health and Safety Manual, Dispute Resolution Administrative Directive

### Purpose of the Policy

The City recognizes conflicts, disagreements or inappropriate behaviours may occur in the workplace. It is expected these issues be resolved in a manner that contributes to a healthy and productive workplace. This Policy is meant to establish the standards of behaviour, prevention measures and a process for employees to report behaviours that are inconsistent with those standards and negatively impact the workplace.

### Policy Statement

The City of Lacombe is committed to creating and maintaining a respectful workplace where all employees recognize the dignity and worth of each other, and work together to create a safe, healthy and respectful work environment. The City ensures all reports of inappropriate behaviour is taken seriously and dealt with immediately through the mechanisms outlined in this Policy. No employee shall be subject to reprisals or in any way criticized when acting in good faith while following this policy and the procedures or for participating in an investigation. The Respectful Workplace Policy is not intended to discourage an employee from exercising rights pursuant to any other legislation or process available to them, including the *Alberta Human Rights Act and the Alberta Occupational Health and Safety Act and Regulations*.

For situations related to Violence in the Workplace, please refer to the Health and Safety Manual Violence Directive.

Where behaviour may constitute a criminal offence, the City will refer the matter to the Lacombe Police Service for further investigation.

### Applicability

This policy applies to:

- Members of the Public appointed to City Committees;
- City Employees;
- Contractors and Suppliers providing services to the City;
- Members of the Public while on City property, accessing City services and or interacting with City staff on their property; and

- Volunteers.

And while conducting City business or related activities at:

- City buildings, owned, leased or occupied by the City;
- City worksites;
- locations visited by employees on City business, including conferences, meetings, vendor/supplier, private property site visits;
- any location of a work based social gathering; and
- while engaging on social networking and other electronic or print communication mediums.

## Non-Compliance

Non-compliance with the terms of this policy can result in potentially long term damaging impacts to City of Lacombe employees and the workplace overall, a breach of the legislation and/or the law.

## Definitions & Abbreviations

**Bullying** – refers to conduct that is conscious, willful, deliberate, repeated and hostile that may be marked by an imbalance of power, intent to harm and/or threat of aggression.

**CAO** – means the City of Lacombe’s Chief Administrative Officer.

**Complainant** – means a person who alleges that an offense or violation has taken place.

**Complaint Investigator** – the person appointed, internal or external, to undertake an investigation of a formal complaint.

**Disrespectful Behaviour** - Disrespectful behaviour refers to conduct, comments, actions or gestures which are humiliating, offensive, hurtful, rude or belittling and serve no valid work-related purpose and have the potential to create a poisoned work environment. While this conduct may not fit the definition of harassment, discrimination or bullying within the meaning of this policy or associated legislation, it is nonetheless inappropriate and will not be tolerated. Disrespectful behaviour does not include consensual banter or consensual relationships, assignment of tasks, performance reviews, coaching, and or discipline imposed by the City.

**Division Director** - means the Director of Community Services, Director of Corporate Services or Director of Operations and Planning or Senior Manager of Financial Services.

**Formal Process** – means investigating a written complaint and arriving at findings of whether there was a breach of this policy or not.

**Good Faith** – means a sincere belief that is absent of malice.

**Health and Safety** - includes physical, psychological and social well-being.

**Informal Process** - means a method in which to resolve an issue of disrespectful conduct of an employee through discussion (facilitated or direct) or mediation. Reference: Dispute Resolution Administrative Directive.

**Natural justice** - refers to a process that allows a person(s) affected by a decision to have a reasonable opportunity of presenting their case. It is the duty to act fairly, listen to arguments and to reach a decision in a manner that is untainted by bias.

**Respondent** - means a person whom a complaint or allegation has been filed against.

**Reprisal** – means action taken against a complainant or participant in the investigation of a complaint under this policy. Threats of, or verbal or written reprimand, termination, loss of advancement opportunities, change in duties, reduction in pay, change in reporting structure, change in work location, harassment and coercion or anything meant to dissuade an employee from reporting or participating in an investigation.

**Workplace Discrimination/Harassment** (includes sexual harassment) - means any single or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to an employee, or adversely affect the employee's health and safety. This includes conduct, comment(s), bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation; and a sexual solicitation or advance. It excludes any reasonable conduct on the part of the City or a supervisor in respect of the management of employees or a work site.

## Responsibilities

### Council

- To approve the policy;
- Be a role model for behaviour standards when interacting with City Employees.

### Chief Administrative Officer

- Be a role model for behaviour standards and by demonstrating professionalism, cooperation and respect;
- Create and maintain a positive workplace where employees feel valued and respected;
- Ensure ongoing education and training on respectful behaviour in the workplace is provided to employees;
- Ensure awareness of and compliance with the Respectful Workplace Policy;
- To take appropriate action in a prompt, impartial and confidential manner when issues arise;
- To ensure complaints are investigated;
- To support all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information;
- To refer employees to the City's Employee and Family Assistance Program as appropriate;
- To follow up with the parties after a complaint has been resolved.

### Directors & Managers

- Be a role model for behaviour standards and by demonstrating professionalism, cooperation and respect;
- Create and maintain a positive workplace where employees feel valued and respected;
- Ensure awareness of and compliance with the Respectful Workplace Policy;
- To refer employees to the City's Employee and Family Assistance Program as appropriate;
- To take appropriate action in a prompt, impartial and confidential manner when issues arise;
- To ensure complaints are investigated;

- To support all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information.
- To follow up with the parties after a complaint has been resolved.

### **Supervisors**

- Be a role model for behaviour standards and by demonstrating professionalism, cooperation and respect;
- Create and maintain a positive workplace where employees feel valued and respected;
- Ensure awareness of and compliance with the Respectful Workplace Policy;
- To refer employees to the City's Employee and Family Assistance Program as appropriate;
- To take appropriate action in a prompt, impartial and confidential manner when issues arise;
- To support all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information.

### **Human Resources**

- Be a role model for behaviour standards and by demonstrating professionalism, cooperation and respect;
- Create and maintain a positive workplace where employees feel valued and respected;
- Ensure awareness of and compliance with the Respectful Workplace Policy;
- Arrange for regular ongoing training and education on respectful behaviour in the workplace;
- Provide resources to assist with achieving a positive and respectful work environment;
- Receive and investigate complaints in a timely, confidential and unbiased manner;
- Assess issues brought forward and provide advice;
- Assist with informal resolutions as appropriate;
- To refer employees to the City's Employee and Family Assistance Program as appropriate;
- Identify external resources as appropriate, to assist with investigations as required;
- Receive investigation reports and follow-up on recommendations;
- To support all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information.
- To follow up with the parties after a complaint has been resolved.

### **Employees and Volunteers**

- Demonstrate respectful and appropriate behaviour at all times;
- Refrain from causing or participating in inappropriate behaviour;
- Set an example by respecting the dignity and rights of all employees, volunteers and members of the public;
- Recognize and refrain from actions that offend, embarrass or humiliate others;
- Consider and have an awareness of the actions, reactions and behaviour towards others;
- Make concerns known promptly to management or volunteer supervisor;
- Not make allegations of disrespectful behavior that are frivolous or vindictive;
- Work towards and participate in a solution if disrespectful workplace issues arise;
- To attend education and training on respectful workplace behaviour;
- Immediately inform a supervisor or manager if there is an imminent threat or risk of violence that could compromise an individual's or other's safety.

## Informal Process

Anyone who believes they have been the subject of conduct that is in violation of this policy may consider an informal process to attempt to resolve the matter.

While not mandatory, it is encouraged as a first step to resolve concerns by direct communication with the person(s) engaging in the inappropriate behaviour. Where an employee or volunteer feels confident or comfortable in doing so, they should communicate their disapproval in clear terms to the person(s) whose conduct or comments are offensive.

Anyone subjected to the inappropriate behaviour is encouraged to keep a written record of the date, time, details of the conduct and witnesses if any. The record should also reflect the direct request to cease the offensive conduct or comments and any outcome.

If the employee/volunteer is uncomfortable confronting the person engaging in the offensive conduct or comments, they may report the conduct to their Manager, Division Director, Volunteer Coordinator or Human Resources to seek assistance.

Depending upon the nature and severity of the alleged conduct and subject to the consent of the person reporting the conduct, the City may first try to resolve the issue informally. Informally resolving the matter may include a facilitated discussion and or mediation between the parties, and/or additional education on the terms of this policy.

## Formal Process

An employee/volunteer may file a formal, written complaint with the Human Resources Department. In the case of a complaint involving a member of the Human Resources Department or a member of Council the complaint is to be brought forward to the CAO who shall appoint an external investigator. If the complaint is against the City's CAO, the complaint shall be brought forward to the Mayor with a copy to the Human Resources Department.

The complaint must include the name of the Respondent and particulars of the alleged behaviour in question. In addition to the particulars, the employee should include the remedy they are seeking. The employee does not have to have a record of events in order to file a complaint, however a record that includes dates, names of witnesses supports a complete and comprehensive investigation. The formal complaint form can be found attached to this Policy.

Upon receipt of a formal complaint, the Complaint Investigator shall meet with the Complainant to clarify details, discuss the process going forward, investigation timelines, possible outcomes of the investigation and confirm the remedy sought.

The Complainant will be provided with information on how to access the City's Employee and Family Assistance program for additional support.

The Complainant will be advised they have the right to file a complaint/claim under the *Alberta Human Rights Act and the Alberta Occupational Health and Safety Act and Regulations*.

The Complainant will be advised that to the extent possible, confidentiality will be maintained and the scope of any investigation will be limited to those directly involved and have material information on the matter.

### **Temporary or Interim Measures**

In the event of an allegation under this policy, the City has full discretion to take whatever temporary, interim measures it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into the allegations including, but not limited to removing an individual from the workplace or a temporary reassignment.

### **Variation from the General Procedure**

The steps set out in this Policy and the manner in which an investigation is carried out is intended to be flexible in order to permit the City to respond to the specific circumstances at issue in each case. The City reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal complaint or decides to later withdraw a written complaint, the City may still initiate a formal investigation of the conduct reported if the City determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

### **Confidentiality**

The City pledges to respect the confidentiality and privacy of all concerned to the extent possible. The City will not disclose the circumstances related to a complaint under this policy or the names of the parties involved (including the Complainant, the Respondent and any witnesses) except where necessary to investigate the incident, to take corrective action, and to inform the parties involved of the results of the investigation or as required by law.

### **Frivolous or Vexatious Complaints**

Complaints that are found to be frivolous or vexatious shall not be tolerated. Individuals responsible for filing such complaints shall be subject to disciplinary action, up to and including termination.

### **Investigative Procedures**

Upon receipt of a formal complaint the Complaint Investigator shall conduct a confidential preliminary investigation within five (5) business days to determine whether or not the allegations may be founded.

If it is determined that an investigation is not warranted, and if the complaint is dismissed, the Complainant will be informed of the dismissal and if there is to be any follow-up on the part of the City, such as additional education or training or discussion.

Where it is determined that the allegations appear to be founded, the Complaint Investigator will conduct a thorough and complete investigation into the matter, including obtaining formal statements from the Complainant, from witnesses, from the Respondent and from any other sources considered appropriate by the Complaint Investigator.

The Complaint Investigator will send a copy of the written complaint to the Respondent, together with a copy of this policy. The Respondent will be given an opportunity to submit to the Complaint Investigator a written response to the complaint. A copy of that written response will then be provided to the Complainant.

Upon completion of the investigation, the Complaint Investigator shall provide a written report of the findings, including whether there was a breach of City Policy, the Complainant's desired resolution and any other recommendations that would serve to benefit the workplace. Other recommendations may include, but is not limited to counselling, mediation, additional training/education, etc.

The decision on any course of action to be taken resides with the City, including if any disciplinary action is to be imposed.

Documentation related to an investigation under this policy will be retained on file in Human Resources. A copy of the Complaint Form and the outcome shall be placed on the Complainant's and Respondent's Personnel File. Record of any disciplinary action taken will be placed on the disciplined employee's Personnel File.

In cases of substantiated complaints, the City will, for a reasonable period of time, make regular, confidential follow-up contact with the Complainant to ensure the inappropriate behaviour has stopped and that no retaliation has occurred.

Attachments:

- Schedule "A" Examples
- Schedule "B" Formal Complaint Form

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Approval Date (MMMM/DD/YYYY)

\_\_\_\_\_  
Approval Date (MMMM/DD/YYYY)

## Schedule A – Examples

**“Bullying”** is a conscious, willful, deliberate, repeated and hostile activity that may be marked by an imbalance of power, intent to harm and/or threat of aggression. Bullying may include, but is not limited to the following

- (i) Verbal bullying – name calling, put-downs, sarcasm, teasing, spreading rumors, religion, threats, making references to one’s culture, ethnicity, race, homophobic tendencies, [prejudiced behaviour against a person’s actual or perceivable sexual orientation], transphobic tendencies [prejudiced behaviour against a person’s actual or perceived gender identity or gender expression], or other unwanted comments
- (ii) Social bullying – exclusion, gossip, ganging up, mobbing, scapegoating, humiliating others, gestures or graffiti intended to put others down
- (iii) Physical bullying – hitting, poking, pinching, chasing, shoving, coercing, damaging property, or destroying
- (iv) Cyber bullying – the use of technology to intimidate, put down, or spread rumors about someone, or supporting deliberate, hostile and hurtful behaviour towards an individual or groups of individuals. It can occur within a peer group or between groups

**“Reprisal”** means any action or threat of action by a person that does or would adversely affect an employee with respect to any terms or conditions of employment or opportunity for promotion, and includes threatened termination, layoff, suspension, demotion or transfer of a worker, change of a job location, reduction in wages, change in hours of work, reprimand, coercion, intimidation or the imposition of any discipline or other penalty to dissuade an employee from filing a complaint or participating in an investigation.

**“Disrespectful behaviour”** is

- (i) Any conduct, comments, actions or gestures which are humiliating, offensive, hurtful, or belittling.
- (ii) Repeated conduct, comments, actions, or gestures when taken in isolation seem minor but when repeated can lead to a conclusion of harassment.
- (iii) A single incident of sufficient seriousness to have a significant impact on the recipient or the work environment.
- (iv) Hostile or unwanted.
- (v) Affecting the employee’s dignity, wellbeing, or physical integrity.
- (vi) Resulting in a harmful or poisoned work environment.

Examples of disrespectful behaviour include, but are not limited to:

- (i) Written or verbal comments, actions, gestures, or other behaviours such as “joke” which are humiliating, offensive, hurtful, or belittling.
- (ii) Abusing authority and imposing arbitrary punishment or negative job assignments;
- (iii) Harsh tone of voice and using abusive, threatening, derogatory or profane language;
- (iv) Deliberately excluding an employee from relevant work activities or decision-making.
- (v) Decision-making which is influenced by factors which have no work-related purpose.

- (vi) Attempting to discredit an employee by spreading false information about them.
- (vii) Disrespectful body language.

**“Discrimination/Harassment”** (includes sexual harassment) means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes

- (i) Conduct, comment, bullying or action because of race, ethnicity religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation;
- (ii) Denial of equitable treatment in hiring or in the terms, conditions or benefits of employment;
- (iii) Failing to accommodate an individual protected under Alberta’s Human Rights Act.

**“Sexual Harassment”** is defined as unwelcome conduct of a sexual nature that detrimentally affects the work environment and/or leads to negative, job-related consequences for the victim. Sexual behaviour of any kind that an individual finds offensive may be considered sexual harassment, even if the behaviour is subtle, non-verbal, or consistent with the overall culture of the workplace.

Examples of sexual harassment include, but are not limited to:

- (i) Unwelcome sexual advances, requests, comments, physical contact such as unnecessary touching, pinching or jostling or gestures that are suggestive or persistent staring that is of a sexual nature;
- (ii) Displays of pornographic or other sexual materials in the form of pictures, electronic mediums, graffiti, cartoons, or sayings.
- (iii) Crude language and “dirty jokes”.
- (iv) Gender-based insults; sexual innuendo and sexual remarks with sexual overtones.
- (v) Nudity or sexual exposure
- (vi) Propositioning or unwelcome invitations - either direct or indirect.
- (vii) Taunting or threatening; non-verbal gesturing or leering; touching, unwanted physical contact or derogatory images.
- (viii) Comments about an individual’s looks, dress, appearance or sexual habits.
- (ix) Persistent and unwelcome flirting.
- (x) Requirement to wear sexist, revealing or suggestive clothing.



## HUMAN RESOURCES

---

### RESPECTFUL WORKPLACE COMPLAINT FORM

The City of Lacombe is committed to creating and maintaining a respectful workplace where all employees recognize the dignity and worth of each other, and work together to create a safe, healthy and respectful work environment. Behaviours that contradict or interfere with a respectful workplace will not be tolerated.

In filling out this form you allege that you have been subject to inappropriate behaviour which includes disrespectful, harassment, discrimination and/or bullying behaviour.

In completing this form, you are confirming you:

- a) Have familiarized yourself with the Respectful Workplace Policy, the definitions and the responsibilities of all the parties,
- b) Believe you have been the victim of disrespectful behaviour as defined by the Respectful Workplace Policy, and
- c) Agree to participate in all resulting investigations and processes in an honest, forthright and good-faith manner, providing all information that is pertinent to your complaint, and,
- d) Agree to be part of the solution.

Throughout this process you will be referred to as the **Complainant**. The person(s) you feel violated this policy and engaged in inappropriate behaviour will be referred to as the **Respondent**.

Complainant Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Respondent Name(s): \_\_\_\_\_

Dates/Times of Incident(s): \_\_\_\_\_

\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Did you request the Respondent to stop the behaviour? If yes, when and what was the outcome?

---

I believe I have been subjected to:

- Harassment                       Discrimination                       Bullying  
 Disrespectful Behaviour other than Harassment or Discrimination  
 Violence (see H & S Manual Violence Directive)

Details of Complaint:

*Please provide clear and legible details on all pertinent interactions, specifying those areas of the policy that you feel have been violated, and why. Feel free to attach more pages if the space provided below does not provide sufficient space.*

To assist us to understand your situation, please ensure your complaint includes the following details:

1. The specific incident(s) that led you to file this complaint – if there is more than one incident, please number them and attach to this complaint form;
2. The date(s) of the incident(s);
3. The context of each incident (e.g. what happened before, during and after the incident, where did each incident take place, who was present, what were others doing).
4. Explain how the incident(s) impacted/affected you.
5. Explain how the incident(s) affected your work and work environment.
6. Detail any action you have taken so far to resolve the matter, including whether or not you spoke to the person whose actions are the subject of the complaint.
7. Who have you discussed this situation with (i.e. Supervisor, Manager, Co-worker etc). Indicate the date and time you had any discussion. If no discussion occurred, please explain.
8. What action(s) has your Manager taken to deal with the issue to date, if known.
9. What is the desired outcome of your complaint?

## MONTHLY SIGNIFICANT EVENTS REPORT

Chief Administrative Officer

Date: to March 16<sup>th</sup>, 2020

### COVID-19 Response

- Update to be provided at March 23<sup>rd</sup> Council meeting

### Administrative

- Public access for service has been largely limited to 'By Appointment Only'

### Planning & Development

- Slowdown in permit applications noticeable starting March 16<sup>th</sup>

### Regional Matters

- Nothing to report

### External Recognition

- Nothing to report

**Approval**

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

<b>Date approved by library board</b>
2020-03-02

**Alberta Public Library Survey**

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

<b>Name of library board</b>	<b>Name of library (or libraries)</b>
City of Lacombe Library Board	Mary C. Moore Public Library

**Phone, Fax, Email, Website**

<b>Library phone</b>	<b>Library fax</b>	<b>Library email</b>	<b>Library website</b>
(403) 782-3433	(403) 782-3329	mcml@prl.ab.ca	www.lacombelibrary.com

**Address**

<b>Address - Street and No.</b>	<b>P.O. Box</b>	<b>City/town, etc.</b>	<b>Province</b>	<b>Postal code</b>
101-5214 50th Avenue		Lacombe	Alberta	T4L 0B6

**Contacts**

	<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Alternate phone</b>
Library Manager	Christina Petrisor	christinap@prl.ab.ca	403-782-3433	403-782-9553
Respondent (if different than above)				

**Info**

**Library Management - Board Members**

Please provide full names, addresses, phone numbers and email addresses for CURRENT board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month/day/year) for each board member. Library board term expiry dates (month/day/year) MUST be provided for ALL board members, including those board members who are also councillors. **Note:** While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires ALL library board members to be APPOINTED BY MUNICIPAL COUNCIL (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>	<b>Library board term expiry (month/day/year)</b>	<b>Councillor</b>
Chairperson	Lynda Nicholls	<b>FOIP Section 17(1)</b>			2021-12-31	No
Board Member 1	Don Gullekson		2021-10-08	Yes		
Board Member 2	Tamara Helder		2020-12-30	No		
Board Member 3	Ingrid Luymes		2021-12-31	No		
Board Member 4	Nancy Lightbown		2021-12-31	No		
Board Member 5	Christina Lister		2022-08-13	No		
Board Member 6	Della Quick		2020-12-31	No		
Board Member 7	Ken Wigmore		2021-10-08	Yes		
Board Member 8						
Board Member 9						

**Library Management - General**

<b>Library board email (e.g. libraryboard@abclibrary.ca)</b>	<b>Board meeting dates (e.g. Jan 28, Feb 13)</b>	<b>Board volunteer hours</b>	<b>Building ownership</b>

**Library Hours**

**Hours of Service**

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	10 - 8	10 - 8	10 - 8	10 - 8	10 - 5	10 - 5	Closed	
Summer Hours								

**Hours Open Per Year**

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

<b>Hours Open per Year</b>	2,700
----------------------------	-------

**Personnel**

Paid and unpaid staff that worked in the library during the reporting period.

**Staff**

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

**Note:** Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	2	2,477.36
Other university degree	4	3,346.00
Library technician	1	783.50
Library operations certificate	0	0.00
Other tech/college diploma	2	2,804.50
Other	6	5,739.00
<b>Total staff</b>	<b>15</b>	<b>15,150.36</b>

**Volunteers**

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	3	1,405.00
Library Programming	7	621.00
Fundraising (aside from a Friends group)	10	243.00
Outreach	4	423.00
<b>Total Volunteers</b>	<b>24</b>	<b>2,692.00</b>
Friends of the Library	12	1,563.00

**Collections/Resources**

**Collection Management**

	Acquired	Withdrawn
Print items	5,512	2,555
Non-print items	832	393
<b>Total</b>	<b>6,344</b>	<b>2,948</b>

**Print Items**

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

Print Volumes	Periodicals (number of issues)	Total Print

63,680

1,688

65,368

**Non-Print Items**

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
1,877	410	6,418	1	116	21	0	8,843

**Virtual Items (Licensed by your board)**

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
0	0	0	0	0	0	0	0	0

**Library Board Contributions**

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

Contribution
\$1,478.39

**Totals**

Total physical collection	Total licensed virtual collection	Total collections
74,211	0	74,211

**Circulation****Direct Circulations**

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
39,500	3,509	60,090	17,520	221	8,489

**Direct Circulations, continued...**

Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
120	4,092	5,345	138,886	2,600	141,486

**Interlibrary Loan**

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	28,131	26,124
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
Total	28,131	26,124

**Information Services & Use****Reference Transactions**

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

Total reference transactions	Count method
30,653	Estimate (1 week x 50)

**Examination Services**

If examination services are provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year.

Exam Services
402

**Library Use**

Library visits and in-house use of materials.

In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
74,814	Actual count	30,358	12,999	Actual count

**Programs**

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Note: If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants.

Public libraries housed in schools - DO NOT count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

	Sessions	Participants
Children's	466	7,265
Young adult	62	870
Adult	53	2,490
Family/multigenerational	0	0
Outreach	52	312
Other	1	75
<b>Total</b>	<b>634</b>	<b>11,012</b>

**Library Awareness**

This is a count of activities held by the library which promote awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Sessions	Participants
Library awareness	17	8,547

**Social Media**

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If you use more than 5 different social media platforms, please use the "Add Notes" feature to record the additional data.

Name of Platform	Username/URL	Metrics
Facebook	<a href="https://www.facebook.com/MCMPL/?ref=bookmarks">https://www.facebook.com/MCMPL/?ref=bookmarks</a>	number of followers and friends; number of interactions per post and our response time
Twitter	@MCM_PubLibrary	number of followers; interaction with posts

**Cardholders, Fees, Facilities**

**Total cardholders**

Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by your library.

Note: If your library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

<b>Total cardholders (resident and non-resident)</b>	2,153
------------------------------------------------------	-------

**Card fees**

Indicate YES or NO if card fees are charged for the following specific patron types: adult, juvenile, senior and family. If card fees are charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. DO NOT leave these fields blank - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If you do not charge card fees, or do not charge a card fee in a certain category, please leave the amount as \$0.00.

	Do you charge card fees?	If yes, how much?
Adult	Yes	\$20.00
Juvenile	No	\$20.00
Senior	Yes	\$20.00
Family	Yes	\$20.00
Other	Yes	\$65.00

**Facility size**

A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by your board. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

Library area (Sq. metres)	Library area (Sq. feet)

900.0

9,687.5

**Facility status**

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) in the reporting year?	No	
Has a new service point opened or an existing one closed in the reporting year?	No	
Did the library close for renovations at any point in the reporting year?	No	

**Electronic Performance Measures****Workstations**

Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
18	1	2	21

**Workstation sessions**

Number of workstation sessions	Count method (sessions)	Workstation hours	Count method (hours)	Length of workstation sessions (minutes)	Percentage of time workstations in use
20,637	Actual count	14,066.54	Actual count	41	24.81%

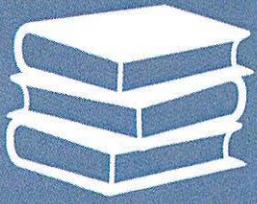
**Public Wi-Fi sessions**

Number of public wi-fi sessions	Count method
78,636	Actual count

**Accomplishments & Comments**

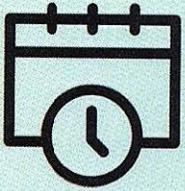
Provide your comments below. Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.

Accomplishments	Comments

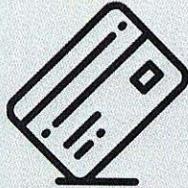


# Mary C. Moore Public Library

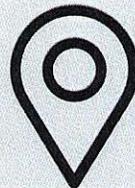
## Annual Report 2019



The library had **2,700** open hours in 2019!



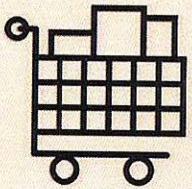
**2,153** people have a card at our library



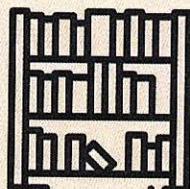
**74,814** people walked through our doors last year



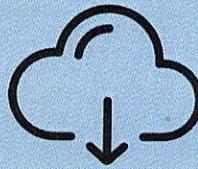
In addition to **30,358** website visits



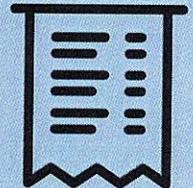
The library added **6,344** new items last year



Bringing the total collection to **74,211**



There were **5,345** downloads of e-Content



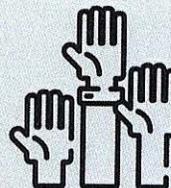
Contributing to a total of **141,486** checkouts!



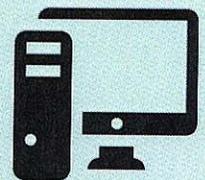
We lent our items to libraries outside of our system **26,124** times



Our service is delivered by **15** dedicated staff



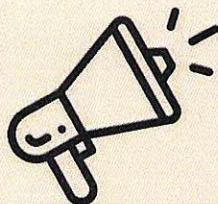
And **24** amazing volunteers



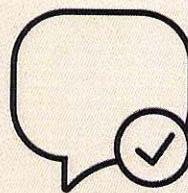
The library has **21** public computers



And brought in **28,131** items upon patron request



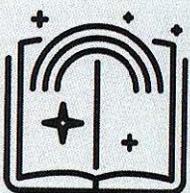
The library participated in **17** promotional events



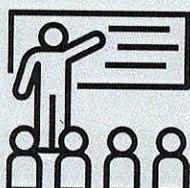
Where **6,547** people heard our message



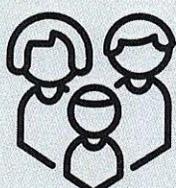
They were in use for a total of **14,066.54** hours!



We offered **466** programs for kids



**53** for adults and seniors



And **0** for families



**11,012** people attended in total!



There were also **78,636** connections to our Wi-Fi



To local municipal leaders,

Across Alberta, there are discussions about the [Alberta Health Services \(AHS\) Review](#), and what it means for your communities. We recognize you may be receiving questions from your constituents and want to share an update.

Since the release of the AHS Review report (Feb. 3, 2020), AHS has been working to examine and prioritize the report's recommendations and determine next steps towards implementation.

A detailed plan, which will guide our work on all review initiatives, is under development and will be part of our 100 Day update to the government in mid-May.

We are able to move on some recommendations quickly while others will take more work and investigation. One of the areas that will take time is hospitals. As you know, Alberta Health and AHS have committed to not closing any hospitals.

As part of the review recommendations, we will work with communities in assessing the configuration of some smaller and medium-sized hospitals. The goal is to ensure we are meeting community needs with sustainable healthcare. This is work that is done routinely and has occurred in many settings over many years.

We will ensure that patient care is at the forefront of any plans, and we will include input from community leaders, physicians, staff and members of the communities served by these facilities.

We are aware that some physicians are raising concerns with their patients and the public regarding changes to physician compensation and the healthcare services they provide in their communities.

We support their ability to advocate for themselves and their patients. At the same time, AHS is dedicated to ensuring ongoing access to care for patients. Our priority is the safe care of Albertans.

We will continue to work with our medical staff to provide safe patient care and ensure any potential practice changes have a limited impact on clinical services and patient care.

You are in a unique and valuable position, as both a leader and a member of your communities. We are here to provide you with the support and information you and your communities need. Please find below key messages for your information. If you receive questions or requests for additional information, I encourage you to contact the AHS Central Zone leaders who will be able to help provide the support you need:

[Janice Stewart, Chief Zone Officer, Central Zone](#)

[Janice.Stewart@ahs.ca](mailto:Janice.Stewart@ahs.ca); 403-343-4552

[Dr. Jennifer Bestard](mailto:Dr.Jennifer.Bestard), Acting Central Zone Medical Director, Medical Affairs  
[Jennifer.Bestard@ahs.ca](mailto:Jennifer.Bestard@ahs.ca); 403-309-2897

Our focus continues to be making AHS as efficient and sustainable as possible, while maintaining or improving patient access and quality of care. We want Albertans to receive the best care both now, and in the future.

We look forward to ongoing communication with you as we continue with this important work.

Sincerely,  
Dr. Verna Yiu  
President and CEO, Alberta Health Services

### **Key Messages:**

- Local Alberta Health Services (AHS) facilities provide excellent care to the communities they serve and we don't want that to change. We will not be closing any hospitals.
- We understand that changes to how Alberta's physicians will be compensated have caused concern for some.
- Physicians are critical to the healthcare system. We will continue to work with our physician partners to ensure patients and families have access to timely, safe and high quality care, and that there are no gaps in service.
- AHS supports physicians' ability to advocate for themselves and their patients.
- It is important physicians are able share their concerns, just as it is important that AHS continues to meet the needs of the patients and families we all serve.
- We appreciate the continued professionalism demonstrated by AHS physicians through this transition, and their continued commitment to caring for patients and families.
- AHS is also working closely with Alberta Health on the new physician funding framework, which was announced by the Minister of Health in February. Details of the changes are available on [Alberta Health's website](#).
- We are working to understand the impact these changes will have on physicians, patients and families.

**LACOMBE POLICE COMMISSION  
REGULAR MEETING MINUTES  
Thursday, February 20, 2020**

**Attendees:** Corey Gish, Chair  
Judy Lucht, Vice-Chair  
Reuben Konnik, City of Lacombe Councillor  
Elaine Willette-Larsen, Commission Member at Large  
John Walker, Commission Member at Large

**Others:** Chief Lorne Blumhagen, Lacombe Police Service  
Diane Piche, Director of Corporate Services  
Brad Pears, Public Complaint Director  
Ross Pettibone, Secretary

**Regrets:** Sonja Dykslag, Commission Member at Large  
Edith McKinlay, Commission Member at Large

**1. CALL TO ORDER**

Chair Gish called the meeting to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

2.1 February 20, 2020 LPC Agenda.

(20.11) **MOVED by Elaine Willette-Larsen** to adopt the agenda as amended to add 8.4 Trade Show.

**CARRIED UNANIMOUSLY**

**3. ADOPTION OF MINUTES**

3.1 January 7, 2020 Lacombe Police Commission meeting minutes.

(20.12) **MOVED by John Walker** to adopt the January 7, 2020 meeting minutes as presented.

**CARRIED UNANIMOUSLY**

3.2 No Business arising from minutes.

**4. PRESENTATIONS**

N/A

**5. REPORTS**

5.1 \*Chief of Police Monthly Report: January 1, 2020 –February 1, 2020

5.1a \*School Resource Officer Report and Statistics (January)

- 5.2 \*Quarterly Budget Report N/A – Next Report in March
- 5.3 \*Public Complaints Director Report (No complaints)

**Discussion Items / Action Plans:**

Chief Blumhagen provided the Commission with an overview of activities, statistical information, budget, and human resources. The following items from the above reports were highlighted:

- Conference call participation February 20.
- Potential for Guarding, DNA analysis and transcription costs to budget
- Fleet replacement vehicles within budget
- Training for PCD to be arranged with SGT. Kristian

5.4 Chair Report

Chair Gish provided her report on meetings with the LPS Chief.

5.5 Vice-Chair Report

Vice-Chair Lucht reported on recent activities including a February meeting with LPS members and support staff to conduct a portion of the Chief's evaluation.

5.6 Council Rep. Report

Councillor Konnik reported on council business and the Chief commented on service response areas of jurisdiction for LPS and the RCMP.

(20.13) **MOVED by Elaine Willette-Larsen** to accept reports (5.1/5.1a/5.2/5.3/5.4/5.5/5.6) as information.

**CARRIED UNANIMOUSLY**

**6. OLD BUSINESS**

6.1 Sub-Committees Formation

Chair Gish facilitated a discussion on membership for sub-committees for the required policy manual review, strategic plan review, and the budget committee. Reuben Konnik and Judy Lucht would lead and facilitate discussion for the Strategic Plan Sub-Committee. Membership in the budget committee and policy manual review would be confirmed in March.

6.2 2019-2021 LPC/LPS Strategic Plan Review

It was proposed Strategic Plan sub-committee members confirm, expand or amend portions of the strategic plan developed in 2019, following which a Motion to accept the 2019 review be made (also to be reviewed in 2020 and 2021). Updates to crime severity statistics will be made available after May of 2020.

- 6.3 AAPG Conference Attendance Confirmation  
Three attendees for AAPG were confirmed (Chair Gish, Commissioner Willette-Larsen, and Brad Pears, PCD).

## **7. NEW BUSINESS**

- 7.1 Next Meeting Confirmation (March 19, 2020)  
Commission members confirmed March 19, 2020 as the next meeting at City Hall. Commissioner Lucht will be absent on April 16.

- 7.2 LPC Policy Manual Review  
Following a substantial review in 2019, comments or questions regarding items for review in the Commission Policy Manual to be brought forward at the March meeting.

## **8. INFORMATION**

Commissioners discussed the following information items.

- 8.1 EPS Grad February 21, 2020 (4 commission members attending)  
8.2 ALERT Position (awaiting MOU). Potential for second ALERT spot in 2020.  
8.3 Preliminary Police Performance Measures Assessment (PPMA) Report is related to the service level review. (The provincial audit concluded in November and a final report is pending). Director Piche clarified the city's service level reviews were focused on operational items. Chair Gish would provide a letter to the City.

(20.14) **MOVED by Elaine Willette-Larsen** that the Chair communicate with the City of Lacombe regarding the parameters of service level review for policing in the city.

**CARRIED UNANIMOUSLY**

- 8.4 Trade Show – April 24/25. CST. Bleasdale would liaise with Commissioner Walker for the Trade Show booth, shared with the LPS. Commissioner Dykslag would distribute a commissioner schedule for booth attendance.

## **9. IN CAMERA**

(20.15) **MOVED by Reuben Konnik** to enter *In Camera* at 10:21 a.m. for discussion of a labour and a legal item.

**CARRIED UNANIMOUSLY**

(20.16) **MOVED by Judy Lucht** to return to *Open Meeting* at 11:04 a.m.

**CARRIED UNANIMOUSLY**

20.17) **MOVED** by *John Walker* that the Commission endorse the Chief's strategy to defer and reduce staffing as available in order to meet the budget constraints in the short term.

**CARRIED UNANIMOUSLY**

**10. EMERGING ITEMS**

Commissioners reviewed the following emerging items for information, and added adjustments and personnel as a standing item.

- 10.1 LPC Annual Work Plan
- 10.2 Human Resource Plan Revisions
- 10.3 Commission succession planning
- 10.4 2019 Annual Report

**11. ADJOURNMENT**

(20.18) **MOVED** by *John Walker* to adjourn the meeting at 11:20 a.m.

**CARRIED UNANIMOUSLY**

Original Signed  
Chairperson

Original Signed  
Secretary



# COUNCIL MEMBER'S REPORT

<b>TO</b>	Members of Council
<b>FROM</b>	Cora Hoekstra
<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>	March 18, 2020
<b>ORGANIZATION</b>	<b>KEY POINTS OF DISCUSSION AND/OR DECISIONS</b>
Red Deer Home Show	March 6 – City of Lacombe Booth Interacted with the public who came by the City of Lacombe table. Had an opportunity to talk to people about our recreation facilities, restaurants, and the Lacombe Athletic Park. A family liked that they could rent the pool for parties. The Athletic park was praised because the snow is cleared off of it so the season can start earlier in Lacombe.
Lacombe Athletic Park	March 7 – Fundraising Dinner
Lacombe Foundation	Talked with a tenant at length. Communicated concerns to staff at the Bethany Group/Lacombe Foundation
Contact with citizens	<ul style="list-style-type: none"> <li>• Communicated a number of times with a citizen who expressed her disappointment that there isn't any public transportation in Lacombe. She has health challenges and does not drive. She wishes we had kept the BOLT</li> <li>• Comments have been made that communication from the City regarding Covid-19 has been excellent. The messages from CAO Goudy to staff on Sunday/Monday were excellent, informative, and considerate.</li> </ul>

**CITY OF LACOMBE**  
**MINUTES OF COUNCIL MEETING 20-05**

Minutes of the Regular Meeting of Council held on **March 9, 2020** in the Council Chambers of the City Administration Office.

- Present:** Mayor Grant Creasey  
Deputy Mayor Cora Hoekstra  
Councillor Don Gullekson  
Councillor Thalia Hibbs  
Councillor Jonathan Jacobson  
Councillor Reuben Konnik  
Councillor Chris Ross
- Staff Present:** Matthew Goudy, Chief Administrative Officer  
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
- Regrets** Deborah Juch, Director of Community Services
- Media Present:** Todd Vaughan, Lacombe Express
- Others Present:** Craig Teal, 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**

11/178.05 20MO  
THAT the Monday  
March 9, 2020 regular  
meeting agenda be  
adopted as presented.  
20-083

**MOVED BY** Councillor Konnik:

THAT the Monday March 9, 2020 regular meeting agenda be adopted as presented.

CARRIED UNANIMOUSLY

**PUBLIC HEARINGS**

Planning and Development Services

**Bylaw 400.28 – (Rezone FD to R1-Trinity Crossing Phase 2)**

City of Lacombe Land Use (Amending) Bylaw 400.28, a Bylaw of the City of Lacombe to rezone lands which are described as Part of NW ¼ Sec. 32-40-26-W4M and Part of closed road allowance C. of T. 082 247 200+1 from Future Designation District (FD) to Residential Detached District (R1). The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on the amending Bylaw 400.28. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday February 27, 2020 and Thursday March 5, 2020. It was confirmed no submissions were received.

Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Craig Teal, Parkland Community Planning Services, presented proposed Land Use Bylaw 400 amendments (via Bylaw 400.28) for council consideration of the re-designation to facilitate residential development.

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 400.28 closed at 5:38 p.m.

**REQUESTS FOR DECISION**

**2021 Budget Timetable**

Mauricio Reyes, Senior Manager of Financial Services, presented Council with a proposed schedule for development of the 2021 operating and capital budgets, and three-year financial plan, along with a public engagement strategy.

**MOVED BY** Councillor Hibbs:

THAT Council approve the 2021 Budget timeline and public engagement strategy as presented.

CARRIED UNANIMOUSLY

13/931.01 21MO  
THAT Council approve  
the 2021 Budget  
timeline and public  
engagement strategy as  
presented.  
20-084

**Bylaw 477 – Supplementary Assessment Bylaw**

Mauricio Reyes, Senior Manager of Financial Services, presented Council with Bylaw 477, the supplementary assessment bylaw for the 2020 tax year.

**MOVED BY** Councillor Gullekson:

THAT Council give first reading to Bylaw 477 – Supplementary Assessment.

CARRIED UNANIMOUSLY

11/175.10 20MO  
THAT Council give first  
reading to Bylaw 477 –  
Supplementary  
Assessment.  
20-085

**Bylaw 478 Line of Credit**

Mauricio Reyes, Senior Manager of Financial Services, presented Council with Bylaw 478, authorizing establishment of a line of credit as an operational safeguard against expense fluctuations.

**MOVED BY** Councillor Konnik:

THAT Council give first reading to Bylaw 478 – Line of Credit.

CARRIED UNANIMOUSLY

11/175.11 20MO  
THAT Council give first  
reading to Bylaw 478 –  
Line of Credit.  
20-086

**Bylaw 400.28 Trinity Crossing Phase 2**

Craig Teal, Director, Parkland Community Planning Services, presented Bylaw 400.28 (Trinity Crossing) for second and third reading. The Bylaw would re-designate part of NW ¼ section 32-40-26-W4M and a portion of the closed road allowance (C. of T. 082 247 200 +1) from Future Designation district (FD) to Residential Detached district (R1) to facilitate residential development.

**MOVED BY** Councillor Hibbs:

THAT Council give second reading to Bylaw 400.28 as presented.

CARRIED UNANIMOUSLY

11/175.12 20MO  
THAT Council give  
second reading to  
Bylaw 400.28 as  
presented.  
20-087

**MOVED BY** Councillor Gullekson:

THAT Council give third reading to Bylaw 400.28 as presented.

CARRIED UNANIMOUSLY

61/201.28 20BL  
THAT Council give third  
reading to Bylaw 400.28  
as presented.  
20-088

**Land Use Bylaw 400.24 Updates**

Jordan Thompson, Director of Operations and Planning, presented Bylaw 400.24 for third reading, with options provided to address side yard setbacks in the central residential district.

**MOVED BY** Councillor Konnik:

THAT Council third reading to Bylaw 400.24 with the following amendments:

61/201.24 20BL  
THAT Council give third  
reading to Bylaw 400.24  
with the following  
amendments:  
THAT Council replace  
14.4.16(b)iii in  
Attachment B with:

“ii With the exception of development within Plan 1624190 and Plan 1722619, all new residential developments shall have a minimum side yard of 2.0m.”  
20-089

THAT Council replace 14.4.16(b)iii in Attachment B with:  
“ii With the exception of development within Plan 1624190 and Plan 1722619, all new residential developments shall have a minimum side yard of 2.0m.”

AGAINST:

Councillor Gullekson

FOR:

Mayor Creasey  
Councillor Hibbs  
Councillor Hoekstra  
Councillor Jacobson  
Councillor Konnik  
Councillor Ross

CARRIED

**Council Committee Appointments**

Matthew Goudy, Chief Administrative Officer, presented a recommended appointment of a citizen-at-large for ratification, to the Affordable Housing Strategy Steering Committee.

**MOVED BY** Councillor Ross:

THAT Council approve the appointment of Kim Willington to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.

CARRIED UNANIMOUSLY

11/117.02 20MO  
THAT Council approve the appointment of Kim Willington to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021  
20-090

**ITEMS FOR INFORMATION**

1. CAO Report
2. Police Commission letter re: Service Level Reviews – Feb 21
3. Cold Shot Bus Service letter re: Cancellation – Feb 24
4. Concerned Resident letter re: Water bill – Feb 24
5. North Red Deer River Water Services Commission Minutes – Sep 9
6. North Red Deer Regional Wastewater Services Commission Minutes – Nov 4
7. Lacombe Regional Waste Services Commission Minutes – Nov 27
8. Lacombe Regional Waste Services Commission Organizational Minutes – Nov 27
9. Municipal Library Board Minutes – Jan 28

Council discussed Item 4.

**MOVED BY** Councillor Hibbs:

THAT the utility bill be reduced to reflect the cash portion of costs the city absorbs for the water and wastewater utilities.

AGAINST:

Mayor Creasey  
Councillor Gullekson  
Councillor Jacobson  
Councillor Ross

FOR:

Councillor Konnik  
Councillor Hibbs  
Councillor Hoekstra

DEFEATED

41/154.01 20MO  
THAT the utility bill be reduced to reflect the cash portion of costs the city absorbs for the water and wastewater utilities (DEFEATED)  
20-091

11/173.05 20MO  
THAT Council receive all reports and items as information  
20-092

**MOVED BY** Councillor Jacobson:

THAT Council receive all reports and items as information.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**MOVED BY** Councillor Hoekstra:

THAT the February 24, 2020 regular council meeting minutes be confirmed as presented.

CARRIED UNANIMOUSLY

11/179.05 20MO  
THAT the February 24, 2020 regular council meeting minutes be confirmed as presented.  
20-093

*Meeting recessed at 6:24 p.m.  
Meeting resumed at 6:40 p.m.*

11/177.20 20MO  
THAT Council with  
Administrative staff  
attending to support  
Council (Matthew  
Goudy, Diane Piché, ,  
Jordan Thompson, and  
Ross Pettibone) move  
In Camera at 6:41 PM  
to discuss the following  
items: Labour (1);  
Monthly Update.  
20-094

**IN CAMERA**

**MOVED BY** Councillor Gullekson:

THAT Council with Administrative staff attending to support Council (Matthew Goudy, Diane Piché, Jordan Thompson, and Ross Pettibone) move In Camera at 6:41 PM to discuss the following items:

Labour (*FOIP Section 17*)  
Monthly Update (*FOIP Sections 24, 16*)

CARRIED UNANIMOUSLY

11/177.21 20MO  
THAT Council return to  
Open Meeting at 7:51  
PM.  
20-095

**MOVED BY** Councillor Hoesktra:

THAT Council return to Open Meeting at 7:51 PM.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

11/177.22 20MO  
Adjournment  
20-096

**MOVED BY** Councillor Hoekstra

THAT the meeting be adjourned at 7:52 PM.

CARRIED UNANIMOUSLY

---

Mayor

---

Chief Administrative Officer

# AGENDA



## REGULAR MEETING AGENDA

Council of the City of Lacombe  
Monday, March 23, 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	
	<b>3. PRESENTATIONS</b>	
	3.1 N/A	
	<b>4. PUBLIC HEARINGS</b>	
	4.1 N/A	
	<b>5. REQUESTS FOR DECISION</b>	
	5.1 COVID 19 Update	CAO
	5.2 Bylaw 477 Supplementary Assessment Bylaw (Second/Third Reading)	Sr Mgr Reyes
	5.3 Bylaw 478 Line of Credit (Second Third Reading)	Sr Mgr Reyes
	5.4 LUB Amendment 400.29: Paint and Autobody Use in the University Commercial District	Dir Thompson
	5.5 April 6 Committee Meeting	CAO
	5.6 Council Committee Appointment	CAO
	5.7 Respectful Workplace Policy	Mgr Wilton
	<b>6. INFORMATION</b>	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	CAO
	6.2 Council Mailbox	
	6.2.a 2019 Alberta Library Statistics Lacombe Library Board	Clr. Gullekson
	6.2.b Mary C. Moore Public Library Info Graphic - 2019 Annual Report	
	6.2.c Message from AHS President – March 10	
	6.3 Commission, Board, Committee Reports and Minutes	

6.3.a	Lacombe Police Commission Minutes February 20/20	<i>Clr. Konnik</i>
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	
<b>7. ADOPTION OF MINUTES</b>		
7.1	March 9, 2020 Regular Council Meeting Minutes	
<b>8. NOTICES OF MOTION</b>		
8.1	<u>Councillor Hoekstra:</u> "To investigate and gauge the future level of municipal support for the activities of the Lacombe & District Rikubetsu Society."	<i>CAO</i>
<b>9. IN CAMERA</b>		
9.1	Labour ( <i>FOIP Section 17</i> )	<i>Mayor Creasey</i>
<b>10. ADJOURNMENT</b>		

**Next Meetings:**

- Tuesday, April 14, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, April 27, 2020
  - Regular Council Meeting: 5:00 p.m., Council Chambers

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Corona Virus Disease 2019 (aka COVID-19)  
**PREPARED BY:** Matthew Goudy, CAO  
**PRESENTED BY:** Matthew Goudy, CAO  
**DATE:** March 18<sup>th</sup>, 2020

FILE: 00/000

## **PURPOSE:**

To provide Council a general update on the current status of the Corona Virus Disease 2019 (short form COVID-19) Pandemic in the Province of Alberta, as well as the City of Lacombe's strategies currently in place to support the Provincial goal to: "Minimize the impact of the COVID-19 outbreak on Alberta, its citizens, and the economy."

Further, to provide Council options to mitigate the economic impact of the current pandemic to residents and businesses within the city of Lacombe.

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

1. Accept this report as information, and direct Administration to implement all proposed Community Economic Supports described in this memorandum.

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

1. N/A

## **EXECUTIVE SUMMARY:**

The City's administration has taken steps to limit the possibility of community transmission in public spaces.

Business Continuity strategies have been developed for the eventuality of the virus being present in the community, to ensure critical municipal functions will not be disrupted.

Lastly, several possible economic supports for Lacombe residents and businesses have been proposed for Council's consideration.

# REQUEST FOR COUNCIL DECISION



## ANALYSIS:

Since January, Alberta's public health officials have been working closely with the Public Health Agency of Canada and other partners to monitor COVID-19 and assess public health risks.

Estimates regarding the mortality rate of the COVID-19 virus have some variability. The Alberta Emergency Management Agency in a presentation on March 10, 2020, estimated it at 1%. The World Health Organization, in their February 2020 [Report on the China Joint Mission on Corona Virus Disease 2019 \(COVID-19\)](#) estimated that 80% of cases were mild to moderate, 14% were severe, and 6% were critical (patients presenting respiratory failure, septic shock and/or multiple organ dysfunction/failure). A March 2020 paper [Estimating Clinical Severity of COVID-19](#) from the transmission dynamics in Wuhan, China, estimated the probability of dying from the infection after developing symptoms was 1.4%, although the chances were heavily affected by age:

- 0-15: N/A (sample size too low to estimate general mortality)
- 15-44:0.5% (between 0.1% and 1.3%)
- 45-64:0.5% (between 0.2% and 1.1%)
- 65+ :2.7% (between 1.5% and 4.7%)

## City of Lacombe Actions:

- City staff have been closely monitoring the development of COVID-19 in Canada since mid-February.
- **March 10, 2020** – Staff participated in a province-wide conference call with the Provincial Operations Centre to understand the severity of the COVID-19 virus outbreak.
- **March 11, 2020** – Started working on Business Continuity Planning, and developed internal protocols surrounding staff absences and travel.
- **March 12, 2020** - The City began following the practice of restricting gatherings of 250 or more people, and if there are international travelers, seniors or vulnerable people, 50 or more. This affected our Lacombe Memorial Centre. At this time the City asked that staff who have traveled outside of Canada to self-isolate when they return. Messaging went out to reassure staff that their jobs were safe in the event they were not able to work for 14 days.
- **March 13, 2020** – No major changes to operations on this day, only trying to safeguard staff by procuring PPE and hand sanitizers.

# REQUEST FOR COUNCIL DECISION



- **March 15, 2020** – With the Province cancelling classes for all schools, and to safeguard staff and the public from mass gatherings, the City closed down the Lacombe Memorial Centre, which houses meeting rooms, halls, library, FCSS offices and LMC Café, and the Gary Moe Auto Group Sportsplex, which houses the arenas, curling rinks and pools.
- **March 16, 2020** - Staff met to review the critical changes from March 12 to March 15. During that time, there was a plan to escalate a response, however the virus moved much faster and the Government of Alberta responded radically. Staff reviewed the impacts on the City given the mitigation criteria that the Province has set in place as a result of the COVID-19 virus. Business continuity was discussed as to what critical staff would be required given potential absences. Communications provided messaging to the public and to staff regarding the situation.
- **March 17, 2020** - The City opened up the Emergency Coordination Centre (ECC) at 9 a.m., and at 3 p.m. shut all City facilities to the public when the Province declared a state of public health emergency under the *Public Health Act*. Any requirements to complete business with the City will be done by appointment only, and screening questions will be asked first to ensure that staff will not be exposed to symptoms. As a result of opening the ECC, the City has included the FCSS organization, along with an AHS representative, to participate and be involved with the City's response to the pandemic crisis. By the end of day, 34 other Albertan municipalities had also officially activated their ECC/EOC.
- **March 18, 2020** - The City of Lacombe announced that, beginning March 18 and continuing until at least the end of the week, all municipal facilities (other than the Lacombe Police Station), would be closed to the public. Alternate means of conducting City business are in place and have been advertised. A Safe Work Practice for interacting with members of the public on an appointment-only basis has been developed and distributed to staff. This will ensure residents and businesses are able to continue their interactions with the City, although it may be less convenient than normal.

## Business Continuity:

Business Continuity Planning has taken place in all administrative Divisions, and Critical Functions have been catalogued and prioritized. General mitigative strategies have been implemented across the organization, including:

- Information to staff about risk factors, and self-isolation requirements
- Creation of additional Safe Work Practices for front line staff serving members of the public in person
- Review and update of Safe Work Practices to ensure compliance with Alberta Health Services recommendations for transmission reduction

# REQUEST FOR COUNCIL DECISION



- Direction to staff to maintain two-metre (six feet) distances from other people
- Strict instructions to vehicle use to 'assigned vehicles only'
- Temporary ban on bringing in or consuming 'communal' food (I.e. home baking, muffins, etc.)
- Separation of certain work crews from other cross-trained staff

Generally, the risk for service interruption of municipal services remains low. The relatively short isolation/illness period (approximately 14 days, in both cases) means that long-term disruption is unlikely. The City also has a strong culture of cross-training, so many staff can backfill business functions other than their own. Further, even in the unlikely scenario of mass, simultaneous infection of multiple staff members in one department, the likelihood that all would be debilitated by the COVID-19 is extremely low. More likely, the vast majority, even if infected, would be able to work remotely, or at the very least remotely direct a less experienced staff member for critical tasks.

Nonetheless specific, detailed contingency plans to ensure business continuity have been developed for the following critical functions:

## Operations

- City water quality testing, pumphouse monitoring and daily inspection
- City sewer lift station monitoring and daily inspection
- Regional water quality testing, pumphouse monitoring and inspections
- Regional sewer lift station monitoring and inspections
- Emergency sewer flushing
- Major water leak response
- Snow clearing (Level 1 Priority Roads only)

## Emergency Services

- Lacombe Police Service – dispatch
- Lacombe Police Service – guarding
- Lacombe Police Service – patrol and response
- Lacombe Fire Services – response

## Community Services

- Facility maintenance – arenas
- Facility maintenance – pools
- Communications
- Sidewalk clearing at facilities

# REQUEST FOR COUNCIL DECISION



## Finance

- Payroll
- Accounts payable
- Accounts receivable
- Property taxes

## Corporate Services

- Network administration
- Email
- Phone server
- Remote workstation setup
- Technical support
- Website maintenance (critical functions only)

## Community Economic Support:

Administration has developed four strategies to mitigate the economic impacts to residents and businesses. Most of these items will primarily impact the cashflow of businesses, residents, and the City of Lacombe, although there will also be some less significant operational costs. It is difficult to accurately estimate the precise impacts, because they will be largely dependent on the number of residents and businesses that take advantage of the proposed options.

The peak cumulative cashflow impact to the City's financial position (as compared to the planned expenditure/revenue cycle) would occur on July 1, 2020. Based on a number of assumptions about the uptake of the various proposals below, Administration has estimated the cashflow deficit to peak at around \$ABC. Administration is confident that this can be managed through the temporary use of available cash reserves, and approved credit.

### 1. Utility Payment Deferral (3 months)

The first proposal is to suspend late payment penalties on utility accounts. This would give residents and businesses a 'grace period' of three months where utility payments could be deferred, after which they would have six months to repay the deferred amount (total nine months penalty-free on deferred balances).

Total monthly late payment penalties on utility accounts are approximately \$5,000, resulting an estimated total impact (upper limit) of \$45,000 in lost revenue. Further, there would be a potential cashflow impact to the City, since the North Red Deer Regional Water Services Commission would be invoicing for utility services, for which the City has not yet received payment. The estimated **cashflow deficit**, assuming 25% of account holders take advantage of the option, would be \$750,000, peaking at the end of July.

The City's utility billing system does not have a viable option to apply the grace period to new balances or previously outstanding amounts. This means that account holders with an existing balance in arrears will also benefit from the penalty moratorium.

### 2. Deferral of Tax Installment Payment Plan System (TIPPS) Property Tax Payments (3 months)

The second proposal for Council's consideration is the temporary deferral of monthly TIPPS payments for residents or businesses that request it. Again, this would be for a three-month period. The City would recover the deferred amount over the following six months, through increased TIPPS payments. The cashflow deficit from this proposed strategy, assuming 25% uptake, would be \$540,000, peaking at the end of June.

# REQUEST FOR COUNCIL DECISION



### 3. Property Tax Deadline Deferral (6 months)

Moving the property tax deadline from June 30 to December 31, 2020, would provide some cashflow relief to individuals and businesses financially impacted by the pandemic. The City would lose all revenue normally associated with late property tax payment penalties in 2020. The 2020 Operating Budget includes \$143,000 for this line item. Assuming 75% uptake on this proposed deferral strategy, there would be a cashflow deficit of \$6,750,000, potentially extending from July 1 to December 31.

### 4. Lacombe Business Licence Credit

Administration proposes waiving the fee (or crediting those that have already paid) for 2020 Resident Business Licenses. The total impact of this change would be a loss of revenue of \$86,000.

#### Combined Financial Impact of Recommended Strategy

As identified above, the cashflow deficit for the City of Lacombe will peak July 1, and could be as high as \$8.3 million. The lack of available cash will reduce the City's investment income for Q3 and Q4. Administration estimates the impact to be a revenue reduction of \$110,000 from budget.

**The combined impact of the four strategies proposed above would result in one-time total lost revenues of up to \$384,000 for the City of Lacombe.**

Administration proposes funding the potential shortfall through reduced contributions to infrastructure reserves in the 2020 Operating Budget. The reductions may impact the reserve balances in Water, Wastewater, Roads, and General Capital. Administration will propose, at year end, amended reserve contributions that defray the impact to any one infrastructure class.

#### **STRATEGIC PLAN ALIGNMENT:**

Council should consider the following Strategic Objectives when deliberating the proposed Community Economic Supports:

- 1.1.4 Fiscal Prudence: To Manage the City to Allow for Property Tax Increases Near Inflation.
  - Tax revenue, as a ratio of the City's operating budget, is reduced.
  - Additional revenue sources are secured.
  - Maintain optimal reserve balances and maintain city development at a level that contributes to the tax base at an optimum level

# REQUEST FOR COUNCIL DECISION



## 4.2.1 Economic Growth: To Stimulate Balanced Economic Growth

- Consider how the City can assist with development for business attraction and retention.

## 4.2.3 Healthy Retail: To develop a Healthy Retail Sector

- Work with Lacombe's downtown economic sector to stimulate the development of the historic downtown area.

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

Following Councils direction regarding the proposed Community Economic Support strategies, Administration will develop media releases, public notifications, and some direct notifications to communicate the available supports.

Public messaging for March 15:

1. March 15 - Social media posts to inform residents of civic facility closures

Public messaging for March 16:

1. March 16 – Media Release and associated Social Media posts: Municipal facilities closed in response to COVID-19 Pandemic

Public messaging for March 17:

1. Mayor & CAO interviews with Sunny 94FM
2. Closed notices posted on City Hall doors
3. March 17 - Media Release and associated Social media posts: Emergency Coordination Centre Activation
4. March 17 - VIDEO: Mayor's Message to the Community on Social media
5. March 17 – Social media posts re: making bill payments and visiting City Hall
6. March 17: COVID-19 City Pages article for March 19 approved

Public messaging for March 18:

1. Mayor & CAO interview with CTV Red Deer

# REQUEST FOR COUNCIL DECISION



2. Sunny 94FM to run 10 x 30 sec ads culled from the Mayor's message to residents - dates TBD
3. Social media posts reminding residents of alternate ways to do business with the City of Lacombe
4. Social media posts sharing Mary C Moore public library info re: alternate services

## Public messaging for March 18:

1. Recorded 30 sec radio spot (Mayor's message to the community) for broadcast on Sunny94FM
2. SM posts re: AHS mental health resources, self-assessment tool, provincial/federal resources for businesses

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

Council may choose to:

1. Accept this report as information, OR
2. Accept this report as information, and direct Administration to implement one or more of the proposed Community Economic Supports, OR
3. Accept this report as information, and take other action, as directed by Council.

## **ATTACHMENTS:**

Linked in memo.

## COVID-19 BACKGROUND:

A pneumonia outbreak was identified in Wuhan, China on December 31, 2019. Shortly thereafter it was determined that the virus was in fact a novel form of the coronavirus; which are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Cases in Alberta, and notable Provincial actions, by date

*January 30: 0 cases*

- The Provincial Operations Centre was elevated to a level 2 activation, to prepare for a possible COVID-19 outbreak in Alberta.

*March 5: 1 case (total)*

- On March 5, The World Health Organization (WHO) raised its assessment of the risk of spread and the risk of impact of COVID-19 to very high at the global level.

*March 6: 2 cases (total)*

*March 7: 2 cases (total)*

*March 8: 4 cases (total)*

*March 9: 7 cases (total)*

*March 10: 14 cases (total)*

*March 11: 19 cases (total)*

- The World Health Organization declared a pandemic globally.

*March 12: 23 cases (total)*

- Alberta asked organizers to cancel any events that have more than 250 attendees, or that has more than 50 attendees and expects to have international participants, or involves critical infrastructure staff, seniors, or other high-risk populations should also be cancelled.
- In addition to elevating the POC operational level, the Government of Alberta (GoA) has established a Pandemic Response Planning Team (PRPT). The PRPT will coordinate the efforts and expertise of all GoA ministries to ensure we are adequately prepared to deal with the medium and long term impacts of the COVID-19 virus on Albertans.

# REQUEST FOR COUNCIL DECISION



*March 13: 29 cases (total)*

*March 14: 39 cases (total)*

- On March 14, the Provincial Operations Centre (POC) elevated to operational level 3.

*March 15: 56 cases (total)*

- On March 15, the Chief Medical Officer of Health announced that all classes K - 12 in Alberta have been canceled indefinitely, as well as in-person classes at post-secondary institutions. All licensed childcare facilities, out-of-school programs, and preschools in Alberta are closed.

*March 16: 74 cases (total)*

*March 17: 97 cases (total)*

- The City of Calgary and the City of Red Deer declared States of Local Emergencies (SOLE).
- The Lieutenant Governor, on advice from Premier and Cabinet, declared a Public Health Emergency under the *Public Health Act*.
- Alberta's Provincial Operations Centre was elevated from a level 3 to a level 4, the highest level.
- Effective immediately and until further notice, the Alberta government implemented additional public health measures. The additional measures include:
  - Mass gatherings are now limited to no more than 50 attendees. This includes worship gatherings and family events such as weddings. Grocery stores, shopping centres, health-care facilities, airports, the legislature and other essential services are not included.
  - Albertans are prohibited from attending public recreational facilities and private entertainment facilities, including gyms, swimming pools, arenas, science centres, museums, art galleries, community centres, children's play centres, casinos, racing entertainment centres, and bingo halls.

## REQUEST FOR COUNCIL DECISION



- Sit-down restaurants, cafés, coffee shops, food courts and other food-serving facilities, including those with a minors-allowed liquor license, are limited to 50 per cent capacity to a maximum of 50 people. Take-out, delivery or drive-through service is permitted.
  - Not-for-profit community kitchens, soup kitchens and religious kitchens are exempt.
  - Until further notice, all Albertans are restricted from attending bars and nightclubs, where minors are prohibited by law.
- The Province announced that municipalities, charitable and non-profit organizations providing social services support will immediately see \$60 million to support their COVID-19 response. The funding will be provided to adult homeless shelters, women's emergency shelters and the Family and Community Support Services (FCSS) program.

*March 18: 119 cases (total)*

On March 18, Prime Minister Justin Trudeau announced a \$82 billion federal aid package for Canadians and businesses unable to work.

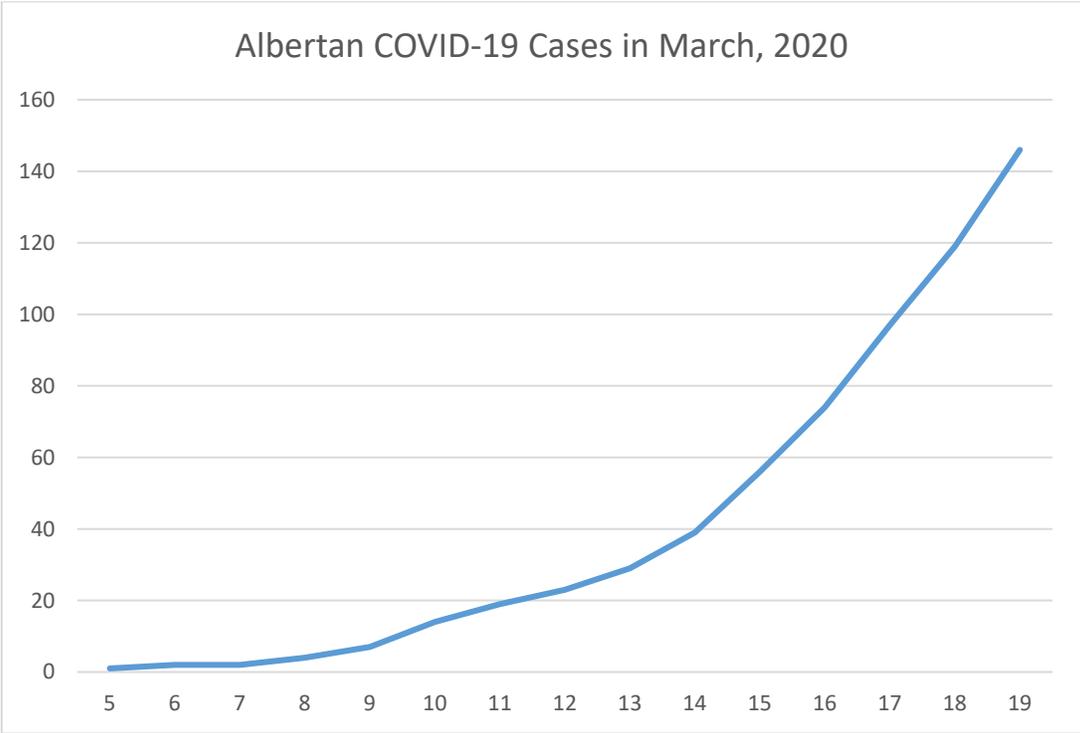
- Today, Canada and the US agreed to close the border to non-essential travel.
  - Canadians remain able to return home
  - Trade, supply chains, and essential work remain open

*March 19: 146 cases (total)*

Premier Kenney announced several relief measures for Albertans impacted financially by the pandemic, including:

- A temporary program for working adult Albertans who must self-isolate because they meet the Government of Alberta's published criteria for self-isolation. This program also includes people who are the sole caregiver for a dependent who must self-isolate because they meet the public health criteria, and who will not have another source of pay or compensation while they are self-isolated.
- Albertans can defer their electricity and natural gas utility payments for residential, farm and small commercial customers for 90 days.
- Post-secondary students will have a six-month, interest-free holiday on student loan payments.
- Government will not collect corporate income taxes until this August 31.
- One Albertan in the Edmonton has died as a result of the virus, the first COVID-19 related death in the province.

# REQUEST FOR COUNCIL DECISION





# REQUEST FOR COUNCIL DECISION

**SUBJECT:** Bylaw 477 – Supplementary Assessment  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** March 23, 2020

FILE: 13/422

## PURPOSE:

Administration is presenting the City's 2020 Supplementary Assessment Bylaw 477.

## RECOMMENDED MOTION(S):

1. THAT Council give second reading to Bylaw 477 – Supplementary Assessment
2. THAT Council give third reading to Bylaw 477 – Supplementary Assessment

## RELATED PRIOR MOTION(S):

1. (March 9, 2020): THAT Council give first reading to Bylaw 477 – Supplementary Assessment
2. (April 8, 2019): THAT Council approves first reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented
3. (April 8, 2019): THAT Council approves second reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented
4. (April 8, 2019): THAT Council pass the motion to conduct all three readings of Bylaw 471 at one meeting.
5. (April 8, 2019): THAT Council approves third reading of Bylaw 471 – Supplementary Tax Rate Bylaw as presented

## EXECUTIVE SUMMARY:

The City levies taxes twice a year. The general tax levy is levied in the spring and is based on the annual assessments prepared as of December 31<sup>st</sup> of the previous year. The general tax levy does not take into account the portion of properties constructed and completed after December 31<sup>st</sup> of the previous year.

To account for these properties and ensure fairness and equity amongst all properties, the City also issues a supplementary tax levy in December of each year to account for improvements that are completed after December 31<sup>st</sup>. This is an incremented tax and only applies to the period from completion to the end of the year.

## ANALYSIS:

# REQUEST FOR COUNCIL DECISION

The City has always levied a supplementary tax via a supplementary assessment bylaw. The requirement under the legislation is to approve such a bylaw on an annual basis. Bylaw 477 is being prepared for the 2020 tax year and thereby is consistent with the legislative authority provided under the Act.

New construction typically raises approximately \$65,000-\$75,000 in municipal revenue each year. However, these amounts can fluctuate based on construction activity which is affected by economic conditions.

Upon adoption of Bylaw 477, Bylaw 471 (the prior Supplementary Assessment Bylaw) will be repealed.

## **Legislative Authority**

- Sections 313, 314, 315 & 316 of the MGA RSA 2000 Chapter M-26

## **STRATEGIC PLAN ALIGNMENT:**

Ensuring the City collects taxes on all improvements aligns favourably with Strategic Objective 4.1.4: Fiscal Prudence

To manage the City to allow for Property tax increases near inflation.

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

N/A

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

1. THAT Council give second reading to Bylaw 477 – Supplementary Assessment
2. THAT Council NOT give second reading to Bylaw 477 – Supplementary Assessment and direct administration to reduce the 2020 Operating budget by approximately \$75,000
3. THAT Council give third reading to Bylaw 477 – Supplementary Assessment
4. THAT Council NOT give third reading to Bylaw 477 – Supplementary Assessment and direct administration to reduce the 2020 Operating budget by approximately \$75,000

## **ATTACHMENTS:**

City of Lacombe Bylaw 477 – Supplementary Assessment Bylaw



# REQUEST FOR COUNCIL DECISION

**SUBJECT:** Bylaw 478 – Line of Credit  
**PREPARED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**PRESENTED BY:** Mauricio Reyes, Senior Manager of Financial Services  
**DATE:** March 23, 2020

FILE: 13/820

## **PURPOSE:**

Administration has prepared Bylaw 478, The City’s bylaw authorizing the establishment of a line of credit.

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

1. THAT Council give second reading to bylaw 478 – Line of Credit
2. THAT Council give third reading to bylaw 478 – Line of Credit

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

1. (March 9, 2020): THAT Council give first reading to bylaw 478 – Line of Credit
2. (April 8, 2019): THAT Council approves first reading of Bylaw 472 – Line of Credit Bylaw as presented
3. (April 8, 2019): THAT Council approves second reading of Bylaw 472 – Line of Credit Bylaw as presented
4. (April 8, 2019): THAT Council pass the motion to conduct all three readings of Bylaw 472 at one meeting.
5. (April 8, 2019): THAT Council approves third reading of Bylaw 472 – Line of Credit Bylaw as presented

## **EXECUTIVE SUMMARY:**

The City of Lacombe has historically carried a \$3,500,000 line of credit available for any unforeseen operating expenses that may arise. The purpose of the line of credit is to cover any operating cash flow issues that might arise due to the timing of expenditures and the collection of the annual taxes.

## **ANALYSIS:**

This line of credit will act as a safeguard for operational expenses if the cash balance does fall beyond forecasted levels. If the balance does flow into overdraft it is a borrowing against the City and a borrowing bylaw is required to be in place. The current line of credit has not been utilized since 2006.

The maximum interest rate is set at 6% within the bylaw. This will allow for potential interest rate fluctuations during the 3 year period.



# REQUEST FOR COUNCIL DECISION

As the borrowing is a line of credit, it would only impact the City's debt limits and debt servicing limits if it is actually used and only during which time a balance remains outstanding. It would automatically be paid back as the City's cash supplies are replenished.

The City's cash and short-term holdings as of December 31, 2019 were approximately \$21 million.

In 2020, Administration will review the investment policy and investment practices and determine what the best ways to invest short-term and long-term funds to ensure that maximum returns are achieved while maintaining liquidity and safety of the invested funds.

## **Legislative Authority**

- Sections 251, 255 & 256 MGA RSA 2000 Chapter M-26
- 13/201/02 (2012) Debt Management Fiscal Policy

## **STRATEGIC PLAN ALIGNMENT:**

### 4.1.4 Fiscal Prudence

To manage the City to allow for Property tax increases near inflation.

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

As per section 356(3) of the MGA, a borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

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

1. THAT Council give second reading to Bylaw 478 – Line of Credit
2. THAT Council NOT give second reading to Bylaw 478 – Line of Credit and direct Administration on how to proceed
3. THAT Council give third reading to bylaw 478 – Line of Credit
4. THAT Council NOT give third reading to Bylaw 478 – Line of Credit and direct Administration on how to proceed

## **ATTACHMENTS:**

City of Lacombe Bylaw 478 – Line of Credit



# REQUEST FOR COUNCIL DECISION

**SUBJECT:** 400.29 – Add “Autobody and paint shop” for Unit 11, Plan 062 8084  
**PREPARED BY:** Craig Teal, RPP MCIP, Director, PCPS  
**PRESENTED BY:** Craig Teal, RPP MCIP, Director, PCPS  
**DATE:** March 23<sup>rd</sup>, 2020

FILE: 61.201.29 (20)

## **PURPOSE:**

To present Council an option to amend the (UC) University Commercial District to add “autobody and paint shop in Unit 11, Plan 062 8084” as a permitted use.

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

1. THAT Council amend Bylaw 400.29 so 1a reads: Adding “Autobody and paint shop in Unit 11, Plan 062 8084 up to May 1, 2022” to the list of permitted uses in the (UC) University Commercial District.
2. THAT Council give first reading to Bylaw 400.29 as amended.
3. THAT Council schedule a public hearing for Bylaw 400.29 at 5:30PM on Monday, April 27, 2020.

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

1. None

## **EXECUTIVE SUMMARY:**

A request to amend the Land Use Bylaw to allow a paint and auto body shop in a bay of a multi-bay building in the (UC) University Commercial District has been submitted. Planning staff prepared Bylaw 400.29 to give effect to the request. The subject site is located in the College Heights Outline Plan area on a site slated for future mixed use comprising commercial, institutional and residential uses. The addition of another industrial use to the UC District is not consistent with the direction given for this area in the Municipal Development Plan and North Area Structure Plan. Administration is recommending a limited duration approval of two years.

## **ANALYSIS:**

The tenant of Unit 11, Plan 062 8084 is FSK Paint and Body and, with the consent of the owner of Unit 11, has made a request to amend the Land Use Bylaw to allow their auto body shop to continue to operate in Unit 11. Unit 11, Plan 062 8084 (civic address #11 7102 52 Street) is part of multi-bay building located in the (UC) University Commercial District.



## REQUEST FOR COUNCIL DECISION

The applicant indicates that the shop specializes in restorations, small light repairs, custom work, and support training through apprenticeships. Their shop is low volume, focusing on 2-3 vehicles per month, and they have no outdoor storage needs.

Based on the applicant's request, planning staff prepared Bylaw 400.29 using the language and structure of the Land Use Bylaw. Bylaw 400.29 is a site specific request focusing on the portion of the building used by the tenant and owned by their landlord. The proposed changes would not apply to any other property or bay on the property. The nature of the use being requested is "autobody and paint shop" as defined in the Land Use Bylaw. Bylaw 400.29 proposes to add "autobody and paint shop in Unit 11, Plan 062 8084" as a permitted use which would allow for consideration of a development permit by the Development Officer.

The site subject to Bylaw 400.29 is located north of Beardsley Avenue bounded by 52 Street on the east and University Drive on the west. The location of the property is outlined in pink in the included aerial photograph. Unit 11 is located in the northeast (upper right) portion of the building.

# REQUEST FOR COUNCIL DECISION



The subject site is identified as Future Mixed Use on the Future Land Use Concept Map of the Municipal Development Plan. Policy COM 5.2 indicates that these locations are intended for a combination of residential and commercial land uses. Uses are subject to consideration of compatibility, access, and commercial land needs.

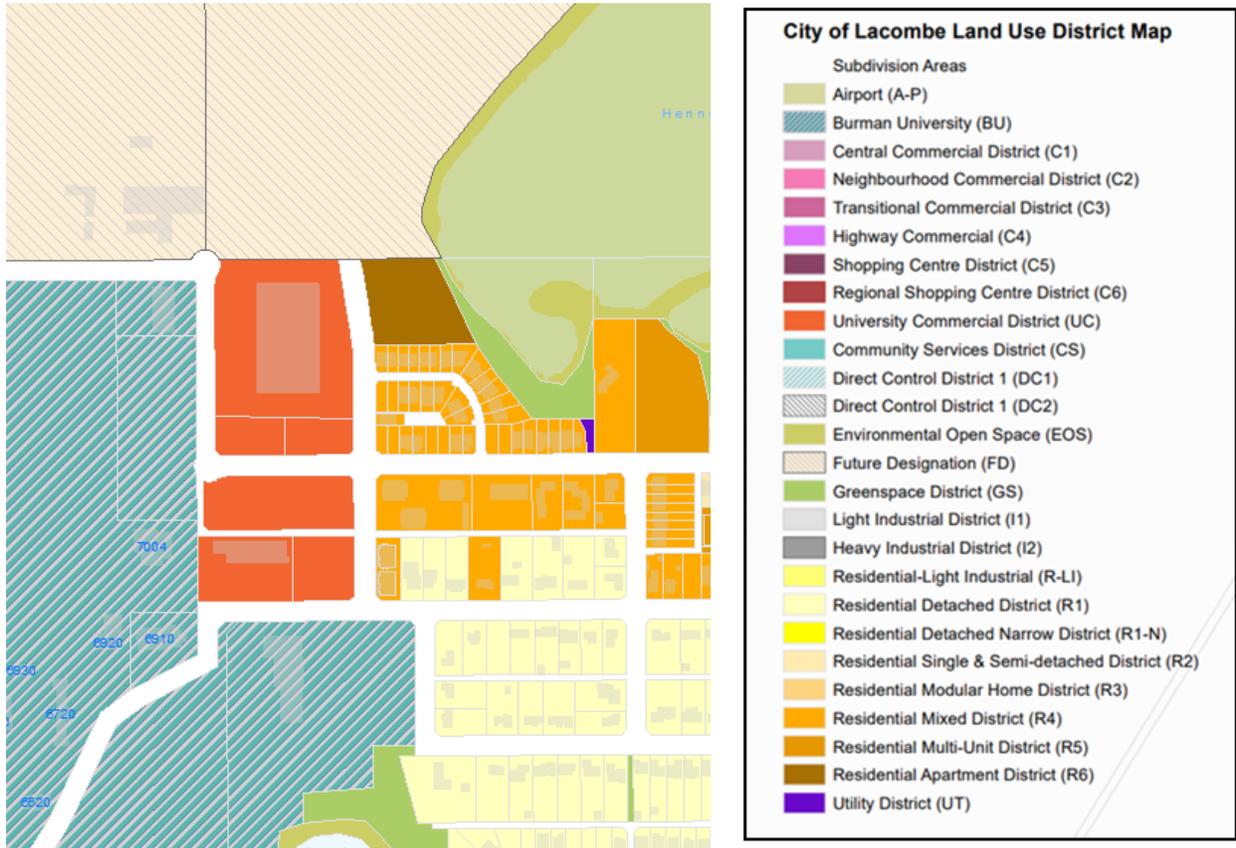
# REQUEST FOR COUNCIL DECISION

Under the North Area Structure Plan, the subject site is identified as Future Mixed Use. Policy 4.3.2 allows light industrial uses to be considered in the College Business Park area (formerly the CBP District under Land Use Bylaw 300) if related to the operation of the university campus. Policy 4.3.3 indicates that the College Business Park is meant to transition towards institutional and commercial uses, with some possibility of residential, and away from light industrial uses based on the uses allowed under the Land Use Bylaw.



The College Heights Outline Plan shows the subject site, located in northwest corner, as part of the Commercial Business Park. The objective for this area is to create an attractive Commercial Business Park, which includes offices, retail stores, warehousing, and light industrial and manufacturing businesses, which may or may not be related to the operation of the university/college.

# REQUEST FOR COUNCIL DECISION



The existing zoning in the area aligns with the types of land uses identified in the Municipal Development Plan, North Area Structure Plan and College Heights Outline Plan. The Residential Apartment District site east of the subject site is not developed. The land to the north of the subject site is presently designated Future Designation (FD) and intended for long term residential use under the Municipal Development Plan, the North Area Structure Plan and the Henner Heights Outline Plan.

The subject site is designated University Commercial District (UC). The purpose of the UC District is to provide for a variety of commercial activities and student support services related to the operation of Burman University. Listed permitted and discretionary uses are predominantly commercial and includes accessory dwelling unit consistent with the mixed use opportunity involving residences that is described in the Municipal Development Plan and the North Area Structure Plan.

Listed industrial type uses in the UC District are minor food production facility, distribution facility, general manufacturing, repair facility without outdoor storage yard, veterinary clinic



# REQUEST FOR COUNCIL DECISION

and warehousing. This may reflect the uses allowed under the previous College Business Park District that was in place before the 2015 Municipal Development Plan and the subsequent amendments to the North Area Structure Plan in 2016.

The activities that FSK Paint and Body engage in meet the definition of “autobody and paint shop” in the Land Use Bylaw. The definition in Bylaw 400 is as follows: “autobody and paint shop means development for the repair and/or painting of motor vehicle bodies and frames, and for damaged motor vehicle appraisal services.”

Under Bylaw 400, “autobody and paint shop” is assigned to the Light Industrial District (I1) and Highway Commercial District (C4) as a discretionary use and assigned to the Heavy Industrial District (I2) as a permitted use.

Administration views the addition of another industrial use to the UC District as inconsistent with the direction given for this area in the Municipal Development Plan and North Area Structure Plan. Approval of Bylaw 400.29 as written, based on the nature of the request of the applicant, will not support a transition away from industrial uses.

Recognizing that the business is operating in Unit 11, Administration is recommending a limited time approval of the use for a 2 year period. This will provide the applicant the opportunity to obtain a permit for the current location and time to seek out a permanent location with a Land Use Bylaw designation that accommodates autobody and paint shops.

The applicant has the right to request changes to the Land Use Bylaw regulations affecting land they own and/or legally control and is entitled to due process in the consideration of their request. This includes holding a public hearing to allow presentations on the matter and affording the applicant an opportunity to directly address Council and respond to any information that is raised in relation to their request. For this reason, Administration is recommending first reading and scheduling of a public hearing.

## **LEGISLATIVE AUTHORITY:**

### **CITY OF LACOMBE - LAND USE BYLAW 400**

- Part 9, Section 10.18 – Land Use Bylaw 400 – UC University Commercial District

### **MUNICIPAL GOVERNMENT ACT, RSA 2000, C.M-26**

- Section 606 – Requirements for Advertising
- Section 640 – Land Use Bylaw
- Section 692 – Planning Bylaws

# REQUEST FOR COUNCIL DECISION

## MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- Where We Work: Commercial
  - COM5.2: Mixed Use Development

## **STRATEGIC PLAN ALIGNMENT:**

There is no specific goal or objective that speaks to this type of development. Processing rezoning applications is a core City service.

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

All neighbouring property owners (within 60m) will be sent written notification of this application and the public hearing date and time. Broad public notice of the proposed amendment and public hearing will take the form of advertisement in the Lacombe Express and information posted on the City's website.

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

1. THAT Council give first reading to Bylaw 400.29 as presented.
- 1B. THAT Council amend Bylaw 400.29 and then give first reading.
- 1C. THAT Council refuse first reading of Bylaw 400.29.
2. THAT Council schedule a public hearing for Bylaw 400.29 at 5:30PM on an alternative date.

## **ATTACHMENTS:**

Bylaw 400.29

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Council Meeting Schedule  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 11/118/2020

## **PURPOSE:**

To recommend cancellation of one scheduled Council Committee of the Whole meeting on April 6, 2020.

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

1. THAT Council cancel the Monday April 6 Committee of the Whole meeting.

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

1. N/A

## **EXECUTIVE SUMMARY:**

Administration recommends cancellation of the April 6, 2020 Council Committee of the Whole meeting (scheduled at the October organizational meeting), if it is not required. The next regularly scheduled Committee of the Whole meeting is June 1, 2020.

Per Council's Procedural [Bylaw 370](#), 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:**

Proper notification of public meetings aligns favourably with Strategic Objective 4.1.1: Open and Accessible Government.

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

Meeting Schedule posted to City website

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

1. THAT Council cancel the Monday April 6 Committee of the Whole meeting.

# REQUEST FOR COUNCIL DECISION



2. That Council provide additional direction or amendments to the meeting date(s) presented.

## ATTACHMENTS:

- Regular / Committee Meeting Dates November 2019 to October 2020

<b>November 2019</b> 11 <sup>th</sup> Remembrance Day	Regular – 12 <sup>th</sup> and 25 <sup>th</sup> Committee – 4 <sup>th</sup>
<b>December 2019</b> 25 <sup>th</sup> / 26 <sup>th</sup> Christmas/Boxing	Regular – 9 <sup>th</sup>
<b>January 2020</b> 1 <sup>st</sup> New Years Day	Regular - 13 <sup>th</sup> and 27 <sup>th</sup>
<b>February</b> 17 <sup>th</sup> Family Day	Regular - 10 <sup>th</sup> and 24 <sup>th</sup>
<b>March</b>	Regular – 9 <sup>th</sup> and 23 <sup>rd</sup>
<b>April</b> 10 <sup>th</sup> Good Friday 13 <sup>th</sup> Easter Monday	Regular - 14 <sup>th</sup> and 27 <sup>th</sup> <del>Committee – 6<sup>th</sup></del>
<b>May</b> 18 <sup>th</sup> Victoria Day	Regular - 11 <sup>th</sup> and 25 <sup>th</sup>
<b>June</b>	Regular - 8 <sup>th</sup> and 22 <sup>nd</sup> Committee - 1 <sup>st</sup>
<b>July</b> 1 <sup>st</sup> Canada Day	Regular - 13 <sup>th</sup>
<b>August</b> 3 <sup>rd</sup> Heritage Day	Regular - 10 <sup>th</sup> Committee 17 <sup>th</sup>
<b>September</b> 7 <sup>th</sup> Labour Day	Regular - 14 <sup>th</sup> and 28 <sup>th</sup>
<b>October</b> 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:** Committee, Board and Commission Appointments for Citizens-at-Large  
**PREPARED BY:** Ross Pettibone, Legislative Coordinator/Executive Support  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 11/117/2020

## **PURPOSE:**

To bring to Council for approval a reappointment for a Citizen-at-Large on the Affordable Housing Strategy Steering Committee as established by Lacombe City Council.

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

1. THAT Council reappoint Bradley Freeman to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.

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

1. (May 9, 2020): THAT Council approve the appointment of Kim Willington to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.
2. (October 28, 2019): THAT Council approve the Board appointments and reappointments as presented, with remaining vacancies to be advertised.

## **EXECUTIVE SUMMARY:**

For all Citizens-at-Large positions on Boards and Committees, administration conducts public advertising, obtains approval from the Mayor, distributes applications to the receiving Board or Committee for information, with recommended appointments/reappointments presented to City Council for ratification.

The proposed reappointment will meet the bylaw requirements for:

- Between six and eight public individuals from the City of Lacombe on the Affordable Housing Committee, in addition to two Council.

## **ANALYSIS:**

In committing to further terms of service, the member and the respective committee is aware of the proposed re-appointment. Council is asked to reappoint a sitting member who expired February 26, 2020.

# REQUEST FOR COUNCIL DECISION



Consecutive terms of service on the above Committee are subject to the Terms of Reference for the Affordable Housing Strategy Steering Committee: *“Committee members may stand for reappointment at the conclusion of their term.”*

Advertising continues for unfilled 2020 vacancies on the Municipal Planning Commission, Art Collection Committee, Arts Endowment Committee, and Lacombe Library Board.

## Affordable Housing Strategy Steering Committee (2 year terms, can be reappointed)

- Council: Reuben Konnik, 2019, - At Pleasure
- Council: Chris Ross, 2019, - At Pleasure
- Citizen at Large: Robyn Jones, Sept 10/19 – Sep 10/21 (*First Appointment*)
- Citizen at Large: Kim Willington, March 9/20 – Dec 31/21 (*First Appointment*)
- Citizen at Large: **Bradley Freeman**, March 23/20 – Dec 31/21 (*Appointed 2018*)
- Citizen at Large: Bernard Skoretz, Jan 1/20 - Dec 31/21 (*Appointed 2018*)
- Citizen at Large: Outi Kite, Jan 1/20 – Dec 31/21 (*Appointed 2015*)
- Citizen at Large: Susan MacDonald, Jan 1/20 - Dec 31/21 (*Appointed 2015*)

### **STRATEGIC PLAN ALIGNMENT:**

4.5.8 Encourage Volunteerism: To Support Volunteerism in the Community.

A. Strongly support volunteerism.

B. Advertise volunteerism partnering opportunities to build a growing sense of community.

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

Positions are publicly advertised per policy.

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

1. THAT Council approve the reappointment of Bradley Freeman to the Affordable Housing Strategy Steering Committee with a term ending December 31, 2021.
2. THAT Council not ratify the appointment and direct the administration on how they wish to proceed

### **ATTACHMENTS:**

# REQUEST FOR COUNCIL DECISION



Board Appointments/Reappointments for Citizens-at-Large

---

## **Citizen-at-Large Board/Committee/Commission Appointments**

### **Affordable Housing Strategy Steering Committee**

Reappoint Bradley Freeman for a term ending December 31, 2021.

# REQUEST FOR COUNCIL DECISION



**SUBJECT:** Respectful Workplace Policy  
**PREPARED BY:** Barbara Wilton, Manager of Human Resources  
**PRESENTED BY:** Matthew Goudy, Chief Administrative Officer  
**DATE:** March 23, 2020

FILE: 14/126

## **PURPOSE:**

To seek Council approval of the new Respectful Workplace Policy for City employees.

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

1. THAT Council approve the Respectful Workplace Policy effective March 23, 2020;
2. AND that Council rescind the existing Positive Work Environment Policy 14/121.01 2014 effective March 23, 2020.

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

## **EXECUTIVE SUMMARY:**

Presented for Council's consideration is the new Respectful Workplace Policy. The City recognizes conflicts, disagreements or inappropriate behaviours may occur in the workplace. This Policy is meant to establish legislative compliance with the Occupational Health and Safety Legislation, establish the standards of behaviour, prevention measures and a process for employees to report behaviours that are inconsistent with those standards and negatively impact the workplace.

## **ANALYSIS:**

Organizational policies should be scheduled for review on a regular basis and updated accordingly. The Positive Work Environment Policy was last updated in 2014. Based on a review in consultation with the management group and in consideration of changes to the Occupational Health and Safety Legislation, the attached reflects the recommended changes to the existing policy (including title change).

Highlights of the changes to this policy are as follows:

### Definitions:

- Bullying is identified as a specific form of harassment, as per the OH&S legislation.

# REQUEST FOR COUNCIL DECISION



## Responsibilities:

- Roles and responsibilities have been redefined and clarified for all parties covered under the Policy.

## Processes:

- Procedures have been identified on how to resolve the matter informally or formally.

The following sections have been removed from the Policy and Administrative Directives have been established and/or form part of other policies:

- Confidentiality of Employment Information
- Freedom of Information and Protection of Privacy (FOIPP) Act
- Credit Checks
- Employment References
- Confidentiality of the Employee's Personnel File
- Violence in the Workplace has been removed as it properly resides in the Safety Manual

## Attachments:

- Schedule "A" – Examples added to the policy
- Schedule "B" – Formal Complaint Form added to the policy

## **STRATEGIC PLAN ALIGNMENT:**

The Human Resources Department includes in their annual business plan activities a review of all HR policies and amends them as necessary. While not specifically referenced in the Strategic Plan policy review and revision supports good governance practices.

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

The approved policy will be circulated to all City of Lacombe employees.

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

1. Council may approve the policy;
2. Council may decline to approve the policy;
3. Council may direct Administration to make additional revisions.

## **ATTACHMENTS:**

The policy under consideration and the accompanying guidelines and procedures.